

**CITY OF GAINESVILLE**  
**WILD SPACES AND PUBLIC PLACES**  
**BOULWARE SPRINGS NATURE PARK AND WATER WORKS**  
**ENGINEERING, PERMITTING AND CONSTRUCTION**  
**ADMINISTRATION SERVICES**  
**TASK ASSIGNMENT NO. 7**  
**JONES EDMUNDS OPPORTUNITY NO. 95108-204-23**

## **BACKGROUND**

The Boulware Springs Nature Park is one of the most popular nature parks in the City, and the City of Gainesville Wild Spaces and Public Places (WSPP) desires to renovate the park and historic Water Works building. The Water Works building is listed on the National Register of Historic Places, is currently vacant, and is near the Gainesville-Hawthorne trail.

The building and property are currently owned by the City of Gainesville. As part of a previous scope of services, Jones Edmunds and our subconsultants (Design Team) worked with City staff to complete a Master Plan for the park facilities. The approved Master Plan dated April 5, 2023, indicates the improvements to the nature park, historic building, parking areas, trailhead, and park entry to enhance the park area. The City plans to renovate the building and park areas to be suitable for multiple uses such as public meetings and events and use as an educational facility.

This project consists of a complete renovation to the historic Boulware Springs main building. The renovation shall consist of selective demolition to make the building ADA accessible and code compliant. The exterior of the building shall be repaired and repainted. The existing windows shall remain and be repaired as required to replace any damage or rotting components. All doors shall be repaired to operate correctly with appropriate door hardware. The existing roof and flashing shall be replaced to seal the building and be historically correct. The interior of the space shall be renovated to provide a new catering kitchen and an expansion of the main meeting room by removing a section of the inter-partition wall. All new ADA-compliant unisex restrooms shall be provided. A private bridal dressing room shall be incorporated into the design. All existing guard and handrails shall be made code compliant. All interior space shall receive new floor, wall, and ceiling finish.

## **SCOPE OF SERVICES**

The Design Team will work with City staff to complete the design of the Master Plan improvements generally described to include demolishing and removing the north entrance roadway; adding a grass parking area, trails with educational signs, an educational kiosk,

and a restroom building; renovating the existing building as described above; and landscaping and hardscaping.

## TASK 1 – DESIGN SERVICES

The Design Team will work collaboratively with City staff during the design process to take the approved Master Plan through the design process with the following tasks.

### TASK 1.1 – PROJECT MANAGEMENT

**Kickoff Meeting:** The Design Team will schedule and attend a kick-off meeting with the stakeholder group to discuss various topics, including but not limited to the following:

- Identify the team roles and responsibilities of the Design Team and City.
- Establish the project schedule.
- Discuss design elements.
- Determine project goals and key success factors for the project.

After the kickoff meeting, the Design Team will hold monthly progress meetings for the duration of the design phase. We will communicate with the City via telephone, email, and written correspondence as needed.

**City Responsibility:** Make pertinent staff available to meet with the Design Team and assign key stakeholders to the project including a project manager.

**Deliverables:** The Design Team will prepare an agenda for the kickoff meeting and provide meeting minutes for distribution to City staff as documentation of the proceedings.

### TASK 1.2 – DESIGN SERVICES

The Design Team will prepare design documents for demolishing and removing the north entrance; adding grass parking areas, trails with educational signs, an educational kiosk, and restroom with associated utilities; renovating the existing building; and landscaping, hardscaping, and associated site grading and drainage. We will advance through each design phase followed by a review meeting with the City to discuss each submittal.

## 75% DESIGN

The Design Team will prepare 75% Design Plans and draft Technical Specifications. The 75% Design Plans will be used for permitting.

We expect the 75% Design Plans to include but not be limited to the following sheets:

- Title Sheet
- Legend, Index, and Abbreviations
- General Notes
- Key Plan
- Existing Conditions
- Overall Project Layout
- Horizontal Geometry and Paving Plan
- Grading and Drainage Plans
- Pond Grading Plan/Sections

- Site Utilities Plans
- Construction Details
- Stormwater Pollution Prevention Plans
- Pavement Marking Plans
- Landscape/Hardscape and Irrigation Plans
- Retaining Wall Plans/Sections
- Electrical Plans
- Lighting Plans
- Restroom Plans
- Building Floor Plans
- Structural Repair Plans
- Building Plumbing/Electrical Plans
- Engineer's Opinion of Probable Construction Cost (EOPCC)

A stormwater drainage report will be prepared to define existing and proposed runoff conditions and the size of a new detention pond to attenuate the additional paved surfaces and to provide water quality treatment.

