



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE: 11/03/09

SUBJECT: ADDENDUM NO. 3 TO STOTTLER STAGG & ASSOCIATES CONTRACT FOR ENGINEERING/ARCHITECTURAL SERVICES

DEPARTMENT: CITY MANAGER

RECOMMENDED MOTION:

To approve Addendum No. 3 to the contract with Stottler Stagg & Associates, Inc. dated October 15, 2009, for architectural and engineering services for re-roofing the Allen Green Center and City Hall and to authorize the Mayor and City Manager to execute all associated documents on behalf of the City.

SUMMARY:

On November 4, 2008, the City Council authorized staff to negotiate a contract with Stottler Stagg & Associates, Inc. for architectural and engineering consulting services related new construction and renovation projects. The contract approved March 3, 2009, sets forth standard terms and conditions and requires that projects be authorized by addendum in order to clearly identify the scope of services for each project. On March 17 the City Council requested the addendum be brought back for reconsideration.

The attached addendum represents the scope of services and fee proposal for the final two original projects: Allen Green Center Re-Roofing, in the amount of \$29,600, and City Hall Re-Roofing, in the amount of \$28,800. The scope anticipates bidding both projects together and includes 60% construction plans for pre-qualifying contractors. The scope also includes renovations final construction plans, permitting, bid assistance and construction administration.

Both facilities have substantial leaks which are damaging the exterior and interior of the buildings. Funds for the Allen Green Center Re-Roofing are available in Account No. 106-1000-580-6200, Project No. AIO007. Funds for the City Hall Re-Roof are available in Account No. 317-1000-580-6397, Project No. AIO008.

ATTACHMENTS: Ordinance Resolution Budget Resolution
 Other Support Documents/Contracts Available for Review in Manager's Office

DEPARTMENT HEAD

FINANCE DEPARTMENT

CITY ATTORNEY

CITY MANAGER

Shannon M. Lewis

Date 10/22/2009

Approved as to Budget Requirements

Date 10/23/09

Approved as to Form and Legality

Date

Approved Agenda Item For:

11/3/09

COUNCIL ACTION:

- Approved as Recommended
- Disapproved
- Continued to Date Certain
- Approved with Modification
- Tabled Indefinitely

**ADDENDUM NUMBER 3
TO CONTRACT WITH STOTTLER STAGG AND ASSOCIATES, INC.
ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES**

By Agreement made and entered into this ____ day of _____, 2009 by and between the City of Port Orange, Volusia County, Florida, hereinafter called the "City," party of the first part and Stottler Stagg and Associates, Inc., a Florida corporation having its office in Cape Canaveral, Florida, hereinafter called the "Consultants," party of the second part.

WITNESSETH

The City and Consultants mutually agree to amend to that certain Contract between the City and the Consultants for architectural and engineering consulting services the following:

- (1) The Consultants shall provide architectural and engineering services as described on Attachment A - Scope of Services dated October 15, 2009 for:
 - (a) Allen Green Civic Center Re-Roof
 - (b) City Hall Re-Roof
- (2) The Consultants shall be compensated in accordance with the Contract between the City and the Consultant for architectural and engineering services and described in Attachment A of Addendum 3.
- (3) The parties acknowledge that all other terms, provisions and conditions of the aforesaid original Contract and all additions thereto not amended or changed by the provisions of the Addendum are republished, ratified and reaffirmed by the parties hereto.

IN WITNESS HEREOF the parties have made and executed this Addendum the day and year written above.

ATTEST:

By _____
Kenneth W. Parker, City Manager

CITY OF PORT ORANGE

By _____
Allen Green

Title: _____
Mayor

WITNESS:

STOTTLER STAGG & ASSOCIATES, INC.

By _____
Bino Campinini

Title: _____
Chief Executive Officer

Date: _____

October 15, 2009

Shannon M. Lewis
Assistant City Manager
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

**RE: City of Port Orange Re-Roofing Projects:
Allen Green Civic Center
City Hall**

Dear Shannon:

Per your request, Stottler Stagg & Associates, Architects, Engineers, Planners, Inc. (SSA) is pleased to present our fee proposal for the above referenced projects.

SSA's specific scope of services will include the following:

SCOPE OF SERVICES

The following is SSA's Scope of Services for evaluating, preparing construction documents, permitting, bidding and construction administration for the re-roofing of the existing Allen Green Civic Center and City Hall. Our evaluation and construction documents will be in compliance with the 2007 Florida Building Code (FBC) with 2009 Supplements. This proposal is based on the City's expressed intent to include both projects in one bid package. Our specific scope is as follows:

PHASE 1 - EVALUATION REPORT

1. Review available existing drawings of the buildings.
2. Perform a complete architectural, structural, mechanical and electrical inspection of each roof to assess its condition and note any related deficiencies based on the 2007 FBC. Deficiencies will be photographed, noted in written format and mapped on electronically drawn roof plans of the buildings. The inspection will include the following building components:
 - a. Roof system.
 - b. Roof drainage system.
 - c. Roof structure.
 - d. Roof mounted mechanical equipment.
 - e. Roof mounted electrical equipment.
3. Provide recommendations for correcting roof deficiencies.
4. Provide a recommendation for new type(s) of roof coverings.
5. Provide a cost estimate for correcting each deficiency and new roof systems.

STOTTLER STAGG & ASSOCIATES | ARCHITECTS | ENGINEERS | PLANNERS | INC.

