



ARCHITECTURE
ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
CONSTRUCTION SERVICES

Mr. Todd Edge
Project Manager, Public Works
City of Coconut Creek
4900 West Copans Road
Coconut Creek, FL 33063

July 25, 2023

RE: Scope of Services for the Optimization and Improvement of the City of Coconut Creek Recreation Complex

PART I - PROJECT BACKGROUND AND DESCRIPTION:

The City of Coconut Creek has requested Bermello Ajamil & Partners, Inc. to perform professional design services for the optimization and interior remodel of the Recreation Complex at the City of Coconut Creek. This proposal includes a comprehensive package to be permitted and provided to the City of Coconut Creek for the procurement of a contractor to perform the work. The Project is identified as the existing City of Coconut Creek Recreation Complex located at 4455 Sol Press Blvd.

The project, which is the basis of this proposal will include the following work:

Program Requirements

Recreation Complex:

- **General Exterior:**
 - Add (8) new sport themed bollards at drop-off area.
 - Paint Full exterior of Recreation & Fitness Complex
- **General Interior**
 - Color theme – Add a different color highlight/feature wall to Cocoplum Room, Palm Room, Bermuda Room, Cypress Room, and Oak Room.
 - Replace window tint on individual rooms along the east façade. Does not apply to curtain wall glazing system of the entire complex.
 - Replace all existing wall mounted room signage and wayfinding with new signage throughout the facility, at each room/door.
 - Sand prime and paint all interior doors and frames, replace hardware as needed.
 - New sound system design that would include a complex-wide public address (PA) system with the ability to play low level ambient music.
- **Offices** (Includes Conference room, Break room, Reception desk, offices)
 - **Reception Desk**
 - Space planning required.
 - Remove texture wall covering and acoustical sound soak (wall carpet) from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
 - Paint Color preference City Hall colors/theme
 - Remove cash drawer and relocate safe to internal office area. Place safe at counter height.
 - Replace acrylic partition with permanent glass from counter to soffit, add 2 or 3 transaction openings.
 - New recess lighting at soffit.
 - Replace Reception desk – customer side to have modern look/materials, preferably stone (granite) countertop. Reception side to have laminate work surface, with 3 workstations stations and remainder base cabinetry for storage. Add full height panel to screen emergency panels adjacent to door (east).

- Full height cabinetry in L-shaped corner, drilled for access to electrical/tele/data – may need to design as 1 tall corner cabinet and then 2 separate (2) door cabinets on either side.
- New ceiling grid and tiles (2x2) – if possible, raise ceiling at least 4" to 6" above soffit line.
- Add frosted tint to west facing glass panels to match adjacent entry transom.
- Replace carpet with new high traffic carpet and vinyl base.
- Remove pendant lighting. Replace existing lighting with L.E.D. 2x4 fixtures. (Lighting as per City's specifications)

➤ **Office Area**

- Add one-way window film to new glass for privacy. Employees need to see outside without being seen.
- New furniture for 8 TO 9 workstations with privacy panels
- Remove texture wall covering from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
- Paint Color preference City Hall colors/theme
- Replace existing carpet flooring with new high traffic carpet & vinyl base.
- Replace ceiling tiles. Change grid to 2x2 to match other rooms.
- Replace existing lighting with L.E.D. 2x4 fixtures. (Lighting as per City's specifications)

➤ **Conference Room**

- Remove existing millwork.
- Remove texture wall covering from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
- Paint Color preference City Hall colors/theme
- Replace existing carpet flooring with new high traffic carpet & vinyl base.
- Replace ceiling tiles. Change grid to 2x2 to match other rooms.
- Replace existing lighting with L.E.D. 2x4 fixtures. (Lighting as per City's specifications)
- Add plenum intake / jumper to stop vacuum effect.

➤ **Breakroom**

- Remove & replace millwork – new millwork to be ADA compliant.
- Remove texture wall covering and acoustical sound soak (wall carpet) from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
- Paint Color preference City Hall colors/theme
- Add Insta-hot.
- Add plenum intake / jumper to stop vacuum effect.
- Replace existing flooring with new high traffic VCT flooring & vinyl base.
- Replace ceiling tiles. Change grid to 2x2 to match other rooms.
- Replace existing lighting with L.E.D. 2x4 fixtures. (Lighting as per City's specifications)
- Replace shelving at storage closet.

