



Lee County Board of County Commissioners
DIVISION OF PROCUREMENT MANAGEMENT

Construction Manager At Risk (CMR) Request for Proposal

Solicitation No.:	CMR170486ANB		
Solicitation Name:	Construction of Utilities Operation Center		
Open Date/Time:	4/19/2018	Time:	2:30 PM
Location:	Lee County Procurement Management 1500 Monroe Street 4th Floor Fort Myers, FL 33901		
Procurement Contact:	Adam Brooke	Title	Procurement Analyst
Phone:	(239) 533-8881	Email:	Abrooke@leegov.com
Requesting Dept.	Utilities		

Pre-Solicitation Meeting:	
Type:	NON-Mandatory
Date/Time:	4/5/2018 10:00 AM
Location:	Procurement: Public Works Building, 1500 Monroe St 4th Floor, Fort Myers, FL 33901

All solicitation documents are available for download at www.leegov.com/procurement

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LEE COUNTY
SOUTHWEST FLORIDA

Notice to Contractor / Vendor / Proposer(s)

CMRCMR170486ANB Construction of Utilities Operation Center

Construction Manager at Risk (CMR) Request for Proposal

Lee County, Florida, is requesting proposals from qualified individuals/firms for

Construction of Utilities Operation Center

Then and there to be publicly opened and read aloud for the purpose of selecting a vendor to furnish; all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for Lee County, Florida, in conformance with proposal documents, which include technical specifications and/or a scope of work.

Those individuals/firms interested in being considered for (RFP) are instructed to submit, in accordance with specifications, their proposals, pertinent to this project prior to

2:30 PM Thursday, April 19, 2018

to the office of the **Procurement Management Director, 1500 Monroe Street, 4th Floor, Fort Myers, Florida 33901**. The Request for Proposal shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked with the solicitation name, solicitation number, proposer name, and contact information as identified in these solicitation documents.

The Scope of Services for this RFP is available from www.leegov.com/procurement. Vendors who obtain scope of services from sources other than www.Leegov.com/procurement are cautioned that the solicitation package may be incomplete. The County's official bidders list, addendum(s) and information must be obtained from www.Leegov.com/procurement. It is the proposer's responsibility to check for posted information. The County may not accept incomplete proposals.

A Non-Mandatory Pre-proposal Conference has been scheduled for the following time and location:

10:00 AM April 5, 2018 At 1500 Monroe Street, 4th Floor, Fort Myers FL 33901 for the purpose of discussing the proposed project. Prospective proposers are encouraged to attend. All prospective proposers are encouraged to obtain and review plans, specifications, and scope of work for this proposal before the pre-proposal so that they may be prepared to discuss any question or concerns they have concerning this project. A site visit may follow the pre-proposal conference. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address list below or faxed to (239) 485 8383 during normal working hours.

Adam Brooke Abrooke@LeeGov.com

Sincerely,

 on behalf of Mary Tucker

Mary G. Tucker, CPPO, FCCM, FCCN
Procurement Management Director

*WWW.LeeGov.Com/Procurement is the County's official posting site

Terms and Conditions
Request for Proposal
Construction Manager at Risk (CMAR)

1. DEFINITIONS

- 1.1. **Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract agreement. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.
- 1.2. **Approved Alternate:** Solicitation documents may make reference of specific manufacturer(s) or product(s). These references serve only as a recommendation and a guide to minimum quality and performance. The references are not intended to exclude approved alternatives of other manufacturer(s) or product(s).
- 1.3. **Bid/Proposal Package:** A bid/proposal is a document submitted by a vendor in response to some type of solicitation to be used as a basis for negotiations or for entering into a contract.
- 1.4. **Bidder/Responder/Proposer:** One who submits a response to a solicitation.
- 1.5. **County:** Refers to Lee County Board of County Commissioners.
- 1.6. **Due Date and Time/Opening:** Is defined as the date and time upon which a bid or proposal shall be submitted to the Lee County Procurement Management Division. Only bids or proposals received prior to the established date and time will be considered.
- 1.7. **Liquidated Damages:** Damages paid usually in the form of monetary payment, agreed by the parties to a contract which are due and payable as damages by the party who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect.
- 1.8. **Procurement Management:** shall mean the Director of Lee County's Procurement Management Department or designee.
- 1.9. **Responsible:** A vendor, business entity or individual who is fully capable to meet all of the requirements of the bid/proposal solicitation documents and subsequent contract. Must possess the full capability including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.
- 1.10. **Responsive:** A vendor, business entity or individual who has submitted a bid or request for proposal that fully conforms in all material respects to the bid/proposal solicitation documents and all of its requirements, including all form and substance.
- 1.11. **Solicitation:** An invitation to bid, a request for proposal, invitation to negotiate or any document used to obtain bids or proposals for the purpose of entering into a contract.

2. ORDER OF PRECEDENCE

- 2.1. If a conflict exists between the "Terms and Conditions" the following order of precedents will apply:
 - 2.1.1. Florida State Law as applied to Municipal Purchasing in accordance with Title XIX, "Public Business", Chapter 287 "Procurement of Personal Property and Services."
 - 2.1.2. Lee County Procurement Management Division Policy and Ordinances
 - 2.1.3. Special Conditions and Supplemental Instructions
 - 2.1.4. Detailed Scope of Work
 - 2.1.5. These Terms and Conditions

3. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

- 3.1. It shall be the responsibility of the proposer to assure compliance with all other federal, state, or county codes, rules, regulations or other requirements, as each may apply. Any involvement with the Lee County shall be in accordance with but not limited to:
 - 3.1.1. Lee County Procurement Policy Manual
 - 3.1.2. Florida State Statute 287.055: Consultant Competitive Negotiation Act (CCNA), (CN)
 - 3.1.3. Pursuant to FL § Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed bids or proposals received by the County. Pursuant to this, solicitation are exempt from public records request (s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution) until

such time as the agency provides notice of a decision or intended decision (pursuant to s. 119.071(2)) or within 30 days after bid or proposal opening, whichever is earlier.

- 3.1.4. Florida Statute 218 Public Bid Disclosure Act.
 - 3.1.5. Florida Statute 337.168 Confidentiality of official estimates, identities of potential bidders, and bid analysis and monitoring.
 - 3.1.6. FL § Section 607.1501(1) states: A foreign corporation may not transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
 - 3.2. **Local Business Tax:** If applicable, provide with proposal.
 - 3.3. **License(s):** Proposer should provide, at the time of the opening of the proposal, all necessary permits and/or licenses required for this product and/or service.
4. RFP – PREPARATION OF PROPOSAL
- 4.1. Proposals must be sealed in an envelope, and the outside of the envelope must be affixed with the label included in the forms section.
 - 4.2. The envelope shall include:
 - 4.2.1. One (1) original hard copy of the proposal submittal, manually signed by an authorized representative.
 - 4.2.2. Six (6) electronic CD ROM or flash drive sets of the proposal submittal
 - 4.2.2.1. One single adobe PDF file and should be copied **in the same order as the original hard copy.**
 - 4.2.2.2. Limit the color and number of images to avoid unmanageable file sizes.
 - 4.2.2.3. Use a rewritable CD or flash drive and **do not lock files.**
 - 4.3. **Submission Format:**
 - 4.3.1. Required Forms: complete and return **all** required forms. If the form is not applicable please return with “Not Applicable” or “N/A” in large letters across the form.
 - 4.3.2. Execution of Proposal: All documents must be properly signed by corporate authorized representative, witnessed, and where applicable corporate and/or notary seals affixed. All proposals shall be typed or printed in ink. The proposer may not use erasable ink. All corrections made to the proposal shall be initialed.
 - 4.3.3. Response to Criteria not to exceed 10 single sided, 8 ½” x 11” pages, minimum font size 10 points. Excludes “required form(s)” and divider(s).
 - 4.3.4. Should not contain links to other Web pages.
 - 4.4. **Preparation Cost:**
 - 4.4.1. The Proposer is solely responsible for any and all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer.
5. RESPONSES RECEIVED LATE
- 5.1. It shall be the proposer’s sole responsibility to deliver the proposal submission to the Lee County Procurement Management Division prior to or on the time and date stated.
 - 5.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the proposer’s request and expense.
 - 5.3. The Lee County Procurement Management Division shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.
6. PROPOSER REQUIREMENTS (unless otherwise noted)
- 6.1. **Responsive and Responsible:** Only proposals received from responsive and responsible proposers will be considered. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other necessary action, such as background checks, to determine ability to perform is satisfactory, and reserves the right to reject submission packages where evidence submitted or investigation and evaluation indicates an inability for the proposer to perform.

- 6.1.1. Proposals may be declared “non-responsive” due to omissions of “Negligence or Breach of Contract” on the disclosure form. Additionally, proposals may be declared “not responsible” due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.
 - 6.1.2. Additional sources may be utilized to determine credit worthiness and ability to perform.
 - 6.1.3. Any proposer or sub-proposer that will have access to County facilities or property may be required to be screened to a level that may include, but is not limited to; fingerprints, statewide criminal. There may be fees associated with these procedures. These costs are the responsibility of the proposer or sub-proposer.
 - 6.2. **Past Performance:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) Poor or unacceptable past performance may result in proposer disqualification.
7. PRE-SOLICITATION CONFERENCE
- 7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective proposers are encouraged to obtain and review the solicitation documents prior to the pre-proposal so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement staff noted on the first page of the solicitation document. A formal response will be provided in the form of an addendum (see “County Interpretation/Addendums” for additional information.) A site visit may follow the pre-proposal conference, if applicable.
 - 7.2. **Non-Mandatory:** Pre-solicitation conferences are generally non-mandatory, but it is highly recommended that prospective proposers participate.
 - 7.3. **Mandatory:** Failure to attend a mandatory pre-solicitation conference will result in the proposal being considered **non-responsive**.
8. COUNTY INTERPRETATION/ADDENDUMS
- 8.1. Each Proposer shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be **submitted in writing prior to 5:00 PM at least eight (8) calendar days prior to the date when the submission is due.**
 - 8.2. Response(s) will be in the form of an Addendum posted on www.leegov.com/procurement. It is solely the proposer’s responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.
 - 8.3. All Addenda shall become part of the Contract Documents.
 - 8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County’s Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
9. QUALITY GUARANTEE/WARRANTY (as applicable)
- 9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.
 - 9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.
 - 9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-

eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.

- 9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.

10. ADDITIONS, REVISIONS AND DELETIONS

- 10.1. Additions, revisions, or deletions to the Terms and Conditions, specifications that change the intent of the solicitation will cause the solicitation to be non-responsive and the proposal will not be considered. The Procurement Management Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.

11. CONFIDENTIALITY

- 11.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
- 11.2. If information is submitted with a proposal that is deemed "Confidential" the proposer must stamp those pages of the proposal that are considered confidential. The proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, "Public Records," exemptions.
- 11.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

12. CONFLICT OF INTEREST

- 12.1. All proposers are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22: The County is prohibited from solicitation of a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

- 12.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary vendor/consulting team, cannot be selected or retained, as the primary consultant/vendor or named a member of the consulting/contracting team, to perform project design, engineering or construction services for subsequent phase(s) or scope of work for this project. Pursuant to FS. S287.057 (17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.
- 12.3. Should your proposal be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the proposal from consideration for this project.
- 12.4. **Business Relationship Disclosure Requirement:** The award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Lee County or any of its agencies. Further, all proposers must disclose the name of any County employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.

13. ANTI-LOBBYING CLAUSE (Cone of Silence)

- 13.1. Following Florida Statute Section 287.057(23), Upon the issuance of the solicitation, prospective proposers or any agent, representative or person acting at the request of such proposer shall not have any contact,

communicate with or discuss any matter relating in any way to the solicitation with any Commissioner, Evaluation Review Committee, agent or employee of the County other than the Procurement Management Director or their designee. This prohibition begins with the issuance of any solicitation, and ends upon execution of the final contract or when the solicitation has been cancelled. **If it is determined that improper communications were conducted, the Proposer maybe declared non- responsible.**

14. DRUG FREE WORKPLACE

- 14.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs as defined in accordance with Section 287.087, FL § .

15. DISADVANTAGED BUSINESS ENTERPRISE (DBE's)

- 15.1. The County encourages the use of Disadvantaged Business Enterprise Proposer(s) as defined and certified by the State of Florida Office of Supplier Diversity.
- 15.2. Bidder/Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

16. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 16.1. The proposer agrees to comply, in accordance with Florida Statute 287.134, 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) that furnishing goods or services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- 16.2. The proposer will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disability or marital status. The proposer will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, disability or marital status.
- 16.3. The proposer will include the provisions of this section in every sub-contract under this contract to ensure its provisions will be binding upon each sub-contractor. The proposer will take such actions in respect to any sub-contractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.
- 16.4. An entity or affiliate who has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a vendor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

17. PROPOSER/SUB-PROPOSER/CONSULTANT/CONTRACTOR RELATIONSHIP

- 17.1. The prime proposer on a solicitation may not also be listed as a sub-proposer/consultant/contractor to another firm submitting a proposal for the same solicitation. Should this occur, all responses from the involved/named firms will be considered non-compliant and rejected for award. Sub-proposers/consultant/contractor may be listed on multiple proposals for the same solicitation.

18. SUB-PROPOSER/CONSULTANT

- 18.1. The use of sub-proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.

19. RFP - PROJECT GUIDELINES

- 19.1. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and or Requirements which shall service as a guide to the proposer(s) in conforming the professional services and work to provide pursuant to this Agreement/Contract:
 - 19.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
 - 19.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period.
 - 19.1.3. This contract does not entitle any firm to exclusive rights to County agreements/contracts. The County reserves the right to perform any and all available required work in-house or by any other means it so desires.
 - 19.1.4. In reference to vehicle travel, mileage and man-hours spent in travel time, is considered incidental to the work and not an extra compensable expense.
 - 19.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
 - 19.1.6. Any Single Large Project: The County, in its sole discretion, reserves the right to separately solicit any project that is outside the scope of this solicitation, whether through size, complexity or the dollar value.

20. RFP – EVALUATION

- 20.1. **Ranking Method:** Lee County uses the Dense Ranking (1223” ranking). In Dense Ranking, items that compare equal, receive the same ranking number, and the next item(s) receive the immediately following ranking number. Equivalently, each item’s ranking number is 1 plus the number of items ranked above it that are distinct with respect to the ranking order. This ranking method is used for each individual committee member’s scores. Thus if A ranks ahead of B and C (which compare equal) which are both ranked ahead of D, then A is ranked number 1(“first”), B is ranked number 2 (“joint second”), C is also ranked number 2 (“joint second”) and D is ranked number 3 (“third”).
- 20.2. **Evaluation Meeting(s):**
 - 20.2.1. The first evaluation will rank Proposers based on the scores from the selection criteria point values.
 - 20.2.2. Following the initial evaluation process, the short-listed proposer(s) will be required to provide an on-site interview/presentation.
 - 20.2.3. Such subsequent evaluations will be accomplished by simply ranking the proposers. Proposers will be ranked in sequential order with one (1) being the highest ranking. Proposers’ rankings will then be totaled with the total lowest scores receiving final rank order starting with one (1) - the highest ranking.
 - 20.2.4. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: www.leegov.com/procurement (Projects, Award Pending.)

21. RFP – TIEBREAKER

- 21.1. In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties.
 - 21.1.1. Step 1: The proposer that has the highest number of 1st place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd. place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th rank, will be counted until the tie is broken.
 - 21.1.2. Step 2: At the conclusion of step 1 if all is equal, the local proposer shall be deemed the highest ranked proposer over a non-local proposer. Local shall be defined by Lee County Ordinance 08-26 or current revision thereof.
 - 21.1.3. Step 3: At the conclusion of step 1 and step 2 if all is equal, the proposer having a drug-free work place program, in accordance with Section 287.087, FL § , shall be deemed the first ranked proposer.

