

November 16, 2022

Mr. Erik van de Boogaard
Construction Projects Coordinator, Hernando County BoCC
1525 E. Jefferson Street
Brooksville, Florida 34601
EvandeBoogaard@co.hernando.fl.us

**RE: Professional Architectural, Engineering & Design Services for
New West Tax Collector Building for Hernando County Board of County Commissioners**

Dear Erik:

Thank you and Hernando County for the opportunity to work with you, the Tax Collector's Office, and all stakeholders on the above referenced project. Straughn Trout Architects, LLC (STA) is very proud of our 66 years of continual practice in Central Florida (including numerous projects with Florida Tax Collector offices), and this experience gives us the upmost confidence that we can work with you to develop a project that will align with the identified program and future site development needs. Our team of architects, engineers, and designers will work with you to deliver a project that not only achieves your goals but does so within your schedule and budget. Specifically, our current project with the Polk County Tax Collector will serve as the foundation for the programming & design for your new facility.

PROJECT DESCRIPTION

Our understanding of this project is based on the outlined description published in the County's 2021-RFQ-A/E-016-TB (LR2002-380-1), including all Addenda, our interview presentation, and subsequent conversations to date. Information provided by the County Property Appraiser's website shows that there may be multiple zoning districts within the project area. All efforts related to re-zoning (if required) would be performed by Hernando County and are excluded from the A/E design team's scope. In summary, our scope will include development of the new Tax Collector building, a defined location for a future ~6,000 GSF facility for NAMI (National Alliance on Mental Illness) Hernando, and all associated site development required within the ~19--acre project area on Forest Oaks Blvd. identified within the red line on the image. Based on the information provided in the pre-submittal meeting, we understand the total construction budget (building + site) at this time to be \$11,523,000.



SCOPE OF WORK

STA will be the Architect of Record (AOR) and prime consultant contracted with Hernando County. STA's overall and complete scope will be to provide comprehensive professional architectural design, engineering (civil, geotechnical, structural, mechanical, electrical, plumbing, communications & technology), interiors, landscape, and graphic design services for the project described in this proposal and outlined on "Attachment A" – Professional Services & Fees Schedule.

All design & engineering services will be provided in a traditional phased approach. Construction cost projections, Pay Applications, Change Order Bulletins, Construction Contract Amendments, and all construction documentation will be provided/prepared by the County's selected Construction Manager At-Risk (CMAR), Charles Perry Partners, Inc. (Gainesville/Tampa), and reviewed by the architects for approval. At the completion of each phase, our base fee includes two meetings with Facilities staff to review comments from Facilities staff, the CMAR, and the project stakeholder user groups. Our scope is limited to a single set of construction and contract documents. If the County determines that the construction documents are to be prepared and issued in multiple sets to accommodate a non-traditional project timeline (multiple phases or "fast-tracking") or to meet other internal accounting requirements, the architect & design team will be entitled to additional compensation as outlined in the contract.

The following chart provides a brief narrative for each proposed task or service:

	Component	Task Description
T1	Pre-Design Program Development	Using similar Florida Tax Collector buildings previously completed, STA will assemble a detailed space program including room sizes and quantities, functional descriptions of spaces, and a space adjacency bubble diagram to confirm the County's space needs estimate for the Tax Collector building and associated elements (excludes planning/programming for the NAMI facility).
T2-T6	Base Fee	<ul style="list-style-type: none"> A. Architectural Building Design and Documentation to be in conformance with the County's goals as outlined in the previously completed Programming Report. B. Structural Engineering – See attached services description from TLC Engineering. C. Mechanical, Plumbing and Electrical Engineering – See attached services description from TLC Engineering. D. Fire protection performance-type drawings and system specs including a general zone lay-out and riser location. The Hydraulically Designed Fire Protection system would be provided by the installing contractor with detailed hydraulic calculations required for permitting. – See attached services description from TLC Engineering. E. CMAR Assistance during bidding and permitting phases. F. Construction Administration Services (16 Months Maximum) Includes construction contract administration services including 36 bi-weekly meetings held on site with

		<p>the Owner’s representative(s) and the CMAR and includes substantial and final completion observations.</p> <p>G. Single (PDF) drawing set of permit/construction documents.</p>
SS-1	Master Planning (Basic)	<p>Master Site Plan design to accommodate the current scope of work as noted above (Tax Collector & future location for NAMI Hernando) and also identify future maximum development potential including future building additions, separate future structures, expanded/modified/shared parking, and site access points from Forest Oaks Boulevard. The design team will work with the County and all stakeholders to plan for vehicular and pedestrian site ingress/egress, public and staff parking requirements, and facility/equipment maintenance access and material storage requirements. Considerations for long-term expansion will be considered and identified.</p>
SS-2	Specialty Interiors	<p>The design team will identify specialty finishes, ceiling components, lighting and/ or other interior details and elements that will serve to enhance the overall project aesthetic and end user’s experience and functionality of the built environment. Interior designer will be responsible for selection and specification of all “basis of design” colors, finishes, and furnishings.</p> <p>Includes development of furniture plans and specifications and coordinated power / data requirements with State of Florida contract furniture vendors. Interiors related to judicial / court spaces will be provided by our team’s specialty consultant CBRE Heery.</p>
SS-3	FF&E Consulting & Budget	<p>Provide a developed and refined FF&E (Furniture, Fixtures & Equipment) plan with proposed selections which shall meet end user’s goals and project design intent. Utilizing the intended FF&E Selections for each area, the design team will confirm the estimated FF&E Budget for the Owner’s use to anticipate costs into the overall project budget to ensure all needs and requirements are addressed. The design team will coordinate with the Owner and CMAR to develop a responsibility matrix of who will be procuring FF&E for the project based on contract requirements.</p>
SS-4	FF&E Specifications & Procurement	<p>Provide final FF&E Specifications documentation, including a final budget, for purchase and installation. Vendor/ Dealer/ Manufacturer coordination of final selections for all areas. Procurement of FF&E to be coordinated with Hernando County Facilities Management and/or County Purchasing Agent as directed by the County.</p>
SS-5	Artwork Package	<p>Develop a custom curated artwork package to compliment the client’s identity, project design aesthetic and/ or geographical location of the project by incorporating client branding, regional and/ or local influences. For this project, we include a license plate/tag display element. Large-scale graphics & murals are excluded but can be provided upon request.</p>
SS-6	Branding, Signage & Wayfinding	<p>Design Allowance for interior and exterior conceptual signage design, wall graphics, wayfinding elements, or other</p>

		county/department/stakeholder branding or informational (physical or digital) displays. Also could include designs for exterior monument/pylon & building signage as needed.
SS-7	Renderings & Virtual Tour	(2) Exterior & (2) Interior Renderings; (1) Electronic 3D Virtual “click-through” tour accessible via internet link
SS-8	Landscape Architecture	Landscape Architecture including meeting the County’s landscape requirements. Includes performance-type irrigation design as well as specification of site furnishings and hardscape details.
SS-9	Communications & Technology	Voice/Data; Audio/Video; Security Systems, Paging, and Video Conference System – See attached services description from TLC Engineering.
SS-10	Site Parking/ Roadway/ Driving Course Lighting	Design team coordination with lighting designers and specifiers to develop appropriate lighting for safety, security, and aesthetics for the total project area.
SS-11	Green Building Design Charette	Administered by TLC Engineering, this collaborative effort will include the entire design, construction, and owner teams to establish consensus on the sustainability goals of the project – See attached services description from TLC Engineering.
SS-12	Commissioning (Cx) – Design & Construction Phases	Fundamental Commissioning to meet ASHRAE Guideline 0-2005 and 1.1-2007 for HVAC systems as they relate to energy, water, indoor environmental quality, and durability requirements – See attached services description from TLC Engineering.
SS-13	Topographic Survey & Subsurface Utility Engineering (SUE)	Surveying & verification of subsurface utilities will establish a baseline document for the project area and along the adjacent roadways to locate and map all existing above-ground improvements and evidence of subsurface improvements within the project corridor limits – See attached services description from WSP Environment & Infrastructure.
SS-14	Geotechnical Investigation & Engineering	Soils Borings, laboratory testing and foundation design recommendations for building loads, percolation data, etc. – See attached services description from WSP Environment & Infrastructure.
SS-15	Site Civil Engineering	Civil Engineering including coordination of building design and site development with existing conditions, including grading, storm drainage, sewer, water, and incorporation of data and electrical utility services. All required submissions for site plan reviews and permitting as required for the project – See attached services description from WSP Environment & Infrastructure.
SS-16	Ecological Services	Census, permitting, and relocation of gopher tortoises from the project site in accordance with the Florida Fish and Wildlife Conservation Commission (FWC) Guidelines – See attached services description from WSP Environment & Infrastructure.
SS-17	Offsite Roadway Improvements	Roadway, driveway & parking lot design improvements to support the approved master plan build-out conditions of the project and coordination with Hernando County as required. – See attached services description from WSP Environment & Infrastructure.