● **Corridors**

- Replace existing flooring with heavy traffic, high end looks quality flooring and baseboard.
- Remove texture wall covering and acoustical sound soak (wall carpet) from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
- Replace all existing ceiling tiles in acoustical ceiling areas (paint grid)
- Replace all existing lighting with new 2x4 LED lighting in all acoustical and suspended ceilings. (Lighting as per City's specifications)
- Continue to replace all uplighting in vaulted corridor area with by-pass L.E.D.s as started by Facilities.
- Remove Trophy case. Patch, repair, and paint wall as required. Relocate vending machines to recess wall, add electrical outlets as necessary.
- Sand prime and paint all interior doors and frames, replace hardware as needed.
- Replace the existing water fountain with new, to include bottle filler.
- New (easily movable) seating in Corridors and Reception areas (based on 20-30 chairs)
- Artistic update to the "Sports Wall of Fame"

- New glass cabinets.
- Art Wall (Funded separately) – location is north wall face of Corridor 102 near the east exit.
- Cultural Wall (Funded separately) – location is the south wall of Corridor 105 near the east exit. Add wall mounted lighting to match existing in the other corridor for similar artwork.
- Remove existing wall cut-out above kitchen window. (Window to remain)
- Paint over existing corridor Mural near the kitchen and remove framing.

- **Men and Women's Restrooms**
 - Update men and women's restrooms. Replace floor tile, wall tile, vanities/lavatories, mirrors, soap dispenser hand dryers, paper towel dispensers, stall partitions, urinals, water closets fixtures, garbage receptacles, grab bars, etc.
 - Use color palette of Fitness Center Restrooms.
 - Remove texture wall covering and acoustical sound soak (wall carpet) from all vertical walls. Patch, repair or replace gypsum wallboard as necessary.
 - Surface preparation and painting of Interior.
 - New recessed lighting.
 - Patch and repair ceiling as required.

- **Cocoplum Room** (Multipurpose room: ping pong stations, ballet)
 - Existing Mural to remain. Protect throughout all stages of construction.
 - Room to have color orange accents to reflect MSD connection/donor.
 - Replace flooring. New flooring with orange color accent (preferred: Mondo Ramflex or Valor)
 - Replace all ACT tiles; hand painted tiles to be carefully removed, protected, and returned to the facility for their use.
 - Replace the lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Existing ballet bars and mirrors to remain.
 - New wainscot wall protection (Armourcoat or similar)
 - Add frosted glass film or infinity dots application to entrance glass door and window.
 - New Sound system to accommodate presentations, music (ambient and fitness), and announcements with Wi-Fi, Bluetooth, and remote-control capabilities/connections included. Sound system to include new ceiling mounted speakers, handheld wireless microphones (min.2), wireless headphone /microphones (min.2) a digital mixer properly designed for the system, USB and HDMI inputs, and a tuner with online streaming and/or internet access capabilities (i.e., YouTube Music®, Pandora®, access to online radio stations, etc.)
 - Sound system to be stored on adjacent storage closet.
 - Surface preparation and painting of Interior.

- **Corridor** (between Cocoplum/Bermuda room)
 - Space planning required. Increase corridor width, convert (2) non-ADA restrooms into a Utility washroom and a Handwash Room with a trough style sink with 2 or 3 faucets/soap dispensers preferred. Both spaces can be open to the corridor (no doors necessary).
 - Facilities have requested for space planning to increase mechanical room, if possible, to allow proper working space.
 - Replace flooring with ceramic tile.
 - Eliminate wall openings.
 - New gypsum ceilings with recessed LED light fixtures.
 - Surface preparation and painting of Interior.

- **New Utility Art Washroom** (at Cocoplum/Bermuda Corridor)
 - Space planning required. Can be open to corridor, no door necessary.
 - Ceramic tile flooring to extend up on wet wall.
 - New gypsum ceilings with recessed LED light fixtures.
 - New Large utility sink

- Surface preparation and painting of Interior.
- Existing floor drain to remain

- **New Handwash Area** (at Cocoplum/Bermuda Corridor)
 - Space planning required. Can be open to corridor, no door necessary.
 - Ceramic tile flooring to extend up on wet wall.
 - New gypsum ceilings with recessed LED light fixtures.
 - New trough sink (2 faucets minimum)
 - Surface preparation and painting of Interior.
 - Existing floor drain to remain

- **Kitchen** (at Cocoplum/Bermuda Corridor)
 - Replace ceiling tiles and lighting.
 - Use LED lighting as per the City's specifications.
 - Replace flooring to match Bermuda Room flooring.
 - Replace millwork with full height min. 24" deep storage cabinetry.
 - Surface preparation and painting of Interior.