- 21.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1st place proposer shall be determined by the flip of a coin.
- 21.2. When the tiebreaker is determined the highest ranked proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
- 21.3. If an award or negotiation is unsuccessful with the highest ranked proposer, award or negotiations may commence with the next highest ranked proposer.
22. RFP – SELECTION PROCEDURE
- 22.1. The selection will be made in accordance with Lee County Procurement Policy and Chapter 287.055 FL § for Professional Services Contracts. Some of all of the responding proposer(s) may be requested to provide interviews and/or presentations of their proposal, for the ranking process
- 22.2. Agreement/Contract fees will be negotiated in accordance with Section 287.055 FL § .
- 22.3. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.
- 22.4. If a satisfactory agreement/contract(s) cannot be negotiated, in a reasonable amount of time, the County, in its sole discretion, may terminate negotiations with the selected proposer(s) and begin agreement/contract negotiations with the next finalist.
- 22.5. The Procurement Management Director reserves the right to exercise their discretion to:
- 22.5.1. Make award(s) to one or multiple proposers.
- 22.5.2. Waive minor informalities in any response;
- 22.5.3. Reject any and all proposals with or without cause;
- 22.5.4. Accept the response that in its judgment will be in the best interest of Lee County.
23. PRESENTATION/INTERVIEW PROCESS
- 23.1. **Formal Interview Evaluation Criteria:**
- 23.1.1. Overall impression of each Proposer’s key Project Team members, i.e. Project Manager, Project Superintendent, Project Executive, Cost Estimator, etc.
- 23.1.2. Methodology presented to assure success.
- 23.1.3. Ability of Project Team to express confidence in the ability of the Proposer to complete the project within the time and cost budgeted.
- 23.1.4. Ability of Project Team to communicate during the interview process.
- 23.1.5. The Project Team’s ability to effectively answer questions and problem solve in the meeting.
- 23.2. **Overall impression of the Proposer’s Project Team. Presentation/Interview Format:**
- 23.2.1. The Proposers selected to be interviewed, in a Presentation/Question and Answer format, will be notified by the County. Each Proposer selected for further consideration shall be notified and informed of a place and time for the interview session. All members of the Selection Committee will be present during the formal interview.
- 23.3. **Issues to Address at Presentation/Interview:**
- 23.3.1. The intent of the formal interview process is to provide the Selection Committee with in-depth information from the Proposer in order to make a final selection of the best-suited Proposer for the contract. Proposers should consider their detailed plan for managing the cost, schedule and quality of the project, and any unique characteristics or services the Proposer offers.
- 23.3.2. Key personnel that should be present at the interview, as a minimum, shall include the Project Superintendent, Project Manager, Project Executive, and Cost Estimator.
- 23.4. **Final Selection:**
- 23.4.1. Candidates interviewed will be ranked, with the highest ranked Proposer selected to enter into contract negotiations. As a result of the interviews, the County will then attempt to negotiate a contract with the highest-ranked Proposer. If negotiations are not successful with the highest-ranked Proposer, the County will then negotiate with the second-ranked Proposer, and so on.

24. RFP – EVALUATION/ SELECTION COMMITTEE

- 24.1. The selection of a Construction Manager at Risk (CMAR) shall be by a Selection Committee consisting of five (5) staff representatives, as a minimum, from the appropriate County Departments as approved by the Procurement Management Director or designee.
- 24.2. The Selection Committee will receive and review written proposals in response to this Request for Proposal (RFP). Responses will be evaluated against a set of criteria to determine those Proposers/Firms most qualified and suited for this project, resulting in a short-list of at least three (3) Proposers/Firms to be interviewed.

25. WITHDRAWAL OF PROPOSAL

- 25.1. No proposal may be withdrawn for a period of **180 calendar days** after the scheduled time for receiving proposals. A proposal may be withdrawn prior to the proposal opening date and time. Withdrawal requests must be made in writing to the Procurement Management Director, who will approve or disapprove the request.
- 25.2. A proposer may withdraw a proposal any time prior to the opening of the solicitation.
- 25.3. After proposals are opened, but prior to award of the contract by the County Commission, the Procurement Management Director may allow the withdrawal of a proposal because of the mistake of the proposer in the preparation of the proposal document. In such circumstance, the decision of the Procurement Management Director to allow the proposal withdrawal, although discretionary, shall be based upon a finding that the proposer, by clear and convincing evidence, has met each of the following four tests:
 - 25.3.1. The proposer acted in good faith in submitting the proposal,
 - 25.3.2. The mistake in proposal preparation that was of such magnitude that to enforce compliance by the proposer would cause a severe hardship on the proposer,
 - 25.3.3. The mistake was not the result of gross negligence or willful inattention by the proposer; and
 - 25.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.

26. PROTEST RIGHTS

- 26.1. Any proposer that has submitted a formal response to Lee County, and who is adversely affected by an intended decision with respect to the award, has the right to protest an intended decision posted by the County as part of the solicitation process.
- 26.2. “Decisions” are posted on the Lee County Procurement Management Division website. Proposers are solely responsible to check for information regarding the solicitation. (www.leegov.com/procurement)
- 26.3. Refer to the “Bid/Proposal Protest Procedure” section of the Lee County “Contracts Manual” for the complete protest process and requirements. The Manual is posted on the Lee County website or you may contact the Procurement Management Director.
- 26.4. In order to preserve your right to protest, you must file a written **“Notice Of Intent To File A Protest”** with **the Lee County Procurement Management Director by 4:00 PM on the 3rd working day after the decision** affecting your rights is posted on the Lee County website.
 - 26.4.1. The notice must clearly state the basis and reasons for the protest.
 - 26.4.2. The notice must be physically received by the Procurement Management Director within the required time frame. No additional time is granted for mailing.
- 26.5. To secure your right to protest you will also be required to post a **“Protest Bond”** and **file a written “Formal Protest”** document **within 10 calendar days** after the date of **“Notice of Intent to File a Protest”** is received by the Procurement Management Director.
- 26.6. **Failure to follow the protest procedures requirement within the timeframes as prescribed herein and established by the Lee County Board of County Commissioners, Florida, shall constitute a waiver of your protest and any resulting claims.**

27. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

- 27.1. This opportunity is also made available to any government entity. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms

and conditions contained herein. Lee County Board of County Commissioners will not be financially responsible for the purchases of other entities from this solicitation.

28. CONTRACT ADMINISTRATION

28.1. **Designated Contact:**

28.1.1. The awarded proposer shall appoint a person(s) to act as a primary contact for all County departments. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

28.1.2. Lee County requires that the awarded proposer to provide the name of a contact person(s) and phone number(s) which will afford Lee County access 24 hours per day, 365 days per year, of this service in the event of major breakdowns or natural disasters.

28.2. **RFP – Term:**

28.2.1. The term of this project will be determined in the pre-construction phase.

28.2.2. The County's performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds

28.3. **RFP – Basis of Award:**

28.3.1. Award will be made to the most responsible and responsive proposer based on the evaluation criteria.

28.4. **Agreements/Contracts:**

28.4.1. The awarded proposer will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.leegov.com/procurement/forms>.

28.5. **Records:**

28.5.1. Retention: The proposer shall maintain such financial records and other records as may be prescribed by Lee County or by applicable federal and state laws, rules and regulations. Unless otherwise stated in the specifications, the proposer shall retain these records for a period of five years after final payment, or until they are audited by Lee County, whichever event occurs first.

28.5.2. Right to Audit/Disclosure: These records shall be made available during the term of the contract as well as the retention period. These records shall be made readily available to County personnel with reasonable notice and other persons in accordance with the Florida General Records Schedule. Awarded Bidder/Proposer(s) are hereby informed of their requirement to comply with FL §119 specifically to:

28.5.2.1. Keep and maintain public records required by the County to perform the service.

28.5.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided or as otherwise provided by law.

28.5.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.

28.5.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the County upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

28.5.3. Public Record: **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES , TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

28.5.4. Ownership: It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications and all data prepared or obtained by the successful proposer in connection with its services hereunder, include all documents bearing the professional seal of the successful proposer, and shall be delivered to and become the property of Lee County, prior to final payment to the successful proposer or the termination of the agreement. This includes any electronic versions, such as CAD or other computer aided drafting programs.

28.6. Termination:

28.6.1. Any agreement as a result of this solicitation may be terminated by either party giving **thirty (30) calendar days advance written notice**. The County reserves the right to accept or not accept a termination notice submitted by the proposer, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

28.6.2. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Purchasing and Payment Procedures Manual (Purchasing Manual), (also known as Appendix “D” ”AC-4-1.pdf”.)

28.6.3. Any proposer who has voluntarily withdrawn from a solicitation without the County’s mutual consent during the contract period shall be barred from further County procurement for **a period of 180 days**. The vendor may apply to the Board for a waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by the Procurement Management Department.

28.6.4. The County reserves the right to terminate award or contract following any of the below for goods or services over \$1,000,000:

28.6.4.1. Contractor is found to have submitted a false certification as provided under FL § 287.135 (5);

28.6.4.2. Contractor has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;

28.6.4.3. Contractor has engaged in business operations in Cuba or Syria;

28.6.4.4. Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel – beginning October 1, 2016.

29. WAIVER OF CLAIMS

29.1. Once this contract expires, or final payment has been requested and made, the awarded vendor shall have no more than thirty (30) calendar days to present or file any claims against the County concerning this contract. After that period, the County will consider the vendor to have waived any right to claims against the County concerning this agreement.

30. LEE COUNTY PAYMENT PROCEDURES

30.1. All vendors are requested to mail an original invoice to:

**Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238**

30.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specification portion of this project.

30.3. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, proposer, or bidder for the preparation of these specifications.

- 30.4. Lee County is generally a tax exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All proposers should include in their proposal, all sales or use taxes, which they will pay when making purchases of material or sub-contractor's services.
31. MATERIAL SAFETY DATA SHEETS (MSDS) (if applicable)
- 31.1. In accordance with Chapter 443 of the FL § , it is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on bid materials, as may apply to this procurement.
32. DEBRIS DISPOSAL (if applicable)
- 32.1. Unless otherwise stated, the Proposer shall be fully responsible for the lawful removal and disposal of any materials, debris, garbage, vehicles or other such items which would interfere with the undertaking and completion of the project. There shall not be an increase in time or price associated with such removal.
33. SHIPPING (if applicable)
- 33.1. Cost of all shipping to the site, including any inside delivery charges and all unusual storage requirements shall be borne by the proposer unless otherwise agreed upon in writing prior to service. It shall be the proposers responsibility to make appropriate arrangements, and to coordinate with authorized personnel at the site, for proper acceptance, handling, protection and storage (if available) of equipment and material delivered. All pricing to be F.O. B. destination.
- 33.2. The materials and/or services delivered under the proposal shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.
34. INSURANCE (AS APPLICABLE)
- 34.1. Insurance shall be provided by the awarded proposer. Upon request, a certificate of insurance (COI) complying with the attached guide shall be provided by the proposer.



Major Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the Vendor's interest or liabilities. The following are the required minimums the Vendor must maintain throughout the duration of this Contract. The County reserves the right to request additional documentation regarding insurance provided.*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, and contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL) or
\$500,000 bodily injury per person
\$1,000,000 bodily injury per accident
\$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by Chapter 440, Florida Statutes, encompassing all operations contemplated by this Contract or Agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers' Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

*The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies," in which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the Contract. A certificate of insurance will be provided to the Risk Manager for review and approval.

The certificate shall provide for the following:

- a. The certificate holder shall read as follows:

Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902

- b. *“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials”* will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage.

Special Requirements:

1. An appropriate “Indemnification” clause shall be made a provision of the Contract.
2. If applicable, it is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

End of Insurance Guide section

35. SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

None at this time

End of Special Conditions

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
CN170486ANB**

Construction Manager at Risk for the Construction of the Utilities Operation Center

GENERAL SCOPE OF PROJECT

Lee County has established the following guidelines, objectives, criteria, constraints, schedule, and other requirements, which will serve as a guide to the CMAR in performing professional services.

This is a complicated **FAST TRACK** project with heavy permitting, as such all CMARS must be willing to provide services in an accelerated and expeditious manner.

This project will affect the following property:

For the purpose of this Scope of Service, the following property will be referred to as the Detar Property located at:

- a. 5170 Tice St. Ft. Myers, FL 33905
STRAP 10-44-25-00-00002.0000
Zoned CF

PROJECT DESCRIPTION

The project will include the following major elements:

1. A new two story, 44,000sqft building (22,000sqft/story) at the Detar Property:
 - a. The new building location will be east of an existing Utilities' building located at the Detar Property. Property is currently being used by both Utilities and DOT as open air storage site for dirt, gravel, large diameter pipe, etc..
 - b. Square footage of the new building was determined by BSSW Architects, Inc. Program Statement completed on 8/23/2016, see Attachment 1. Note that Appendix A of the Program Statement has the Geotechnical Report.
 - c. Construction will occur on top of an existing dump site. There shall be increased environmental permitting on this project. Prior to construction commencing at this site a system of ground water monitoring wells must be in place and background samples supplied and reviewed by FDEP.
 - d. Due to existing dump site, the building will be designed with pile foundation to minimize settling.
2. Possible upgrades to the existing open-air storage site located at the Detar Property.
3. The administrative office space of the existing Utilities building (north half of building) will be converted into covered storage so that trailer mounted equipment can be parked out of the sun. The southern half of the building comprise of the warehouse shall be left as is.

SCHEDULE

Currently Lee County is under contract with BSSW Architects, Inc. (consultant) to design the project.

ATTACHMENT

1. Note in BSSW Architect, Inc's Program Statement (Appendix A), there is a Geotechnical Report of the Detar Property.

PROJECT OBJECTIVE

1. The project objectives are twofold, to provide pre-construction services and construction services. Pre-construction services will include, but not limited to:
 - a. Cost estimating at 30%, 60%, 90%, 100%, and Final design. Depending on the speed of design, cost estimating at the early stages may not be feasible.
 - b. Conducting constructability review workshops with the Consultant.
 - c. Support value added design.
 - d. Development phase scope bidding, to maximize work to be completed in the times allotted, per the construction schedule.
 - e. Determine composition of and prepare construction bid packages.
 - f. Conduct bidding of specialized commodity materials.
 - g. Conduct equipment bidding with qualified equipment manufacturers.
 - h. Conduct pre-bid meeting(s) with potential sub-contractors prior to bidding to include DBE's.
 - i. Solicit, bid, award, contract and supervise all sub-contractors.
 - j. Develop an "open book" guaranteed maximum price (GMP).
 - k. Possible early work construction, if deemed beneficial.
 - l. Work collaboratively with the Consultant and Lee County.

2. Construction services will include, but not limited to:
 - a. Permit support to the Consultant on permits they have applied for: ERP, Lee County Development Order, Monitoring Wells, Dewatering, etc..
 - b. Permit support to Sub-Contractors on trade permits.
 - c. CMAR permit applications: Commercial Building permit, Dewatering, Fire, and other permits as necessary to successfully construct and complete the project.
 - d. Prepare a master construction schedule.
 - e. Update the master schedule monthly.
 - f. Prepare and maintain six-week look aheads generated from the master schedule.
 - g. Aid Lee County in direct material purchase of equipment and materials.
 - h. Manage all aspects of construction.
 - i. Use Lee County's Project Management Information System EADoc (for progress reports, schedule reports, cost controls, accounting, etc..)
 - j. Coordinate all compliance inspections.
 - k. Provide construction project administration.
 - l. Construction Management At Risk for this project.
 - m. Work collaboratively with the Consultant and Lee County.
 - n. Provide QA/QC services and assist the Consultant with their inspection services.