SS-18	Site Development Permitting	Permitting applications & coordination with Hernando County Development Review, Southwest Florida Water Management District, Hernando County Health Department (Water), and Florida Department of Environmental Protection (Sewer) – See attached services description from WSP Environment & Infrastructure.
SS-19	Site Construction Observation	Site development observation, offsite construction observation, close-out of agency permits, review of contractor-provided as-built survey files/plans – See attached services description from WSP Environment & Infrastructure.
SS-20	“As-Built” Record Building Drawings	Allowance (budget estimate) for architecture, interiors & building engineering disciplines to incorporate all design modifications documented by the CMAR or Design teams through the construction process into an updated final set of drawings. Hours incurred beyond provided budget allowance will be invoiced at the agreed upon rates, if required.
SS-21	Post-Construction Observations	Post-occupancy site visits for observations at 6 and 11 months after substantial completion by a representative of the architecture/interiors team (STA) and the S/MEP/CT building systems (TLC) as requested by the County.
SS-22 & SS-23	Detailed Construction Cost Estimating	Cost estimating services will be categorized as the main Tax Collector Building, the site work associated with the Tax Collector, and the adjacent site development elements. Unit prices will be based on fair market value with mark-ups based on reasonable percentages and presented in a GSA Elemental Uniformat report. – See attached services description from Cost Management, Inc.
SS-25	Value Engineering Workshops	Value engineering workshops (2-hour meetings) via video at the end of the Schematic Design Phase and the Design Development Phase including multidiscipline design experts to evaluate alternative designs, systems and Materials with the County and CMAR team as required by the County's contract section 2.1(E).
SS-26	Owner's Design Contingency	Amount established in negotiations to accommodate unforeseen challenges or other specialty design elements outside the current scope, including detailed written reports not specifically identified in this proposal but that may be required by the County by contract.
SS-27	Reimbursable Allowance	Expenses consistent with the County's previously approved schedule.

EXCLUDED SCOPE

The following services have been excluded as requested during negotiations. Fees for these services can be provided on an as-needed basis and requested by the County:

Re-zoning Applications, Design Review Meetings or Construction Administration Site Visits Beyond Those Specifically Identified in This Proposal as Included in the Base Scope of Services, ADA Accessibility Code Consultant / HB 727 Inspections, Extensive/Unconventional Foundation Design (Other than "Spread Footing"), Smoke Control System Design if Required for Atria, Fountain or Other Aquatic Feature Design,

Vertical Transportation Consultant, Construction Material Testing, Threshold Inspections & Hydrant Flow Tests, Customer Queuing Systems Design (outside of what is provided by TLC Engineering), Hazardous Material Identification and Handling, On-Site Renewable Energy Systems Design, Emergency Power/Generator Systems Design, Live “In-Person” Virtual Reality Tours, Ecological Analysis, Surveying, Specialty Life Safety Code Consulting, Multiple Construction Documents (Permit) sets for Phased Construction, Construction Material Testing, Third-Party Tenant Space Design, Food Service Design including Hood Systems, LEED Administration or Similar Design Criteria Documentation for Certification, EHPA Design Features, Detailed Life Cycle Cost Analysis (ROI) Evaluation, Detailed Value Engineering/Cost Review Evaluation, CCTV Systems, or Distributed Antenna Systems (DAS).

PROFESSIONAL SERVICES & FEES

Our fixed, lump sum fees are identified in “Attachment A” for the specific services as currently understood and outlined above. Standard hourly rates outlined in the County’s “Exhibit B” for this contract would apply for any work mutually agreed to be additional services on this project as approved by you outside the scope identified in this proposal. We will provide you with electronic copies of all review sets and final documents. Any additional paper/physical copies (including signed and sealed documents for permitting) will be billed accordingly. Digital drawing files (PDF format) will also be provided to you for your records and use by the Construction Manager.

COVID-19

Notwithstanding anything mentioned in this proposal, the attached documents or any terms or conditions applicable to STA’s work, if STA’s work is delayed, disrupted, suspended, or otherwise impacted as a direct or indirect result of COVID-19 (coronavirus), including, but not limited to, by (1) disruptions to material and/or equipment supply; (2) illness of STA’s or Subcontractors’ workforce and/or unavailability of labor; (3) government quarantines, closures, or other mandates, restrictions, and/or directives; (4) STA’s or Subcontractors’ restrictions and/or directives; and/or (5) fulfillment of STA’s or Subcontractors’ contractual or legal health and safety obligations associated with COVID-19; then, STA shall be entitled to a reasonable adjustment to the schedule and duration to account for such delays, disruptions, suspensions, and impacts. To the extent the causes identified herein result in an increase in the price of labor, materials, or equipment used in the performance of these services, STA may be entitled to a mutually-agreed upon equitable adjustment to the price for such increases, provided STA presents documentation of such increases (including the original prices).

Again, we appreciate the opportunity to work with you both on this project. If you have any questions concerning this proposal, please do not hesitate to contact me.

Sincerely,



Tim Hoeft, AIA, - Managing Principal
STRAUGHN TROUT ARCHITECTS, LLC
tim@straughntrout.com

cc: TBrady@co.hernando.fl.us
jerry@straughntrout.com

Attachments:

- A. Professional Services & Fees Schedule
- B. Reimbursables Expenses Schedule
- C. Estimated Project Schedule
- D. Building Engineering Services – TLC Engineering
- E. Site Engineering Services – WSP Env. & Infra.
- F. Cost Estimating Services – Cost Management Inc.

ATTACHMENT A - PROFESSIONAL SERVICES & FEES SCHEDULE

Estimated Building Construction Amount:	\$7,600,000.00
Gross Basic A/E Services Fee (FL DMS - Complexity "D"):	6.82% \$518,320.00