8680 North Atlantic Avenue P.O. Box 1630 Cape Canaveral, Florida 32920 P 321.783.1320 F 321.783.7065
License #AAC000329 #EB0000762 #LB0006700

6. Meet with representatives of the City of Port Orange to review evaluation and determine Scope of Work to be included in the Construction Bid Documents.

Schedule/Deliverables:

Three copies of the evaluation will be presented to the designated City's representative in a bound 8.5" x 11" report format with all the above information included. It is anticipated that the report will be delivered within thirty (30) days from our notice to proceed.

PHASE 2 - CONSTRUCTION DOCUMENTS

1. Prepare **Preliminary Re-Roofing Documents** for the buildings based on approved Scope of Work to correct deficiencies and for new roofing systems. Preliminary Documents will include architectural, structural, mechanical and electrical roof plans, notes and an **Outline Specification** in Master Spec format (Divisions 1-16).

Preliminary Schedule/Deliverables:

Three (3) sets of the Preliminary Drawings (24" x 36" format) and three (3) copies of the outline specification will be presented to the designated City's representative for review and approval. It is anticipated that the Preliminary Re-Roofing Documents will be delivered within twenty one (21) calendar days after approval of our Phase 1 Scope of Work.

2. Prepare **60% Construction Re-Roofing Documents** for the buildings from the approved Preliminary Re-Roofing Documents. 60% Re-Roofing Documents will include detailed architectural, structural, mechanical and electrical roof plans, notes, sections and details. The **60% Specifications** will be in Master Spec format (Divisions 1-16).

At this Phase, SSA will assist the City in pre-qualifying contractors who will be bidding on this project.

60% Document Schedule/Deliverables:

Three (3) sets of 60% Re-Roofing Drawings (24" x 36" format) and six (3) copies of the 60% Specification Manual will be presented to the designated City's representative for review and approval. It is anticipated that the Construction Re-Roofing Documents will be delivered within twenty one (21) calendar days after approval of our Preliminary Documents.

3. Prepare **Final Construction Re-Roofing Documents** for the buildings from the approved 60% Re-Roofing Documents for Contractor Bidding and permitting. Construction Re-Roofing Documents will include finalized detailed architectural, structural, mechanical and electrical roof plans, notes, sections and details. The **Final Specifications** will be in Master Spec format (Divisions 1-16). SSA will incorporate the City of Port Orange's Bidding and Contracting Requirements (Division 0) into the final specification manual.

Schedule/Deliverables:

Three (3) sets of signed and sealed Final Construction Re-Roofing Drawings (24" x 36" format) and six (3) copies of the final Specification Manual will be presented to the designated City's representative for submittal to the local Building Department for permitting. It is anticipated that the Construction Re-Roofing Documents will be delivered within twenty one (21) days after approval of our 60% Re-Roofing Documents.

PERMITTING

SSA will respond to all permitting comments from the City's Building Department and resubmit any revised drawings if needed for final approval prior to bidding.

BIDDING

SSA will assist the City of Port Orange in the bidding process for this project with the understanding that these two (2) projects will be included in one bid package. SSA will distribute Construction Documents to the pre-qualified contractors, respond to bid questions (RFI's), attend a pre-bid conference, attend the bid opening and recommend selection of the contractor for the work. It is assumed that the Bidding phase will be thirty (30) days and will begin 2 weeks after submission of the Final Construction Documents.

CONSTRUCTION ADMINISTRATION

A qualified representative of SSA will attend a pre-construction conference and visit the site once a week to inspect the Contractor's work for progress and conformance to the Construction Documents. SSA will provide the designated City's representative with a written report of each visit. SSA will also review and sign the Contractor's monthly pay application and perform a Substantial and Final Inspection of the finished work by the Contractor. We anticipate that the re-roofing work will take ninety (90) days and 12 field visits.

DISCIPLINES/CONSULTANTS:

The following Florida Licensed Professionals will perform all of the above work:

- Project Architect
- Mechanical Engineer (as required)
- Electrical Engineer (as required)
- Structural Engineer (as required)
- Roofing Consultant (as required)

PROPOSED FEE:

SSA will perform the above outlined scope of services to the City of Port Orange for a lump sum fee as follows:

1. Evaluation Report, Construction Documents, Pre-Qualifying Contractors, Permitting, Bidding and Construction Administration for the Allen Green Civic Center:

\$29,600 (Twenty Nine Thousand Six Hundred Dollars) Lump Sum Fee.

2. Evaluation Report, Construction Documents, Pre-Qualifying Contractors, Permitting, Bidding and Construction Administration for City Hall:

\$28,800.00 (Twenty Eight Thousand Eight Hundred Dollars) Lump Sum Fee.

ADDITIONAL SERVICES:

Any additional work not described in the above Scope of Work (including individual drawing/bid packages) will be billed as an Additional Service. Additional Services will be billed based on SSA's current standard hourly rate schedule or a pre-determined lump sum fee.

The terms and conditions of this proposal are effective through November 15, 2009. Acceptance after this date may necessitate increased fees or altered conditions.

Shannon, your authorization of this proposal can be accomplished by your signature below and our receipt of a signed copy. We are looking forward to working with you on this project. Please do not hesitate to call if you have any further questions regarding this Proposal.

**Stottler Stagg & Associates
Architects, Engineers, Planners, Inc.**



**Bino P. Campanini
Chief Executive Officer**

File/MK/SD

ACCEPTANCE:

BY: _____

TITLE: _____

DATE: _____