



CONTRACT# ENG/210895

## CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 14

EFFECTIVE DATE: February 1, 2022

Contracting Officer  
Approval/Initials

**Project Title:** SunTran AMF Renovations

To: *Kimley-Horn & Associates, Inc.*  
101 E Silver Springs Blvd  
Ocala, FL 34471

Vendor ID: 1530

Attn: *Richard V. Busche, P.E.*

FUNDING SOURCE: SunTran Professional Services - Other

EXPENDITURE  
ACCOUNT NUMBER:

**494-050-455-544-54-31010**

In accordance with your proposal IPO 2021-14: SunTran AMF Renovations, 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 \$79,646.12.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tye Chighizola

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Council President



## INDIVIDUAL PROJECT ORDER NUMBER 2021-14

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The City of Ocala (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated \_\_\_\_\_, which is incorporated herein by reference.

### ***Identification of Project:***

Project: SunTran AMF Renovations  
Client: City of Ocala

### ***Project Understanding:***

The main SunTran facility is located at 1805 NE 30<sup>th</sup> Ave, Ocala, FL. Administrative, fleet storage and maintenance, and critical daily operations functions occur at this facility year-round and on almost every day of the week. The main building is estimated to be 16 years old and is in need of refurbishment including new interior and exterior paint and new air conditioning system equipment. In addition, SunTran would like to take the opportunity to also improve staff amenities including the addition of a quiet room for operators, upgrades to kitchen hardware and appliances, along with supporting plumbing, electrical, and lighting upgrades. Through this work assignment, SunTran wishes to develop the design, architectural, and system specification details required for the desired SunTran facility refurbishment and building renovations. This scope of services has been prepared based on the preceding understanding of the project.

### ***Scope of Services:***

Kimley-Horn will provide the services specifically set forth below.

#### Task 1 – Project Management

Kimley-Horn will serve as the primary client contact and will support coordination efforts between City staff and the subconsultant team.

#### Task 2 – Architectural Services

Kimley-Horn will procure architectural services through ACAI Associates, Inc., subconsultant. The architectural scope of work is defined in the attached document provided by the subconsultant architect team.

#### Task 3 – Mechanical, Electrical, and Plumbing (MEP) Engineering Services

Kimley-Horn will procure the following survey services through VoltAire Consulting Engineers, subconsultant. The architectural scope of work is defined in the attached document provided by the subconsultant architect team.

## ADDITIONAL SERVICES

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

**RESPONSIBILITIES OF THE CITY**

In addition to other responsibilities set out in this IPO, the City shall:

1. Provide available documents or plans related to the SunTran facility to aid analysis and development of recommendations and construction plans.
2. Provide access to the project area.

**SCHEDULE**

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Engineer. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

**FEE AND EXPENSE**

Kimley-Horn will complete the above scope of services for the lump sum fees detailed below, inclusive of office overhead expenses. The cost for services is provided in Table A and a breakdown of fee by task is as follows:

TASK	KIMLEY-HORN
Task 1 – Project Management	\$14,313.76
Task 2 – Architectural Services	\$38,400.00
Task 3 – MEP Engineering Services	\$26,932.36
Grand Total	\$79,646.12

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

Attachments: TABLE A, ACAI Associates, Inc. Proposal/Fee, VoltAire Consulting Engineers Proposal/Fee

ACCEPTED:

THE CITY OF OCALA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
Richard V. Busche P.E.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

		DIRECT LABOR (MAN-HOURS)					
		Chief Engineer 1	Senior Planner	Engineer 1	Secretary/ Clerical	LABOR HOURS	
NO.	DESCRIPTION	\$ 305.66	\$ 204.12	\$ 175.50	\$ 103.26		
1	Project Management/Coordination	8	28	28	12	76.0	
2	Architectural Services						\$
3	MEP Services						\$
SUB TOTAL:							\$
GRAND TOTAL:							



December 16, 2021

Via e-mail: [Ryan.Suarez@kimley-horn.com](mailto:Ryan.Suarez@kimley-horn.com)

Ryan Suarez, AICP  
Kimley-Horn  
655 North Franklin Street, Suite 150  
Tampa, FL 33602

Re: Suntran AMF Renovations  
City of Ocala, Florida  
ACAI Project No. SA2452.01

Dear Ryan:

As requested, ACAI Associates, Inc. (ACAI) is pleased to provide you with the following proposal for Design and Post Design Architectural Services related to renovations at the existing Suntran Administrative Offices and Maintenance Facility in the Ocala, FL- the Project.