	Description of Services	Type	Fee Amount
	Task 1: Pre-Design - Program Development	Fixed/LS	\$15,000.00
	Subtotal		\$15,000.00
Basic Services	Task 2: Schematic Design Phase	Fixed/LS 17%	\$88,115.00
	Task 3: Design Development Phase	Fixed/LS 24%	\$124,396.00
	Task 4: Construction Documents Phase	Fixed/LS 34%	\$176,230.00
	Task 5: Bidding Phase	Fixed/LS 5%	\$25,916.00
	Task 6: Construction Administration Phase	Fixed/LS 20%	\$103,664.00
	Subtotal		\$518,321.00
Required Supplemental Services	Sup Serv 1: Master Planning (Tax Collector, NAMI, & DoH Parking Lot)	Fixed/LS	\$15,850.00
	Sup Serv 2: Specialty Interiors	Fixed/LS	\$29,650.00
	Sup Serv 3: FF&E Consulting & Budgeting	Fixed/LS	\$29,500.00
	Sup Serv 4: FF&E Specifications & Procurement	Fixed/LS	\$45,500.00
	Sup Serv 5: Artwork Package	Fixed/LS	\$16,500.00
	Sup Serv 6: Branding, Signage & Wayfinding Design	Fixed/LS	\$9,750.00
	Sup Serv 7: Renderings & Virtual Tour	Fixed/LS	\$8,250.00
	Sup Serv 8: Landscape / Hardscape / Irrigation Design	Fixed/LS	\$18,750.00
	Sup Serv 9: Communications & Technology	Fixed/LS	\$19,550.00
	Sup Serv 10: Site Parking/Roadway/Driving Course Lighting	Fixed/LS	\$7,475.00
	Sup Serv 11: Green Building Design Charette	Fixed/LS	\$5,575.00
	Sup Serv 12: Commissioning (Design & Construction Phases)	Fixed/LS	\$19,350.00
	Sup Serv 13: Topographic Survey & Subsurface Utility Engineering	Fixed/LS	\$53,015.00
	Sup Serv 14: Geotechnical Investigation & Engineering	Fixed/LS	\$56,725.00
	Sup Serv 15: Site Civil Engineering (Tax Collector, NAMI, & DoH Parking Lot)	Fixed/LS	\$41,245.00
	Sup Serv 16: Ecological Services - Gopher Tortoises	Fixed/LS	\$162,940.00
	Sup Serv 17: Offsite Roadway Improvements	Fixed/LS	\$47,015.00
	Sup Serv 18: County Site, County Health, SWFWMD, FDEP Permitting	Fixed/LS	\$31,875.00
	Sup Serv 19: Site Development - Construction Observation & Close-outs	Fixed/LS	\$63,420.00
	Sup Serv 20: Development of "As-Built" Record Drawings (Building)	Allowance	\$40,000.00
	Sup Serv 21: Post Construction Phase Services (Observations)	Fixed/LS	\$4,500.00
	Sup Serv 22: Detailed Construction Cost Estimating - SD Phase	Fixed/LS	\$25,645.00
	Sup Serv 23: Updated Construction Cost Estimate and CMAR Reconciliation - DD Phase	Fixed/LS	\$34,270.00
	Sup Serv 24: Value Engineering Workshops	Fixed/LS	\$7,500.00
	Sup Serv 25: Owner's Design Contingency (7.5%)	Allowance	\$97,850.00
	Sup Serv 26: Reimbursables (2.5%)	Allowance	\$32,600.00
	Subtotal		\$924,300.00
Optional Additional Services	Add Serv 27: Administration for Multiple Separate Bid Packages	Excluded	By Owner
	Add Serv 28: Extended Phased Project Construction Administration Period	Excluded	Monthly Pro Rata
	Add Serv 29: Hazardous Material Identification and Handling	Excluded	By Owner
	Add Serv 30: Extensive/Unconventional Foundation Design	Excluded	SHR
	Add Serv 31: Construction Material Testing	Excluded	By Owner
	Add Serv 32: Threshold Inspections	Excluded	By Owner
	Add Serv 33: On-Site Rewable Energy Systems Design	Excluded	SHR
	Add Serv 34: Emergency Power/Generator Systems Design	Excluded	SHR
	Add Serv 35: LEED or Similar Design Criteria Documentation for Certification	Excluded	SHR
	Add Serv 36: EHPA Design Features	Excluded	SHR
	Add Serv 37: ADA Accessibility Code Consultant / HB 727 Inspections	Excluded	By Owner
	Add Serv 38: Detailed Life Cycle Cost Analysis (ROI) Evaluation	Excluded	SHR
	Add Serv 39: Detailed Value Engineering/Cost Review Evaluation	Excluded	SHR
	Add Serv 40: Technology - Distributed Antenna System (DAS)	Excluded	SHR
	Subtotal		\$0.00
Total All Listed Services			\$1,457,621.00

ATTACHMENT B – **STANDARD RATES & REIMBURSABLE COSTS FOR PROJECT EXPENSES**

**** STANDARD HOURLY RATES FOR THIS PROJECT ARE OUTLINED IN HERNANDO COUNTY CONTRACT “EXHIBIT B” DATED 11/15/22.**

Additional terms:

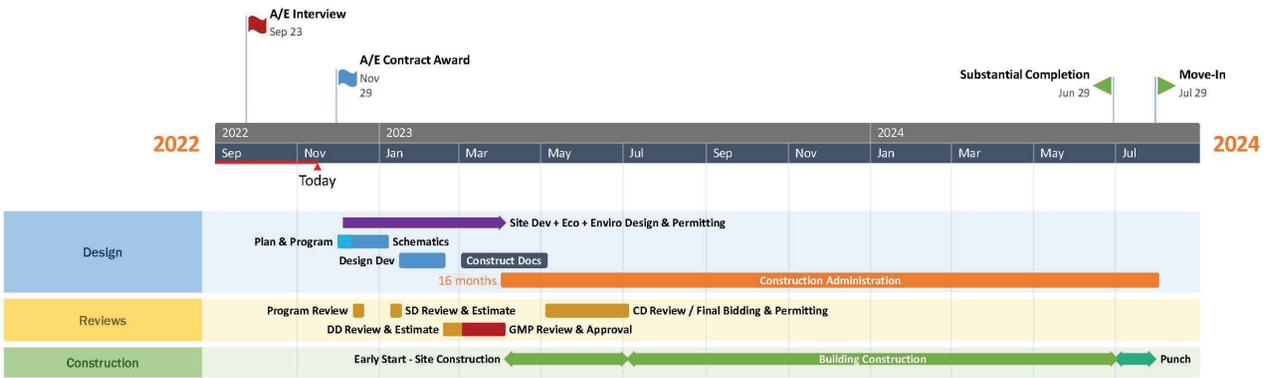
1. Overtime to accomplish a project by the client’s required completion date will be charged at 1.5 times the above hourly rates, subsequent to client notification and approval.
2. The Fee Schedule may be adjusted by an amendment to the Architect Services Agreement after mutual written agreement of the parties; the effective date is the date of the amendment to the agreement. Such amendment shall operate prospectively only and shall not alter fee schedules for agreements in effect at the time of amendment.

REIMBURSABLE COSTS FOR DIRECT PROJECT EXPENSES (2022)

Printing Rates		Per Printed Side	
		Black & White	Color
Standard Reproduction			
	Letter (8.5”x11”) & Legal (8.5”x14”) sized documents	\$0.20	\$2.00
	11”x17” & 12”x18” sized documents	\$0.35	\$3.50
Plotter Prints			
	24”x36”	\$15.00	\$20.00
	24”x36” mounted on 3/16” Foam Core Board	\$35.00	\$50.00
Bond Prints			
	24”x36”	\$3.00	Actual Costs
	Other Sizes	\$0.50/sq. ft.	Actual Costs

Travel Expenses

Airfare, Overnight Accommodations, Meals, Etc	Actual Costs
Standard Automobile.....	\$0.625/Mile or Current IRS Rate
Shipping (US Postal Service / Federal Express / UPS).....	Actual Costs
Data File Transfers	(Minimum) 1-Hour Clerical + Actual Cost of Media
Pre-Approved Purchase/Rental of Equipment Used in Project.....	Actual Costs
Coordination with Owner’s Sub-Consultant or Sub-Contractor	15% of Actual Consultant/Labor Fees



ATTACHMENT C - ESTIMATED PROJECT SCHEDULE



Revised November 7, 2022

Revised: October 27, 2022

October 13, 2022

Mr. Tim Hoefft, AIA, LID, LEED AP BD+C
Managing Principal
Straughn Trout Architects
2005 East Edgewood Drive
Lakeland, FL 33803
Delivered via tim@straughntrout.com

**Re: Hernando County Tax Collector
Professional Engineering Services Proposal**

Dear Tim:

TLC Engineering Solutions, Inc. (TLC) is pleased to submit the following **revised** proposal to provide engineering services for the above referenced project. We appreciate your consideration and look forward to working with you and your design team on this project.