- 3.1. In selecting a Construction Manager at Risk (CMAR), the County will place emphasis on the experience of the Proposer and its assigned personnel in providing services on projects of similar nature and size.
- 3.2. During the Pre-construction Phase, the selected Proposer shall cooperate with Lee County Staff, and the Design Professional teams:
 - 3.2.1. To develop an optimum, minimum risk, and buildable design for the Project(s);
 - 3.2.2. To review and evaluate throughout this phase the design, as necessary, for constructability;
 - 3.2.3. Value engineering, as necessary, of the construction documents to insure that the cost to construct will be achieved within the available construction budget;
 - 3.2.4. Develop Guaranteed Maximum Price (GMP) based on the final permitted construction documents and specifications;
- 3.3. During the Construction Phase, the CMAR shall:
 - 3.3.1. Successfully complete the Project in accordance with the Construction Contract Documents and within the GMP;
 - 3.3.2. Provide and maintain adequate staff to oversee and manage the construction throughout the construction phase of these projects; Provide a construction team for each site (at a minimum: Project Manager, Superintendent)

- 3.3.3. Successfully complete the construction within the approved construction schedule;
- 3.3.4. Comply with the CMAR contract documents and its general conditions.

4. PHASES

- 4.1. This project will consist of two phases.
 - 4.1.1. Pre-Construction Phase
 - 4.1.2. Construction Phase

5. PRE-CONSTRUCTION PHASE

- 5.1. **Prime Goal:** During the Pre-construction Phase, the CMAR shall assist the County and the Design Professional (DP) in developing an optimum, minimum risk and buildable design for the Project(s). During the Pre-construction Phase, the County, the DP, and the CMAR shall develop and complete a design for the Project that meets the County's needs and is within the portion of the County's Project Budget available for payment of costs of the construction work. During the Pre-construction Phase, the CMAR shall be paid a Pre-construction Phase Services Fee.
- 5.2. **Services:** The CMAR shall meet with the County to determine the schedule of meetings and the work required to provide value engineering. Services provided during the Pre-construction Phase of the project should include, but not limited to:
 - 5.2.1. Consulting with, advising, assisting, and making recommendations to the County and the DP.
 - 5.2.2. Reviewing all plans and specifications as they are being developed and making recommendations with respect to construction feasibility, availability of material and labor, and time requirements for procurement and construction.
 - 5.2.3. Projected costs; developing, reviewing, and refining the Project's budget estimates based on the County's program and other available information.
 - 5.2.4. Making recommendations to the County and the DP regarding the division of work in the plans and specifications to facilitate the bidding process and awarding of contracts.
 - 5.2.5. Soliciting the interest of capable contractors and taking bids on the Project and analyzing the bids received.
 - 5.2.6. Preparing and maintaining a progress schedule during the Pre-construction Phase of the project and the preparation of a proposed construction schedule.
- 5.3. The following milestones shall be completed in the Pre-construction Phase before the Project can progress to the Construction Phase.
 - 5.3.1. The CMAR and County shall agree on a Guaranteed Maximum Price (GMP.)
 - 5.3.2. The CMAR and County shall execute the Construction Contract with all attachments and exhibits.
- 5.4. The CMAR shall not commence construction activities during the Pre-construction Phase.
- 5.5. The CMAR shall have no basis of claim against the County if the County elects to terminate or not construct the Project for any reason or at any time during the Pre-construction Phase. The County shall not be obligated to have the CMAR construct the Project nor shall the CMAR assume to have any rights to construct the Project.

6. CONSTRUCTION PHASE

- 6.1. **Prime Goal:** During the Construction Phase, the CMAR shall successfully complete the Project in accordance with the Construction Documents and within the Guaranteed Maximum Price (GMP).
 - 6.1.1. Services provided by the CMAR during the Construction Phase of the Project shall include, but not be limited to:
 - 6.1.1.1. Maintaining competent supervisory staff to coordinate and provide general direction of the work and progress of the sub-contractors on the Project.
 - 6.1.1.2. Directing the work as it is being performed for general conformance with working drawings and specifications.
 - 6.1.1.3. Establish and implement procedures for the coordination among the CMAR, County, Design Professional, and sub-contractors with respect to all aspects of the Project.
 - 6.1.1.4. Maintain a record of local hires and hours worked as requested by the County.
 - 6.1.1.5. Maintain job site records and producing appropriate progress reports.

- 6.1.1.6. Implement a labor policy in conformance with the requirements of the County.
- 6.1.1.7. Review and provide recommendations regarding the safety and equal opportunity programs of each sub-contractor for conformance with the County's policies.
- 6.1.1.8. Review and process all pay applications and invoices for payment by involved sub-contractors and material suppliers in accordance with the terms of the Contract.
- 6.1.1.9. Make recommendations, process, and maintain records of requests for changes in the work through change orders.
- 6.1.1.10. Schedule and conduct regularly scheduled and non-scheduled job related meetings to ensure orderly progress of the work. Provide meeting minutes for each meeting.
- 6.1.1.11. Develop and monitor the project progress schedule, coordinate, and expedite the work of all contractors, and provide periodic status reports to the County and the DP.
- 6.1.1.12. Establish and maintain a cost control system.
- 6.1.1.13. Conduct meetings to review costs.

7. GUARANTEED MAXIMUM PRICE AND GMP SCHEDULE

- 7.1. The CMAR, with the assistance of the DP, shall commit to a Guaranteed Maximum Price (GMP) for all construction related activities regarding the Project. The contract will be Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price. The project will be Open Book. All savings, including unused contingency, shall be returned to the County. The County reserves the right to request an alternative item for Furniture, Fixtures & Equipment (FF&E), which the County may ask to be included in the GMP. The County shall accept or reject this alternative item prior to finalizing the GMP. The CMAR shall competitively select all construction sub-contracts and other work appropriate for competitive selection using cost and other factors.
- 7.2. No Construction Work shall commence until a GMP for the entire construction work is mutually agreed upon in writing and formally executed by both the CMAR and County.
- 7.3. At a time determined by the County and the CMAR, but no later than the conclusion of the Pre-construction Phase, the CMAR shall propose a GMP for the construction of the entire Project. The proposed GMP shall not exceed the amount within the County's project budget available for cost of the construction work.
- 7.4. The CMAR shall also submit a detailed construction schedule for all construction work related to the successful, expeditious, and practicable completion of the Project. The schedule shall be consistent with any previously issued schedules approved by the County and shall not exceed time limits established in the Construction Phase Contract Documents. The schedule shall incorporate all construction work for the Project to the extent required by the CMAR Pre-construction Phase Contract Documents and the CMAR Construction Phase Contract Documents, if and when the latter are executed.

8. NEGOTIATED ITEMS

- 8.1. Any item not outlined in the CMAR Scope of Services may be subject to negotiations between the County and the CMAR.
- 8.2. If a fee for the Pre-construction Phase Services Contract cannot be agreed upon then the County is under no obligation to award a Pre-construction Phase Services Contract to the CMAR and may move to the next CMAR candidate on the selection list.
- 8.3. If a Guaranteed Maximum Price cannot be agreed upon then the County is under no obligation to award a Construction Management Services Contract to the CMAR and may move to the next CMAR candidate on the selection list.
- 8.4. All materials or plans, regardless of format or media used, created under the Pre-construction Phase shall be and remain the property of the County.

9. BOND/SURETY (CONSTRUCTION)

- 9.1. Bonding/Surety is required for construction projects over \$100,000.00 unless otherwise noted.
- 9.2. **Evidence of Bondability:** Include a letter of Bondability from a Surety provider. Awarded Proposer will be required to provide Payment & Performance bond for 100% of the project amount.
- 9.3. **Payment and Performance Bond:** In accordance with F.S. 255.05 and Lee County Ordinance 95-2-102, a Public Payment and Performance Bond is to be issued in a sum equal to one-hundred (100%) percent of the total awarded contract amount by a surety company considered satisfactory by Lee County and otherwise authorized to transact business in the State of Florida shall be required from the successful Proposer. This shall insure the faithful performance of the obligations imposed by the resulting contract and protect the County from lawsuits for non-payment of debts incurred during the successful Proposers performance under such Contract.
 - 9.3.1. A public Payment and Performance bond must be properly executed, by the Surety Company and successful Proposer, and recorded with the Lee County Clerk of Court, within **seven calendar days** after notification by Lee County of the approval to award the Contract.
 - 9.3.2. A **Clean Irrevocable Letter of Credit or Cash Bond** may be accepted by the County in lieu of the Public Payment and Performance Bond.
- 9.4. Only Lee County form(s) may be accepted. Forms are available at <https://www.leegov.com/procurement/forms>.
- 9.5. **Personal Checks are not acceptable to Lee County as a Bid Security.**
- 9.6. **Surety:** In order to be acceptable to the County, a Surety Company issuing Evidence of Bondability, Bid Guaranty Bonds or 100% Public Payment and Performance Bonds or Letters of Credit called for herein shall meet and comply with the minimum standards set forth in as part of the Contract Documents. The surety company shall be authorized to do business and in good standing with the Florida Department of State. All such bonds shall be issued or countersigned by a local producing agent who is a Florida resident with satisfactory evidence of its authority to execute the bond being submitted.

10. LIQUIDATED DAMAGES (CONSTRUCTION)

- 10.1. Proposers here by agrees, if this proposal is accepted, to commence work under this project on or before ten (10) calendar days from the receipt of the Notice to Proceed and to fully complete all work on the project within the contract time stipulated. The Proposer further agrees to pay the determined dollar amount in the liquidated damages for each consecutive calendar day beyond final completion of work is delayed.
- 10.1.1. Liquidated Damages to be determined by means of one of the following methods to be determined (TBD.)

10.1.1.1. Liquidated damages will be based on the entire project amount per calendar day using the table below:

Estimated Project Cost Over	Estimated Project Cost But Less than	Daily Charge Per Calendar Day
\$0.00	\$50,000.00	\$645.00
\$50,000.00	\$250,000.00	\$760.00
\$250,000.00	\$500,000.00	\$970.00
\$500,000.00	\$2,500,000.00	\$1,500.00
\$2,500,000.00	\$5,000,000.00	\$2,400.00
\$5,000,000.00	\$10,000,000.00	\$3,300.00
\$10,000,000.00	\$15,000,000.00	\$4,600.00
\$15,000,000.00	\$20,000,000.00	\$4,300.00
\$20,000,000.00 over		\$5,700.00 plus .00005

OR

- 10.1.1.2. Liquidated Damages amount to be based on the following formula:
 “Contract Price or GMP/Days to Substantial Completion * 15-20% (TBD)”
 The successful Proposer shall be liable to the County for per day liquidated damages in the amount of \$TBD, for each calendar day of delay in achieving substantial completion as set

forth herein. The per day liquidated damages will be subject to change based upon the establishment of the actual contract price.

11. PERMITS (CONSTRUCTION)

- 11.1. Unless otherwise specified herein, the Contractor will secure and pay for all permits, impact fees, and licenses and will pay for all governmental charges and inspection fees necessary for the prosecution of the work. County permits and fees are required to be obtained and paid for by the Contractor.
- 11.2. The Contractor will also pay all public utility charges and connection fees, except as provided for in the Contract Documents.
- 11.3. Permits and licenses of regulatory agencies, which are necessary to be maintained after completion of the guarantee period, shall be secured and paid for by the County.
- 11.4. Pursuant to the requirements of Florida Statute 218.80, this is a disclosure of permits and fees to be paid by the Contractor to complete the scope of work as described herein. This list does not relieve the successful bidder/vendor of its responsibility to obtain and pay for permits required by other governmental entities as specified elsewhere in this document.

12. CONSTRUCTION MANAGER AT RISK REQUIREMENTS

- 12.1. Upon the award of a Construction Management Services Contract, the CMAR shall be contracted with the County to furnish his or her skill and judgment in cooperation with, and reliance upon, the services of the DP. CMAR will assist the County and DP in the management and administration of the Project. The County shall at all times retain complete contractual control of all prime CMAR and DP contracts, project funds, and disbursements.
- 12.2. The CMAR shall furnish administration and management of the construction process and other specified services to the County. The CMAR shall perform his or her obligations in an expeditious and economical manner consistent with the interests of the County. If it is in the County's best interest, the CMAR shall provide or perform basic services for which reimbursement shall be provided in the general conditions to the Construction Management Services Contract.
- 12.3. The CMAR will comply with all County, County, State, and Federal regulations, ordinances, and laws as they apply to this Project.
- 12.4. Ancillary Technical Services: The County may request that the CMAR perform Ancillary Technical Services that shall include, but not be limited to:
 - 12.4.1. Geo-technical, soil investigation, material and acceptance testing, and/or subsurface investigation services.
 - 12.4.2. Land Surveying.
 - 12.4.3. Other testing and consultant services that are determined by the County to be required for the Project.
- 12.5. Self-perform: The selected Proposer, at the County's discretion, may only be allowed to self-perform 25% or less of the overall project. The remaining 75% must be bid among subcontractors.
 - 12.5.1. If the Proposer discovers that self-performed services are more economically beneficial to the County then they may exceed the 25 % requirement with approval of the County.
 - 12.5.2. If the CMAR receives one or less bids from subcontractors in a selected specialty or field, then the CMAR may exceed the 25% self-performance with approval of the County.
- 12.6. Should have experience with the CMAR concepts and/or valued engineering concept.

13. MINIMUM REQUIREMENTS/RELATED PROJECT EXPERIENCE

- 13.1. Relevant Projects/References: Provide **5 Construction Manager at Risk, vertical construction, government service related facility projects.** (Complete Form 1a Minimum Requirements Table) For each project include:

- 13.1.1.1. Project Name
- 13.1.1.2. Project Address
- 13.1.1.3. Project Contact Name
- 13.1.1.4. Project Contact Email

- 13.1.1.5. Project Contact Telephone Number
- 13.1.1.6. Initial and final construction costs
- 13.1.1.7. Planned construction schedule vs. actual construction schedule
- 13.1.1.8. Project Size (sq. ft.)
- 13.1.1.9. Summary of the project scope
- 13.1.1.10. Delivery method (confirm required method of Construction Manager at Risk was used)
- 13.1.2. Project Manager Experience: Minimum of 10 years
- 13.1.3. Project Superintendent Experience: Minimum of 10 years.
- 13.1.4. Evidence of Bondability: Include a letter of Bondability from a Surety provider. Awarded Proposer will be required to provide Payment & Performance bond for 100% of the project amount.
- 13.2. A Construction Manager at Risk will be selected to manage the performance of all goods and services necessary for the successful completion of the project. During the Pre-construction Phase the Construction Manager at Risk/Firm will assist in the County hired design professional to determine buildability, provide input, and advise means or methods of potential cost savings to the County. The Construction Manager at Risk/firm will complete the Construction Phase by the utilization of subcontractor's qualified, experienced and licensed companies/contractors who specialize in the various areas covered in the scope of the project. The Construction Phase will be inclusive of obtaining necessary permits, the selection and subcontracting of companies/contractors for goods and services that bring quality, economic benefits and value engineering to the County.

14. REQUIRED PROPOSAL FORMAT AND RESPONSE INFORMATION

- 14.1. All information for written proposals shall be included in the appropriate Tab. All other information that is undesignated shall be included in Tab 8. Place page numbers at the bottom of every page, excluding dividers. If any of the information provided by the Proposer is found to be, in the opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable this proposal may be rejected.

