

**(TO) TASK ORDER AMENDMENT TO CSC AGREEMENT  
(PROFESSIONAL CCNA SERVICES)**  
Clerk Tracking No. 15-00107

**THIS TASK ORDER AMENDMENT** (the "Amendment") to the (CSC) Continuing Services Contract for Professional CCNA Services is made and entered into effective the 10<sup>th</sup> day of July 2015, by and between the **CITY OF NAPLES**, a Florida Municipal Corporation (the "City"), and **DISNEY & ASSOCIATES P.A.**, a Florida Profit Corporation (the Consultant").

**WHEREAS**, the City and the Consultant entered into that certain Agreement to furnish CCNA Services, on **May 5, 2015** (the "Original Agreement") (Reference Original RFQ 14-054 and Original Clerk Tracking No.15-00077. **This Task Order Amendment is for services associated with Professional Architectural Services: Task Order No. 15-03-09-17-15I30: Community Services 280 Riverside Building - Re-Roof** ('Project'); and

**WHEREAS**, the parties desire to amend the Original Agreement by this Task Order Amendment so that the Consultant will provide said services pursuant to the terms and conditions contained in the Original Agreement and Amendment herein.

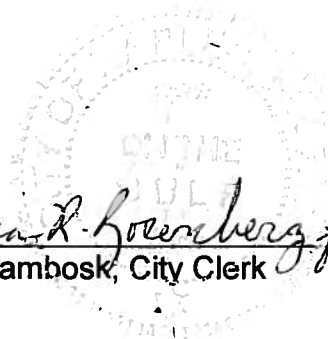
**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants, promises and conditions herein set forth, it is hereby acknowledged and agreed as follows:

1. The above recitals are true and correct and are incorporated herein by this Reference.
2. "Article Three, Time" is amended to state that this Project Task Order Amendment will be performed and completed **within 100-days** from the issuance of a Notice-to-Proceed and with a 30-day Project close-out time frame. Project: **Community Services 280 Riverside Building - Re-Roof**.
3. "Article Four, Compensation" is amended to reflect an increase to the Consultant for this Task Order Amendment in the amount of **\$8,831.00** for the Project as indicated in **Attachment A-1 Scope of Services and Basis of Compensation**, attached and made a part of this Amendment.
4. All other terms, provisions and conditions of the Original Agreement, except as expressly amended and modified by this Amendment, shall remain in full force and effect.
5. This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original as against any part whose signature appears thereon and all of which shall together constitute one and the same instrument.

**IN WITNESS WHEREOF**, the City and the Consultant have caused this Task Order Amendment to be duly executed by their duly authorized officers, all as of the day and year first above written.

**ATTEST:**

By: Jessica R. Greenberg for  
Patricia L. Rambosk, City Clerk



**CITY:**

**CITY OF NAPLES, FLORIDA**

By: Roger Reinke, Acting City Manager  
For: A. William Moss, City Manager

Approved as to form and legal sufficiency:

By: Robert D. Pritt  
Robert D. Pritt, City Attorney

**CONSULTANT:**

Disney & Associates, P.A.  
1865 Veterans Park Drive, Suite 301  
Naples, Florida 34109  
Attention: **Dalas Disney**, President

Donna E Bare  
Witness (Signature)

By: Dalas Disney  
(Signature)

Printed Name: DONNA E BARE

Printed Name: DALAS DISNEY

Title: ARCHITECT / PRESIDENT

FEI/EIN Number: On File  
A Florida Profit Corporation (FL)



***Disney & Associates, P.A.***

**Architecture and Planning**  
1865 Veterans Park Dr., Suite 301  
Naples, Florida 34109-0447  
Phone 239.596.2872 Fax 239.596.2874  
AA 0002502

July 7, 2015

City of Naples  
735 Eighth Street South  
Naples, Florida 34102

Attn: Mr. Gerald "Jed" Secory  
Purchasing Manager

Re: Professional Architectural Services  
City 280 Riverside Building - Re-roof

Dear Mr. Secory:

Disney & Associates, Architects are pleased to present this proposal for professional architectural services to provide design services and specifications for the re-roof project at the existing Building located at 280 Riverside Drive, Naples, Florida.

During our telephone discussions, site visit and email exchanges with Mr. A. Rony Joel, PE of Fieldstone Project Management, LLC, we discussed the scope of your project and the services that are included in this proposal. We have used these discussions as the basis for our proposal for services and listed a scope of services for your consideration.

Outlined below is a summary of the project's development concept, anticipated scope of services and associated professional fees.

**Project Profile**

- ❖ The City of Naples (Owner) intends to re-roof an existing building located at 280 Riverside Drive, Naples, Florida. The project anticipates a full tear off and re-roof with a standing seam metal roofing system. Additionally specifications for bidding, alternate bid items and allowances to be determined.
- ❖ Disney & Associates (Architect) has been requested by the Owner to provide a proposal structured for basic Architectural, design with specifications. This proposal will also provide for the Bidding and Construction Observation Services.