PROJECT SCOPE

We understand the project is to consist of an approximately 16,000 sf tax collector office to be located in Hernando County, Florida. TLC's proposal is based on information provided in the project RFP and your **emails of October 12, 2022 and November 4, 2022.**

BASIC SCOPE OF SERVICES

Basic Scope of Services shall be as outlined in AIA Document C401 - 2017 Edition - Standard Form of Agreement Between Architect and Consultant, Article 3. TLC shall provide professional engineering and design services for:

- a. Heating, Ventilating and Air-Conditioning (HVAC) Engineering
- b. Plumbing Engineering
- c. Electrical Engineering
- d. Fire Protection Engineering
- e. Structural Engineering
- f. Communications and Technology (CT) Engineering for Voice/Data, Audio/Visual, Security Systems, Paging, and Video Conference System (Refer to Attachment C for proposed scope)
- g. Sustainability (Green) Administration
- h. Commissioning

TLC anticipates submittals at the following design stages:

- Pre-Design
- Schematic Design
- Design Development

- 50% Construction Documents
- 100% Construction Documents

All submittals are anticipated to be electronic. Reproduction shall be performed by Straughn Trout Architects or compensated as a reimbursable expense.

Up to three (3) design review or coordination meetings are included in TLC's proposed work scope.

Fire protection design to consist of schematic plans and "performance-based" specifications.

SUSTAINABILITY (Green Design standard) Services

Basic Scope of Sustainability Administration Services shall be as outlined below. We expect that the project will pursue satisfaction of Florida Statutes 255.251-255.2575 mandating design compliance with a "Green" Design Standard.

As the Sustainability Administrator on the project, TLC will provide the following services:

1. TLC will facilitate an initial, conceptual phase "Green Design Charrette" with the entire design, construction, and Owner teams. This will be the Team's opportunity to confirm the Owner's green/sustainability goals for the project. This charrette is fundamental to pulling the entire team together and reaching consensus on the sustainability goals of the project from the outset. During this charrette, TLC will interactively review the project and the concepts of LEED and related green building design and will determine which sustainability (green) design features are preferred or consistent with project goals and objectives. TLC will also determine design and construction strategies it will use to achieve accomplishment of those goals.
2. Throughout the course of the design phase, TLC will conduct periodic sustainability design review meetings, to help keep the team "on-track" with targeted sustainability features. Generally, these meetings will be held in conjunction with regularly scheduled design phase team coordination meetings.
3. TLC to evaluate and assess potential sustainability features including ROM pay back analysis for PV or related systems to assist the owner in making informed decisions.

FUNDAMENTAL COMMISSIONING

1. TLC will provide the following commissioning (Cx) process activities in accordance with ASHRAE Guideline 0-2005 and ASHRAE Guideline 1.1-2007 for HVAC Systems, as they relate to energy, water, indoor environmental quality, and durability.
2. TLC will designate an individual as the Commissioning Authority (CxA) to lead, review and oversee the completion of the commissioning process activities.
 - a. TLC's CxA has documented commissioning authority experience in at least two similar building projects.
 - b. The individual serving as the CxA is independent of the project's design and construction management team.
3. The CxA will report results, findings, and recommendations directly to the Owner.

4. TLC will develop and incorporate commissioning requirements into the construction documents, with the assistance of and in collaboration with the design team.
5. TLC will develop and implement the commissioning plan. An initial preliminary commissioning plan will be developed during the design development phase, and reviewed with the entire design and construction team to achieve buy-in from all team members. The commissioning plan will be updated throughout the course of design and construction phases.
6. TLC will conduct and lead periodic commissioning meetings with the O/A/E/C team. In general, these meetings will be held on the same day as regularly scheduled construction meetings, so as not to cause excessive numbers of additional meetings for the team. A total of three (3) commissioning meetings are included in this proposal.
7. TLC will conduct periodic site observation visits to review the installation of systems being commissioned and witness some equipment start up. A total of three (3) site visits are included in this proposal.
8. TLC will maintain an Issues Log throughout the Cx process.
9. TLC will lead the team in the functional performance testing phase and will verify the installation and performance of the each of the systems to be commissioned.
10. TLC will complete a summary commissioning report.
11. TLC shall conduct commissioning reviews of the design documents throughout the design of the project. At a minimum the CxA will conduct a design review of the design documents during the Design Development and Construction Document Phases and will back-check the review comments in the subsequent design submission.
12. The Commissioning process activities shall be completed for the systems indicated in the table below. The contractor is responsible for ensuring 100% of all equipment and systems are operating as intended. The sampling rates indicated below are the minimum percentage that will be verified by the CxA during functional testing.

Systems and Major Equipment	Included in Cx Scope of Work?	Sampling Rate
Mechanical / HVAC Systems		
Major Equipment: including Air Handling Units, Rooftop Units, Chillers, Cooling Towers, Boilers, Induction Units, Energy Recovery Units	Yes	100%
Minor Equipment: including Exhaust Fans, Fan Coil Units, Heat Pumps, Unit Heaters, Humidifiers	Yes	1-10: 100% 11-20: 50% >20: 25%
Terminal Units (VAV)	Yes	25%
HVAC Controls: workstations, system graphics, dashboards, controllers, sensors, actuators, meters	Yes	As needed to verify sequence of operations
Test & Balance	Yes	10%
Chemical Treatment Systems	No	--
Rainwater Capture and Reuse	N/A	--

Notes:

1. Only exhaust fans larger than 1 HP will be included with the Cx effort.
2. Controls system operation will be primarily verified through data trending using the existing controls front-end system. If necessary, functional testing would occur during investigation phase to examine specific issues of concern.
3. Review of TAB activities will be done with spot checking of measured values in TAB Report. Spot checking to be performed by the TAB contractor, using the measurement devices used in the initial report, and witnessed by the CxA.
4. Electrical testing services for grounding or power quality are not currently included as part of the initial scope of work.
5. Mechanical systems not included in commissioning activities include ductwork, fire and smoke dampers (except to the extent the FPTs check safety interfaces between these and the HVAC control system), and equipment sound & vibration measurements. Ductwork leakage testing to be performed by the contractor.
6. TLC will have access to the site for activities necessary for performance of these services.
7. The contractor and subcontractor will perform all tests and TLC shall witness tests as indicated above. The contractor shall be responsible for any damages resulting from equipment start-up or testing.

PROPOSED CONSTRUCTION PHASE SERVICES

Construction Phase Services provided for this project shall include:

1. Response to bidder questions.
2. Response to local permitting officials' comments.
3. Response to Contractor's Request for Information (RFI) and submittal review during the construction period.
4. A total of four (4) site visits to become generally familiar with the progress and quality of the construction work in order to determine if the work is being performed in general accordance with the construction documents. (The mix of mechanical, electrical and structural field representation may change based on the needs of the project during the construction phase). Substantial completion and final inspection, if requested, would each constitute a site visit.

INFORMATION TO BE FURNISHED BY THE ARCHITECT

In addition to Architects' Responsibilities defined in AIA Document C401 – 2017 Edition – Standard Form of Agreement Between Architect and Consultant, Article 5, specific information and material that impacts the design shall be provided to TLC as shown in Attachment A.

ADDITIONAL SERVICES

Additional services, when requested in writing by Straughn Trout Architects, shall be performed at TLC's standard hourly rates. Additional Services are as defined in AIA Document B101 – 2017 Edition – Abbreviated Standard Form of Agreement Between Owner and Architect, Article 4. Additional Services also include those items shown in Attachment B. TLC shall submit the estimated additional services cost

for approval and authorization prior to proceeding with a design.

FEE

We propose to provide the above-described basic scope of services for a lump sum fee.

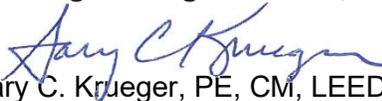
Reimbursable expenses will be assessed at 1.1 times direct cost. Reimbursable expenses include all out-of-county travel-related costs, (TLC's Melbourne office to be considered point-of-origin for all trips), airfare, mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail. Billing will be monthly, based upon percentage of services completed and reimbursable expenses. Payment is due within fifteen (15) days of receipt of payment from client.