**Deliverables:**

- 75% Design Drawings: Two hard copies, 11-x-17-inch, and an electronic copy (PDF).
- Technical Specifications: Two hard copies, 8.5- x-11-inch, and an electronic copy (PDF).
- EOPCC: Two hard copies, 8.5-x-11-inch, and an electronic copy (PDF).

## 100% DESIGN

The Design Team will prepare 100% Design Plans and Technical Specifications by incorporating relevant, in-scope City comments and comments from the regulatory agencies from the 75% Design Plans. The 100% Design Plans and Specifications will be used for bidding and construction.

**Deliverables:**

- 100% Design Drawings (signed-and-sealed by the respective disciplines): Two hard copies, 11-x-17-inch, and an electronic copy (PDF).
- 100% Technical Specifications (signed-and-sealed): Two hard copies, 8.5-x-11-inch, and an electronic copy (PDF).
- EOPCC: Two hard copies, 8.5-x-11-inch, and an electronic copy (PDF).

We expect that the 100% Design Drawings will include the following sheets:

- Title Sheet
- Legend, Index, and Abbreviations
- General Notes
- Key Plan
- Existing Conditions
- Demolition Plan
- Horizontal Geometry and Paving Plan
- Grading and Drainage Plans

- Site Utilities Plans
- Site Construction Details
- Pond Grading Plan/Cross-Sections
- Stormwater Pollution Prevention Notes
- Stormwater Pollution Prevention Plans
- Signage and Pavement Marking Plans
- Landscape/Hardscape and Irrigation Plans
- Landscape and Hardscape Details
- Retaining Wall Plans/Sections/Details
- Building Renovation Plans/Sections/Details
- Restroom Plans
- Kiosk Details
- Structural Repair Plans
- Structural Details
- HVAC Plans
- HVAC Details
- Plumbing Plans
- Plumbing Details
- Electrical Plans
- Electrical Details
- Site Lighting Plan
- Updated EOPCC

**Deliverables:** The 100% Design documents will consist of Drawings, Technical Specifications, and the City's construction contract documents (front ends) and include the following:

- Issue for Construction (IFC) and construction contract documents consisting of PDFs sent to the City for review.
- Two sets of final signed-and-sealed half-size drawings and specifications.

## **TASK 2 – BIDDING SERVICES**

The Design Team will provide the following support services during the bidding phase:

- Answer questions received from the bidders regarding the design drawings and technical specifications
- Issue conformed contract documents.

All written responses will be submitted by the City to bidders.

**Deliverables:** The bidding services will consist of any written responses required and the conformed documents.

## **TASK 3 – PERMITTING SERVICES**

The Design Team will schedule and attend pre-application meetings with the agencies noted below to discuss the project and confirm permitting requirements.

The Design Team will prepare permit application documents and respond to request for additional information (RAI) from each agency for the permits listed below.

Responses to regulatory comments on the permit applications are limited to correcting design or regulatory deficiencies in the application. We assume that the City of Gainesville will review and sign applications in a timely manner and will pay all applicable permit application and other regulatory fees. Cultural resources (e.g., archaeological) surveying, permitting, and mitigation are excluded from this Scope.

#### ST. JOHNS RIVER WATER MANAGEMENT DISTRICT – ENVIRONMENTAL RESOURCE PERMIT

The Design Team will prepare an Environmental Resource Permit (ERP) application for submittal to the St. Johns River Water Management District (SJRWMD) for stormwater management including associated calculations and drawings for the site. The Design Team will design stormwater erosion and sediment control plans with details of retention and detention areas and other features.

#### ALACHUA COUNTY ENVIRONMENTAL PROTECTION

The Design Team will submit a wetlands verification form to the Alachua County Environmental Protection Department (EPD) to confirm that all proposed work will comply with the Countywide wetlands and natural resources requirements.