14.1.1. **TAB 1: Introduction/Description of Firm**

- Project RFP Number & Name
- Firm's Name & Address
- Firm's Contact Person & Information (phone, fax and email address)
- How many years has proposer been in business under present name?
- Under what other former names has your organization operated?
- Proposed responsible office location.
- How many full-time employees are assigned to responsible office?

14.1.2. **TAB 2: Fast track capabilities of your firm/team (Maximum Points 25)**

- Describe your firm/team's capabilities to fast track this project.
- Describe the resources your firm/team has that will allow it to fast track this project.
- Describe the tools your firm/team has that will assist in the fast track of this project.
- Describe the best practices your firm/team has in place that will assist in the fast track of this project.

14.1.3. **TAB 3: Experience with construction and CMAR on pre-existing, closed dump sites (Maximum Points 20)**

- Describe your firm/team's experience constructing as GC, CM, or CMAR a building on a pre-existing, closed dump site. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed.
- Describe what construction related permits were necessary for the project(s), and in what order.
- State whether the project(s) was ever constructed.
- Summarize lessons learned from that project.
- Describe applicable best practices.
- Describe any necessary regulatory steps.

14.1.4. **TAB 4: Experience with foundation construction (Maximum Points 15)**

Describe your firm/team's experience constructing as GC, CM, or CMAR pile foundation systems. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed. State whether the project(s) was ever constructed. Summarize lessons learned from that project. Describe applicable best practices.

14.1.5. **TAB 5: Experience with Utilities Operations Centers (Maximum Points 20)**

Describe your firm/team's experience constructing as a CMAR a Utilities Operations Center. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed. Describe what features/functions the Utilities Operations Center had, including:
Flow meter calibration and repair shop
Valve repair shop
Telemetry server room
Telemetry electronics shop
The capability to be converted into a Utilities hurricane/emergency response center
State whether the project(s) was ever constructed. Summarize lessons learned from that project. Describe applicable best practices.

14.1.6. **TAB 6: Working with Consultants Points 5)**

Describe your firm/team's experience working with Consultants on fast track projects. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed. Describe what advantages your firm as CMAR brought to the:
Design effort
Permitting effort
Zoning effort
Construction effort

14.1.7. **TAB 7: Project Team (Maximum Points 15)**

Provide an organizational chart. Indicate the role of each member of organizational chart. Provide similar project experience and qualifications for the Project Manager, Project Engineer, Superintendent, and Cost Estimator to be assigned to this project. Provide a written statement committing to use the staff members in the capacity as shown in the organizational chart for this project, with no substitutions unless written approval is provided by Lee County. Changes to the project staffing after project award without the written approval of Lee County may result in cancellation of the project contract.

14.1.8. **Tab 8: Required Forms/Additional Information**

15. SCORING CRITERIA

Category	Category Title	Category Description	Points
1	Fast track capabilities of your firm/team	<ol style="list-style-type: none"> 1. Describe your firm/team's capabilities to fast track this project. 2. Describe the resources your firm/team has that will allow it to fast track this project. 3. Describe the tools your firm/team has that will assist in the fast track of this project. 4. Describe the best practices your firm/team has in place that will assist in the fast track of this project. 	25
2	Experience with construction and CMAR on pre-existing, closed dump sites	<ol style="list-style-type: none"> 1. Describe your firm/team's experience constructing as GC, CM, or CMAR a building on a pre-existing, closed dump site. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed. 2. Describe what construction related permits were necessary for the project(s), and in what order. 3. State whether the project(s) was ever constructed. 4. Summarize lessons learned from that project. 5. Describe applicable best practices. 6. Describe any necessary regulatory steps. 	20
3	Experience with foundation construction	<ol style="list-style-type: none"> 1. Describe your firm/team's experience constructing as GC, CM, or CMAR pile foundation systems. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed. 2. State whether the project(s) was ever constructed. 3. Summarize lessons learned from that project. 4. Describe applicable best practices. 	15

4	Experience with Utilities Operations Centers	<p>1. Describe your firm/team's experience constructing as a CMAR a Utilities Operations Center. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed.</p> <p>2. Describe what features/functions the Utilities Operations Center had, including:</p> <ul style="list-style-type: none"> a. Flow meter calibration and repair shop b. Valve repair shop c. Telemetry server room d. Telemetry electronics shop e. The capability to be converted into a Utilities hurricane/emergency response center <p>3. State whether the project(s) was ever constructed.</p> <p>4. Summarize lessons learned from that project.</p> <p>5. Describe applicable best practices.</p>	20
5	Working with Consultants	<p>1. Describe your firm/team's experience working with Consultants on fast track projects. Provide project reference information including project name, owner, contact information, project cost, length of contract (start and end dates), and summary of work performed.</p> <p>2. Describe what advantages your firm as CMAR brought to the:</p> <ul style="list-style-type: none"> a. Design effort b. Permitting effort c. Zoning effort d. Construction effort 	5
6	Project Team	<p>1. Provide an organizational chart.</p> <p>2. Indicate the role of each member of organizational chart.</p> <p>3. Provide similar project experience and qualifications for the Project Manager, Project Engineer, Superintendent, and Cost Estimator to be assigned to this project.</p> <p>4. Provide a written statement committing to use the staff members in the capacity as shown in the organizational chart for this project, with no substitutions unless written approval is provided by Lee County. Changes to the project staffing after project award without the written approval of Lee County may result in cancellation of the project contract.</p>	15
Maximum Total Points			100

16. RFP SUBMISSION SCHEDULE

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Friday, March 16, 2018	N/A
Pre-Proposal Meeting	Thursday, April 5, 2018	9:30 AM *
Proposal Question Deadline	Tuesday, April 11, 2018	Prior to 5:00 PM
Submission Deadline	Thursday, April 19, 2018	Prior to 2:30 PM
First Committee Meeting Short list discussion	TBD	TBD or 12:00 AM *
Notify Shortlist Selection via e-mail	TBD	N/A
Final Scoring/Selection Meeting	TBD	TBD or 12:00 AM *
Commission Meeting	TBD	
<p>Additional notes on Submission Schedule:</p> <p>*Meeting Locations: 1500 Monroe Street, Fort Myers FL 33901</p> <p>NOTE: Proposed short-list and final selection meeting dates are posted on the Procurement Management web page at www.leegov.com/procurement (Projects, Award Pending).</p>		

End of Section

REQUIRED FORMS
REQUEST FOR PROPOSAL CCNA
CONSTRUCTION MANAGER AT RISK (CMAR)

These forms are required and should be submitted with all proposals. If it is determined that forms in this selection are not applicable to your company or solicitation they should be marked “N/A or Not Applicable” across the form in large letters and returned with your submission package. *Note:* If submitting via hard copy the original must be a manually signed original. Include additional copies, if specified, in the Solicitation documents.

Form # **Title/Description**

1 ***Solicitation Response Form***

All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (if applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Sample attached for your reference. Verify that all addenda and tax identification number have been provided.

1a ***Minimum Requirements Table (RFP-CCNA) (if applicable)***

Provide relevant Construction Manager at Risk project information.

1b ***Business Relationship Disclosure Requirement (if Applicable)***

Sections 112.313(3) and 112.313(7), FL § , prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this **disclosure is applicable request form** “*INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS*” (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and **returned with solicitation response**. **It is the proposer’s responsibility to request form and disclose this relationship, failure to do so could result in being declared non-responsive.** NOTICE: UNDER THE PROVISIONS OF FL § #112.317 (1983), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5,000.00.

2 ***Affidavit Certification Immigration Laws***

Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.

3 ***Reference Survey***

Provide this form to a minimum of three references. This form will be turned in with the proposal package.

1. **Section 1:** Bidder/Proposer to complete with reference respondent’s information prior to providing to them for their response. (This is **not** the Bidder/Proposer’s information.)
2. **Section 2:** Enter the name of the Bidder/Proposer; provide the project information that the reference respondent is to provide a response for.
3. The reference respondent should complete “**Section 3.**”
4. **Section 4:** The reference respondent to print and sign name
5. A **minimum of 3 reference responses** are requested to be returned with bid or proposal package.

6. Failure to obtain reference surveys may make your company non-responsive.

4 *Negligence or Breach of Contract Disclosure Form*

The form may be used to disclose negligence or breach of contract litigation that your company may be a part of over the past ten years. You may need to duplicate this form to list all history. If the proposer has more than 10 lawsuits, you may narrow them to litigation of the company or subsidiary submitting the solicitation response. Include, at a minimum, litigation for similar projects completed in the State of Florida. Final outcome should include in whose favor the litigation was settled and was a monetary amount awarded. The settlement amount may remain anonymous.

If you have **no litigation, enter “None” in the first “type of incident” block** of the form. Please do not write N/A on this form.

5 *Affidavit Principal Place of Business*

Certifies proposer’s location information. Local Vendor Preference and Location Point values are excluded when prohibited by grant or funding source. (In such cases form will be informational only.)

6 *Sub-Contractor List* (if applicable)

To be completed and returned when sub-contractors are to be utilized and are known at the time of the submission.

To be completed after award for CMAR solicitations

7 *Public Entity Crimes Form*

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

8 *Trench Safety* (Required for Construction Projects Only)

Self explanatory.

To be completed after award for CMAR solicitations

Proposal Label (Required)

Self explanatory. Please affix to the outside of the sealed submission documents. The mailing envelope **MUST** be sealed and marked with:

- ✓ Solicitation Number
- ✓ Opening Date and/or Receiving Date
- ✓ Mailing Address:
Lee County Procurement Management Division
1500 Monroe Street, 4th Floor Fort Myers, FL 33901

Include any licenses or certifications requested (if applicable)

Include Evidence of Bondability Letter from Surety for CMAR Projects

It is the Proposer’s responsibility to insure the Solicitation Response is mailed or delivered in time to be received no later than the specified opening date and time. (If solicitation is not received prior to deadline it cannot be considered or accepted.)

Form 1 – Solicitation Response Form



LEE COUNTY PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted: _____ Deadline Date: 4/19/2018

SOLICITATION IDENTIFICATION: CMAR170486ANB

SOLICITATION NAME: Construction of Utilities Operation Center

COMPANY NAME: _____

NAME & TITLE: (TYPED OR PRINTED) _____

BUSINESS ADDRESS: (PHYSICAL) _____

CORPORATE OR MAILING ADDRESS: _____

[] SAME AS PHYSICAL

ADDRESS MUST MATCH SUNBIZ.ORG

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

In submitting this proposal, Proposer makes all representations required by the instructions to Proposer and further warrants and represents that: Proposer has examined copies of all the solicitation documents and the following addenda:

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____
No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____

Tax Payer Identification Number: _____

(1) Employer Identification Number -OR- (2) Social Security Number:

** Lee County collects your social security number for tax reporting purposes only

Please submit a copy of your registration from the website www.sunbiz.org establishing the Proposer/firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the Florida Department of State, Division of Corporations.

1 Collusion Statement: Lee County, Florida The undersigned, as Proposer, hereby declares that no person or other persons, other than the undersigned, are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the solicitation documents, specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

2 **Scrutinized Companies Certification:**

Section 287.135, FL § , prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, FL § .

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, FL § , the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Form#1 – Solicitation Form, Page 2

3 Business Relationship Disclosure Requirement: Sections 112.313(3) and 112.313(7), FL § , prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL § and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.

If this disclosure is applicable request form "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and returned with solicitation response. It is the proposer's responsibility to disclose this relationship, failure to do so could result in being declared non-responsive.

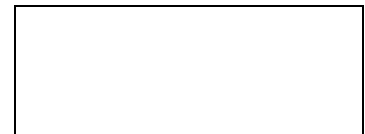
Business Relationship Applicable (request form)

Business Relationship NOT Applicable

4 Disadvantaged Business Enterprise (DBE) proposer? If yes, please attach a current certificate. Yes No

ALL PROPOSALS MUST BE EXECUTED BY AN AUTHORIZED AUTHORITY OF THE PROPOSER, WITNESSED AND SEALED (IF APPLICABLE)

Company Name (Name printed or typed)



(Affix Corporate Seal, if applicable)

Authorized Representative Name (printed or typed)

Authorized Representative's Title (printed or typed)

Witnessed/Attested by: (Witness/Secretary name and title printed or typed)

Authorized Representative's Signature

Witness/Secretary Signature

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the submission being declared non-responsive by the County.

Detail by Entity Name

Florida Profit Corporation

Bill's Widget Corporation

Filing Information

Document Number 655555
 FEI/EIN Number 5111111111
 Date Filed 09/22/1980
 State FL
 Status ACTIVE
 Last Event AMENDED AND RESTATED ARTICLES
 Event Date Filed 07/25/2006
 Event Effective Date NONE

Principal Address

555 N Main Street
 Your Town, USA 99999
 Changed 02/11/2012

Verify either Principal or Mailing
 address is on Form 1

Mailing Address

555 N Main Street
 MYour Town, USA 99999
 Changed 02/11/2012

Registered Agent Name & Address

My Registered Agent
 111 Registration Road
 Registration, USA99999
 Name Changed:12/14/2006
 Address Changed: 12/14/2006

Officer/Director Detail

Name & Address

Title P
 President, First
 555 AVENUE
 Anytown, USA99999

The corporate authorized representative executing the
 documents must be authorized by member shown in this
 section of the sunbiz.org printout)

Title V
 President, Second
 555 AVENUE
 Anytown, USA99999

Sample Only



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: CMR170486ANB

SOLICITATION NAME: Construction Manager at Risk for Construction of Utilities Operation Center

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____
20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**



Lee County Procurement Management

REFERENCE SURVEY

Solicitation # **CMAR170486ANB**

Construction of Utilities Operation Center

Section 1	Reference Respondent Information	Please return completed form to:	
FROM:	_____	Bidder/Proposer:	
COMPANY:	_____	Due Date:	
PHONE #:	_____	Total # Pages: 1	
FAX #:	_____	Phone #:	Fax #:
EMAIL:	_____	Bidder/Proposer E-Mail:	

Section 2	Enter Bidder/Proposer Information , if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)		
Proposer Name:	_____		
Reference Project Name:	Project Address:	Project Cost:	
Summarize Scope:			

You as an individual or your company has been given as a reference on the project identified above. Please provide your responses in section 3 below.

Section 3		Indicate: "Yes" or "No"
1. Did this company have the proper resources and personnel by which to get the job done?		
2. Were any problems encountered with the company's work performance?		
3. Were any change orders or contract amendments issued, other than owner initiated?		
4. Was the job completed on time?		
5. Was the job completed within budget?		
6. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. Rate from 1 to 10. (10 being highest)		
7. If the opportunity were to present itself, would you rehire this company?		
8. Please provide any additional comments pertinent to this company and the work performed for you:		

Section 4	
Reference Name (Print)	Please submit non-Lee County employees as references
Reference Signature	



**ALLEGED NEGLIGENCE OR BREACH OF CONTRACT
DISCLOSURE FORM**

Please fill in the form below. Provide each incident in regard to alleged negligence or breach of contract that has occurred over the past 10 years. Please compete in chronological order with the most recent incident on starting on page 1. Please do not modify this form (expansion of spacing allowed) or submit your own variation.