- **Bermuda Room** (Art Room)
 - Folding partition floor track to remain.
 - Replace flooring. (Waterproof, easy to clean paint spills)
 - Replace ceiling tiles.
 - Replace the lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Add 4 pull down electric drops.
 - The hallway light switch to remain.
 - New metal shelving for Art supply closets.
 - Change closet door hardware to Lever hardware.
 - Surface preparation and painting of Interior.
 - Bright blue color preferred.
 - Evaluate fire sprinklers. Spray pattern may be affected by added closets.

- **Palm Room** (Multipurpose Room / Computer, gaming, billiard, hockey tablet, TV and Study Room)
 - Replace flooring with high traffic flooring. The flooring must blend with Bermuda (Art) Room due to operable folding partition wall between both rooms.
 - Replace ceiling tiles. Potential grid remediation due bowing.
 - Replace the lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Space planning required.
 - Replace open shelving with a minimum of (2) 24" deep rolling cabinets. Relocate away from folding partition.
 - New desk layout to accommodate 4 to 6 computer workstations for homework/gaming with required electrical outlets.
 - Surface preparation and painting of Interior.
 - Bright paint colors to coordinate with Bermuda Room
 - Add frosted glass film or infinity dots application to entrance glass door and window.

- **Cypress Room** (Projection Room)
 - Add double doors from entrance corridor to storage room.
 - Add a 3-way light switch to the storage room.
 - Replace projection room lighting. Preference for dimming controls; no low voltage nor Lutron type.
 - Replace existing carpet flooring with new high traffic carpet with design.
 - Replace ceiling tiles.
 - Replace the lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Remove wall cabinet.

- Replace Dry Erase Board with Digital Smart Board
 - Remove chair rail.
 - Remove texture wall covering from all vertical walls. Patch, repair or replace gypsum wallboard as necessary.
 - New Sound system to accommodate presentations, music (ambient and fitness), and announcements with Wi-Fi, Bluetooth, and remote-control capabilities/connections included. Sound system to include new ceiling mounted speakers, ceiling mounted projector, automatic screen recessed into ceiling, handheld wireless microphones (min.2), wireless headphone /microphones (min.2) a digital mixer properly designed for the system, USB and HDMI inputs, and a digital tuner with online streaming and/or internet access capabilities (i.e., YouTube Music®, Pandora®, access to online radio stations, etc.)
 - Sound system to be stored on adjacent storage closet.
 - Surface preparation and painting of Interior.
 - Paint Color preference City Hall colors/theme.
- **Oak Room (Eye Play System Room)**
 - Replace existing flooring (possibly Mondo flooring). Coordinate flooring color with EyePlay Manufacturer to make sure it doesn't disrupt its functionality.
 - Replace existing ceiling tiles.
 - Replace existing lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Remove chair rail.
 - Add mirror to North wall.
 - Add frosted glass film or infinity dots application to entrance glass door and window.
 - Add ceiling mounted projector with motorized projection screen.
 - Remove texture wall covering from all vertical walls. Patch, repair or replace gypsum wallboard as necessary.
 - New Sound system to accommodate presentations, music (ambient and fitness), and announcements with Wi-Fi, Bluetooth, and remote-control capabilities/connections included. Sound system to include new ceiling mounted speakers, handheld wireless microphones (min.2), wireless headphone /microphones (min.2), a digital mixer properly designed for the system, USB and HDMI inputs, and a digital tuner with online streaming and/or internet access capabilities (i.e., YouTube Music®, Pandora®, access to online radio stations, etc.)
 - Existing projection screen and ceiling mounted projector to be integrated into the new Sound system.
 - Existing EyePlay system to remain.
 - New wall-mount monitor with direct link to the stage camera in the Gymnasium.
 - Allocate a dedicated space across the hallway to store the new Sound system.
 - Surface preparation and painting of Interior.
 - Paint Color preference City Hall colors/theme.