#### CITY OF GAINESVILLE ePLAN REVIEW

The Design Team will submit the required design plans and application to the City of Gainesville for review and approval. We will address City comments and resubmit to obtain City approval.

We will use the approved 75% Design Drawings to prepare the permit applications for the City. We will prepare the permit documents for City's signature and will then submit permit applications to the SJRWMD, EPD, and City of Gainesville ePlan Review. The City's awarded Contractor is required to submit an application for a building permit to the City of Gainesville. The Design Team will assist the City by providing the supporting documents to the selected Contractor during the building permit process.

**City Responsibility:** The City will sign permit applications and pay application fees.

#### **Deliverables:**

- SJRWMD ERP application package.
- Wetlands verification form.
- If required, assist the City with preparing for the County Board of County Commissioners Meeting supporting the EPD permit application. The Design Team's Project Manager will attend the County Commissioners Meeting at the request of the City.
- City of Gainesville ePlan Review application package. This review process includes review and permitting for Gainesville Regional Utilities, building, zoning, and planning compliance.
- Provide the City's Contractor with the required drawings and supporting documents for the Contractor's building permit application to the City building department.

- Prepare up to one Request for Additional Information (RAI) response to SJRWMD. Permit fees are not included in the Fee Estimate.

## **TASK 4 – CONSTRUCTION CONTRACT ADMINISTRATION SERVICES**

The Design Team will provide the City with the following engineering services during the expected 12-month construction duration:

- Pre-construction meeting: Attend one pre-construction conference at the City’s offices or at the project site. Agenda and meeting notes will be by others.
- Progress Meetings/Site Visits: The Design Team Construction Contract Administrator (CA) will attend up to 12 progress meetings to be led by others in addition to other site visits related to items such as preconstruction meeting, Substantial Completion visits, and Final Completion visit listed separately herein. The progress meetings are to review the construction progress up to that point, discuss project issues, and perform site visits. Agenda and meeting notes will be by others.
- Site Visits: The following number of site visits are assumed for each discipline. Observation reports will be provided for all site visits made during construction.
  - Civil – Four site visits.
  - Architectural – Four site visits.
  - Structural – Two visits for foundation repair observation before concrete pour to observe steel reinforcement placement and one additional site visit during the concrete pour.
  - Mechanical, Electrical, and Plumbing (MEP) – Three site visits.
- Submittal and Shop Drawing Review: Review Contractor submittals required by the technical specifications for general compliance with the Contract Documents, including product materials schedule of values, testing procedures, and materials testing reports (soil compaction, asphalt, concrete, pressure tests, etc.).
- Substitution Requests: Review up to two substitution requests for each system (architectural, electrical, mechanical, plumbing) and coordinate with subconsultants on their submittals for equipment or materials specified to allow “approved equals.” This assumes engineering required for approval will be performed by the Contractor and will be reviewed by the Design Team for conformance to the design intent.
- Requests for Additional Information (RFI): Coordinate, review, and respond to an assumed 15 RFIs submitted by the Contractor related to the Contract Documents.
- Substantial Completion: Conduct a Substantial Completion site visit for each system and prepare a punch list to be submitted to the Contractor.
- Punch-List Management: Coordinate with the Contractor to update the punch list as construction corrections are made and respond to questions.
- Final Completion: Conduct a final site visit to confirm that the Contractor has completed the punch-list items.

- **Record Drawings:** Prepare Record Drawings based on Contractor-supplied As-Built surveys and red-line drawings by modifying the original AutoCAD design files of the site/civil improvements. Any modifications to the building improvements shall be documented by the Contractor, and architectural Record Drawings will be prepared and submitted to the City of Gainesville. This will include:
  - Incorporate Contractor PLS site As-Built survey drawing sheets directly into the As-Built set as supplemental sheets.
  - Incorporate RFI responses as PDF attachments referenced from the Drawings as needed to clarify a change.
  - Update dimension leaders for significant dimensional changes reported by the Contractor. This excludes modifying the layout for dimensional changes in CAD based on as-built dimensions provided by the Contractor. Dimensional changes will be limited to the primary drawing within the discipline covering the change and will not be repeated on all sheets showing that feature.
  - Submit draft Record Drawings in PDF format for review and comment and submit final Record Drawings to the City.
- **Construction Completion Certification:** Prepare permit completion certification/ notification packages using Contractor-supplied certified As-Built surveys and the various forms required by each agency. This task includes electronic submittal of documentation to the respective agencies for the permits listed above.