If our proposal is acceptable, your signature below will confirm TLC's authorization to proceed. Retain one copy and return one copy to TLC at the address on page 1 of this proposal. This authorization constitutes your commitment to pay the fee and reimbursable expenses, and represents that approval has been received by your firm from the client. Alternatively, we can enter into a contract agreement using AIA Document C401 - 2017 Edition - Standard Form of Agreement Between Architect and Consultant.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Sincerely,

TLC Engineering Solutions, Inc.


Gary C. Krueger, PE, CM, LEED AP BD+C
Vice President / Executive Director

Straughn Trout Architects

By: _____

Print Name and Title

Date: _____

ATTACHMENT A

INFORMATION TO BE FURNISHED BY THE ARCHITECT
Professional Engineering Services Proposal

1. Copy of Owner-Architect Agreement.
2. Updated, CAD-generated pre-bordered base sheets, site plans, life safety plans, elevations, building sections, reflected ceiling plans and architectural floor plan backgrounds, complete with room names, numbers and rated or special wall construction, will be provided by the Architect during the course of the design (TLC standard is REVIT).
3. Room data sheets for each area, indicating equipment and furniture locations, quantity of each type of outlet, receptacle, special lighting and plumbing equipment, and connection for services as part of the TLC design.
4. Civil, site drawings and surveys, indicating all underground and overhead mechanical, plumbing and electrical site utilities, which may affect design.
5. Fire hydrant flow test data, performed at the hydrants required by the design (to be indicated by TLC).
6. Catalog cut sheets for Owner-furnished equipment and equipment requiring mechanical, plumbing or electrical connections. Cut sheets shall indicate all utility connection requirements, utility consumption and heat rejection, including information on any system with special clearance requirements.
7. Geotechnical report of subsurface soils conditions with recommendations for foundations and site preparation.
8. Landscape lighting design and fixture specifications prepared by the Landscape Architect or Lighting Consultant.
9. Lighting consultants and interior design consultant's equipment data sheets and specifications for appliances, fixtures, and control systems.
10. Reliable existing construction design drawings. Extensive field verification of existing systems is not anticipated or included in proposed work scope.
11. Access control and CCTV device location will be provided by Architect.

ATTACHMENT B

ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. AIA Document B101-2017 Edition – Standard Form of Agreement Between Owner and Architect, Article 3 and AIA Document C401 - 2017 Edition - Standard Form of Agreement Between Architect and Consultant, Article 5.
2. Construction site visits or attendance at design review meetings, as requested by the Owner or Architect, in excess of site visits per discipline as defined in our proposal.
3. Material testing or installation quality inspection services including (but not limited to) concrete, reinforcing steel, welds, connections, torsion or tension verification of bolts, decking or masonry systems. Certification of construction or inspection services to appease special requirements of the local building department, are not included in TLC's scope of services.
4. Value Engineering meetings and subsequent engineering or design revisions to incorporate extensive accepted value engineering items, including changes to system design after construction documents have been completed.
5. Significant revisions to the program, design philosophy or Architectural plans after 100% Design Development approval, or to systems selected following schematic phase, and which result in redesign expenses.
6. Extensive phasing of project including development of multiple permitting packages.
7. Electrical Circuit Breaker Coordination Study.
8. Design of emergency power or generator systems.
9. Preparation of mechanical systems life cycle cost analysis.
10. Civil engineering, landscape design, and irrigation design services.
11. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
12. Threshold Inspection Services.
13. Design of site features and amenities outside of building footprint and not directly attached to the building.
14. Development of "as-built" or record drawings.
15. Detailed cost estimating services.
16. Design of unconventional foundation systems including vibrocompaction, vibroflotation piles, matt foundation, or design to accommodate potential sinkhole activity. Proposed design is based on conventional spread foundation systems.
17. Design of smoke-control systems if required by Section 909 of the Florida Building Code, or design of smoke-management systems for atria and other large spaces.
18. Building Envelope Commissioning Services.
19. Formal Green Building (LEED, Green Globes, FGBC) Documentation or Certificate or design of Photovoltaic (PV) or renewable energy systems

**ATTACHMENT C
COMMUNICATION / TECHNOLOGY**

A. VOICE AND DATA DESIGN SERVICES:

TLC proposal includes complete Voice/Data design of the facility, and can encompass the following scope as to match the owner's preference:

1. Structured cabling systems to be design in compliance with BICSI and ANSI/TIA cabling standards.
2. Entrance facility design with conduit infrastructure for telecommunications and cable TV to the property lines for the outside utility providers. Coordinate infrastructure requirements with utility providers.
3. Site distribution, sizing, and layout of server room, data closet(s) interfacing with the Architect for space considerations.
4. Voice distribution system to accommodate owner furnished Voice Over Internet Protocol (VOIP) phone switch and owner selected property management system.
5. Wireless network design using WiFi modeling software. Design to be coordinated with Owner's IT department to ensure equipment standards are maintained.
6. Data/internet/voice outlets in lobby, and common areas.
7. Coordination of Point of Sale (POS) equipment with Owner. The equipment is expected to be owner provided.
8. Vertical and horizontal intra-building infrastructure for Telecommunications cabling (raceways) providing coordination for space considerations with architectural MEP systems **and coordinating with system furniture.**
9. In-ground inter-building infrastructure for telecommunications cabling (raceways) providing coordination for space considerations with architectural and MEP systems.
10. Voice and data backbone throughout the building.
11. Develop a labeling and numbering scheme with Owner Input.
12. Develop testing procedures for all copper and optical fiber cabling systems
13. Provide and coordinate power needs to devices throughout the buildings to Electrical Engineer to service data wired and wireless equipment

B. DISTRIBUTED ANTENNA SYSTEM DAS (aka Bi-directional Amplifier BDA)

1. Distributed Antenna System (DAS) (aka bi-directional amplifier BDA) for emergency two way radio communications will be a performance based specification by TLC. The owner shall contract with an approved vendor for the DAS. The approved vendor shall use RF modeling software to provide a complete engineered design.

C. AUDIO VIDEO DESIGN SERVICES

TLC proposal includes complete AV design of the facility, and can encompass the following systems, or additional systems as to match the owner's preference:

1. Digital signage/messaging
2. Distributed Audio/Paging System
3. Meeting Space Audio/Video Systems
4. Audio/Video Control Systems

D. SECURITY DESIGN SERVICES

1. TLC will work with the client and discuss the goals of the security system as a whole, and how the budget impacts the design choices we establish. TLC will prioritize the desires to allow as much system functionality as required, but maintain the budget.
2. TLC shall provide an IP based Access Control System design. TLC will work with the client to provide a safe and secure environment with code compliant access control equipment. Design services shall include biddable documents with complete floor plan layouts, Access Control system selection and recommendation, door hardware coordination, card reader and card creation hardware if required, door hardware and equipment coordination matrix, door installation details, and full Architectural Specifications.
3. TLC shall provide an IP based Closed Circuit Camera System design. Design services shall include biddable documents with complete floor plan layouts, Video Management System (VMS), camera selection, network attached storage equipment, bandwidth/storage calculations, coverage areas, installation details, and full Architectural Specifications.
4. TLC shall provide intercom and Emergency Phone system design as required. Design services shall include biddable documents with device locations, product selection, and full Architectural Specifications.
5. TLC shall coordinate the location of the guest key card system headend with the Owner. It is anticipated that the design and specification of this system shall not be the responsibility of TLC, but can be included as an additional service.
6. TLC will provide complete coordination with all of the systems being designed in the spaces including HVAC, plumbing, fire protection, electrical, architectural, structural, and furniture systems.

E. ELECTRONIC QUEUING MANAGEMENT SYSTEM

1. TLC will work with the client and discuss the goals of the Queuing management system. TLC will prioritize the desires to allow as much system functionality as required
2. TLC shall provide an IP based Queuing management system design. Design services shall include biddable documents with complete floor plan layouts, queuing management system selection and recommendation, headend equipment, signs, & software.
3. Queuing management system may have the following features: virtual queuing, mobile queuing, appointment schedule, and reports and analytics.