Company Name: _____

Type of Incident <i>Alleged Negligence or Breach of Contract</i>	Incident Date And Date Filed	Plaintiff <i>(Who took action against your company)</i>	Case Number	Court <i>County/State</i>	Project	Claim Reason <i>(initial circumstances)</i>	Final Outcome <i>(who prevailed)</i>

Make as many copies of this sheet as necessary in order to **provide a 10 year history** of the requested information. If there is no action pending or action taken in the last 10 years, complete the **company name and write "NONE" in the first "Type of Incident" box** of this page and return with your proposal package. This form should also include the primary partners listed in your proposal. Do not include litigation with your company as the plaintiff. Final outcome should include who prevailed and what method of settlement was made. If a monetary settlement was made the amount may remain anonymous.

Page Number: _____ Of _____ Total pages

Update the page number to reflect the current page and the total number of pages. Example: Page 3, of 5 total submitted pages of this form.



LEE COUNTY
SOUTHWEST FLORIDA

AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Local Vendor Preference (Non-CCNA)
(Lee County Ordinance No. 08-26)
Location Identification (CCNA)

Instructions: Please complete all information that is applicable to your firm

Company Name: _____

Printed name of authorized signer _____

Title _____

⇒
Authorized Signature _____

Date _____

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Notary:
State of _____
County of _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____

20____, _____ who has produced

_____ as identification (or personally known)
Type of ID and number

⇒
Notary Public Signature _____

Notary Commission Number and expiration _____

1. Principal place of business is located within the boundaries of: _____ Lee County
_____ Collier County
_____ Non-Local

Local Business Tax License # _____

2. Address of Principal Place of Business: _____

3. Number of years at this location _____ years

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years
_____ Yes* _____ No *If yes, attach contractual history for past 3 consecutive years

5. Number of available employees for this contract _____

6. Does your company have a Drug Free Workplace Policy _____ Yes _____ No

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to _____
(Print name of the public entity)

by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the United States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime:
or:
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those offices, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of the entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting those sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 2_____.

(NOTARY PUBLIC)

My Commission Expires: _____

Form#8: Trench Safety (Required for Construction Projects Only)

TRENCH SAFETY

Contractor/Vendor acknowledges that included in the appropriate solicitation items of the solicitation and in the Total solicitation price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. The contractor/vendor further identifies the costs of such compliance to be summarized below:

Trench Safety Measure (Description)	Units of Measure (LF, SF)	Unit (Quantity)	Unit Cost	Extended Cost
To be determined and completed after award				
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____
TOTAL \$				_____

If applicable, the contractor/vendor certifies that all trench excavation done within his control in excess of five (5') feet in depth shall be in accordance with the Florida Department of Transportation's Special Provisions Article 125-1 and Sub-article 125-4.1 (TRENCH EXCAVATION SAFETY SYSTEM AND SHORING, SPECIAL-TRENCH EXCAVATION).

Failure to complete the above may result in the solicitation being declared non-responsive.

(Signature)

(Company Name)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ by _____ (name and title of corporate officer) of _____ (name of corporation), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

(signature line for notary public)

(name of notary typed, printed or stamped)

(title or rank)

(serial number, if any)

My commission expires:

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Submission/Proposal”.

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION NO.:	CMAR170486ANB
SOLICITATION TITLE:	Construction of Utilities Operation Center
DATE DUE:	Thursday, April 19, 2018
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____ (Name of Company)
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 1500 Monroe 4 th Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



Lee County Procurement Management
1500 Monroe Street, 4th Floor
Fort Myers, FL 33901
(239) 533-8881
www.leegov.com/procurement

PLEASE PRINT CLEARLY

AUGUST 23, 2016



LEE COUNTY

SOUTHWEST FLORIDA

LEE COUNTY UTILITIES
DETAR FIELD OPERATIONS BUILDING
PROGRAM STATEMENT
AUGUST 23, 2016



PREPARED BY BSSW ARCHITECTS
1500 Jackson Street
Fort Myers, Florida 33901

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Executive Summary

The purpose of the Executive Summary is describe in narrative form the strengths and challenges Lee County will encounter during the design and construction of a new Utilities Detar Field Operations Building. By doing so, the members of the County Board will have a more complete picture of the programming process.

BSSW worked collaboratively with Lee County to define their spatial needs and develop a program to construct a new Building for the Utilities Detar Field Operations. Size requirements for each area were considered initially then revised and refined through a series of weekly meetings and workshops to create a final solution that optimizes project value for both Lee County and Detar Field Operations. Following selection of the preferred concept, individual focus group meetings were held to detail the programming for the individual spaces. Finally, engineering concepts were overlaid on the programming and an independent cost estimate was prepared to verify budget compliance. This process is the one BSSW has utilized successfully on other Lee County Facilities.

The project utilizes a site adjacent to the current Detar Field Operations Building. The new program is designed to allow for a new building east of the original operations building and the current building will undergo a structural improvement renovation to transform it into an open air storage facility for large equipment. The original building cannot be renovated due to structural settlement that has incurred over the years as a result of being built over an existing closed landfill. Due to the nature of the site, a piling foundation system is recommended as per the Geotechnical Report for the new building as to maintain the structural integrity.

Additional Site improvements include:

- New parking, drop-off / pickup areas
- Reconfigured car / truck access route
- Improved driveway leading to the site
- New sidewalks, bike paths and green areas
- Civil improvements to bring the site up to the current code including utility improvements

The overall planning strategy is to construct a new building with a total net usable area of 29,091 sf and a gross building area of 40,727 sf. The building program is a result of the collaboration of BSSW with Lee County and the understanding of the successes and failures from the design of the original Operations Building. Future growth is being carefully considered and implemented to the space requirements of the building as to provide a program that can accommodate the expansion of each Utilities Operations area mentioned in the narrative for the next five to ten years. The merging of several Utilities Sections is also being considered in order to consolidate operations that are located off-site into one building for overall improvement in communication and Utilities organization.

The total project budget is \$13,754,438. Cost management is an important goal for the BSSW and Lee County Team. All considerations have been made to provide the most cost efficient building based on the conditions of the current site and Utilities Field Operations area / employee requirements.

Facility Program

Section One:

BSSW Architects, Inc. with our team of consultants is pleased to submit this Programming Study for the Lee County Utilities Detar Field Operations Building. This Study is a result of numerous meetings and input from the following members of Lee County Staff:

- Scott Musheff – Lee County Senior Project Manager / Facilities Construction
- Jeffrey Slapper – Lee County Utilities Deputy Director
- Ayoub R. Al-Bahou – Lee County Engineering Manager / Facilities Construction
- Dewayne Tagg – Lee County Utilities Field Operations Manager
- Theresa Blank – Lee County Interior Design Specialist
- Kevin Edwards – Lee County Project Manager Information Technology

The BSSW Architects Team wishes to thank all of the above for their cooperation and valuable input throughout the discovery and preparation of this program study.

NARRATIVE SUMMARY:

The Detar Operations Building described in this document is the result of a collaborative effort between BSSW Architects and Lee County with the goal of providing a Program Statement and Pre-Design Study. The Program Statement outlines the proposed functions within the building and the space allocated for each, while the Pre-Design Study focuses on a viable design concept. There are two primary Objectives of the Pre-Design Study. One is to demonstrate that the selected project site will accommodate the spaces defined in the Program Statement without providing an actual design. The second goal is to determine if the proposed project can be constructed within the enumerated budget amount.

This project consolidates certain Sections from the Public Works Department (Meter Services, Water Distribution, Meter Testing, Wastewater Collections, and Locates) in one location as well as incorporate a future section (Engineering) not currently located in the Utilities Detar Field Operations Building.

This project will construct a new operations building that will accommodate Utilities Field Operations to meet, receive assignments, train, provide routine maintenance on equipment and provide storage space. This building will also resolve the existing imbalance of available meeting rooms, training rooms, maintenance bays and offices needed for these individual sections to perform their daily tasks. The existing Utilities Detar Field Operations Building will be renovated into an open area storage facility and its demolition and renovations is a part of this study.

The project site is an existing site owned by Lee County located east of the existing Utilities Detar Field Operations Building.

INTRODUCTION:

In June 2016, BSSW Architects was commissioned by Lee County to provide the program planning services for the Utilities Detar Field Operations Building. The first step in the planning process included the development of an analysis to assess the current usage of Section spaces on campus as well as to determine the amount of Section spaces needed in the new Operations Building. Throughout the course of two months, meetings were held with the aforementioned employees of Lee County to discuss day to day Section needs.

EXISTING FACILITY REVIEW AND NEW FACILITY PROGRAMMING:

Review of Existing Facilities

BSSW toured the existing Operations Building and it was noted the existing facility was undersized for their current needs. BSSW noted existing spaces because of size, capacity, configuration, or other deficiencies; have no potential to be replicated into the new programming. It was determined after meeting initially with Lee County; a preliminary goal is to allow for the right-sizing of all spaces required for the new Field Operations Building. The space programming is to include meeting areas, offices and training spaces, storage, and employee areas.

Recommendation

After reviewing the distribution of spaces in the existing Field Operations Building as well as recognizing the desire for certain areas of the Public Works Department to house selected departments in one building as opposed to being currently located at different sites; BSSW recommends the analysis should focus on the employee work day needs as well as the unification of selected sections of the Utilities Detar Field Operations. The final program statement recommends the construction of a new Field Operations Building with a projected net of 29,091SF. BSSW also recommends renovating the existing Detar Operations Building so that it can be used as an open air storage for generators and large scale equipment.

Work Sessions

Objectives and Assumptions – Section Programming:

BSSW received from Lee County a summary outlining each Section's current employee count as well as a description of a typical work day at the existing facilities, which in turn, was used as a planning strategy for this analysis. It was decided to also incorporate future growth of an average of 2-4 employees per section into the final Building Program. Weekly work sessions were then held with Lee County representatives. During this process the initial program was documented, reviewed, and continuously updated to reflect the current thinking and projected needs for the individual sections of the new Field Operations Building. The Sections included are as follows:

Facility List:

The following Sections considered for this program study:

- Management
- Utilities IT Support
- Meter Services
- Water Distribution
- Meter Testing
- Wastewater Collections
- Locates
- Crew Supervisors
- General Floor Space

The following group considered as a future Section for this program study:

- Engineering

Summary of Sections considered for this Program Study Management

Senior managers occupy offices in which they will work in the office about 1/2 of the day. There are also administrative employees separated in individual cubicles for daily data input. There is a Reception area which will consist of a waiting room as well as a service counter and service window. This space will also have a main Copy Room for all Sections to share and provide for the daily copying needs.

Utilities IT Support

Utilities IT Support will consist of one office for the Utilities IT manager, an office for building security and a computer repair and storage room for the daily computer repair needs for each Section.

Meter Services

The Meter Services Section consists of an employee crew and its supervisors. This Group requires offices for the supervisors and a Meeting Room in which they meet every morning. The Meeting Room should also contain individual work spaces for the crew to use prior to going out into the field. It is recommended for the Meeting Room to be classroom style with tables for gathering and the work spaces can be assigned along the perimeter. In addition to offices and a meeting room, the Group also requires storage room with no direct access to the exterior and a room where the tablets and 15-20 handheld radios can be charged.

Water Distribution

The Water Distribution Section consists of an employee crew and its supervisors. This Group requires offices for the supervisors which will also act as a dispatch. The Group requires a Meeting Room in which the crew and supervisors meet each morning. The Meeting Room should also contain individual work spaces for the crew to use prior to going out into the field. It is recommended for the Meeting Room to be classroom style with tables for gathering and the work spaces can be assigned along the perimeter. In addition to offices and a meeting room, the Group also requires a Fire Hydrant Valve and a Water Quality Room. The Fire Hydrant Valve Room will need a docking station for a laptop and a small workspace. The Water Quality Room will need a docking station for a laptop and a small workspace.

Meter Testing

The Meter Testing Section consists of an employee crew and its supervisors. This group requires a large warehouse space with the manager offices located within this space. The space is made up of a meter test bench. This bench is used to build Backflow devices and to do pressure tests. This warehouse area also requires a large storage space located adjacent to the Meter Test Benches. This Storage space is required to have large overhead roll up doors to the exterior.

Waste Water Collections

The Waste Water Collections Section consists of an employee crew and its supervisors. This Group requires offices for the supervisors which will also act as a dispatch. The Section requires a Meeting Room in which the crew and supervisors meet each morning. The Meeting Room should also contain individual work spaces for the crew to use prior to going out into the field. It is recommended for the Meeting Room to be classroom style with tables for gathering and the work spaces can be assigned along the perimeter. In addition to offices and a meeting room, the group also requires a SCADA Monitor Room, Conference Room, and a Storage Room. The SCADA Monitor Room will require an area for data input and an area to view a large SCADA monitor.

Locates

The Locates Section consists of an employee crew and its supervisors. This Group requires offices for the supervisors as well as a Meeting Room in which the crew and supervisors meet each morning. The Meeting Room should also contain individual work spaces for the crew to use prior to going out into the field. It is recommended for the Meeting Room to be classroom style with tables for gathering and the work spaces can be assigned along the perimeter. In addition to offices and a meeting room, the group also requires a GPR Charging Room, a Plotter Room, and a Storage Room with large overhead roll up doors and access to the exterior.

Crew Supervisor Room

The Crew Supervisor Room requires offices for the supervisors as well as an open work space with modular furniture for the employees.

General Floor Space

General Floor space has been identified as support spaces for the employees. These spaces include restrooms, shower and locker rooms, break rooms, and an employee health center. In addition to these spaces, there are additional spaces required for the Operations Building. A large Training / Conference is required. This room should occupy all current employees for Section wide training as well as act as an Emergency Situation Center. Also required is a Uniform Room for the distribution and drop off of uniforms and a Steam Cleaning Area for the cleaning of larger pieces of equipment.

Building Support

Building Support has been identified as spaces typically included in the net to gross factor of a building, which are classified as non-assignable square footage. These spaces will be critical as they serve as primary functional space needed for the operation of the building. Spaces assigned to Building Support include arrival/circulation space, mechanical rooms, Electrical closets, IT closets, custodial rooms, loading and temporary storage, recycling areas and building overhangs. The programmed NASF of these spaces has been determined during the program development process and should be taken into careful consideration during the design phase. The estimated additional SF calculated for Building Support is **11,637 SF**.

Summary of groups considered for future Section in this Program Study Engineering

A selected section of Engineering will occupy offices in which they will work in throughout the day. The managers will interact with the Utilities Detar Filed Operations staff and will be requiring individual offices. Additional employees will be located in individual cubicles for daily data input. In addition to manager offices and one work area, the department also requires a Conference Room, Copier / Plotter Room, GIS Mapping Review Room and a large Storage Room.

