



CONTRACT# 250519

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

WORK ORDER NUMBER # 3

EFFECTIVE DATE: 3/17/25

Contracting Officer
Approval/Initials

Project Title: Design of Multiple Buildings (1220 NW 4th Ave)

To: *Architecture Studio*
1823 East Fort King St
Suite 102
Ocala, FL 34471

Attn: *Rolando Sosa*

FUNDING SOURCE: Professional Services

EXPENDITURE
ACCOUNT NUMBER:

455-030-030-536-53-31010

In accordance with your executed City Council Agreement, you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed **\$279,000.00**.

Requested By:

Department Director

Date:

5/22/25

Approved By:

City Council President

Date:

January 29, 2025

Hector Colón

Water Resources Engineer
City of Ocala
1805 N.E. 30th Ave. Bldg. 600
Ocala, Florida 34470

**Re: City of Ocala Water Resources Complex
Multiple buildings (1220 NW 4th Ave)**

Please accept the proposal on behalf of Architecture Studio Inc. and our consulting engineers for this project.

ARCHITECTURAL and ENGINEERING SCOPE OF WORK

The work shall be to provide architectural plans for the design of the following projects:

- **Central lines office Building**
 - This new building will be designed to accommodate approximately 30 people. The building will have concrete block walls with metal roof trusses. The building will have 4 or 5 individual offices and small linear cubicle style desk areas for 30 people. Also included will be ADA bathrooms, break room, showers, lockers, uniform rack/storage/ Janitorial closet, mechanical and electrical closet as well as an IT closet.
 - Structural, Heating, air conditioning, electrical, lighting and plumbing engineering are included.
- **Shed 1: Central Maintenance Truck Shed**
 - This new building will be 210'x 40'x 20' feet tall, (7) bay engineered metal open bay building with a partial enclosure to accommodate the ventilated welding shop. The final requirements of the welding shop are to be determined.
 - Structural, Electrical, lighting and plumbing (hose bibs) engineering are included.
 - Ventilation will be provided for the welding shop.
- **Shed 2: Central Lines Truck Shed**
 - This new building will be 240'x 40'x 20' feet tall, (8) bay engineered metal open bay building with enclosed storage (size to be determined).
 - Structural, Electrical, lighting and plumbing (hose bibs) engineering are included.
 - Ventilation will be provided for the enclosed storage.
- **Shed 3: Storage Shed**
 - This new building will be 90'x 30'x 14', feet tall, (3) bay engineered metal open bay building
 - Structural, Electrical, lighting and plumbing (hose bibs) engineering are included.
- **Renovation of Central Maintenance Annex Building**
 - The existing locker room areas, showers, and kitchen and break room will be renovated to update the facilities and provide ADA access.
 - Existing As-builts to include site measurements and new generated cad plans
 - Electrical, lighting, structural and plumbing engineering are included.
- **Renovation of Central Maintenance Building**
 - Expanded employees welding shop area along with additional bathroom and kitchen area.
 - Existing As-builts to include site measurements and new generated cad plans
 - Electrical, lighting, structural and plumbing engineering are included.

Civil Engineering Scope of Work

- Conceptual plan
- civil engineering (drainage, pavement, grading, utilities)
- landscape and irrigation as per city code minimums (allowance for services)
- Project coordination with client and governmental agents

See attached proposal

Preliminary and Design Development

The drawings shall be provided for the project and shall be because of the Owner's needs with regards to the scope of work, the size, the scale and the budget. The preliminary plans shall form the basis for the beginning stages of this project. We shall adjust as required and suggest other design changes for Owner approval.

Construction Documents

This work shall be a continuation of the preliminary and the design development drawings and will generally describe and depict the design intent via plans and specifications for the construction of the project. These plans and specifications shall be the basis of construction for the general contractor and to secure the City of Ocala building department permit for construction. These documents also include supporting mechanical (air conditioning, electrical, plumbing, structural engineering.

Opinion of probable cost (included for each building)

We will provide basic cost estimation of the probable cost of each building project. This probable cost will be used for budgeting purposes and can vary widely based on unforeseen conditions, bidding environment, availability of materials and general contractors. We always recommend including a 20% contingency in our project to be able to cover these fluctuations. The best way to get an accurate cost of these buildings is to bid them to the general contractors.

Construction administration (included in this quote)

This phase includes addressing building department comments during the review process and reviewing the metal building structural calculations to adjust the preliminary foundation plans. We will also be available to answering Owner and general contractor questions.

COMPREHENSIVE Construction administration \$2,100 per month of Construction (not included, but can be added)

The Architect shall provide the following services during construction.