5015 S. Florida Avenue, Ste 301
Lakeland, Florida 33813

wsp.com

November 7, 2022

Mr. Tim Hoefft, AIA, LID, LEED AP BD+C
Managing Principal
Straughn Trout Architects
2005 E. Edgewood Drive
Lakeland, Florida 33803

Via Email: tim@straughntrout.com

Re: Proposal for Professional Engineering Services – Exhibit A
STA - Hernando County Tax Collector
WSP Project No. 600867

Mr. Hoefft:

WSP USA Environment & Infrastructure, Inc. (WSP), is pleased to submit this proposal to Straughn Trout Architects (STA) for professional engineering services for the Tax Collector project, located in Winter Haven. This proposal provides an overview of the services to be provided by WSP.

SCOPE OF SERVICES

PHASE 100 PRELIMINARY ENGINEERING

Task 101 Topographic Survey & SUE

WSP will perform a topographic survey of the Forest Oaks Boulevard right of ways to support the design of new roadway improvements. The topographic survey will establish a baseline of the survey along the roadway to locate and map all existing above-ground improvements and evidence of subsurface improvements within the project corridor limits.

The topographic survey will also include onsite data collection limited to the specific project area shown in **Figure 1**, an area of approximately 19 acres. The topographic survey will locate and map all existing above-ground improvements and evidence of subsurface improvements within the project limits shown. Elevations will be determined at approximate 100' station intervals and at all breaks in grade.

The topographic survey will also involve the survey of existing utilities along the right-of-way corridor and within the project area. The required contacts will be made with Sunshine 811 to identify existing utility providers and have them mark the approximate location of existing utilities lying within the project corridor. All marked utility locations will be surveyed and mapped. This effort will include up to 20 test holes to verify the horizontal and vertical location (VVH) of subsurface utilities. The locations of the test holes will be determined by the engineer of record.

The topographic survey will be relative to the North American Datum of 1983/2011 Realization (NAD83/11), with values expressed in the Florida State Plane Coordinate System and the North American Vertical Datum of 1988 (NAVD88). A minimum of four (4) control monuments, established through the National Geodetic Survey (NGS) On-line Positioning Service (OPUS) and differential level runs to NGS benchmarks, will be set near the project corridor and project area to support the design survey and subsequent construction activities

Upon completion of field survey activities, a certified topographic survey, compiled in AutoCAD format, will be produced to map and portray existing site conditions.

Deliverable: An electronic deliverable of the certified topographic survey drawings together with the associated CAD files.

Task 102 Geotechnical Investigation

It is our understanding that the proposed project will include the construction of a 15,000± sf single-story, office building. There will be associated paved drives, parking lots, delivery areas, and multiple stormwater retention ponds. The purpose of this task is to evaluate the subsurface conditions at the project site and provide a geotechnical engineering report with our findings and recommendations.

The building loads were not available to us at this time. However, for the sake of this proposal, we have assumed that the maximum column and wall loads associated with the proposed building will not exceed 75 kips and 5 kips per linear foot, respectively. Slab loads for the office areas are expected to be approximately 200 psf or less, and no extraordinary slab performance criteria are expected.

A site grading plan is not available at this time. However, based on a preliminary review of the topography of the area, it is anticipated that less than 3 feet of cuts/fills will be required at the site to reach design grades for the proposed structure and pavement areas.

WSP understands that the site formerly housed a wastewater treatment facility (WWTF). We assume that all foundations, walls, tanks, pavements, and any other structures associated with the WWTF have been razed and completely removed from the site. If remnants of previous development are encountered during our subsurface exploration described below, then additional evaluation of the site soils (such as conducting test pits and/or performing additional borings) may be warranted.

Geotechnical Subsurface Exploration Program

WSP is proposing the following geotechnical scope of work for the project:

- WSP will prepare a Site Health & Safety Plan (HASp) for the drilling, and pavement coring activities. MOT activities will be included in this HASp.
- Prior to the start of drilling activities, WSP personnel will perform a site walk. Suitable locations for the proposed borings will be selected and marked in the field and existing utilities that are visually identifiable will be noted. A handheld GPS unit will be utilized to locate each boring location. Based on available aerial

photographs and our knowledge of the site, we assume that no clearing will be required to access the boring locations using drilling equipment.

- WSP will perform four (4) Standard Penetration Test (SPT) borings within the proposed building footprint which will extend to a depth of up to 40 feet below the ground surface or auger refusal (whichever occurs first) to provide information related to the soils' relative density as well as provide samples for visual examination. During the advancement of the SPT borings, the overlying soil strata will be sampled by utilizing a split-spoon sampler in general accordance with ASTM D 1586. The borings will be continuously sampled using split-spoon samplers within the upper 10 ft of the soil profile, then sampled at 5-ft intervals, thereafter. The collected samples will be placed in sealed containers which will be appropriately labeled with pertinent information. Up to four (4) undisturbed samples of cohesive soils (if encountered) will be obtained from the building area borings using 3-inch diameter Shelby tubes in accordance with ASTM D 1587.
- For the proposed pavement areas (including parking lots, driveways, and driver test course), WSP is planning to advance up to twelve (12) SPT borings to a depth of 6 feet below the ground surface. These borings will be continuously sampled using split spoons. The collected samples will be placed in sealed containers which will be appropriately labeled with pertinent information. Further, composite bulk samples will be obtained from these borings within the upper 6 feet of the soil profile for the purpose of running Limerock Bearing Ratio (LBR) tests to assist with the pavement design. WSP will schedule and coordinate Maintenance of Traffic (MOT) operations along Forest Oaks Boulevard in the project area. MOT will be performed by a third party and include signs, cones, and flaggers. WSP will submit a Right of Way (ROW) permit application to Hernando County for advancing the boreholes within Forest Oaks Blvd ROW.
- For the planned retention pond areas, up to six (6) auger borings are planned to be drilled to a depth of 8 feet below the ground surface or auger refusal (whichever occurs first). Composite bulk samples will be obtained from these borings within the upper 8 feet of the soil profile. One bulk sample is planned for collection for each pond area.
- Up to three (3), double ring infiltrometer (DRI) tests are proposed for the retention pond areas (frequency of one test per pond).
- WSP will subcontract a qualified driller and organize the subsurface exploration. WSP field personnel will be present during the subsurface exploration to monitor and direct the subcontractor, to collect quality samples, and to provide an accurate representation of the subsurface conditions.
- The borings will be advanced using a truck- or adverse-terrain-mounted drill rig (ATV rig) and utilizing mud rotary techniques.
- Soil sampling and field classification will be in general accordance with ASTM D 2488.
- Water levels will be checked in the boreholes and recorded upon completion of drilling. Seasonal High Ground Water Table (SHGWT) indicators will also be checked in the recovered soil samples.
- The building area borings will be tremie grouted upon completion of drilling. For pavement and pond area borings, the boreholes will be backfilled with compacted

auger cuttings. For borings drilled on Forest Oaks Road, the boreholes will be backfilled with compacted auger cuttings and bentonite chips, and the top patched with a cold patch asphalt mix.

- The public utility locators in the area will be contacted via the Sunshine 811 system a minimum of 72 hours prior to beginning any ground disturbance.
- Soil samples recovered during our site exploration will be transported to our local office where they will be reviewed and visually classified by a geotechnical engineer/geologist.

Laboratory Testing

WSP will perform an appropriate number of geotechnical classification and index property tests on representative soil samples, to sufficiently characterize the subsurface profile and assist in establishing soil properties.