## SCHEDULE

The table below summarizes the expected project duration. A detailed schedule will be prepared for review at the project kickoff meeting.

Task 1 – Design Services	24 weeks
Task 2 – Bidding Services	8 weeks
Task 3 – Permitting	8 weeks
Task 4 – Construction Contract Administration Services	TBD

The design schedule includes a 2-week review by the City after the 75%, and 100% design submittals. The permitting time will overlap with the design phase as the 75% design plans will be used for permitting.

## COMPENSATION

Services included under this Scope of Services will be invoiced on a time-and-material basis as described in the Professional Services Agreement for Professional Architectural and Engineering Consulting Services 2018-049-AU with a not-to-exceed total fee of \$301,590. Please refer to the attached Fee Estimate for details.

Task	Fee
Task 1 – Design Services	\$211,833
Task 2 – Bidding Services	\$6,436
Task 3 – Permitting	\$24,377
Task 4 – Construction Contract Administration Services	\$56,232
<b>Total:</b>	<b>\$298,878</b>

## EXCLUSIONS AND CONDITIONS

The following proposal clarifications govern this Scope of Services. Excluded items may be provided by the Design Team as an Additional Service upon written agreement.

- Permitting fees and any other inspection, connection charge fees, etc., are excluded.
- The only historic artifacts we need to protect and preserve are the building and the associated water structures. This Scope does not include additional archaeological services. Coordinating historical preservation, archaeological surveying, and archaeological permitting are excluded from this scope.
- Asbestos or other environmental remediation required due to unknown building conditions are excluded from this Scope of Services.
- Structural, electrical, mechanical, plumbing, and architectural design services for newly discovered building deterioration components beyond the building issues noted in the master plan will be considered additional services.
- This proposal excludes groundwater remediation services.
- The expected hours listed in the attached Fee Estimate are intended as documentation and justification for the total cost of the project. Fees may shift between tasks. Deviations or changes in the hours shall not be reason for nonpayment if the total project cost has not been exceeded.
- Offsite hydrologic and hydraulic modeling is excluded.
- FEMA floodplain map revisions are excluded.
- FDOT permitting is not expected or is excluded.
- Offsite improvements are excluded.
- Land acquisition for easements is excluded.
- Permitting or relocation of threatened and endangered species is excluded.