Fitness Center:

- **General Interior:**
 - Replace tinting on all windows (where applicable)
 - Replace all existing wall-mounted room signage and wayfinding with new.
 - New sound system design that would include a complex-wide public address (PA) system with the ability to play low level ambient music.
- **Corridors:**
 - Upgrade hardware on storefront doors at east entry/egress of Corridors 112
 - Replace all ceiling tiles in acoustical ceiling areas (update grid to 2x2)
 - Replace all lighting with L.E.D.s in acoustical and suspended ceilings.
 - Replace the existing water fountain with new, to include bottle filler.
 - Remove texture wall covering and acoustical sound soak (wall carpet) from all vertical walls. Patch, repair or replace gypsum wallboard as necessary. Prepare the surface and paint.
 - Add modern corner bids.
 - Surface preparation and painting.

- **Reception:**
 - Space planning required.
 - Fitness reception desk to be re-finished with same features/countertops as Recreational Complex design.
 - New recess lighting at soffit.
 - Replace Reception desk – customer side to have modern look/materials, preferably stone (granite) countertop. Reception side to have laminate work surface, with 2 workstations stations and remainder base cabinetry for storage.
 - Add workstation to reception area.
 - New cabinetry and filing cabinets.
 - Create an office space with doors to a fitness area. Office wall to aligned w/ center of existing window mullion. Add standard office furniture.
 - Add camera and monitor at Reception for view of entry/egress doors at front.
 - Replace ceiling tiles.
 - Replace the lighting with 2x4 LED lighting. (Lighting as per City's specifications)
 - Surface preparation and painting of interior.
 - Paint color preference blue, yellow and gray

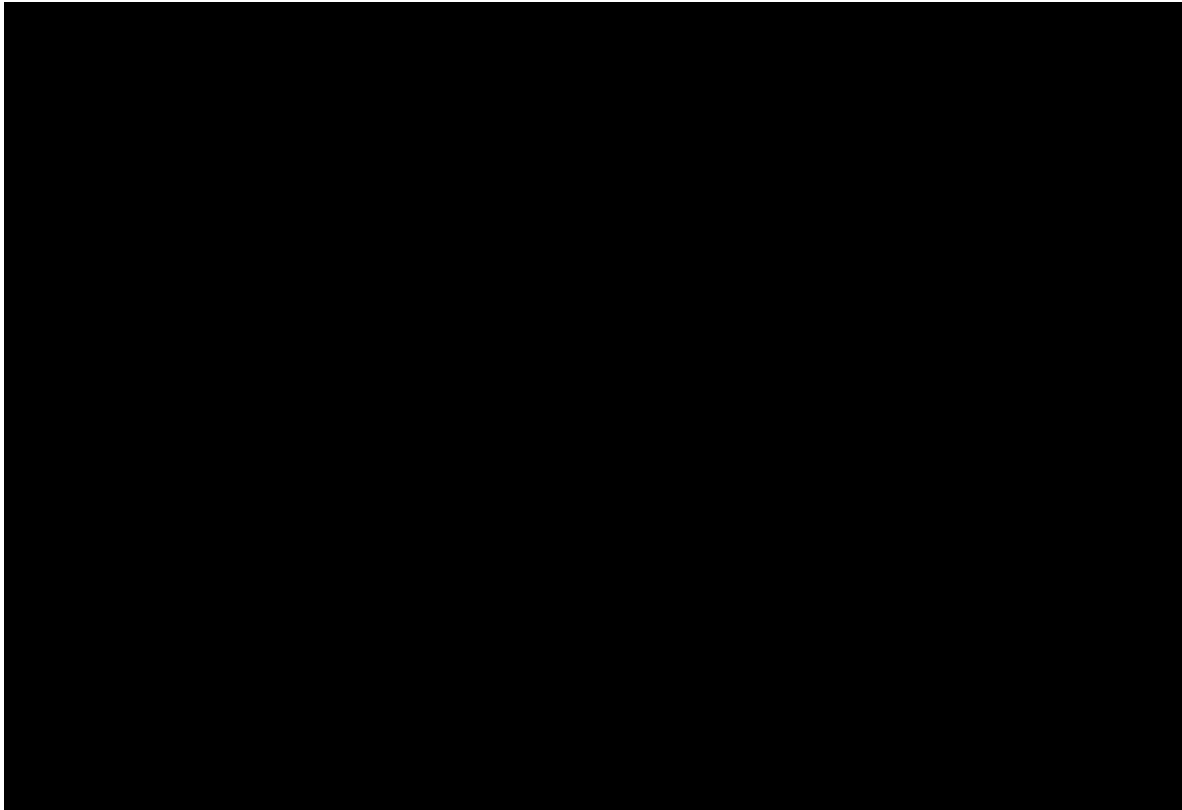
- **Office 202/Testing room 203:**
 - Office 202 is being relocated to the reception area.
 - Surface preparation and painting of interior.
 - Paint color preference blue, yellow and gray
 - Replace ceiling grid (2x2) and tiles.
 - Replace the lighting with 2x4 LED lighting. (Lighting a per City's specifications)
 - Replace existing flooring with new Mondo Floor. Sports impact 10mm, Dark Blue to match existing.