The following specific type of tests are proposed:

- Moisture Content (ASTM D 2216): Up to 45 tests;
- Grain Size Analysis with #200 wash (ASTM D 422): Up to 22 tests;
- Soils finer than #200 Sieve (ASTM D1140): Up to 11 tests;
- Atterberg Limits (ASTM D 4318): Up to 13 tests;
- Modified Proctor Compaction Test (ASTM 1557): Up to 2 tests;
- Limerock Bearing Ratio (FDOT FM 5-515): Up to 2 tests;
- One-Dimensional Consolidation Properties of Soils (ASTM 2435): 1 test on cohesive soils (if encountered); and
- Specific Gravity of Soils (ASTM 854): 1 test on cohesive soils (if encountered).

Geotechnical Analysis and Reporting

The results of our field and laboratory programs will be evaluated by a professional geotechnical engineer licensed in the State of Florida. Based on the results of our evaluation, an engineering report will be prepared that details the results of the testing performed, provides logs of the borings, and a diagram of the site/boring layout. The report will include the following:

- Computer-generated boring logs with soil stratification based on visual soil classification;
- Groundwater levels observed during and after completion of drilling with an estimate of the Seasonal High Ground Water Table (SHGWT);
- Site location map;
- Boring location plan;
- Description of general site geology;
- Soil survey map;

- Subsurface exploration procedures;
- Encountered soils conditions and results of DRI tests;
- Foundation design recommendations for the proposed office building;
- Recommendations for pavement design and construction; and
- Recommendations for earthwork, including subgrade preparation, suitability of on-site soils for use as structural fill, temporary groundwater control (exclusive of the dewatering system design), fill placement, and minimum relative density requirements.

Deliverable: Electronic copy of the Geotechnical Report in PDF format.

Task 103 Ecological Services

WSP will conduct activities required for the census, permitting, and relocation of gopher tortoises (*Gopherus polyphemus*) from the project site in accordance with the Florida Fish and Wildlife Conservation Commission (FWC) Gopher Tortoise Permitting Guidelines (FWC 2020). The following provides the general scope of work, key assumptions, and cost estimate for assisting the County with this project.

Gopher Tortoise Burrow Survey

WSP will conduct a burrow survey of the proposed project site. As the site is relatively small and open, WSP proposes to conduct a 100% pedestrian gopher tortoise burrow census of the site to estimate the tortoise population most accurately. All burrows will be mapped using a sub-meter GPS unit. The survey results will be provided to the FWC during the permitting process. The results of the survey are valid for 90 days from the last day of the survey.

Deliverable: Electronic copy of mapped burrow locations and population estimate.

Gopher Tortoise Conservation Permit Application

WSP will prepare and submit a gopher tortoise Conservation Permit application and supporting documentation to the FWC for the project. Application documentation includes site and ownership information, vegetation, land use, and soils maps, survey results from Task 103A, and gopher tortoise recipient site information. An application fee is due to FWC based on the expected number of gopher tortoises to be relocated. The FWC application fee associated with the permit is based on the calculated gopher tortoise population. Conservation Permits issued for gopher tortoises relocated to a long-term protected recipient site require a \$234 mitigation contribution to FWC for up to five tortoises and a \$351 mitigation contribution to FWC per tortoise thereafter. Mitigation contributions in excess of the final number of tortoises relocated will be refunded less a 3% administrative fee charged by the State. WSP will use a conservative estimate of the tortoise population for relocation to avoid delays in permit and recipient site amendments. These fees will be the responsibility of the County.

The application process requires a letter of reservation from the gopher tortoise recipient site (property receiving the gopher tortoises). WSP will coordinate with one or more permitted recipient site banks to relocate the gopher tortoises to their recipient site.

Recipient site fees are variable based on current demand and availability. A security deposit of 10% may be required to receive a reservation letter from the recipient site. The security deposit is applied to the final invoice from the recipient bank, but it is typically non-refundable. The final invoice is based on the actual number of gopher tortoises relocated to the recipient site. It is anticipated the County will contract directly with the recipient sites and be responsible for their fees at the time of relocation. This proposal includes recipient site coordination services.

The FWC typically requests a site review following the permit application to verify survey information. WSP staff will accompany FWC on-site to respond to any questions that may arise.

Deliverable: Electronic copy of the submitted application.

100% Gopher Tortoise Burrow Survey

Prior to initiating the gopher tortoise relocation, FWC will require a 100% census of the area subject to the relocation activities. WSP will conduct a final 100% pedestrian gopher tortoise burrow census within the suitable gopher tortoise habitat. All burrows will be mapped using a sub-meter GPS unit. The survey results will be provided to the FWC for review. The results of the survey are valid for 90 days from the last day of the survey.

Note: If the initial 100% survey is still valid (within 90 days), and relocation effort can be completed within that timeframe this task may not be required by FWC.

Deliverable: Electronic copy of the revised burrow map.

Gopher Tortoise Relocation

Once the Conservation Permit is approved and 100% survey results are submitted to FWC, WSP will contract with an experienced backhoe operator for the gopher tortoise burrow excavation. Excavation is typically the most cost and time-effective method for gopher tortoise extraction. In accordance with the guidelines, all potentially occupied gopher tortoise burrows must be excavated. Gopher tortoises typically have multiple burrows, averaging two burrows per gopher tortoise. An average of ten gopher tortoise burrows are expected to be excavated per day.

The scheduling and execution of the gopher tortoise relocation effort are dependent on the availability of suitable weather. Permit conditions limit relocation efforts to those days when overnight temperatures at the recipient site are predicted to be greater than 50 degrees Fahrenheit for a period of three consecutive days following relocation. In addition to suitable weather, the permit will require the submittal of proof of local government approval (development plan approval, clearing, and grading permit, etc.) and an updated gopher tortoise survey if the 100% survey is more than 90 days old prior to initiating the relocation activities.

This task includes notification to Sunshine 811 of the proposed excavations. This service will request utility companies with facilities within the site to mark them prior to work. WSP staff conducting the excavations will include at least one person trained as a competent person for trench excavation and will oversee the safety of the dig operations.

The recipient site will record the statistical data from the relocated gopher tortoises (i.e., weight, sex, and carapace length) necessary for the After-Action Report that will be provided to the FWC as required by the permit. WSP will use the collected data to submit the After-Action Report to the FWC.

Deliverable: Copy of After-Action Report

Gopher Relocation Assumptions

- The availability of recipient sites is currently limited. WSP is not responsible for delays due to unavailable recipient site spaces.
- Based on previous site work, utility locate services beyond Sunshine 811 should not be necessary prior to excavation and are not included in this proposal.
- It is assumed that the building contractor will install exclusion fencing around the entire project site prior to the excavation of tortoises. Properly installed and maintained silt fencing will suffice for this requirement.
- The timely completion of this project is dependent upon the weather. Fieldwork and project schedule may be impacted due to severe weather at the subject property.

PHASE 200 DESIGN & PERMITTING

Task 201 Site Civil Engineering

WSP will prepare detailed site construction plans for the project. The scope of the site development will include the relocation of the entrance road to immediately west of the existing Health Department stormwater pond. This will require the redesign of the Health Department site from the entrance to the building to the relocated entrance road. The site will include the proposed Tax Collector building, the associated parking and stormwater management. The site design will also include a new right in right out entrance east of the existing Health Department stormwater pond. Also included with we the design of the NAMI site to include the stormwater management and a pad ready site. The site civil construction plans are anticipated to include the following sheets: cover, general notes, existing conditions, site plan, grading and drainage plan, utility plan, construction details, and utility details.

Construction plans and specifications will reference the Florida Department of Transportation Standard Specifications for Road and Bridge Construction and the Hernando County Standards as the governing specifications for the project.

WSP will prepare and submit electronic files of the construction plans to STA at the 60% and 90% completion stages for review and comment. WSP will incorporate review comments received from STA into the subsequent milestone construction plan set. Construction plans approved by Hernando County, Southwest Florida Water Management District (SWFWMD), Hernando County Health Department (HCHD), and the Florida Department of Environmental Protection (FDEP) will be considered 100% construction plans. Estimated quantities will be prepared at each completion stage

This task includes the preparation of a stormwater management report to support the drainage design for the site and permitting.