**Project Assumptions**

- ❖ The Owner will make available all pertinent information and documents associated with the project for the performance of Architects services. Items include, but are not limited to, existing building plans, building evaluations and reports with recommendations related to repairs.
- ❖ This proposal includes performing all services within a one-time basis and for one phase of design services.  
*Note: One revision to the plans included for the response to agency review comments and our projects generally are permitted with a single clarification cycle.*

- ❖ Site development design, City / County Site Development Plans, and related site issues do not appear to be required for this project and are not included.
- ❖ Basic material and color selections are to match the existing and are included in this proposal.
- ❖ The existing building design is a one story, concrete masonry structure with shallow spread footings and a low pitched conventional metal or wood truss roof. The existing roofing is a snap-lok standing seam with sheet formed valleys, ridge caps and fascias. The substrates are understood to be conventional sheathing.
- ❖ The scope of the project is described as follows:
  1. Acquire / research existing building drawings and evaluations report.
  2. Prepare drawings and specifications for the replacement of the existing roofing with a similar standing seam roofing with a minimum of 1.5" vertical rib.
  3. Prepare technical specifications for bidding of project to include alternate bid and unit costs yet to be established.
  4. Assist purchasing with the issuance of bidding documents in pdf form. Reply to questions via purchasing system. Attend award City Council meeting for question response.
  5. Provide Construction services to include submittal review, five (5) site visits; 1 pre-construction, 3 progress meetings, and 1 final review and punch-list.

### **Scope of Services**

#### **General Consultation**

Meeting attendance and coordination with consultants, sub-contractors, government agencies and services in addition to the defined scope. Meeting attendance with owner for development of design. Presentation meetings to the Owner and/or City agencies. Project team meetings as requested by the owner for coordination with owner's separate consultants. Perform additional services beyond contract defined scope of services as requested by the owner on an additional services hourly basis. We have included up to five (5) man-hours for these tasks.

#### **City of Naples Design Review Board (DRB)**

Services for submission and review are not anticipated and are not included.

#### **Site Investigation, Measure and Drafting**

Visit the project site and access the roof areas of the project to develop a plan of the existing conditions and document same. Transfer field findings and draft a new base drawing in AutoCAD format for use in development of construction drawings. Investigate the existing roof conditions. The phase of services is required due to the lack of any existing electronic AutoCAD compatible plans.

#### **Construction Documents**

Construction plans are the development of Bidding Documents for the project and are limited to the building face and to outside the building roof face. The scope of this work is not yet fully developed and may vary slightly based upon the final design. Our services will include the Architectural documentation in a bid set format for permit including, roof plan and details, with interior repair areas outlined in specifications. Structural, Mechanical and Electrical engineering are not anticipated and are not included.

The basis of our documentation will be for a public bid project with qualified general contractors selected.

**Bidding Phase Services**

Submit drawings and specifications to purchasing for issuance to bidders, review received bids, keep bidding records, provide a letter of recommendation for award. We shall also assist the owner with questions response and purchasing issuance of addenda for owner changes in the work during the bid period. Services are for a one-time bidding exercise. Anticipated concurrent with the Police Building bidding.

**Permit Phase Services**

Prepare printed documents in the quantity required by the City of Naples. Sign and seal and submit to the general contractor for subsequent submission to the City of Naples. Reply to City review comment and update the electronic drawings. Print drawings and provide written letter of response to clarify / correct document related to permit. Anticipated in a common package with the Police Building.

**Construction Administration Phase Services**

During construction we shall review the work for compliance with the bid documents. Construction services are generally described as reviewing contractor payment applications, answering contractors questions, making periodic site visits, developing one punch list walk through, one final walk through, and reviewing material and equipment submittals for your project. Anticipated concurrent with the Police Building and a common contractor.

**Structural Threshold Inspection**

In buildings of Assembly exceeding 500 persons, the State of Florida required structural threshold inspection. We have not included a cost estimate for this service and it appears this inspection will not be required.

**Reimbursable Expenses**

Expenses for project related travel, blueprints, plots, reproduction services, overnight express delivery services, long distance telephone calls, and items listed on our standard terms and conditions (attached).