BUILDING PROGRAM – DETAR FIELD OPERATIONS BUILDING

Section	Total NSF	% of Total NSF
Management Area	2,885	9
IT Area	776	3
Meter Services Area	2,335	9
Water Distribution Area	3,130	11
Meter Testing Area	3,040	10
Wastewater Collections	2,665	9
Locates	1,160	4
Crew Supervisor	675	3
Future	2,470	8
General Floor Space	9,965	34
Total NSF	29,091 SF	100%
Building Support	11,637 SF	
Total Gross SF	40,727 SF	

Lee County - Detar Field Operations Building							
Space Description	No. of Spaces	No. of Occup.	Space Criteria	Units	NSF/Space	Total NSF	Comments
Section - Management Area							
Management Offices	11	1	11	150 sqft	150	1650	
Admin Offices	3	1	3	90 sqft	90	270	
Mail Room	1		0	120 sqft	120	120	
Conference Room	1	14	14	20 per/Occ	280	280	
Reception Area - Waiting Room	1	4	4	35 per/Occ	140	140	
Copy Room	1		0	200 sqft	200	200	
Storage Room - Large	1		0	150 sqft	150	150	
Storage Room - Small	1		0	75 sqft	75	75	
						Sub Total NSF:	2,885
						Sub Total GSF:	4,039
Section - IT Area							
Office	1	1	1	120 sqft	120	120	
Security Room	1	1	1	120 sqft	120	120	
Storage Room	1	0	0	100 sqft	100	100	
Computer repair / storage shelving	1	5	5	80 per/Occ	400	400	
Emergency Generator Switchgear Closet	1	0	0	36 sqft	36	36	
						Sub Total NSF:	776
						Sub Total GSF:	1,086
Section - Meter Services Area							
Management Offices	3	1	3	120 sqft	120	360	
Meeting Room / Workspace	1	27	27	45 per/Occ	1215	1215	
Meter Read Download Room	1	7	7	30 per/Occ	210	210	
AMI Meter Alert Monitor Room	1	4	4	100 per/Occ	400	400	
Storage Room - Large	1		0	150 sqft	150	150	
						Sub Total NSF:	2,335
						Sub Total GSF:	3,269
Section - Water Distribution Area							
Office	3	1	3	120 sqft	120	360	
Meeting Room / Workspace	1	40	40	45 per/Occ	1800	1800	
Fire Hydrant / Valve Maintenance Room	1	6	6	40 per/Occ	240	240	
Water Quality Room	1	4	4	40 per/Occ	160	160	
System Map Review Room	1	4	4	30 per/Occ	120	120	
Conference Room (Water)	1	15	15	20 per/Occ	300	300	
Storage Room - Large	1		0	150 sqft	150	150	
						Sub Total NSF:	3,130
						Sub Total GSF:	4,382
Section - Meter Testing Area							
Office	4	1	4	120 sqft	120	480	
Meter / Backflow Parts Storage Area	1		0	2000 sqft	2000	2000	
Testing and Repair Area	1	7	7	80 per/Occ	560	560	
						Sub Total NSF:	3,040
						Sub Total GSF:	4,256
Section -Wastewater Collections							
Office	3	1	3	120 sqft	120	360	
Meeting Room / Workspace	1	39	39	45 per/Occ	1755	1755	
Scada Monitoring / CCTV Review Room	1	2	2	45 per/Occ	90	90	
Conference Room	1	15	15	20 per/Occ	300	300	
Storage Room - Large	1		0	150 sqft	150	150	
						Sub Total NSF:	2,655
						Sub Total GSF:	3,717
Section - Locates							
Meeting Room / Workspace	1	8	8	45 per/Occ	360	360	
GPR Charging Room	1		0	200 sqft	200	200	
Print and Plotter Room	1		0	200 sqft	200	200	
Storage Room - Large	1		0	400 sqft	400	400	
						Sub Total NSF:	1,160
						Sub Total GSF:	1,624
Section - Crew Supervisor Room							
Meeting	1	15	15	45 per/Occ	675	675	
						Sub Total NSF:	675
						Sub Total GSF:	945
Future - Engineering							

Lee County - Detar Field Operations Building							
<u>Space Description</u>	<u>No. of Spaces</u>	<u>No. of Occup.</u>	<u>Space Criteria</u>	<u>Units</u>	<u>NSF/Space</u>	<u>Total NSF</u>	<u>Comments</u>
Office	4	1	4		120 sqft	120	480
Cubicle / Work Areas	12	1	12		60 sqft	60	720
Conference Room	1	16	16		20 per/Occ	320	320
Copy Print Room - Large	1		0		200 sqft	200	200
GIS Mapping Review Room	1	6	6		100 per/Occ	600	600
Storage Room - Large	1		0		150 sqft	150	150
							Sub Total NSF: 2,470
							Sub Total GSF: 3,458
Section - General Floor Area							
Utilities Training Room	1	89	89		45 per/Occ	4005	4005
Janitorial Rooms	2		0		80 sqft	80	160
Employee Health Center	1		0		1000 sqft	1000	1000
Women Restrooms and Shower Rooms	1		0		375 sqft	375	375
Women Locker Rooms	1		0		600 sqft	600	600
Men Restrooms and Showers	1		0		600 sqft	600	600
Men Locker Rooms	1		0		800 sqft	800	800
Steam Cleaning Area	1		0		500 sqft	500	500
Uniform Room	1		0		250 sqft	250	250
Break Room - Medium / Kitchen Area	1		0		550 sqft	550	550
Break Room - Large for crews	1		0		1125 sqft	1125	1125
							Sub Total NSF: 9,965
							Sub Total GSF: 13,951
						Total Net SF	29091
					Mechanical Space	4%	1164
					Electrical/Communication Space	2%	582
					Circulation, Walls and Overhangs	34%	9891
						Total Gross SF	40,727
						Cost/GSF Budget	
						Building Construction Budget \$	-

Design Considerations

Section Two:

SITE LOCATION:



PROPOSED SITE CONDITIONS:

Total Land Area: Approx. 220,000 SF

Proposed Developed Area: Approx 25,000 SF

Location: East of the existing Operations building, 5180 Detar Way in the city of Ft Myers.

Potable Water: Existing on site, requires site improvements

Sanitary Sewer: Existing on site, requires site improvements

Traffic: An entry road exists on site, requires civil improvements

Parking: There is existing parking on site, requires additional new parking.

Storm Water: Existing on site, requires storm management and drainage improvements

CIVIL / SITE DESIGN CONSIDERATIONS:

There is some site considerations to address due to the nature of the site. The presence of a closed landfill below grade within the area restricts the selection of the building foundation system. A building pile foundation system is recommended as per the geotechnical report due to the nature of the soils. The details of the geotechnical report as well as the recommendations can be reviewed in the Appendix. In addition, according to the Guidance for disturbance and use of old closed landfills in Florida, provided by the DEP, special care should be taken in order not to disturb the existing landfill that is existing below grade. An initial review by the DEP has classified the site as “no further action required”.

Irrigation systems, if installed, must be designed to minimize disturbance to the underlying waste-filled areas and must not withdraw water ground water.

Internal to the site there is an existing parking lot and a new one will be required for the new Operations Building. The remainder of the paved area will accommodate for equipment storage. New civil improvements will be required to develop the whole site. Site improvements include:

- New parking, drop-off / pickup areas
- Reconfigured car / truck access route
- Improved driveway leading to the site
- New sidewalks, bike paths and green areas
- Civil improvements to bring the site up to the current code including utility improvements including site utility improvements, site drainage improvements, and site water management improvements

ARCHITECTURAL DESIGN CONSIDERATIONS:

Design of the building should focus as a meeting and training facility as well as departmental support for the Public Works Department.

Landscaping should be designed with minimal maintenance and drainage in mind due to the nature of the site. Plant materials should be native to the region and low growing to eliminate hiding places which can lead to security issues.

From an operational standpoint the design and layout should emphasize flexible meeting spaces for department crews to meet / train / and prepare tasks for the day. The building will also have a connection in the form of walkways to the existing Detar operations building which will be renovated into an open storage area.

The building must be completely compliant with all state, local and fire building codes as well as ADA Architectural Guidelines.

STRUCTURAL DESIGN CONSIDERATIONS:

Concrete pile foundation is recommended for the site as per the Geotechnical Report as to provide as little disturbance as possible of the existing landfill below grade. In addition the building piling foundation will be integral to maintain the structural integrity of the building due to possible land settlement that might occur.

ELECTRICAL & MECHANICAL CONSIDERATIONS:

Methane gas is a possibility due to the nature of the site and a design consideration. Any structures located on disposal areas must be designed with good ventilation and with explosion proof electrical wiring. Enclosed ground level and underground structures should be avoided.

PLUMBING:

The building must be completely compliant with all state, local building codes as well as ADA Architectural Guidelines.

COMMUNICATION:

The building must be completely compliant with all state, local building codes as well as ADA Architectural Guidelines.

PROJECT BUDGET SUMMARY

Section Three:

LEE COUNTY - FIELD DETAR OPERATIONS BUILDING
FORT MYERS, FLORIDA
EXECUTIVE PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

	Gross SF Cost	Post Programming Budget		40,727
		Unit / Cost		Cost
Construction Cost				
Foundation / Piling / Grade Beam / Columns		\$ 19.53	GSFA	\$ 795,541
Site Construction		\$ 934,800	LS	\$ 934,800
Demolition / Remodeling		\$ 42.00	GSFA	\$ 840,000
New Construction		\$ 124.04	GSFA	\$ 5,051,621
Construction Contingency		5%	--	\$ 471,424
Sub-Total		\$ 199	GSFA	\$ 8,093,386
Other Construction Costs				
CMR Fee		5.75%	--	\$ 488,248
General Conditions		13%	--	\$ 869,300
Total Other Construction Cost		\$ 33	GSFA	\$ 1,357,548
Total Construction Cost		\$ 232	GSFA	\$ 9,450,934
Other Project Costs				
Fees and Expenses				
A/E Fees		6.62%	--	\$ 474,900
Civil Fees		\$ 225,000	LS	\$ 225,000
Other Design Fees		\$ 151,700	LS	\$ 151,700
Commissioning		\$ 94,500	LS	\$ 94,500
Surveys and Testing		\$ 38,500	LS	\$ 38,500
Permitting / Impact Fees		\$ 127,100	LS	\$ 127,100
Sub-total Other Project Cost				\$ 1,111,700
Technology		\$ 706,500	LS	\$ 706,500
FF&E		\$ 664,086	LS	\$ 664,086
Sub-total Other Project Costs		\$ 34	GSFA	\$ 1,370,586
Total Construction Cost		\$ 61	GSFA	\$ 2,482,286
Sub-Total - Project Construction Budget				\$ 11,933,220
Project Contingency		5%	--	\$ 597,585
Inflationary Adjustment		9.80%		\$ 1,223,633
Total Project Construction Budget		\$ 338	GSFA	\$ 13,754,438

APPENDIX A

Geotechnical Report

GFA INTERNATIONAL

FLORIDA'S LEADING ENGINEERING SOURCE

Report of Geotechnical Exploration

**Lee County DETAR Facility
5180 Tice Street
Fort Myers, Lee County, Florida**

**December 16, 2015
GFA Project No.: 15-2382**

For: Lee County Utilities





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Florida's Leading Engineering Source

Environmental • Geotechnical • Construction Materials Testing • Threshold and Special Inspections • Plan Review & Code Compliance

December 16, 2015

Ms. Kathy Csoz
Lee County Facilities Construction Management
1500 Monroe Street
Fort Myers, Florida 33901
Phone: (239) 204-1264
KCsoz@LeeGov.com

Site: Lee County DETAR Facility
5180 Tice Street
Fort Myers, Lee County, Florida
GFA Project No. 15-2382

Dear Ms. Csoz:

GFA International, Inc. (GFA) has completed the subsurface exploration and geotechnical engineering evaluation for the above-referenced project in accordance with the geotechnical and engineering service agreement for this project. The scope of services was completed in accordance with our Geotechnical Engineering Proposal (15-2382.00), planned in conjunction with and authorized by you.

EXECUTIVE SUMMARY

The purpose of our subsurface exploration was to classify the nature of the subsurface soils and general geomorphic conditions and evaluate their impact upon the proposed construction. This report contains the results of our subsurface exploration at the site and our engineering interpretations of these, with respect to the project characteristics described to us including providing recommendations for site preparation and the design of the foundation system.

It is our understanding the project will consist of the new construction of a one-to-two-story facilities building. Design documents were not available at this time, but we estimate individual column loads will not exceed 80 kips and continuous wall footings will not exceed 6 kips per foot. GFA understands the project site was previously used as a landfill for the surrounding area. The recommendations provided herein are based upon the above considerations. If the project description has been revised, please inform GFA International so that we may review our recommendations with respect to any modifications.

A total of two (2) standard penetration test (SPT) borings to depths of approximately 50 to 100 feet below ground surface (BGS) were completed for this study.

The subsurface soil conditions encountered at this site generally consists of very loose to medium dense sand (SP), sand with silt (SP-SM), limestone (LS), and clay (CH) to the boring termination depths. A layer of sand with debris (mostly trash) was encountered from roughly 5 to 25 feet in our borings. Debris may be encountered at shallower and deeper depths across the

site due to the placement methods previously used. Please refer to Appendix D - Record of Test Borings for a detailed account of each boring.

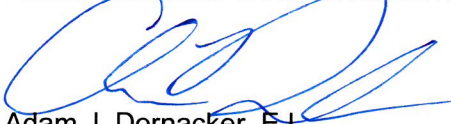
Due to the presence of trash and debris within the foundation influence zone, GFA recommends support of this structure on a driven pile foundation system. Recommendations for driven concrete piles are presented in section 3.3 of this report.

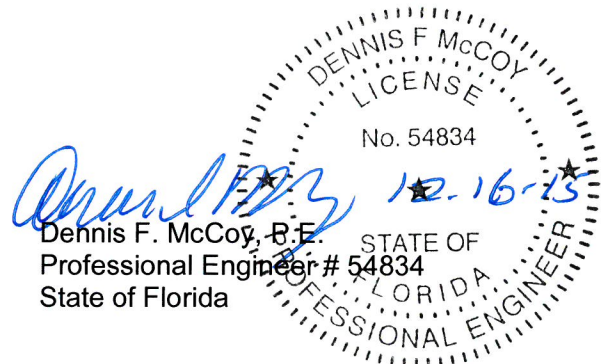
GFA recommends a methane monitoring study be conducted to determine potential for methane gas migration into the proposed structure as an explosion hazard can be created if gases reach sufficiently high concentrations. Also, as a result of the methane and debris contact with the surrounding soil and groundwater, the potential exists for contamination by organic compounds. The overall effect this may cause was not included in the scope of this report. If further investigative testing is deemed necessary, these services could be provided under a separate proposal and scope of services.

Due to the previous use of the project site as a landfill, it may be possible that formal landfill closure activity and documentation is warranted. If this is the case, it is likely that the project team will need to comply with all details found within the document "Guidance for Disturbance and Use Of Old Closed Landfills or Waste Disposal Areas In Florida", Version 2.1, dated February 3, 2011, prepared by the Department of Environmental Protection.

We appreciate the opportunity to be of service to you on this project and look forward to a continued association. Please do not hesitate to contact us if you have any questions or comments, or if we may further assist you as your plans proceed.

Respectfully Submitted,
GFA International, Inc.
Florida Certificate of Authorization Number 4930


Adam J. Dornacker, E.I.
Field Engineer



Copies: 1, Addressee



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1.0 INTRODUCTION

1.1 Scope of Services

The objective of our geotechnical services was to collect subsurface data for the subject project, summarize the test results, and discuss any apparent site conditions that may have geotechnical significance for building construction. The following scope of service is provided within this report:

1. Prepare records of the soil boring logs depicting the subsurface soil conditions encountered during our field exploration.
2. Conduct a review of each soil sample obtained during our field exploration for classification and additional testing if necessary.
3. Analyze the existing soil conditions found during our exploration with respect to foundation support for the proposed structure.
4. Provide recommendations with respect to foundation support of the structure, including allowable soil-bearing capacity, bearing elevations, and foundation design parameters.
5. Provide criteria and site preparation procedures to prepare the site for the proposed construction.

1.2 Project Description

It is our understanding the project will consist of the new construction of a one-to-two-story facilities building. Design documents were not available at this time, but we estimate individual column loads will not exceed 80 kips and continuous wall footings will not exceed 6 kips per foot. GFA understands the project site was previously used as a landfill for the surrounding area. The recommendations provided herein are based upon the above considerations. If the project description has been revised, please inform GFA International so that we may review our recommendations with respect to any modifications.

2.0 OBSERVATIONS

2.1 Site Inspection

The recovered samples were not examined, either visually or analytically, for chemical composition or environmental hazards. GFA would be pleased to perform these services for an additional fee, if required.