## ATTACHMENTS

Attachment 1 – Fee Estimate



<div><div><div><div><div></div><div>JonesEdmunds</div></div></div><div><div>Project Name:</div><div>Boulware Springs Nature Park Renovation</div></div><div><div>Client:</div><div>Wild Spaces Public Places</div></div><div><div>Opportunity Number:</div><div>95108-204-23</div></div><div><div>Project Number:</div><div></div></div></div><div><div>By: F Hoyt</div><div>Date: 8/18/2023</div><div>Checked By: A Foley</div></div></div>		<div>Staffing Plan</div> <table><tr><td>Civil</td><td></td><td>Civil Design</td><td>WR-Design</td><td>WR-Design</td><td>WR-Design</td><td></td><td></td><td>Techcom</td><td>Techcom</td><td>Civil</td></tr><tr><td>QC</td><td>Sr PM</td><td>PM</td><td>Scientist</td><td>Engineer</td><td>Engineer</td><td>Engineer</td><td>CAD</td><td>QC</td><td>Editor</td><td>Construction</td></tr><tr><td colspan="11">Billing Rates</td></tr><tr><td>\$232.00</td><td>\$232.00</td><td>\$232.00</td><td>\$165.00</td><td>\$175.00</td><td>\$175.00</td><td>\$103.00</td><td>\$118.00</td><td>\$88.00</td><td>\$88.00</td><td>\$140.00</td></tr></table>											Civil		Civil Design	WR-Design	WR-Design	WR-Design			Techcom	Techcom	Civil	QC	Sr PM	PM	Scientist	Engineer	Engineer	Engineer	CAD	QC	Editor	Construction	Billing Rates											\$232.00	\$232.00	\$232.00	\$165.00	\$175.00	\$175.00	\$103.00	\$118.00	\$88.00	\$88.00	\$140.00
		Civil		Civil Design	WR-Design	WR-Design	WR-Design			Techcom	Techcom	Civil																																												
		QC	Sr PM	PM	Scientist	Engineer	Engineer	Engineer	CAD	QC	Editor	Construction																																												
		Billing Rates																																																						
\$232.00	\$232.00	\$232.00	\$165.00	\$175.00	\$175.00	\$103.00	\$118.00	\$88.00	\$88.00	\$140.00																																														
Task No.	Task Description	Hours										Labor Hours	Labor Expense	Expenses	Kimley Horn	Studio MJG	Subconsultant Effort	Total Fee																																						
1	Design																\$0.00																																							
1.1	Project Management																\$0.00																																							
	Project Initiation											4.0	\$814.00				\$814.00																																							
	Kickoff Meeting		2			2						6.0	\$1,278.00				\$1,278.00																																							
	Kickoff Meeting minutes			1		3					1	5.0	\$845.00				\$845.00																																							
	Monthly Meetings			16		16						32.0	\$6,512.00				\$6,512.00																																							
	Monthly Meetings minutes			4		8					3	15.0	\$2,592.00				\$2,592.00																																							
	Project Coordination/Management			24								24.0	\$5,568.00	\$200.00			\$5,768.00																																							
	SUBTOTAL		2	49		31					4	86.0	\$17,609.00	\$200.00			\$17,809.00																																							
1.2	Design Services																																																							
	75% Design																																																							
	Site Visit			2		2		2				6.0	\$1,020.00	\$100.00			\$1,120.00																																							
	Title Sheet, Legend, Notes, Key Plan			1		2		6				9.0	\$1,200.00				\$1,200.00																																							
	Project Layout Plan(s)			1		8		8		16		33.0	\$4,344.00				\$4,344.00																																							
	Demolition Plan			1		4				8		13.0	\$1,876.00				\$1,876.00																																							
	Stormwater calcs/Drainage Report			2	4	4	40					50.0	\$8,824.00				\$8,824.00																																							
	Site Grading Plan(s)			1	4	24		12	4			45.0	\$6,800.00				\$6,800.00																																							
	Sanitary Sewer Profiles	2		1		6		8	24			41.0	\$5,402.00				\$5,402.00																																							
	Sanitary Pump Station			2		24			16		1	43.0	\$6,640.00				\$6,640.00																																							
	Site Utilities Plans - Sanitary and Water service lines	4	1	1		12			6			24.0	\$4,200.00				\$4,200.00																																							
	Pond/Treatment Area Plan/Sections	4		1		16	8		12			41.0	\$6,776.00				\$6,776.00																																							
	Erosion Control Plans & Notes			1		8			8			17.0	\$2,576.00				\$2,576.00																																							
	Draft Specs			4		6				1	3	14.0	\$2,330.00				\$2,330.00																																							
	Details			1		4		8	8			21.0	\$2,700.00				\$2,700.00																																							
	Architectural Plans			1		4			4			9.0	\$1,404.00			\$32,065.60	\$35,272.16	\$36,676.16																																						
	Landscape/Hardscape Plans			1		8			4			13.0	\$2,104.00		\$19,474.00		\$21,421.40	\$23,525.40																																						
	Opinion of Probable Construction Cost			1		2		4				7.0	\$994.00				\$994.00																																							