- a. Attend a pre-construction meeting with the builder to discuss the process, the schedule, and the expected successful completion of this project.
- b. Answer and clarify questions regarding the project from builder and sub-contractors.
- c. Visit the site at regular intervals to review, observe and coordinate with the general contractor for the duration of the project.
- d. Pay request shall be processed for your payment during a visit to verify that the work has been completed, and payment is commensurate with the pay request.
- e. Lien releases will be required to be submitted concurrently with the pay request. The lien releases must match the requirements of the pay request.
- f. Attending project coordination meetings with the Client and the General Contractor as reasonably required to assist in expediting the project and to provide clarification of construction documents.
- g. Provide a punch list of the finished project.
- h. Request final project document for maintenance and equipment and provide to the City of Ocala for your use.

CONSTRUCTION BUDGET

At this time is unknown.

TOTAL PROPOSED FEES \$279,000

(Architecture, Structural, Mechanical and Civil Engineering)

These fees are based on providing the referenced services for all the building at the same time in a sequential manner. This affords our team an opportunity to extend the labor savings of our teams work to the City of Ocala. If we design one project at a time and over several years our fees will be reviewed and adjusted as required.

SCHEDULE

We do not have your schedule for this project; however, we can start work within 14 days of receipt of purchase order.

HOURLY RATES FOR WORK NOT INCLUDED

Our hourly rate is \$250 per hour for Architect, \$150.00 per hour for senior CAD technician, \$95.00 per hour for CAD technician and \$75 per hour for clerical.

REIMBURSABLE INFORMATION

We will provide electronic plan sets as requested at no charge. Printed sets will be at cost plus 10%.

PROJECT ACKNOWLEDGEMENT

While all work will be accomplished to our best professional efforts, the consultant cannot guarantee the actions of government officials or agencies during the project review and approval process.

This Proposal, which includes the Standard Provisions, represents the entire understanding between us with respect to this project and may only be modified in writing and signed by both parties.

If this Proposal meets with your approval, please provide a purchase order so that I can schedule the project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RS', with a long horizontal line extending to the right.

Rolando Sosa, Architect



MASTROSERIO ENGINEERING, INC

CONSULTING CIVIL & ENVIRONMENTAL ENGINEERS
SPECIALIZING IN SITE & SUBDIVISION DEVELOPMENT

170 SE 32ND PLACE, Ocala, FL 34471

PH: (352).433-2185

paolo@mastroserioeng.com

January 20, 2025

Rolando Sosa

Architecture Studio, Inc.

1823 East Fort King Street, Suite 102

Ocala FL, 34471

**RE: ESTIMATE OF PROFESSIONAL FEES FOR
"CITY OF OCALA WATER RESOURCES COMPLEX" - 1220 NW 4TH AVE, OCALA, FL.**

Dear Rolando,

This letter confirms the terms of the engagement of Mastroserio Engineering, Inc. ("Consultant") to act as exclusive engineering consultant to **Architecture Studio, Inc.** ("Client"), to assist the Client in obtaining permits to develop the referenced property for a Water Resource Maintenance Facility and such other matters that Consultant and Client may agree upon during this engagement.

PROJECT INFORMATION:

This project is in the City of Ocala (City), Florida.

Consultant will be responsible for the following:

Order Surveying (Allowance for Services)

Conceptual Plan

Civil Engineering Plans (Drainage, Pavement, Grading, Utilities, -- Per City Code)

Landscape and Irrigation Plans (City Code Minimum Plans – Allowance for Services)

Project Coordination with Client & Governmental Agencies

This project will be required to adhere to the City specific land development regulations. The intent is to submit Civil Design Construction Plans to the City, the Water Management District (WMD), The Florida Department of Transportation (FDOT), and the Florida Department of Environmental Protections (FDEP). The property will be served by Public Water and Sewer, and the design will require permitting through the City and FDEP as applicable. The stormwater system will require permitting through the City, FDOT, and the WMD. The Driveway on the FDOT roadway will require permitting through FDOT. This project will also fall under the pollutant discharge parameters required by FDEP. It is important to note that a portion of this property lies within a Flood Zone, this proposal does not include any flood study or analysis.

SCOPE OF WORK:

Consultant will perform the following Tasks for the Client:

(A Boundary, Topo, & Tree Survey is required prior to commencement of Task I and is part of this proposal)

Task I – Conceptual Plan:

Order Survey

Research Project Information & Provided Survey Information.

Prepare Conceptual Plan for Client to Review & Approve (includes 1 revision).