It is our understanding the project involves miscellaneous renovations throughout the existing building as follows. As requested this proposal is limited to Architectural services only.

## **INTERIOR**

### **Mechanical System:**

In kind replacement of all a/c units in the building. (by others)

### **Quiet Room:**

The addition of a new interior room to be located within the existing administration area of the building including: (Location to be provided by the Owner).

1. Solid wood doors to match existing. Hardware to be ADA and match existing - no lock.
2. Mechanical, electrical and lighting as needed to facilitate the improvements by others.

### **Kitchen:**

Modifications to the existing kitchen area located in the Driver's Breakroom including:

1. New stove and microwave oven with a vent.
2. New cabinets and countertops. (Pre-manufactured similar to KraftMaid or equal).
3. New faucet. (Tall with arch include a sprayer in the faucet).
4. New LED lighting above the sink.
5. New refrigerator. (To be larger than the existing).
6. Modifications to the existing plumbing, electrical and lighting as needed to facilitate the improvements by others.

### Addition of Bar Area

Addition of a new bar area located in the Driver's Breakroom including:  
(Location to be provided by the Owner).

1. New 6 ft X 6ft bar area
2. New upper wall cabinets to matching the kitchen.
3. New cabinets and countertop at lower-side half wall to match the kitchen.
4. New receptacle (on wall with countertop). Receptacle plates to match existing.
5. New lighting with separate switch at bar area. Light switch plates to match existing.
6. Plumbing, electrical and lighting as needed to facilitate the improvements by others.

### Flooring:

Remove and install new liquid applied flooring with integral base, (minimum 3" high), throughout the administration areas of the building.

### Interior Painting:

Provide specifications for repainting all new and existing interior walls, solid wood shelves, painted doors and painted jambs throughout the administration areas of the building.

1. Walls and solid wood shelves shall be Sherwin Williams Super Paint Satin, or approval equal.
2. Painted metal doors and jambs shall be painted with Sherwin William DTM or approved equal.
3. All colors to be selected by the City of Ocala.

### Cash Room:

Assess the existing a/c and provide improvements to the existing air circulation in the room.  
(Room gets very warm with two (2) people).

### Maintenance Area:

1. Reseal the maintenance bay floor.
2. Replace the ceiling lights with LED lights. (by others)
3. Replace the air conditioner in the Maintenance Director's office (Gary) with heat/cool air-conditioner. (by others)

## **EXTERIOR**

Provide specifications for repainting and resealing the existing exterior of the building, the existing painted wheel stops and striping in the parking lot. Colors to be selected by the Owner.

The services to be provided related to the above scope of work include:

### **Design Services**

- Visit the site to review the project areas and verify the existing floor plans and conditions.
- Develop 50% plans for review and comment by the Owner
- Complete 100% plans and specifications for permitting and bidding.
- Coordinate with the MEP consultant.
- Obtain the location of the Quiet Room and new Bar Area with the Owner.
- Coordinate the selection of new cabinets, appliances and finishes including paint colors with the Owner.

### **Post Design Services**

#### Permitting and Bidding

- Provide plans to the client for bidding and permitting
- Respond to Building Department comments
- Respond to RFI's from contractors
- Review bids received from contractors

#### Services during Construction

- Review Shop Drawings – includes (1) initial review and (1) resubmittal
- Respond to RFI's
- Site visits- up to (3) site visits that includes (1) punch list walkthrough at Substantial Completion

### **Qualifications**

- Services include Architectural only.
- Plans to be submitted at 30% completion for review and approval by the client and at 100% for plan review/permitting
- With the exception of painting, product and material specifications to be included on the drawings. Paint specifications to be provided in book format.
- The assessment and/or upgrades to existing areas of the building and systems beyond those areas identified in the above is excluded.
- Consulting services beyond the scope of work identified herein including attending meetings related to public hearings, planning and zoning, environmental impact assessments, etc are excluded.
- Order of magnitude cost estimates are not included.