	Design Review meeting	2		2		2						6.0	\$1,278.00				\$1,278.00																																							
	Review meeting minutes			1		2					1	4.0	\$670.00				\$670.00																																							
	QC	4		3	4	8			16			35.0	\$5,572.00				\$5,572.00																																							
	SUBTOTAL	12	5	28	12	146	48	48	126	1	5	431.0	\$66,710.00	\$100.00	\$19,474.00	\$32,065.60	\$56,693.56	\$123,503.56																																						
	Final 100% Design																																																							
	Incorporate City/Agency/QC comments			2		32			40			74.0	\$10,784.00				\$10,784.00																																							
	Final Specs; Coordinate Front End Docs w/ City			4		8				1	4	17.0	\$2,768.00	\$200.00			\$2,968.00																																							
	Coordination with Subconsultants			2		8						10.0	\$1,864.00				\$1,864.00																																							
	Architectural Plans incl MEP & Structural Plans			2					8			10.0	\$1,408.00			\$32,065.60	\$35,272.16	\$36,680.16																																						
	Final Opinion of Probable Construction Cost			1		4						5.0	\$932.00				\$932.00																																							
	Landscape/Hardscape Plans			2		2						4.0	\$814.00		\$10,486.00		\$11,534.60	\$12,348.60																																						
	Final Design Review meeting			2		2						4.0	\$814.00				\$814.00																																							
	Review meeting minutes			2		2						2.0	\$350.00				\$350.00																																							
	QC	4	2	2		4			8		2	22.0	\$3,780.00				\$3,780.00																																							
	SUBTOTAL	4	2	17	0	62	0	0	56	1	4	148.0	\$23,514.00	\$200.00	\$10,486.00	\$32,065.60	\$46,806.76	\$70,520.76																																						
2	Bidding Services																																																							
	Civil/Arch/MEP/Struc bidder questions/responses			4		2						6.0	\$1,278.00			\$2,500.00	\$2,750.00	\$4,028.00																																						
	Issue conformed contract documents			2		4			8			14.0	\$2,108.00	\$300.00				\$2,408.00																																						
	SUBTOTAL			6	0	6	0	0	8	0	0	20.0	\$3,386.00	\$300.00		\$2,500.00	\$2,750.00	\$6,436.00																																						
3	Permitting																																																							
	Pre-app meetings & Notes			1		2					1	4.0	\$722.00				\$722.00																																							
	SJRWMD Permit			1	4	12	16		8		1	42.0	\$6,876.00				\$6,876.00																																							
	Alachua County EPD			1		6			2		1	10.0	\$1,658.00				\$1,658.00																																							
	Gainesville ePlan			1		4	8		8			21.0	\$3,276.00				\$3,276.00																																							
	Building Permit support			1		4						5.0	\$932.00			\$8,016.00	\$8,817.60	\$9,749.60																																						
	RAIs			1		4						5.0	\$932.00				\$932.00																																							
	QC			2		4						6.0	\$1,164.00				\$1,164.00																																							
	SUBTOTAL			8	4	36	24		18		3	93.0	\$15,560.00			\$8,016.00	\$8,817.60	\$24,377.60																																						
4	Construction Contract Administration Services																																																							
	Attend Precon meeting			2		2					2	6.0	\$1,094.00				\$1,094.00																																							
	Project Coordination thru Construction			8		4					12	24.0	\$4,236.00				\$4,236.00																																							
	Review Shop Drawings			2		12					6	28.0	\$4,212.00				\$4,212.00																																							
	RFIs			2		8					6	16.0	\$2,704.00				\$2,704.00																																							
	2 Substitution Requests			2		6					4	12.0	\$2,074.00				\$2,074.00																																							
	12 Progress meetings			6		12					8	50.0	\$7,556.00	\$150.00			\$7,706.00																																							
	4 Site visits			2		8					12	22.0	\$3,544.00	\$50.00			\$3,594.00																																							
	Substantial Completion Site visit			2		4					2	12.0	\$1,900.00	\$25.00			\$1,925.00																																							
	Final Punch List Site visit										4	6.0	\$736.00				\$736.00																																							
	Record Drawings					2			24		4	30.0	\$3,534.00	\$100.00			\$3,634.00																																							
	Landscape CA Services			1		2					8	11.0	\$1,702.00		\$8,950.00		\$9,845.00	\$11,547.00																																						
	Architectural CA Services			2		4					8	14.0	\$2,284.00			\$8,016.00	\$8,817.60	\$11,101.60																																						
	Final Permit certifications			1		4					2	11.0	\$1,668.00				\$1,668.00																																							
	SUBTOTAL			30	0	68	0	0	24	0	24	242.0	\$37,244.00	\$325.00	\$8,950.00	\$8,016.00	\$18,662.60	\$56,231.60																																						
	TOTAL	16	9	138	16	349	72	48	232	2	37	1020	164,023.00	1,125.00	38,910.00	82,663.20	133,730.52	298,878.52																																						