

April 20, 2020

City of Coral Gables
Public Works Department
2800 SW 72nd Avenue
Miami, FL 33155

Attn: Jose Oliveros
Assistant Director Capital Improvements

Re: Gables Arts Cinema
Architectural-Engineering Services Proposal
RFQ 2019-038E Architectural Engineering Consulting Services

Dear Mr. Oliveros,

We respectfully present this fee proposal to provide Architecture and Engineering Professional services to the City of Coral Gables for alterations to a tenant space in Museum Garage to create a second Gables Arts Cinema theatre. The City would like to renovate the existing furniture store to accommodate a 90+ person theatre. The Project's construction budget for the work described herein is approximately \$895,000.00. Our Design Team includes MEP Engineering consulting by Louis J. Aguirre & Assoc., PA and Structural Engineering consulting by Douglas Wood Associates Inc. We look forward to creating a design that the City can be proud of.

The scope of our work, as we understand it, includes architectural, structural and MEP/FP design for the following:

- Partial demolition of existing tenant improvements
- Interior improvements of tenant space, approximately 2,800 sf. These improvements include a new 90+ seat tiered seating movie theatre, entrance lobby, snack bar, restrooms for men and women and 2 offices.
- Replacement of one pair of exterior doors with acoustical/impact resistant assemblies.

The scope of our proposed services includes the following:

1. Programming/Schematic Design Phases:
 - a. Site and Code investigations to determine existing conditions and regulatory requirements and develop plan and elevation background drawings.
 - b. Prepare schematic design drawings.
 - c. Meeting with the appropriate parties to confirm the program elements and prepare the schematic design/space plan for the project.
 - d. Meet with the City and the appropriate personnel to review and discuss the Schematic Design and obtain sign-off to proceed to subsequent phases.
 - e. We anticipate up to two (2) meetings during this phase to update the City on our progress and obtain consensus on design issues.
 - f. Present design for exterior improvements to City Board of Architects.
2. Design Development:
 - a. Further develop the design elements including code and materials research, site/as-built drawing investigation, design studies. Collaborate with structural and MEP engineers, City and Cinema Operator to confirm required space and electrical/data needs for the project.
 - b. Meet with City to perform a "Page Flip", where we review the entire set of drawings and other documents prepared to date and that will serve as the basis for preparing the construction documents.

- c. Answer any questions and provide clarification for the documents we have prepared.
 - d. We anticipate attending up to two (2) meetings during this phase to update the City on our progress and discuss the specifics of the design.
 3. Construction Documents:
 - a. From the approved Design Development Documents, FGSS, Inc. shall prepare for written approval by City, Final Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project. FGSS, Inc. shall produce architectural, structural and MEP Engineering 90% Construction Documents for review and approval by City,
 - b. We will coordinate with the City for the assembly of Construction Documents with the City provided Division 0 specifications sections.
 - c. We will incorporate City review comments and assist the City with preparation of dry run permit submittals. We will present the project to the City of Coral Gables Board of Architects for Design approvals. We will respond to building department comments with narratives and associated drawing revisions to satisfy comments directly associated with our scope of work.
 - d. We anticipate attending up to four (4) meetings during this phase to update the City on our progress and discuss the specifics of the design.
 4. Bidding:
 - a. Attendance at Pre-Bid Meeting.
 - b. Preparing responses to bidder questions and addenda.
 - c. Participation in the bidding process to advise the Committee members on technical matters. Attending the selection committee presentations and meeting.
 - d. Commenting on bids received.
 5. Construction Phase Services:
 - a. This proposal is based on the City retaining one contractor to build the improvements with a construction duration of 6 months from contractor's NTP to substantial completion, plus 30 days for closeout process.
 - b. We will attend the Pre-Construction Meeting.
 - c. We have included personnel time for plans distribution/handling, responding to contractor RFI's and CO requests and review of shop drawings.
 - d. Construction Meeting/Site Visit: We will attend a combination construction meeting/site visit every other week for the anticipated construction period of six months (up to 14). We will prepare Minutes for each meeting and distribute to attending parties. Contractor's pay requisitions will be reviewed during the Construction Meeting/Site Visits.
 - e. Construction Site Visits: In addition to the Construction Meeting/Site Visits, we will visit the site up to once every other week for the anticipated construction period, for up to 12 site visits. Up to two site visits by the structural engineer. Up to four visits by the MEP engineering team. A brief site visit report will be issued to the City.
 - f. We will organize and attend a punch list inspection at substantial completion and at final completion.
 - g. Should additional Site Visits, Construction Meetings or punch list inspections be requested by the City FGSS will request additional services to cover the expanded scope.
 - h. We will assist the City purchasing department for the procurement of furniture.
 - i. We will collect the contractor's close out documents, including their as-built notations, and transmit a closeout package to the City for recordkeeping. We will update the design documents to reflect the contractor's as-built markings and provide the City with electronic files of the record documents.
 6. Consultation and coordination with the City administration and designated personnel, as well as the consulting team during all phases of the project.
 7. We have included in our proposed fee a reimbursable expenses allowance of \$750.00.
 8. We have included in our proposed fee an additional services allowance of \$15,000.00 for services requested by the City that are not included above, such as cost estimating and special inspections.

