SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Task Order Proposal from Lunz Prebor Fowler Architects (LPF) for Modifications to Tax Collector's and Sumter County Sheriff's Offices (Staff recommends approval).

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** 2/12/2013
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: LPF
Effective Date: 2/12/2013 Termination Date: TBD
Managing Division / Dept: Public Works/Facilities Maintenance

BUDGET IMPACT: $34,000
☒ Annual **FUNDING SOURCE:** GF Reserves
☐ Capital **EXPENDITURE ACCOUNT:** 001-100-519-4690
☐ N/A

HISTORY/FACTS/ISSUES:
On January 11, 2013, Robert Tharney, Facilities Maintenance, Jackey Jackson, Public Works Division, Randy Mask, Tax Collector and Gene Evans, Sumter County Sheriff's Office toured four County building locations for the purpose of reviewing requested changes. LPF participated in that tour and developed their task order proposal for Part A (site review, design schemes, proposed solutions and cost estimates), and Part B (complete design documents, review ITB, submittal and shop drawing review, and selected construction admin). The total cost is $34,000. See attached proposal.

The initial effort will be to conduct and fund Part A (items 1 – 7) in the attached proposal for $10,800 of the proposed scope for the following locations:

- Tax Collector's Office at the Villages Annex
- Tax Collector's Office at the Villages Sumter County Services Center
- Tax Collector's Office Bushnell
- Sheriff's Office Gun and Maintenance Room Expansion 1010 N Main St. Bushnell

Upon completion and review of Task A, staff will present findings and recommendations to BOCC for the next phase of design, Part B, for the remaining $23,200.

A budget transfer to cover the $34,000 design costs has been submitted by Financial Services, on this February 12, 2013 agenda in the Financial Section.

Staff recommends approval of the LPF TO for $34,000.

LUNZ PREBOR FOWLER
ARCHITECTS

January 16, 2013
January 17, 2013 – Revision 1
February 4, 2013 – Revision 2

Mr. Scott Cottrell, Director of Public Works
Mr. Robert Tharney, Maintenance Technician/Assistant Supervisor
Mr. Jackey Jackson, Assistant Director Field Operation & Maintenance
Sumter County Public Works
319 E. Anderson Avenue
Bushnell, Florida 33513

Re: Sumter County Modifications to Tax Collector's and Sheriff's Offices - Proposed Task 4
Proposal for Professional Services
Revision 2

Dear Scott:

I have listed below the scope of work covered by this proposal and the breakdown of our costs. After your review of this information please contact me if you have any questions or required clarifications.

Our initial findings and scope of services were developed after meeting on multiple sites with Robert Tharney, Jackey Jackson, Tax Collector Randy Mask and the Sheriff's Office Representative, Gene Evans. We toured the existing facilities and noted the changes that the parties were requesting to be accomplished by this proposal. I have listed each facility visited, the requested changes and the proposed Scope of Work for Task 4.

Tax Collector's Office at Villages Annex:

1. The current Tax Collector's office has three (3) staff persons in the main room off the corridor and one supervisory position in adjacent space that is also capable of handling tax collection duties.
2. The current operation in the Tax Collector's office does not issue driver licenses but will need to have that capability added.
3. The Tax Collector also asked for stations for driver's testing, photograph and license printing to be incorporated into the space.
4. If room allows the Tax Collector would like to expand to a minimum of six stations to serve the public.
5. IT Rack for server operations and associated equipment is in the open directly behind the supervisory position desk. A new area with a dedicated AC unit is to be developed as part of this project.
6. There is an existing small copy area with a break sink to the east of the supervisory position. The space of this area can be incorporated into an expansion of the service area.
7. There is a storage closet directly north of the supervisory position that could be utilized for this expansion.

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8. The expansion is to utilize one of the offices currently occupied by the County Extension Agent. Access to this office has to be developed through the Tax Collector's space.
9. The Tax Collector is open to either a built-in furnishings or a standalone furnishings solution to his shortfall of space and accommodation of the needs.
10. The Tax Collector would like to look at possible space planning solution(s) and then make a decision on proceeding.

Tax Collector's Office at Villages Sumter County Service Center:

1. The current Tax Collector's office has six (6) customer service positions and four (4) testing positions within the main room. Waiting for this space is outside the door in the Lobby.
2. Notification to the waiting public is done via a changing lighted "serving" number sign that is hung inside the window facing the lobby. Because the sign is inside the glass the notification bell does not sound in the lobby and often the customer service personnel must walk from their desks to the lobby to announce the number being called.
3. The Tax Collector would like to add two (2) additional positions to his staff that would serve the public.
4. There is space available in a room currently listed as a data room but houses two safes and other filing supplies. This space can be incorporated into a proposed solution. The safes would be relocated next to the night drop safe in the file room.
5. There is space available in the file room that is utilized by the Building Department. This space can be incorporated into a proposed solution.
6. There is excess space in the lobby area of the Building Department that can be incorporated into the proposed solution.
7. The Tax Collector is open to either a built-in furnishings or a standalone furnishings solution to his shortfall of space and accommodation of the needs.