Our Lump Sum fee for the above scope of work is **Thirty Eight Thousand Four Hundred Dollars (\$38,400)** which includes an allowance of \$1,500.00 for expenses including travel and printing, broken down as follows.

Ryan Suarez, AICP  
**KIMLEY-HORN**  
Suntran AMF Renovation  
ACAI Project No. SA2452.01  
December 16, 2021

Architectural	\$36,900
Expenses	\$ 1,500

We appreciate the opportunity to work with you on this project. Should you find this proposal acceptable, please provide the necessary authorization to proceed.

Sincerely,  
**ACAI ASSOCIATES, INC.**



Donald Wilkin, RA  
Sr. Principal

DMW/dw

Cc: File – ACAI Associates, Inc./JS

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AMF Renovations Fee Prpsl 12.15.21.docx





December 17, 2021

VIA E-mail: [Ryan.Suarez@kimley-horn.com](mailto:Ryan.Suarez@kimley-horn.com)

Ryan Suarez

655 North Franklin Street, Suite 150,  
Tampa, FL 33602

**Project:** SunTran Interior Renovations

**Subject:** MEP Engineering Services

Ryan:

VoltAir, Inc. (VoltAir) is pleased to submit the following fee proposal to provide mechanical, electrical and plumbing engineering design and construction administration services for the above referenced project.

### **BASIS OF PROPOSAL**

Our proposal is based on your December 14, 2021 email to us, which provided existing building drawings and scope of work narrative. Included in our scope of work is the following:

#### **Building Interior;**

- Replace all the AC Units in kind.
- New Quiet Room:
  - LED Lights and associated controls.
  - Receptacle outlet(s).
  - HVAC.
- Kitchen:
  - Receptacle outlet for stove
  - Receptacle outlet for microwave oven.
  - New faucet.
  - LED light over the sink.
- Addition of Bar Area:
  - LED Lights and associated controls.
  - Receptacle outlet(s).
- Cash Room:
  - Review of heat loads and provision of new HVAC system for Cash Room (or revise system as necessary)
- Maintenance Area:
  - Replace the ceiling lights with LED lights.
  - Replace director's office HVAC with dedicated heat/cool unit.

### **SCOPE OF BASIC SERVICES**

VoltAir's scope of basic services will include all engineering services as described above in BASIS OF PROPOSAL and as such engineering services are required to perform the Project Phase deliverables described below.

1. Site Visit (to verify existing condition)
2. 90% Construction Documents
3. 100% Construction Documents
4. Construction Administration

All of the above design phases will include all or part of the following engineering effort as is appropriate to the level of detail and analysis that is required of the particular design phase.

- The mechanical, electrical and plumbing (MEP) construction documents indicating the required work will include coversheet(s), plan layouts, schedules, diagrams, details, and risers. These construction documents will be suitable for permitting of the work and will provide the level of detail required to perform the work. Specifications in "book" format or on the drawings will be included with these construction documents
- Mechanical engineering services will consist of the design for the heating, ventilation and air conditioning (HVAC) systems within building renovated areas, including load calculations, equipment selections, schedules, controls, drawings and specifications.
- Electrical engineering services will consist of the design for the power and lighting systems within building renovated areas, including load calculations, riser diagrams, luminaire schedule, drawings and specifications.
- Plumbing engineering services will consist of the design for the plumbing systems within building renovated areas, including load calculations, drawings, schedules and specifications.
- Construction Administration (CA) services will include: responses to RFIs, shop drawing reviews and Final Completion observation visit. Additional site visits if required will be billed hourly as an additional service.

**Services not part of the Basic Scope of Services include, but are not limited to, the following:**

- Fire protection engineering services.
- Fire alarm engineering services.
- Information Technology services.
- Utility power distribution design.
- Site lighting design.
- Design for multiple phases of construction.
- Significant revisions to documents after first submission that will result in redesign expenses.
- Lighting systems commissioning. This is available as an Additional Service from VoltAir or by an independent third-party Commissioning Authority (CxA).
- Detailed or binding cost estimates.
- Electrical coordination study or Arc Flash Analysis. This is available as an Additional Service.
- Document reproduction beyond those required for in-house coordination and submittals
- LEED Design and Consulting Services or online template documentation. No services are included in this proposal to provide any services necessary to perform any project work to comply with LEED requirements for the purposes of obtaining any LEED certification. If at any time beginning with acceptance of this proposal a decision should be made by Owner and/or Architect that the Project should be designed to attain any LEED certification, VoltAir will provide such LEED related services as an Additional Service for all or part of those buildings of the Project for which VoltAir is providing MEPF services.
- Site/civil work or surveys related to the exterior MEPF systems that would interface with the new work. This includes lift stations and irrigation well design or controls, (a single point electrical connection to a control panel is included under the basic electrical scope).