We propose to provide the above-mentioned services for a lump sum fee of \$96,525.00, including the allowances noted above. We will invoice monthly for the proportion of services rendered during that period.

We propose the following billing milestones and preliminary submittal delivery schedule for our design services and construction of the project. This schedule will be further refined in accordance with personnel scheduling at the time we are issued a notice to proceed.

Programming/Schematic	\$ 13,440.00	60 days
Design Development	\$ 19,165.00	45 days
Construction Documents	\$ 33,240.00	70 days
Permit Dry Run	\$ 1,000.00	70 days
Bidding, Negotiations & Award	\$ 2,213.00	112 days
Construction Phase	\$ 26,488.00	182 days
Punch List & Project Close Out	<u>\$ 1,000.00</u>	72 days
Total Basic Services		
Lump Sum Fee	\$ 96,525.00	
Reimbursables Allowance	\$ 750.00	
Additional Services Allowance	<u>\$ 15,000.00</u>	
TOTAL PROPOSED	\$ 112,275.00	

When and if additional services are performed with written approval by the City on hourly compensation rates by our consultants, we will invoice their total billing plus our personnel cost necessary to administer their additional services. Billing for approved allowances and any additional services will be included in the monthly invoicing.

The City will provide the following information/items:

- Environmental test reports for the property.
- As-built drawings of existing building.

The following Services, should they be required for your project, are considered additional services and are available with approval by the City at our contracted hourly rates or at a negotiated stipulated sum:

1. Structural Engineering Special Inspection Services (we suggest a budget of \$4,010.00 to cover these services should they be required by the Building Department).
2. Traffic and/or civil engineering services.
3. Professional design and permitting services beyond those noted above.
4. Detailed line item cost estimates. We suggest a budget of \$10,000 to cover these services.
5. LEED Certification.
6. Services associated with correction or alterations to the existing building structure or basic building services (structural, electrical, mechanical, plumbing) except as specifically noted above.
7. Changes in the scope of the project or services required after agreement is executed.
8. Presentations to Government authorities or permit processing, except as noted above.

In preparing this proposal is based upon the assumption that all services (including construction phase) will be completed within 18 months of the date of this proposal.

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF DOUGLAS WOOD ASSOCIATES, INC. MAY NOT BE HELD LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES RENDERED UNDER THIS PROFESSIONAL SERVICES CONTRACT.

If you agree with this proposal, please sign below indicating your concurrence, return a signed copy to our office and issue a purchase order. We understand that time is of the essence on the project and are ready to begin this work immediately upon your authorization.

Please call me if you have any questions or concerns regarding this proposal or any other matter. *We look forward to working with you on this project.*

Sincerely,

Natividad Soto, FAIA, LEED AP BD+C
President

Authorization for FGSS, Inc.
to provide services as outlined above:
Signed: _____
Name: _____
Title: _____
Date: _____