- **Exercise/Weights room 201:**
 - Replace ceiling grid (2x2) and tiles.
 - Replace the lighting with 2x4 LED lighting. (Lighting a per City's specifications)
 - Surface preparation and painting of interior.

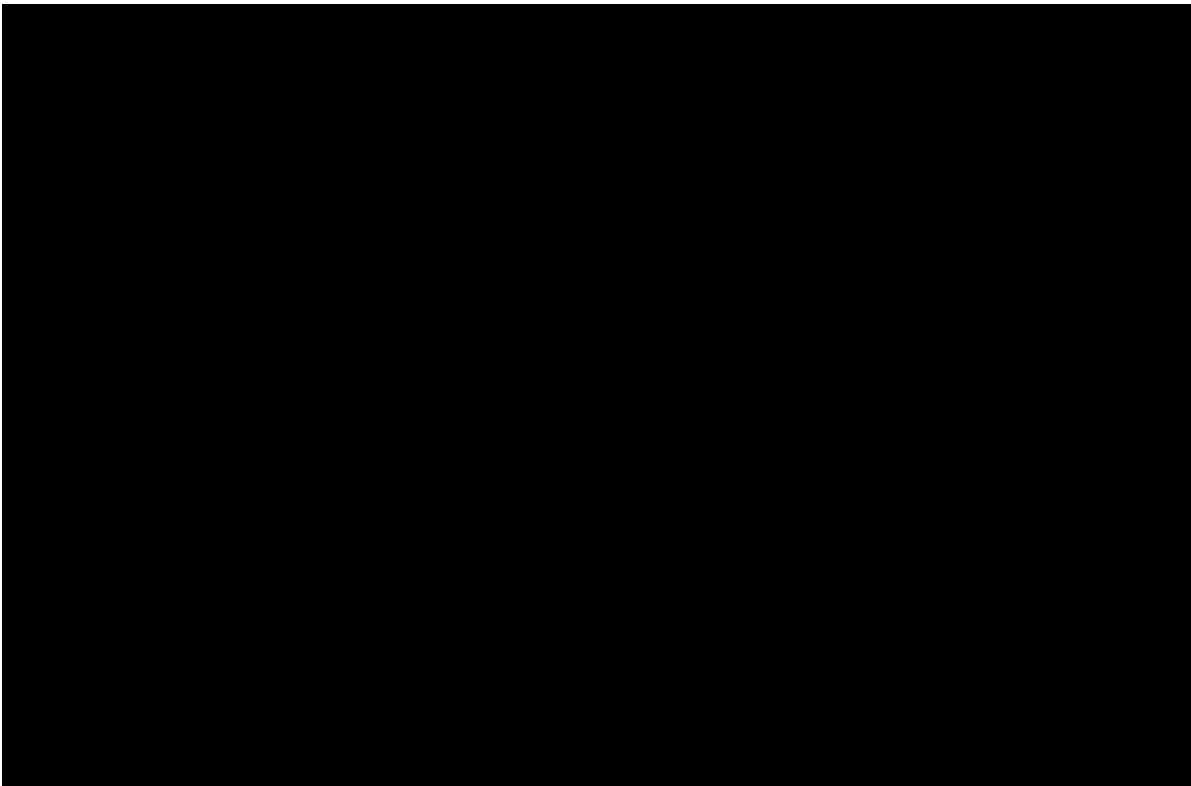
- **Aerobics/Fitness room 207:**
 - Replace the lighting with 2x4 LED lighting. (Lighting a per City's specifications)
 - Surface preparation and painting of interior.