Task 202 Offsite Roadway Improvements

The construction plans will include the design and permitting of offsite roadway improvements. As per discussion with the County, the plans will include the relocation of the main driveway access to the site just prior to the Health Department stormwater pond, and a new right in/right out access at the location of the old remnant road just east of the Health Department stormwater pond. WSP will prepare roadway construction plans to meet Hernando County Transportation requirements.

WSP will prepare and submit electronic files of the construction plans to STA at the 60% and 90% completion stages for review and comment. WSP will incorporate review comments received from STA into the subsequent milestone construction plan set. Construction plans approved by Hernando County, Southwest Florida Water Management District (SWFWMD), Hernando County Health Department (HCHD), and the Florida Department of Environmental Protection (FDEP) will be considered 100% construction plans. Estimated quantities will be prepared at each completion stage.

WSP will prepare and submit an electronic copy of a Rough Order of Magnitude (ROM), the Engineers Opinion of Construction Cost (OPCC) estimate at approximately 60% and 90% construction plan level.

Task 203 Permitting

WSP will initiate permit applications following the incorporation of the STA and Hernando County's (Owner) 90% review comments to the construction plans. Responses to agency reviews will be limited to clarification of previously submitted materials and exclude additional engineering or analysis. Permitting and review by agencies in addition to Hernando County, SWFWMD, PCHD, and FDEP are not anticipated. If required, additional agency reviews will be covered under a separate Task Authorization. WSP will invoice STA for all permit application fees as a direct reimbursable.

Hernando County Development Review

WSP will prepare and submit a site construction plan application to Hernando County for Development Review.

Southwest Florida Water Management District

WSP will prepare and submit an Environmental Resource Permit (ERP) modification application to SWFWMD.

Hernando County Health Department – Water

The project is anticipated to involve the extension of the potable water system to the site for potable water use and fire protection. WSP will prepare the "Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs" permit application form for submittal to the Florida Department of Environmental Protection (FDEP).

Florida Department of Environmental Protection – Sewer

The project is anticipated to involve the design of a sanitary sewer system on site, and a lift station and forcemain to provide connection to the existing forcemain in the right-of-way. WSP will prepare the “Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System” permit application form for submittal to the Florida Department of Environmental Protection (FDEP).

PHASE 300 CONSTRUCTION PHASE SERVICES**Task 301 Construction Observation**

WSP will attend one pre-construction meeting. The pre-construction meeting is anticipated to be led by STA and attended by the construction contractor, Hernando County, and utility service company representatives. The purpose of the pre-construction meeting will be to review permit requirements and the construction schedule as well as to address any concerns that either the County or the construction contractor may have.

WSP will perform contractor submittal reviews of the civil engineering-related products to be used in the construction of the project. WSP will attend progress meetings with STA, the Contractor, and the Owner as deemed necessary.

WSP staff will conduct regular site visits to observe construction during the anticipated site civil construction schedule of six months. Full-time construction engineering and inspection services are not proposed under this scope. WSP will address construction concerns and bring them to STA’s attention immediately. WSP will check the contractor-provided as-built drawings and electronic as-built survey files for compliance with the design plans. Discrepancies will be clarified and/or corrected by the construction contractor. WSP will rely on the construction contractor-provided as-built survey for the close-out of agency permits. WSP will not be providing certification for construction-related activities such as craftsmanship of work completed, material control, or adherence to specifications.

This task includes permit close-out assistance for the Hernando County, Southwest Florida Water Management District, Hernando County Health Department (Potable Water), and Florida Department of Environmental Protection (Sanitary Sewer) permits. Specifically, the Southwest Florida Water Management District requires the permittee to retain the design professional to conduct on-site observations of construction and assist with the as-built certification requirements of the project.

The Contractor will be responsible for providing all necessary testing/inspection services and reports.

PROJECT UNDERSTANDING

WSP's services provided for this project are limited to those outlined in the scope of services.

This proposal is valid for a period of 30 days. If the terms and conditions outlined in the attached contract are satisfactory, please sign where indicated and return to Tonya Morris via email to tonya.morris@WSP.com We will return one fully executed original to you for your records.

COVID-19

Notwithstanding anything mentioned in this proposal, the attached documents or any terms or conditions applicable to WSP's work, if WSP's work is delayed, disrupted, suspended, or otherwise impacted as a direct or indirect result of COVID-19 (coronavirus), including, but not limited to, by (1) disruptions to material and/or equipment supply; (2) illness of WSP's or Subcontractors' workforce and/or unavailability of labor; (3) government quarantines, closures, or other mandates, restrictions, and/or directives; (4) WSP's or Subcontractors' restrictions and/or directives; and/or (5) fulfillment of WSP's or Subcontractors' contractual or legal health and safety obligations associated with COVID-19; then, WSP shall be entitled to a reasonable adjustment to the schedule and duration to account for such delays, disruptions, suspensions, and impacts.

To the extent the causes identified herein result in an increase in the price of labor, materials, or equipment used in the performance of these services, WSP may be entitled to a mutually-agreed-upon equitable adjustment to the price for such increases, provided WSP presents documentation of such increases (including the original prices).

We appreciate this opportunity to work with Straughn Trout Architects. If you have any questions, please do not hesitate to contact me at 813-436-6557.

Sincerely,
WSP USA Environment & Infrastructure, Inc.



David W. Butcher, P.E.
Principal - Sr. Project Manager



Christine Mehle, P.E., CFM, ENV SP
Florida Water Services Line Lead

DWB/CM/tjm

Figure 1

ATTACHMENT E

Hernando County Tax Collector Project Limits

Legend

 Hernando County Survey Limits



Google Earth
Image Landsat / Copernicus
Image © 2022 TerraMetrics

900 ft



Owner's Representative

Estimating / Scheduling

Value Engineering

Life Cycle Costing

LEED Consulting

Constructability Review

Cashflow Projections

Change Orders

Claims Analysis

Contract Administration

Commissioning

Construction Auditing

*Facilities Condition
Assessment*

Information Technology

Database Development

*Program Management
Software Modules*



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04 November 2022

Tim Hoeft, AIA, LID, LEED AP
Principal

Straughn Trout Architects

2005 E Edgewood Drive
Lakeland, Florida 33803

CMI No. P-1555

**Project: Hernando County-
West Tax Collector Office**

SD Estimate

DD Estimate & Reconciliation w/ CMAR

Dear Mr. Hoeft

We hereby submit our fee proposal to provide consulting services on the above-referenced project. Our understanding is that the project consists of a new tax collector's office for Hernando County. We will submit the report as follows:

- Bid Item 01 – Main Building
- Bid Item 02 – Sitework for Main Building
- Bid Item 03 – Adjacent Site Development

SERVICES

We are pleased to provide cost estimating services as indicated above, based substantially on approximate quantities and priced in accordance with specifications, if available. The unit prices will be based on fair market value in the locality of the project. The mark-ups (Detail & Pricing Allowance, General Conditions, Overhead, Fee, Bond, and Escalation) will be based on reasonable percentages. The estimate will be presented in the GSA Building Elemental Uniformat report. We anticipate that we will complete the SD estimate in approximately three weeks, and the DD in approximately five weeks, of receiving your approval. We will send you a pdf file of the estimate via e-mail. The services proposed herein will be provided under the direction of Ganesh Jiawon.

EXCLUSIONS

This proposal excludes: cost of drawings and specifications; time to estimate additional drawings, sketches, addenda, etc. issued after the estimate is started; alternates; time to reconcile our estimates with those prepared by others; scheduling; formal or informal VE; travel outside the Central Florida area; meetings (unless specifically stated in this proposal).

PAYMENT

We will invoice on completion of each estimate. Please indicate your acceptance by signing and returning one copy of this proposal to our office.

Issued By:

CMI

Ganesh Jiawon, LEED AP, CGC, MRICS
President

Accepted By:

Name: _____

Title: _____

Signature: _____

Date: _____