2.2 Field Exploration

A total of two (2) standard penetration test (SPT) borings to depths of approximately 50 to 100 feet below ground surface (BGS) were completed for this study. The locations of the borings performed are illustrated in Appendix B: "Test Location Plan". The Standard Penetration Test (SPT) boring method was used as the investigative tool within the borings. SPT tests were performed in substantial accordance with ASTM Procedure D-1586, "Penetration Test and Split-Barrel Sampling of Soils". This test procedure consists of driving a 1.4-inch I.D. split-tube sampler into the soil profile using a 140-pound hammer falling 30 inches. The number of blows per foot, for the second and third 6-inch increment, is an indication of soil strength.

The soil samples recovered from the soil borings were visually classified and their stratification is illustrated in Appendix D: "Record of Test Borings". It should be noted that soil conditions might vary between the strata interfaces, which are shown. The soil boring data reflect information from a specific test location only. Site specific survey staking for the test locations was not provided for our field exploration. The indicated depth and location of each test was approximated based upon existing grade and estimated distances and relationships to obvious landmarks. The boring depths were selected based on our knowledge of vicinity soils and to include the zone of soil likely to be stressed by the proposed construction.

2.3 Laboratory Analysis

Soil samples recovered from our field exploration were returned to our laboratory where they were visually examined in general accordance with ASTM D-2488. Samples were evaluated to obtain an accurate understanding of the soil properties and site geomorphic conditions. After a thorough visual examination of the recovered site soils, no laboratory testing was deemed necessary. Bag samples of the soil encountered during our field exploration will be held in our laboratory for your inspection for 30 days and then discarded unless we are notified otherwise in writing.

2.4 Geomorphic Conditions

Boring logs derived from our field exploration are presented in Appendix D: "Record of Test Borings". The boring logs depict the observed soils in graphic detail. The Standard Penetration Test borings indicate the penetration resistance, or N-values, logged during the drilling and sampling activities. The classifications and descriptions shown on the logs are generally based upon visual characterizations of the recovered soil samples. All soil samples reviewed have been depicted and classified in general accordance with the Unified Soil Classification System, modified as necessary to describe typical southwest Florida conditions. See Appendix E: "Discussion of Soil Groups", for a detailed description of various soil groups.

The subsurface soil conditions encountered at this site generally consists of very loose to medium dense sand (SP), sand with silt (SP-SM), limestone (LS), and clay (CH) to the boring termination depths. A layer of sand with debris (mostly trash) was encountered from roughly 5 to 25 feet in our borings. Debris may be encountered at shallower and deeper depths across the site due to the placement methods previously used. Please refer to Appendix D - Record of Test Borings for a detailed account of each boring.



2.5 Hydrogeological Conditions

On the dates of our field exploration, the groundwater table was not determinable due to the layer of trash and debris. Also, there is a potential for the perching of water within the debris layer. The groundwater table will fluctuate seasonally depending upon local rainfall and other site specific and/or local influences such as tidal events. Brief ponding of stormwater may occur across the site after heavy rains.

No additional investigation was included in our scope of work in relation to the wet seasonal high groundwater table or any existing well fields in the vicinity. Well fields may influence water table levels and cause significant fluctuations. If a more comprehensive water table analysis is necessary, please contact our office for additional guidance.

3.0 ENGINEERING EVALUATION AND RECOMMENDATIONS

3.1 General

A foundation system for any structure must be designed to resist bearing capacity failures, have settlements that are tolerable, and resist the environmental forces that the foundation may be subjected to over the life of the structure. The soil bearing capacity is the soil's ability to support loads without plunging into the soil profile. Bearing capacity failures are analogous to shear failures in structural design and are usually sudden and catastrophic.

The amount of settlement that a structure may tolerate is dependent on several factors including: uniformity of settlement, time rate of settlement, structural dimensions and properties of the materials. Generally, total or uniform settlement does not damage a structure but may affect drainage and utility connections. These can generally tolerate movements of several inches for building construction. In contrast, differential settlement affects a structure's frame and is limited by the structural flexibility.

Due to the presence of debris from approximately 5 to 25 feet, GFA recommends support of this structure on a driven pile foundation system. Debris may be encountered at shallower and deeper depths across the site due to the placement methods previously used. Recommendations for driven concrete piles are presented in section 3.3 of this report.

Due to the previous use of the project site as a landfill, it may be possible that formal landfill closure activity and documentation is warranted. If this is the case, it is likely that the project team will need to comply with all details found within the document "Guidance for Disturbance and Use Of Old Closed Landfills or Waste Disposal Areas In Florida", Version 2.1, dated February 3, 2011, prepared by the Department of Environmental Protection.

3.2 Site Preparation

GFA recommends the following compaction requirements for this project:

- Proof Roll 95% of a Modified Proctor
- Building Pad Fill..... 95% of a Modified Proctor



The compaction percentages presented above are based upon the maximum dry density as determined by a “modified proctor” test (ASTM D-1557). All density tests should be performed to a depth of 12” below the tested surface unless noted otherwise. All density tests should be performed using the nuclear method (ASTM D-6938), the sand cone method (ASTM D-1556), or the rubber balloon method (ASTM D-2167).

Our recommendations for preparation of the site for use of a driven concrete pile foundation system are presented below. This approach to improving and maintaining the site soils has been found to be successful on projects with similar soil conditions.

1. Initial site preparation should consist of performing stripping and clearing operations. This should be done within, and to a distance of five (5) feet beyond, the perimeter of the proposed building footprint (including exterior isolated columns).
2. Following site stripping and prior the placement of any fill, areas of surficial sand (not exposed limestone) should be compacted (“proof rolled”) and tested. We recommend using a steel drum vibratory roller with sufficient static weight and vibratory impact energy to achieve the required compaction. Density tests should be performed on the proof rolled surface at a frequency of not less than one test per 2,500 square feet, or a minimum of four (4) tests, whichever is greater. Areas of exposed intact limestone shall be visually confirmed by the project geotechnical engineer prior to fill placement, in lieu of proof rolling.
3. Fill material may then be placed in the building pad as required. The fill material should be inorganic (classified as SP, SW, GP, GW, SP-SM, SW-SM, GW-GP, GP-GM) containing not more than 5 percent (by weight) organic materials. **Fill materials with silt-size soil fines in excess of 12% should not be used.** Fill should be placed in lifts with a maximum lift thickness not exceeding 12-inches. Each lift should be compacted and tested prior to the placement of the next lift. Density tests should be performed within the fill at a frequency of not less than one test per 2,500 square feet per lift in the building areas, or a minimum of four (4) tests per lift, whichever is greater.
4. The contractor should take into account the final contours and grades as established by the plan when executing his backfilling and compaction operations.

Using vibratory compaction equipment at this site may disturb adjacent structures. We recommend that you monitor nearby structures before and during proof-compaction operations. A representative of GFA International can monitor the vibration disturbance of adjacent structures. A proposal for vibration monitoring during compaction operations can be supplied upon request.



3.3 Driven Concrete Pile Foundation System

Based upon the subsurface soil conditions encountered in the test borings, a summary of driven prestressed concrete pile capacities is presented in Table 1.

TABLE 1 – SUMMARY OF DRIVEN PILE CAPACITIES			
Pile Size (inches square)	Pile Embedment Depth ⁽¹⁾ (Feet)	Allowable Compression Capacity (tons)	Allowable Tension Capacity (tons)
10	30 – 40	8 – 10	3 – 4
10	50 - 60 ⁽²⁾	15 – 20	5 – 6
12	90 – 100	25 - 30	7

⁽¹⁾ Embedment depth is based upon the ground surface elevation at the time of this field exploration program. If any fill material is placed at the site, the pile embedment depth must be increased to achieve the desired pile tip elevation.

⁽²⁾ Very loose clayey sands were encountered from about 50 to 90 feet BGS. Piles that are driven to bear in this stratum will derive most of their capacity in side friction (not end bearing) and final embedment depths may vary significantly. If the design capacity is not achieved during initial driving, the pile should be left for at least 24 hours to allow pile freeze to occur. The pile should then be re-struck to verify capacity. However, the driving during the re-strike should be kept to the minimum required to safely verify pile capacity. It is possible that some piles may not achieve the design capacity upon re-strike, in which case these piles should be spliced and driven to deeper depths and/or helper piles may have to be installed. The actual final pile depths can be determined following completion of the test pile program.

It should be noted that our recommendations for pile embedment depths are based solely on soil related considerations and have not taken into account any storm surge or possible scour effects. Evaluation of potential scour is outside of GFA’s scope of expertise.

Lateral stability analysis has not been performed. GFA anticipates that lateral stability will be provided by grade beams near ground level.

All sitework and fill placement operations should be completed prior to the installation of piles to avoid adverse impacts such as damage to the piles and/or negative skin friction resulting in increased pile settlement. It is recommended that a minimum center-to-center pile spacing of 3 times the nominal pile diameter (e.g., 36 inch minimum spacing for 12 inch piles) be maintained.

GFA should be retained to monitor the installation of the driven pile foundation system for this project. GFA’s pile installation monitoring services will consist of monitoring the installation of each pile, documenting the number of hammer blows required to drive each pile for each linear foot, and evaluation of the pile driving records by a geotechnical engineer. Once the pile size and pile driving equipment to be used for this project have been selected, GFA will establish pile driving criteria (i.e., the required number of blows per foot to ensure the required capacity is achieved) for this project. Each pile shall be driven until the established driving criteria have been achieved.

Pile load testing is not required for this project. A minimum of six (6), piles should be driven at locations throughout the structure footprint to confirm the required production pile lengths. Test piles can be located at production pile locations and incorporated into the foundation system of the structure. Following the monitoring and evaluation of the test pile program by GFA, production pile lengths and driving criteria can be finalized.



Piles should be driven with a hammer having a minimum energy proportionate to the size of the pile being driven. All pile driving operations should be performed in accordance with industry standards, applicable building codes, and the guidelines published by the Deep Foundations Institute (DFI).

Corrosivity testing has not been performed on the subsurface soils or ground water at the project site. Additionally, there is no mix specification available at this time for the concrete to be used for the piles for this project. Therefore pile material durability cannot be evaluated at this time.

Using pile driving equipment at this site may disturb adjacent structures. We recommend that you monitor nearby structures before and during pile driving operations. A representative of GFA International can monitor the vibration disturbance of adjacent structures. A proposal for vibration monitoring pile driving operations can be supplied upon request.

3.4 Ground Floor Slabs

Due to the presence of trash and debris at shallow depths and the use of a pile foundation system, GFA recommends that the ground-level slab be structurally supported.

Excessive moisture vapor transmission through floor slabs-on-grade can result in damage to floor coverings as well as other deleterious affects. Due to the potential for methane gas emissions, it may be necessary for a modified barrier to be considered as part of a gas mitigation plan. Also, an appropriate moisture vapor retarder should be placed beneath the floor slab to reduce moisture vapor from entering the building through the slab. The retarder should be installed in general accordance with applicable ASTM procedures including sealing around pipe penetrations and at the edges of foundations.

4.0 REPORT LIMITATIONS

This consulting report has been prepared for the exclusive use of the current project owners and other members of the design team for the Lee County DETAR Facility located at 5180 Tice Street in Fort Myers, Lee County, Florida. This report has been prepared in accordance with generally accepted local geotechnical engineering practices; no other warranty is expressed or implied. The evaluation submitted in this report, is based in part upon the data collected during a field exploration, however, the nature and extent of variations throughout the subsurface profile may not become evident until the time of construction. If variations then appear evident, it may be necessary to reevaluate information and professional opinions as provided in this report. In the event changes are made in the nature, design, or locations of the proposed structure, the evaluation and opinions contained in this report shall not be considered valid, unless the changes are reviewed and conclusions modified or verified in writing by GFA International. GFA is not responsible for damage caused by soil improvement and/or construction activity vibrations related to this project. GFA is also not responsible for damage concerning drainage or moisture related issues for the proposed or nearby structures.



5.0 BASIS FOR RECOMMENDATIONS

The analysis and recommendations submitted in this report are based on the data obtained from the tests performed at the locations indicated on the attached figure in Appendix B. This report does not reflect any variations, which may occur between borings. While the borings are representative of the subsurface conditions at their respective locations and for their vertical reaches, local variations characteristic of the subsurface soils of the region are anticipated and may be encountered. The delineation between soil types shown on the soil logs is approximate and the description represents our interpretation of the subsurface conditions at the designated boring locations on the particular date drilled.

Any third party reliance of our geotechnical report or parts thereof is strictly prohibited without the expressed written consent of GFA International. The methodology (ASTM D-1586) used in performing our borings and for determining penetration resistance is specific to the sampling tools utilized and does not reflect the ease or difficulty to advance other tools or materials.



Appendix A - Vicinity Map





VICINITY MAP

Tice Street

5170 Tice Street

Fort Myers, Lee County, Florida

GFA International Project No.: 15-2382



Appendix B - Test Location Plan





TEST LOCATION PLAN

Tice Street

5170 Tice Street

Fort Myers, Lee County, Florida

GFA International Project No.: 15-2382



 SPT BORING LOCATION

*Scale is an approximation and may not be accurate.

Appendix C - Notes Related to Borings



**NOTES RELATED TO
RECORDS OF TEST BORING AND
GENERALIZED SUBSURFACE PROFILE**

1. Groundwater level was encountered and recorded (if shown) following the completion of the soil test boring on the date indicated. Fluctuations in groundwater levels are common; consult report text for a discussion.
2. The boring location was identified in the field by offsetting from existing reference marks and using a cloth tape and survey wheel.
3. The borehole was backfilled to site grade following boring completion, and patched with asphalt cold patch mix when pavement was encountered.
4. The Record of Test Boring represents our interpretation of field conditions based on engineering examination of the soil samples.
5. The Record of Test Boring is subject to the limitations, conclusions and recommendations presented in the Report text.
6. "Field Test Data" shown on the Record of Test Boring indicated as 11/6 refers to the Standard Penetration Test (SPT) and means 11 hammer blows drove the sampler 6 inches. SPT uses a 140-pound hammer falling 30 inches.
7. The N-value from the SPT is the sum of the hammer blows required to drive the sampler the second and third 6-inch increments.
8. The soil/rock strata interfaces shown on the Records of Test Boring are approximate and may vary from those shown. The soil/rock conditions shown on the Records of Test Boring refer to conditions at the specific location tested; soil/rock conditions may vary between test locations.