- **Gymnasium/Stage:**
 - The new Sound system must include a speaker array capable of handling theatrical productions, concerts, talent shows, presentations, and such from the stage, as well as activities, events, and game announcing for those taking place on the gym floor. Must include new lapel microphones and a proper stage set-up with background filtering, handheld wireless microphones (min. 2), wireless headphone / microphones (min. 2), a digital mixer properly designed for the system (current set-up includes 24-channel mixer), a digital playback system, ceiling and/or wall mounted monitor speakers, Wi-Fi and Bluetooth capabilities, USB and HDMI inputs, iPad connectivity (tuner and / or mixer), retractable screen at stage, expandability for portable projector connection, and the preference for a lockable cabinet for all handheld, headphone, and portable devices related to the system, including any charging components.
 - New camera on stage with connection to Oak Room on site.

RECREATION COMPLEX:



FITNESS COMPLEX:



This document has been redacted pursuant to Section 119.071(3)(b), Florida Statutes.

Scope of Work

1. Perform Boundary and Topographic survey locating and identifying all visible existing-above ground improvements and visible utilities.
2. Provide Location of all existing buildings, concrete pads, valve boxes, water / electrical meter boxes, electrical pull boxes, telephone / cable risers, fences hydrants, above ground utilities, wood / concrete utility and light poles, overhead electrical lines, culverts, guardrails, pavement limits, pavement markings, traffic signage, headwalls, endwalls, manholes, driveways, sidewalks, playing surfaces, shade structures, landscaping clusters and any other visible improvement.
3. Provide location of individual trees greater than (2) inches in diameter and identify by type, diameter size and canopy (spread) for lighting design.
4. Provide all features, easements and right-of-way shown on the above Plat of Winston Park Section Three. No further search of the Public Records will be conducted by Gibbs Land Surveyors. There may be additional easements and encumbrances in the Broward County Records or in the City records. These can only be found by an independent Title search or Easement Search
5. Digital maps shall delineate all fields collected data in the above-described property.
6. The final survey map to be prepared at 1"+20' horizontal in a standard 22"x34"
7. Provide CAD file, .txt file and .pdf e-signed survey, as requested.

Lump sum fee: \$21,750.00

MEP Engineering:

(Hammond & Associates)

Hammond & Associates is pleased to provide Engineering Services to include Mechanical, Electrical, Plumbing, Fire Protection, and Low Voltage Design services for the **Coconut Creek Recreation & Fitness Complex Renovations**. The scope of work includes interior modifications of various spaces within the building that include lighting replacements/adds, plumbing fixture replacements/adds, new complex-wide PA system, and minor mechanical modifications. 100% Technical Specification will be required as well.

Mechanical:

- Perform site visit to verify existing conditions and as-built documentation
- Provide new/modified HVAC duct layouts in accordance with the architectural plans.
- Provide HVAC schedules, details, and notes.

Electrical:

- Perform site visit to verify existing conditions and as-built documentation
- Provide a campus wide public announcement system
- Provide new/modified electrical & Fire alarm floor plans for the new electrical layout.
- Provide new electrical lighting plans for the new lighting layout.
- Provide new electrical panel schedules and riser diagrams as required.
- Provide electrical details and notes as required.

Plumbing:

- Perform site visit to verify existing conditions and as-built documentation
- Provide new plumbing plans in accordance with the architectural plans.
- Provide new sanitary and domestic water isometrics.
- Provide Plumbing details and notes as required

All work provided under Mechanical, Electrical, and Plumbing shall also include the following:

- a) The engineering calculation construction documents, and specifications shall be signed and sealed by a Professional Licensed Engineer.
- b) Submittals as requested by the Prime Contract.
- c) Attend review meetings and incorporate review comments.
- d) Obtain approvals, permits, etc., from applicable Federal, State and Local agencies having jurisdiction for the construction of this project.