Tax Collector's Office at Bushnell:

1. The current set up of the Tax Collector's office has separated the tax collection from the driver license renewal. There is a need to consolidate these operations.
2. The Tax Collector has requested removal of one wall, millwork and current testing stations with relocation of testing stations into a newly created area with a wall and door to a new office/storage space.
3. Verification is to be made on the number of handicap accessible stations needed per code at the main service desk.
4. Three (3) testing spaces are to be reused in lieu of the current four (4).
5. No other changes are proposed for this relocation.

Sheriff's Office Gun Maintenance Room Expansion at Bushnell:

1. The Sheriff's Administration would like to develop another work area directly adjacent to their current space for cleaning weapons.
2. The sketch provided indicates a room that is approximately 12'-6" wide by 29'-2" long broken into a work area and storage area. Access to that room is thru a 4'-0" opening that is to be cut in the existing wall.
3. Numerous receptacles are requested around the perimeter but Gene Evans stated that there would not be any heavy electrical loads.

4. Request was made to be able to access a loft area above the storage room for use in light weight storage of goods.
5. Robert Tarney indicated that the source for additional power was located at the far south end of the building should more power be needed.
6. Robert further indicated that he thought the current HVAC Equipment would be able to handle this small additional load.

The scope of the Services for this project and related work for Task 4 are:

PART A

1. Review the existing building documents prepared by various architects for the different buildings. Determine the structural and mechanical/electrical elements above the affected spaces. Determine if any of the buildings have digital (DWG format) documents available.
2. Perform a detailed site review of each project site to verify room dimensions, desk sizes, and equipment sizes.
3. Verify the finishes in all of the existing spaces, the availability of "attic" stock to match those finishes or the determination of break points in finish conditions.
4. Develop schemes for each of the four (4) areas; develop multiple solutions if it seems appropriate to look at more than one or if there is more than one feasible possibility for the expansions requested.
5. Present the proposed solutions to the user groups at a meeting in Bushnell.
6. Make changes to plans as determined in the meeting listed above and resubmit for final approval by the Tax Collector and the Sheriff.
7. Prepare fixed costs or estimate of hourly costs to complete documents as approved incorporating necessary consultants for all documentation. Provide concept estimate for review by Sumter County. Submit those costs to Sumter County for approval. Upon approval proceed as listed in Part B below.

PART B

8. Complete preparation of documents needed to put a bid package together encompassing all four (4) remodeling projects including plans and specifications.
9. Prepare a bid and construction schedule.
10. Review the invitation to bid prepared by the County CM and provide comments to CM.
11. Work in conjunction with the CM to answer bid related questions and Construction RFI's.
12. Review all submittals and shop drawings per specification requirements.
13. Attend and assist with Pre Bid Conference.
14. Attend Pre Construction meeting.
15. Attend monthly Construction Progress meetings on site and review the contractor pay requests. Anticipate a total of three (3) meetings. Provide written report of visit and site observations.
16. Prepare a punch list by all disciplines to include in substantial completion documentation.
17. Review any proposed changes, pricing and time extension requests for accuracy, appropriateness and specification guidelines.
18. Aid CM in providing corrective action during one (1) year warranty.

Our Proposed fee for Task 4 work is:
We propose to perform the investigation and design documentation services on an hourly cost basis with a maximum cost of those services to be $10,800.00 for items 1 thru 7. We estimate that the cost of service for items 8 thru 18 would be $23,200.00 for the completion of the scope. Our breakdown is listed below.

Our Hourly Fee proposed for Part A (Items 1 thru 7) Task 4 is:

1. Hourly charges not to exceed	$ 9,800.00
2. Reimbursable expenses	$ 1,000.00
Subtotal of Task 4 Part A (Items 1 thru 7)	**$ 10,800.00**

Our INITIALLY ESTIMATED Proposed fee for Part B (Items 8 thru 18) Task 4 is:

1. Administrative Services – Architectural	$ 2,950.00
2. Documentation Allowance – Structural	$ 1,800.00
3. Documentation- Architectural	$ 7,500.00
4. Documentation-Mechanical/Electrical	$ 5,900.00
5. Bidding assistance to CM	$ 1,150.00
6. Construction Administration Services	$ 2,400.00
7. Reimbursables during Construction Administration	$ 1,500.00
Subtotal for Estimated Services for Task 4 Part B (Items 8 thru 18)	**$ 23,200.00**
Estimated Total of All Services	**$ 34,000.00**

We make this proposal with the knowledge that Sumter County will re-evaluate and reassess the project after completion of Task "A" and the fee stated for Task "B" is just an initial estimate.

Our Proposed Schedule is:
PART A
Complete within 30 days of Notice to Proceed from Sumter County.
PART B
Complete within 60 days of approvals on Part A and Notice to Proceed from Sumter County.

Please contact me if you have any questions regarding this fee proposal for Task 4.

Thank you.

Regards,

Edward G. Lunz, NCARB, AIA, CxA

Copy: Pamela Winkle, Lunz Prebor Fowler Architects