Task II – Civil Engineering Design Plans (Onsite Storm water, Pavement, Grading & Utilities, Landscape Design):

Prepare & Submit Application, Design Plans, and Calculations to City, FDEP, FDOT, & WMD
Attend meetings with City, FDEP, FDOT, WMD, & Client
Resubmit Revised Plans to City, FDEP, FDOT & WMD based on staff comments
Project Coordination

Task III – Project Construction Coordination with Client, Contractor, & Governmental Agencies, etc.:

Construction Project Coordination & Field Visits During Construction.
Schedule site meetings for construction coordination
Review and approve draw requests pertaining to construction progress.
Review as-built survey (by others) and visit site for completeness of construction.
Provide Review Agencies as built Certifications.
Review and approve final draw request pertaining to construction completion.

ITEMS/TASKS NOT INCLUDED IN THIS PROPOSAL:

Consultant will not be responsible for the following:

Environmental Studies
Traffic Study
Geotechnical Studies
Platting
FEMA/County/City Flood Analysis/Study
As-Built Survey
Surveying of the offsite areas for any utility connections and or improvements
Engineering/Design of the offsite areas for any utility connections and or improvements
Structural Engineering & Sign Design & Permitting
Project permit application and submittal fees
Out of pocket expenses (see expenses below)

At the request of the Client, Consultant will assist the Client in obtaining the foregoing, at Client's expense.

EXPENSES:

Consultant will not be responsible for the following:

Out of pocket expenses associated with this project such as reproduction of plans & documents for submittal to all agencies, travel expenses associated with this project, and additional services requested by the Client above and beyond the scope of this letter.

UNFORESEEN FACTORS

Consultant will not be responsible for the following:

Any unforeseen factors that influence a change in engineering design will cause the engineering fees and estimated timeframe to increase. Unforeseen factors include but are not limited to offsite or onsite traffic improvements required by government agencies after plan submittal, unsuitable soil conditions discovered by soil borings, environmental issues such as endangered species, wetlands, City, FDEP, FDOT, or WMD additional requirements, and specific storm water quality or quantity requirements.

Any changes made by the client that influence a change in engineering design will cause the engineering fees and the estimated timeframe to increase. A written letter of approval for the additional engineering services & fees will be required prior to continuation of the project.

FEES:

Consultant's Engineering Fees

The estimated Total Professional Fees for the proposed project will total \$90,000.00.

Retainer Fee

A retainer fee of **\$9,000.00 (10% of \$90,000.00)** is required prior to commencement of work. Payment for Consultant's service is due upon receipt of invoice, otherwise shall be subject to 1.5 % per month interest charge. Permit fees shall be the responsibility of the Client. The Consultant shall be reimbursed for all out-of-pocket expenses associated with this project.

Hourly Rates & Document Fees:

Professional Engineer (Principal)	\$235.00/hour
Professional Engineer	\$185.00/hour
Engineer	\$135.00/hour
Senior Designer	\$110.00/hour
Cad Technician	\$95.00/hour
Clerical	\$55.00/hour
24"x36" Plan Sheets	\$3.50/sheet
8.5"x11" Sheets	\$0.50/sheet
Mileage Rate	\$0.75/mile

Neither party may assign this agreement without the express written consent of the other party. If any legal action or other proceeding (including, without limitation, appeals or bankruptcy proceedings) whether at law or in equity, which arises out of, concerns, or relates to this agreement, any and all transactions contemplated hereunder, the performance hereof, or the relationship created hereby; or is brought for the enforcement of this agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this agreement, the successful prevailing party or parties shall be entitled to recover attorney's fees, court costs, and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

Each of the parties hereto expressly waives all right to trial by jury in any action or proceeding arising out of this Agreement. This Agreement incorporates the entire understanding of the parties with respect to the subject matter hereof and supersedes all previous agreements should they exist with respect thereto and shall be binding upon and inure to the benefit of the Client and Consultant and their respective successors, assigns, heirs, and personal representatives.

LIMITS OF LIABILITY:

By signing this document, the Client agrees that, to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes shall **not exceed the engineering fees described in this letter**. Such causes include but are not limited to Consultant's negligence, errors, omissions, strict liability, breach of contract, and breach of warranty. This firm currently has professional liability insurance in the amount of \$1,000,000.00.

Provided that this agreement meets Client's approval, work can be scheduled to begin upon receipt of the retainer fee. Consultant would be glad to proceed with the project; however, Client's authorization is required. Please accept this agreement by signing below and returning it to our office. This agreement is valid for 30 days from the date of this letter.

Should you have any questions or need additional information, please do not hesitate to contact me at 352-433-2185.

Sincerely,

Paolo Mastroserio, P.E.

Accepted By:

Mr. Rolando Sosa
Architecture Studio, Inc.
1823 East Fort King Street, Suite 102
Ocala, Florida 34471

By:

Name: Rolando Sosa

Date: _____