Construction Administration Services for Coconut Creek Recreation & Fitness Complex Renovations will include the following:

- a) Review all pertinent shop drawings and maintain shop drawing log.
- b) Answer contractor’s RFIs, issue clarifications, etc., during the construction phase.
- c) Prepare punch list prior to the issuance of substantial completion.
- d) Periodic Site visits through the construction schedule

Design Fee Schedule	
Project Initiation	\$ 1,000
Schematic Design	\$ 7,000
Construction Documents	\$ 17,000
Bidding Assistance	\$ 1,000
Construction Administration	\$ 4,000
Total Design and Construction Admin Fee	\$30,000

PART II – SCOPE OF WORK

TASK 1.0 – PROJECT INITIATION

- 1.1 **Design Intent / Kick-Off Meeting** – BA shall attend one (1) meeting with the City representatives to develop a shared vision for the project. The meeting shall be used to agree on the project schedule, timing and content of meetings, record-keeping standards, and communications with the City, distribution procedures, meeting dates, public commission notification, and preliminary and final submissions. BA shall prepare and distribute minutes of the kick-off meeting.
- 1.2 **Site Visit, Inventory, Analysis, and Assessment** – BA shall visit the site one (1) time with the City representatives to discuss and observe key issues, opportunities, or constraints. BA shall prepare and distribute a summary of observations and directions received.

TASK 2.0 – SCHEMATIC DESIGN

- 2.1 **Schematic Design Drawings** - Based on the direction given and themes discussed at the Design Intent meeting, onsite observations, BA shall develop a schematic design that depicts the size and shape of the Facilities and Site features. Submittal shall consist of one (1) 24" X 36" plan view; one (1) Sketchup rendering; hard copies and PDF format. Possible three rounds of schematic design shall be reviewed prior to approval.
- 2.2 **Project Design Schedule Update** - BA shall prepare an updated project schedule that correlates to the tasks detailed in this scope based on final approved schematic design.
- 2.3 **Schematic Design Review Meeting & Preparation of Meeting Minutes** - BA shall attend one (1) meeting to discuss the schematic design drawings with the City. The City shall provide BA one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the documents during the next phase of work. Major changes that represent a significant departure from the original design program shall be provided as an additional service. BA shall prepare and distribute minutes.

TASK 3.0 – DESIGN DEVELOPMENT

3.1 Not Applicable

TASK 4.0 – FINAL CONTRACT DOCUMENTS

- 4.1 **100% Construction Drawings** – After receiving in writing approval to move forward from the City on the SD package, BA shall prepare 100% construction drawings including architectural plans and details, civil engineering plans and details, MEP plans, structural plans and details. Drawings shall communicate the design intent and construction materials.
- 4.2 **100% Technical Specifications** – BA shall prepare full-length format technical specification of applicable Division 00 through Division 48 sections for the proposed improvements. This shall be included in the Construction Documents.
- 4.3 **100% Construction Drawings Review Meeting & Preparation of Meeting Minutes** – BA shall participate in one (1) review meeting with the City to discuss their comments on the 100% CD's. BA shall prepare and distribute meeting minutes.
- 4.4 **Signed and Sealed CD's for Building Department Review Process** – BA shall provide the City with signed and sealed prints (24" X 36") of final 100% construction drawings for Building Department Review.
- 4.5 **City of Coconut Creek Building Department Permitting, Drawing Revisions & Comment Responses** – BA shall submit permit documents and address all building department comments including attending one (1) meeting if needed and allowed, drawing revisions and written responses to comments. City staff will assist as needed.
- 4.6 **Final CD's and Technical Specifications Issued for Construction** – BA shall provide the City with signed and sealed plans of the final 100% construction drawings and specifications.

TASK 5.0 – BIDDING ASSISTANCE

- 5.1 The BA Team shall provide all documentation required / requested for the bidding of the project to the City. The documentation will assist the City to procure a contractor for the construction of the Project. BA shall attend one (1) Pre-bid meeting and prepare meeting minutes and addenda as needed.