**Professional Service Fees**

|                             |             |                 |
|-----------------------------|-------------|-----------------|
| General Consultation        | \$ 718.00   | Fixed-Lump Sum  |
| Site Investigate & Drafting | \$ 1,409.00 | Fixed-Lump Sum  |
| Construction Documents      | \$ 4,180.00 | Fixed-Lump Sum  |
| Cost Estimate               | \$ 678.00   | Fixed-Lump Sum  |
| Bidding Phase Services      | \$ 406.00   | Fixed-Lump Sum  |
| Permit Phase Services       | \$ 442.00   | Fixed -Lump Sum |
| Construction Phase Services | \$ 998.00   | Fixed-Lump Sum  |

**Sub-total** \$ **8,831.00**

Reimbursable Expenses (est.) \$ 500.00 T/M/E

*Reimbursable expenses are in addition to our basic fee.*

Please note that the above quoted fee does not include the following:

- Geotechnical investigation (Soil borings)
- Application fees, permits fees, or impact fees
- Special or Pile foundations
- Structural Threshold Inspection
- Civil Engineering
- Structural / PME Engineering
- Landscape and Irrigation design
- Video Equipment selections/ Design
- Kitchen design

Special environmental or hazardous-waste permitting  
Continuous on-site observation  
Revisions after approval which shall be invoiced in addition to basic fees  
Other issues not specifically included in the outlined scope of work

### **Anticipated Schedule Requirements**

Note that the schedule below is our best estimation and may revise based upon further discussions with the CM and the City of Naples. We are able to begin the design work for this project immediately following the receipt of a Notice to Proceed and/or a Purchase Order. As a basis of discussion we anticipate the following schedule;

|                      |                             |
|----------------------|-----------------------------|
| Agreements and Setup | 2 days                      |
| Site Investigation   | 3 days                      |
| Drafting             | 1 week                      |
| Bid Documents        | 3-4 weeks                   |
| Cost Estimate        | 1 week                      |
| Bidding              | 3-4 weeks (City controlled) |
| Permits              | 3 weeks                     |

### **Subconsultants**

We propose the following at consultants for the project.  
None anticipated

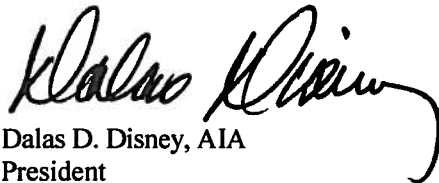
The terms of this proposal shall be subject to revision if not accepted within thirty (30) days.

If this proposal is satisfactory, please issue a work order or purchase order and a notice to proceed as your acceptance of its terms and as our authorization to proceed. We shall, upon receipt of the approved proposal begin work on the project.

*An advance retainer of the fee will NOT be required.*

As always, should you have any questions concerning any of the information contained in this proposal, please feel free to contact me. It was a pleasure meeting with you to discuss the various issues relating to your needs. We look forward to working with you on this project.

Sincerely,



Dalas D. Disney, AIA  
President

file: City Utility Re-Roof proposal-02.doc

### Project Fee - Hourly Calculation

**Disney & Associates, PA**  
1865 Veterans Park Dr. Suite 301  
Naples, Florida 34109  
239.596.2872

Project: 280 Riverside - Building Re-Roof  
Client: City of Naples, Florida

Revised July 7, 2015

| Project Phase / Task        | Staff / Hourly Rate |                           |                     |                 |               | Architect Cost | Consultant Quote | Cost per Task  |
|-----------------------------|---------------------|---------------------------|---------------------|-----------------|---------------|----------------|------------------|----------------|
|                             | \$206 Principal     | \$172 Sr. Project Manager | \$154 Sr. Architect | \$100 CADD Tech | \$62 Clerical |                |                  |                |
| Consultation                | 3.00                |                           |                     | 1.00            |               | \$718          | \$0              | \$718          |
| Site Investigate & Drafting |                     | 3.00                      |                     | 8.00            | 1.50          | \$1,409        | \$0              | \$1,409        |
| Code Research               |                     | 1.00                      |                     | 1.00            |               | \$272          | \$0              | \$272          |
| Schematic Design            |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| SD - Client Meeting         |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| SD - Revisions              |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Design Development          |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| DD - Client Meeting         |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| DD - Revisions              |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Construction Documents      | 2.00                | 8.00                      |                     | 16.00           | 3.00          | \$3,574        | \$0              | \$3,574        |
| CD - Client Meeting         |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Cost Estimate               |                     | 3.00                      |                     | 1.00            | 1.00          | \$678          | \$0              | \$678          |
| Specifications on Drawings  |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Specifications              |                     | 1.00                      |                     | 1.00            | 1.00          | \$334          | \$0              | \$334          |
| Fire Alarm Design           |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Fire Sprinkler Design       |                     |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Permitting                  | 0.50                | 1.50                      |                     | 0.50            | 0.50          | \$442          | \$0              | \$442          |
| Bid                         | 0.00                | 2.00                      |                     |                 | 1.00          | \$406          | \$0              | \$406          |
| Construction Administration |                     | 3.00                      |                     | 0.50            | 1.00          | \$628          | \$0              | \$628          |
| CA - Travel Time            | 0.00                |                           |                     |                 |               | \$0            | \$0              | \$0            |
| Submittal Review            |                     | 1.50                      |                     | 0.50            | 1.00          | \$370          | \$0              | \$370          |
| <b>Total</b>                |                     |                           |                     |                 |               |                |                  | <b>\$8,831</b> |