## **OTHER CONDITIONS**

### **Change in Project Scope and Cost:**

VoltAir understands that -- as the design is developed in coordination with the entire Architect/Engineer team to improve and further clarify the construction scope -- the final project construction budget may change (with Owner approval) to accommodate an enhanced or lesser scope than the originally anticipated construction budget. If the Owner chooses to provide funding for an enhanced scope of work that significantly exceeds the original scope and construction budget, then any design services provided by VoltAir which are appropriate and/or necessary to accommodate such increase in scope shall be renegotiated between VoltAir and the Client, and compensated to VoltAir as an Additional Service.

**Construction Document Specifications:** Reference within this proposal to "specifications" and/or "technical specifications" as part of contract document deliverables is intended to mean that VoltAir will provide the technical descriptions of materials, methods, systems and equipment in the format of either (A) CSI formatted specification





sections to be issued as part of a Project Manual or (B) as detailed information included on the Drawings in specific drawing sheets designated for this descriptive information. Whether (A) or (B) is provided will be the Client's option.

#### **AutoCAD or Revit:**

For electronic document production, VoltAir presumes the Client will provide electronic site/architectural background information (files), which will include demolition and new construction work, a reflected ceiling plan, equipment locations, and all other items required to allow VoltAir to provide a complete and functional design. VoltAir will produce electronic drawing files in AutoCAD or Revit format and assumes background files or Revit models to be in the same format.

#### **ADDITIONAL SERVICES**

Additional services, when requested in writing by the Client, shall be performed as a negotiated lump sum fee unless otherwise mutually agreed.

VoltAir shall submit the estimated additional services cost for approval and authorization prior to proceeding with additional services.

#### **FEE**

We propose to provide the above-described basic scope of services for a lump sum fee of **Twenty-Six-Thousand, Nine-Hundred, Thirty-Two Dollar and Thirty-Six Cents (\$26,932.36)**.

This fee is allotted as follows:

• Site Visit (to verify existing condition)	\$ 2,196.00
• 90% Construction Documents	\$13,919.32
• 100% Construction Documents	\$ 6,791.04
• Construction Administration	<u>\$ 4,026.00</u>
<b>Total:</b>	<b>\$26,932.36</b>

Billing will be aligned with the Client's phases and percentages as outlined in the Client's agreement with the Owner with such agreement being provided to VoltAir for compliance. If this directive is not given to VoltAir, then other mutually agreed protocol will be followed; otherwise, billing will be monthly based upon percentage of services completed for the appropriate project phase, plus reimbursable expenses. Payment is due within 30 days of receipt of invoice.

#### **EXPENSES, NORMAL AND REIMBURSABLE**

Expenses for normal travel between offices, reasonable plotting and printing associated with the design effort and similar routine expenses are included in the fee. Reimbursable expenses in excess of normal expenses will be as an additional service and will include all out of Tampa, Florida city limit travel-related costs, with the exception for the included single site visit, (mileage and meals), plotting and printing (except as required for in-house coordination), courier services, shipping and express mail. Such additional reimbursable expenses will be billed at 1.1 actual costs to account for handling.

If this proposal is acceptable, your signature below will confirm our authorization to proceed. Please retain one copy and return one copy to VoltAir.

We sincerely appreciate the opportunity to provide you with this proposal and look forward to working with you on this and future projects.

Please let us know if you have any questions or comments.

# VOLT AIR

Sincerely,



Julius D. Davis, P.E., LEED AP  
President & CEO

Approved and Accepted By:

**Kimley-Horn**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date

Copy:

Gerald A. Crnkovich, P.E., Director of Electrical Engineering  
Kenneth L. Roberts, Director of Mechanical Engineering  
Roz Winston, Director of Marketing  
Brian Truglio, Stacey Joseph, Aaron Joseph, Bryan Zemina  
cfile