TASK 6.0 – CONSTRUCTION ADMINISTRATION SERVICES

- 6.0 **Submittal Review** – BA shall review and comment on shop drawings, samples, and other data and reports, which the selected Contractor is required to submit for review. BA shall return review submittals to Contractor within fourteen (14) business days after receipt. This review shall only be for conformance with the design intent of the project and compliance with the information provided on the contract documents. Such review shall not extend to methods, means, techniques, construction sequence(s), procedures, or to safety precautions and related programs. It is assumed that the shop drawings shall be handled through digital means, such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange or Procore).
- 6.1 **Responses to RFI's** – BA shall respond to and provide clarifications and interpretations of the contract documents as needed and requested by the contractor or City. BA shall return RFI's to Contractor or City within ten (10) business days after receipt. It is assumed that RFI's shall be handled through digital means such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange or Procore).
- 6.2 **Site Visits/Field Reports and Construction Coordination Meetings (1/Month)** – For the duration of the assumed 8-month construction period, BA shall perform site visits and/or attend site construction meetings (8) once during the period of construction. During these site visits or meetings, BA shall become familiar with the progress and quality of the contractor's work and determine if said work is generally proceeding in accordance with the

contract documents and be present to discuss issues or topics on site. Site visits shall be summarized by a detailed field report that outlines observations, activities and any work determined to be in non-conformance with the contract documents. BA shall not be responsible for scheduling or coordinating meetings with the Contractor or for producing minutes afterward. The number of construction visits/onsite meetings by discipline during the anticipated 8-month construction period is as follows:

Project Management/ Architecture 8
 MEP Engineering 2

- 6.3 All site meetings noted above are included in the 1 site visit for the project during construction. Should the construction period extend beyond 6 months, at no fault of BA or our sub-consultants, BA shall negotiate additional services for continued CA Services for the extended construction period.
- 6.4 Substantial Completion Walkthrough & Punch-List Preparation – BA shall visit the site one (1) time with the City to conduct a substantial completion walkthrough to determine if the completed work by the contractor is in general accordance with contract documents and shall provide a comprehensive punch list of outstanding issues that need to be completed/corrected. This service shall be completed in addition to the Site Visits and Meetings Task.
- 6.5 Final Completion and Walkthrough – BA shall visit the site one (1) time with the City to conduct/complete a final Completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and that all punch-list items have been resolved. BA shall provide a final completion notice to the City once the project is deemed to be in full accordance with the contract documents. This service shall be completed in addition to the Site Visits and Meetings Task. Additional walkthroughs required due to the Contractor's inability to complete all punch list items the first time shall be provided as an additional service for an agreed-to fee.

PART III- COMPENSATION:

Task I through VI – Basic Services and Specialty Consultant Services – The BA shall invoice the City a lump sum (LS) fee along with the specialty consultant fees as follows:

Architecture:

RECREATION & FITNESS COMPLEX				
TASK	1.0	PROJECT INITIATION	\$2,190.00	LS
TASK	2.0	SCHEMATIC DESIGN	\$39,310.00	LS
TASK	3.0	DESIGN DEVELOPMENT	N/A	LS
TASK	4.0	CONSTRUCTION DOCUMENTS	\$42,710	LS
TASK	5.0	BIDDING ASSISTANCE	\$5,300.00	LS
TASK	6.0	CONSTRUCTION ADMINISTRATION	\$40,900.00	LS
SUBTOTAL			\$130,410	LS
Survey (Lump Sum fee)			\$ 21,750	LS
MEP Engineering			\$ 30,000	LS
TOTAL			\$182,160	LS

PART IV - SERVICES NOT INCLUDED

The following services are not included in this Scope and shall be provided by BA as an additional service if requested:

1. Special structural inspections
2. Revit or BIM services (beyond the buildings)
3. 3D renderings, sketch up models or videos.
4. Any permitting Fees
5. Material testing (concrete cylinders shall be by the contractor)
6. Traffic Studies or traffic signal design
7. Fees associated with LEED credit appeals.
8. Costs for LEED plaque
9. Blower Door tests
10. LEED registration fees
11. LEED certification fees
12. Additional Meetings to the meetings described above.
13. Land-use changes, rezoning or special use permits.
14. Expert testimony
15. Evaluation of the qualifications of bidders or persons providing proposals
16. Aerial photographs
17. Any permitting associated with wetland impacts, protected species, or hazardous materials
18. Any testing by BA on environmental requirements
19. Dewatering plan or an engineering control and maintenance plan by BA or E Sciences
20. On-site observation during construction
21. MOT plans (to be provided by contractor)

