

June 2, 2020 (rev. 06/22/2020)

City of Coral Gables  
Public Works Department  
2800 SW 72nd Ave. Bldg 6  
Miami, FL 33155

Attn: Ernesto Pino, RA, Project Manager

Re: RFQ2019-038E Architectural Consultants Service Contract  
A-E Services Proposal – CD & CA Services  
Coral Gables Parking Garage 7 Project

Dear Mr. Pino,

We thank you for this opportunity to assist you. We respectfully submit this proposal to provide Architectural-Engineering consulting services for the above-mentioned project.

The scope of the project is defined in the document titled City of Coral Gables Parking Garage 7 Design Criteria Package dated September 2019 plus associated addenda. The project includes approximately 450 parking spaces, support spaces, 6,500 sf of finished City offices and 7,200 sf of shell retail space. Construction budget for the garage is between \$12 and \$14 million, plus \$1 to 1.1 million for the City offices.

Ferguson Glasgow Schuster Soto, Inc. (FGSS) Design Team members include TimHaas, Douglas Wood Associates, Louis J. Aguirre and Associates, GRAEF, and Curtis + Rogers Design Studio. We will refine the project's Design Development as necessary and continue preparation of the Project's Construction Documents, Bidding and Construction Phase services. The Team's scope of services includes:

- FGSS: Architectural basic services and administration of the professional services for the garage, common building areas and the City Office interior spaces on the NE quadrant of the ground floor. Interior design services for the City office Interior spaces including material finish/color selections and window treatments.
- TimHaas: Parking Garage Consultant design of the PARCS system as well as standard wayfinding signage the Garage component.
- Douglas Wood Associates: Structural engineering basic services for a structural precast concrete building (precast system designed by a separate delegated engineer). Cladding may also be precast concrete. Includes some accommodation for the loads from a future array of solar panels above the rooftop parking spaces. (Special Inspector services are not included in this proposal).
- Louis J. Aguirre & Assoc: Provide necessary electrical and mechanical engineering design for the garage, common building areas, the City Offices on the NE quadrant of the ground floor and rough connections for Retail spaces. Services include normal and emergency electrical power, raceway systems for low voltage, HVAC, Plumbing and Fire Protection.

- GRAEF: Civil engineering services necessary to perform due diligence, design and prepare construction documents for the required Civil/Site improvements, obtain permit review approvals associated with those improvements, and provide construction phase services for those elements. The scope of Civil/Site work will include the site adaptation of the new structure, including layout, paving/grading/drainage and water/fire/irrigation/sewer services connecting to existing utility facilities located adjacent to the project site. The scope also includes right of way improvements on Minorca for new sidewalks, curb and gutter, drainage and re-paving of adjacent street.
- Curtis + Rogers Design Studio: Landscape architecture and irrigation for design for planting within the sidewalk portion immediately adjacent to the building. It is assumed that irrigation supply water will be fed from an irrigation sub-meter.

The scope of our proposed work includes the following:

1. Construction Documents:

- a. From the previously approved Design Development Documents that are included in the Design Criteria Package, our Design Team shall prepare for written approval by City, Construction Documents setting forth all design drawings and specifications needed to comprise a fully biddable, permittable, constructible Project. The Design Team shall produce 50% and 100% Construction Documents progress submittals for review and approval by City.
- b. We will participate in necessary design phase meetings.
- c. We will coordinate with the City for the assembly of Construction Documents with the City provided Division 0 specifications sections.
- d. We will assist the City with preparation and submittal of permit submittal packages, present the project to the City of Coral Gables Board of Architects for Final Design approval, and respond to building department comments directly associated with our scope of work.
- e. If requested, we will participate in presentation of the project to City staff or elected officials.

2. Bidding:

- a. Assistance and coordination with City Procurement department for the building construction.
- b. Attendance at Pre-Bid Meeting.
- c. Preparing responses to bidder questions and addenda.
- d. Commenting on bids received.
- e. If requested, participation in negotiations meetings with bidders.
- f. We will assist the City purchasing department for the procurement of furniture for the City offices.

3. Construction Phase Services:

- a. This proposal is based on the City retaining one contractor to build the improvements with a construction duration of 14-16 months from construction NTP to final closeout.
- 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. We will visit the site up to once every other week for the anticipated construction period. Our consulting engineers will visit the site when needed to respond to contractor RFI's.
  - e. We will attend up to one project meeting every other week for the anticipated construction period.
  - f. We will organize and attend punch list inspections at substantial completion and final completion.
  - g. We will collect the contractor's close out documents and transmit a closeout package to the City for recordkeeping.
4. Consultation and coordination with the City administration and designated Public Works personnel, and the consulting team during all phases of the project.

We propose to provide the above-mentioned services for a lump sum fee of \$649,921.00. The proposed fee is within the Department of Management Services Fee Guidelines and includes a credit to the City for the design effort we previously completed on the project.

We propose the following billing milestones and preliminary schedule for our design services and construction of the project. We will invoice monthly for the proportion of services rendered during that period. The design milestones will be further refined in accordance with personnel scheduling at the time we are issued a notice to proceed.

Construction Documents Submittal – 50%	\$ 259,952.00	45 days
Construction Documents Submittal – 100%	\$ 246,995.00	60 days
Permitting & Bidding	\$ 12,998.00	75 days
Construction Phase	<u>\$ 129,976.00</u>	426 days
<b>TOTAL BASIC SERVICES FEE</b>	<b>\$ 649,921.00</b>	

When and if additional services are performed 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 allowances and any authorized additional services will be included in the monthly invoicing. Reimbursable expenses will be invoiced through a separate currently active project PO.

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

1. Structural Special Inspection Services (we suggest a budget of \$120,000.00 to cover these services).
2. Traffic engineering services.
3. Professional design and permitting services beyond those noted above.
4. Detailed line item cost estimates.
5. LEED or Parksmart Certification.
6. Services associated with correction of existing violations or zoning variances.
7. Changes in the scope of the project or services required after agreement is executed.
8. Phased construction.
9. 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 24 months of the date of this proposal.

**Risk Allocation**

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF FERGUSON GLASGOW SCHUSTER SOTO, INC. AND/OR OUR CONSULTANTS 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 are in agreement 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: \_\_\_\_\_