9. Relative density for sands/gravels and consistency for silts/clays are described as follows:

SPT	CPT	SANDS/GRAVELS	SPT	CPT	SILTS/CLAYS
BLOWS/FOOT	KG/CM ²	RELATIVE DENSITY	BLOWS/FOOT	KG/CM ²	CONSISTENCY
0-2	0-16	Very loose	under 1	0-3	Very soft
3-8	17-40	Loose	1-3	4-9	Soft
9-24	41-120	Medium Dense	4-6	10-17	Firm
25-40	over 120	Dense	7-12	18-31	Stiff
over 40		Very Dense	13-24	32-60	Very stiff
			over 24	over 60	Hard

10. Grain size descriptions are as follows:

NAME	SIZE LIMITS	PROPORTION	ADJECTIVE
Boulder	12 Inches or more	Up to 10%	with a trace
Cobbles	3 to 12 Inches	10 to 30%	with some
Coarse Gravel	¾ to 3 Inches		
Fine Gravel	No. 4 sieve to ¾ inch		
Coarse Sand	No. 10 to No. 4 sieve		
Medium Sand	No. 40 to No. 10 sieve		
Fine Sand	No. 200 to No. 40 sieve		
Fines	Smaller than No. 200 sieve		

11. Definition of Descriptive Terms of Fines:

PROPORTION	ADJECTIVE	APPROXIMATE ROOT DIAMETER	ADJECTIVE
Up to 10%	with a trace	Less than 1/32"	Fine roots
10 to 30%	with some	1/32" to ¼"	Small roots
30 to 50%	with	¼" to 1"	Medium roots
		Greater than 1"	Large roots



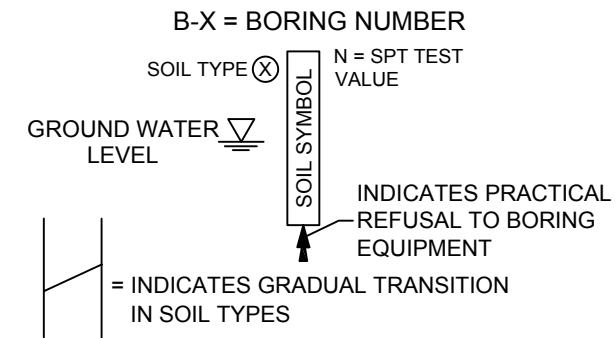
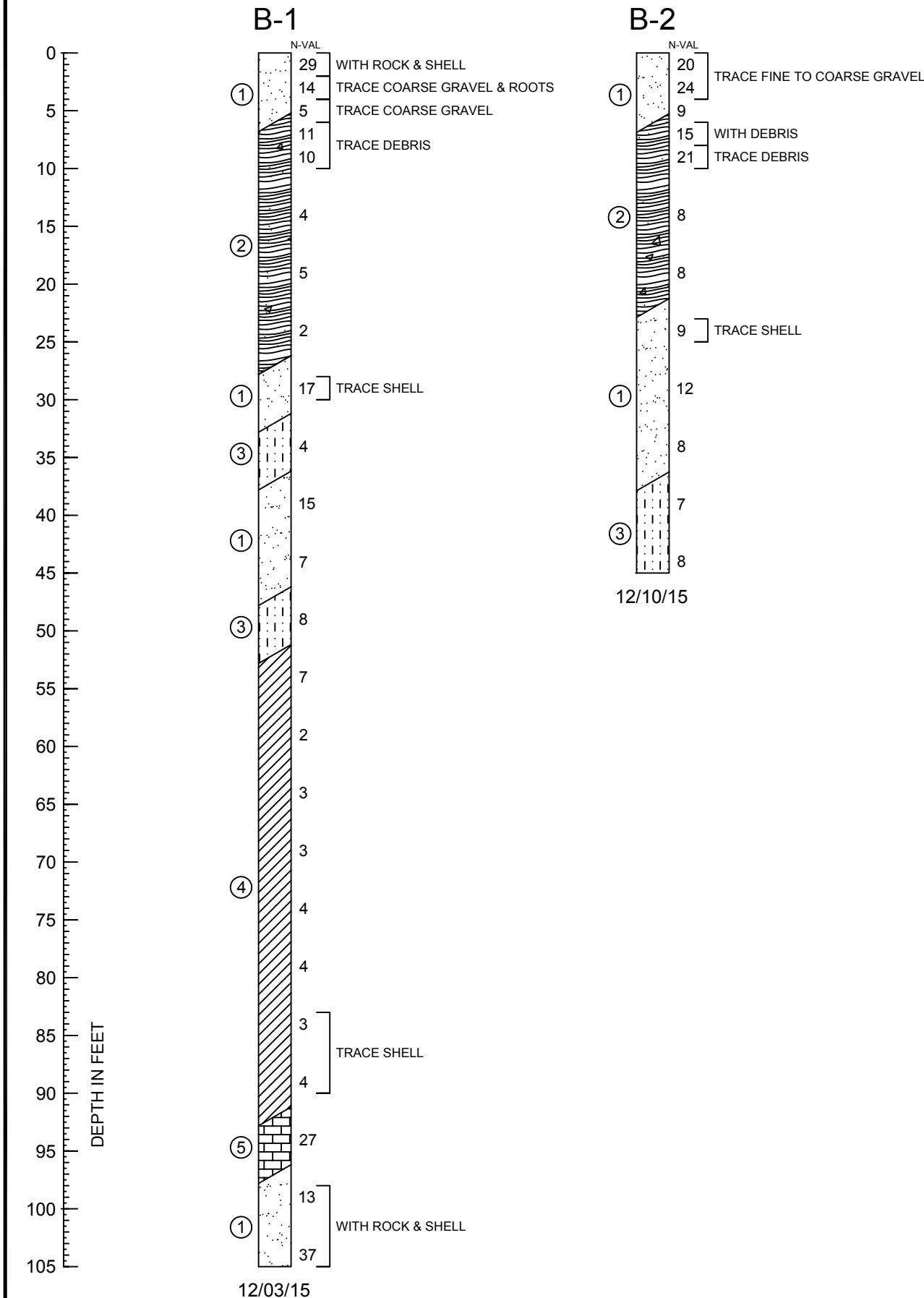
Appendix D - Record of Test Borings



SOIL PROFILES

SOIL PROFILE LEGEND

SOIL LEGEND



NOTES:
 N - STANDARD PENETRATION RESISTANCE TEST (SPT) VALUE. NUMBERS TO THE RIGHT OF BORINGS INDICATE SPT VALUE FOR 12-INCHES OF PENETRATION (UNLESS OTHERWISE NOTED).
 WOH - BORING INTERVAL ADVANCED UNDER WEIGHT OF HAMMER.
 WOR - BORING INTERVAL ADVANCED UNDER WEIGHT OF ROD.
 LFC - LOSS OF DRILLING FLUID CIRCULATION.

- ① Light gray to gray, brown, SAND, loose to dense (SP)
- ② SAND and DEBRIS (SP, DEBRIS)
- ③ Gray SAND WITH SILT, loose to medium dense (SP-SM)
- ④ Green CLAY, soft to stiff (CH)
- ⑤ Gray LIMESTONE, soft (LS)

SOIL CLASSIFICATION

CORRELATION OF N - VALUES WITH RELATIVE DENSITY AND CONSISTENCY				CORRELATION OF N - VALUES WITH HARDNESS DESCRIPTION			
COHESIONLESS SOIL		SILTS AND CLAYS		LIMEROCK			
N - VALUE	RELATIVE DENSITY	N - VALUE	CONSISTENCY	N - VALUE	RELATIVE DENSITY		
0 - 2	VERY LOOSE	UNDER 1	VERY SOFT	0 - 19	VERY SOFT		
3 - 8	LOOSE	1 - 3	SOFT	20 - 49	SOFT		
9 - 24	MEDIUM DENSE	4 - 6	FIRM	50 - 100	MEDIUM HARD		
25 - 40	DENSE	7 - 12	STIFF	50 FOR 3 TO 5"	MODERATELY HARD		
OVER 40	VERY DENSE	13 - 24	VERY STIFF	50 FOR 0 TO 2"	HARD		
		OVER 24	HARD				

APPROXIMATE FINES CONTENT	MODIFIERS	APPROXIMATE SAND/ GRAVEL CONTENT	MODIFIERS	APPROXIMATE ROOT CONTENT	MODIFIERS
5% TO 15%	SLIGHTLY SILTY OR SLIGHTLY CLAYEY	5% TO 15%	SLIGHTLY SANDY OR SLIGHTLY GRAVELLY	5% TO 10%	TRACE
16% TO 25%	SILTY OR CLAYEY	16% TO 25%	SANDY OR GRAVELLY	11% TO 20%	TRACE TO SOME
26% TO 49%	VERY SILTY OR VERY CLAYEY	26% TO 49%	VERY SANDY OR VERY GRAVELLY	21% TO 40%	SOME
				41% TO 60%	AND

RECORD OF TEST BORINGS

	GFA International, Inc. 5851 Country Lakes Drive Fort Myers, Florida 33905 239-489-2443 * TeamGFA.com	Client: Lee County Project: Tice Street 5170 Tice Street Fort Myers, Lee County, Florida Approved by: DM	Date: 12/04/15 Job No: 15-2382 Drawn By: WPG
	Approved by: DM		

Appendix E - Discussion of Soil Groups



DISCUSSION OF SOIL GROUPS

COARSE GRAINED SOILS

GW and SW GROUPS. These groups comprise well-graded gravelly and sandy soils having little or no plastic fines (less than 5 percent passing the No. 200 sieve). The presence of the fines must not noticeably change the strength characteristics of the coarse-grained fraction and must not interface with its free-draining characteristics.

GP and SP GROUPS. Poorly graded gravels and sands containing little or no plastic fines (less than 5 percent passing the No. 200 sieve) are classed in GP and SP groups. The materials may be called uniform gravels, uniform sands or non-uniform mixtures of very coarse material and very fine sands, with intermediate sizes lacking (sometimes called skip-graded, gap-graded or step-graded). This last group often results from borrow pit excavation in which gravel and sand layers are mixed.

GM and SM GROUPS. In general, the GM and SM groups comprise gravels or sands with fines (more than 12 percent passing the No. 200 sieve) having low or no plasticity. The plasticity index and liquid limit of soils in the group should plot below the "A" line on the plasticity chart. The gradation of the material is not considered significant and both well and poorly graded materials are included.

GC and SC GROUPS. In general, the GC and SC groups comprise gravelly or sandy soils with fines (more than 12 percent passing the No. 200 sieve), which have a fairly high plasticity. The liquid limit and plasticity index should plot above the "A" line on the plasticity chart.

FINE GRAINED SOILS

ML and MH GROUPS. In these groups, the symbol M has been used to designate predominantly silty material. The symbols L and H represent low and high liquid limits, respectively, and an arbitrary dividing line between the two is set at a liquid limit of 50. The soils in the ML and MH groups are sandy silts, clayey silts or inorganic silts with relatively low plasticity. Also included are loess type soils and rock flours.

CL and CH GROUPS. In these groups the symbol C stands for clay, with L and H denoting low or high liquid limits, with the dividing line again set at a liquid limit of 50. The soils are primarily inorganic clays. Low plasticity clays are classified as CL and are usually lean clays, sandy clays or silty clays. The medium and high plasticity clays are classified as CH. These include the fat clays, gumbo clays and some volcanic clays.



OL and OH GROUPS. The soil in the OL and OH groups are characterized by the presence of organic odor or color, hence the symbol O. Organic silts and clays are classified in these groups. The materials have a plasticity range that corresponds with the ML and MH groups.

HIGHLY ORGANIC SOILS

The highly organic soils are usually very soft and compressible and have undesirable construction characteristics. Particles of leaves, grasses, branches, or other fibrous vegetable matter are common components of these soils. They are not subdivided and are classified into one group with the symbol PT. Peat humus and swamp soils with a highly organic texture are typical soils of the group.



APPENDIX B

Room Data Sheets

Functional Program Information Sheet: Management Area – Management Offices

<i>No. of Spaces:</i>	11	<i>Size:</i>	150	<i>NSF</i> 1,650
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Primary Function: **Office space for full time Office Manager**

Secondary Function:

Primary Adjacency: **Administrative Support Area**

Secondary Adjacency: **IT Department / Utilities Training room – Emergency Situation Room**

Special Design Considerations: **Natural Light**

Comments and Suggestions:

Security/Confidentiality: **Administrative Suite secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet: Management Area – Admin offices

<i>No. of Spaces:</i>	3	<i>Size:</i>	90	<i>NSF 270</i>
-----------------------	----------	--------------	-----------	----------------

Primary Function: **Office space for full time administration**

Secondary Function:

Primary Adjacency: **Administrative Support Area**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Natural daylight / Individual cubicle spaces to act as workstations for data input**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Open area with cubicles / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors required for the data input / Are filing cabinets needed for this area**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
3	Modular furniture cubes	9'-0"	10'-0"													
3	Task Chair															
3	Phone															
3	CPU with Monitor and Keyboard															

Functional Program Information Sheet: Management Area – Mail Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	120	<i>NSF 120</i>
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Primary Function: **Mail and receiving room**

Secondary Function:

Primary Adjacency: **Administrative support area**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Mail boxes or cubbies / areas to store large packages / work counter and cabinets for supplies**

Comments and Suggestions:

Security/Confidentiality: **Administrative suite secured from public**

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Quantities of mailboxes / cubbies needed. Are they to be millwork or prefabricated mailboxes**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Mail sort table with slots															
1	Phone															

Functional Program Information Sheet: Management Area – Conference Room

Functional Program Information Sheet: Management Area – Conference Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	280	<i>NSF</i>	280
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Primary Function: **Conference Room for the Management / Administrative Area**

Secondary Function: **Management training**

Primary Adjacency: **Management Offices**

Secondary Adjacency: **Reception**

Special Design Considerations: **Conference Room for 14 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **STC 65**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Capabilities for a conference call**

Audio Visual: **Wall mount flat screen monitor**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Table	4'-0"	16'-0"													
14	Chairs															
1	Credenza															
1	Phone															
1	TV															

Functional Program Information Sheet: Management Area – Reception – Waiting Room

Functional Program Information Sheet: Management Area – Reception Area

<i>No. of Spaces:</i>	1	<i>Size:</i>	250	<i>NSF</i> 250
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Primary Function: **Receiving Area for Visitors / Waiting Room**

Secondary Function: **Information**

Primary Adjacency: **Administrative support area / Main Copy Room / Conference Room**

Secondary Adjacency: **Management Offices**

Special Design Considerations: **Waiting Room for 4 persons / Natural daylight / Reception area will have a waiting room as well as a service counter and service window / Public Restroom and water fountain**

Comments and Suggestions:

Security/Confidentiality: **Access shall be controlled at the point of ingress of the Management Area / Security Cameras**

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point at the employee area. Public telephone in the waiting room.**

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
4	Guest Seating															
1	Occasional Table															
1	Phone															

Functional Program Information Sheet: Management Area – Copy Room

Functional Program Information Sheet: Management Area – Main Copy Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	200	<i>NSF</i>	200
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Primary Function: **Main Copy Room**

Secondary Function:

Primary Adjacency: **Centralized to the Administrative support area / Meter Services Area / Water Distribution Area / Wastewater Collections/ Locates /**

Secondary Adjacency:

Special Design Considerations: **Work counter for assembling paperwork / Cabinets for supplies / large copier / counter top laser printer**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located for the copiers supplied / additional Voice / Data on opposite walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Are cubbies needed for access to forms / paperwork and/or binders. / Are shredding boxes or bins used**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Copier / Printer / Fax															
1	Phone															
1	Counter top Printer															

Functional Program Information Sheet: Management Area – Storage Room Large

Functional Program Information Sheet: Management Area – Storage Room - Large

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF 150</i>
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Administrative support area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
10	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: Management Area – Storage Small

Functional Program Information Sheet: Management Area – Storage Room - Small

<i>No. of Spaces:</i>	2	<i>Size:</i>	75	NSF 150
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Primary Function: **Storage**

Secondary Function:

Primary Adjacency: **Administrative support area**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room / GWB ceiling for security**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
6	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: IT – Office

<i>No. of Spaces:</i>	1	<i>Size:</i>	120	<i>NSF 120</i>
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Primary Function: **Office space for full time IT**

Secondary Function:

Primary Adjacency: **Administrative support area**

Secondary Adjacency: **Main copy room**

Special Design Considerations: **Natural daylight**

Comments and Suggestions:

Security/Confidentiality: **IT Area secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Task Chair															
1	Desk															
2	Guest Chair															
1	Lateral File cabinet – 2 door															
1	Credenza with hutch															
1	Phone															
1	CPU with Monitor and Keyboard															

Functional Program Information Sheet: IT – Security

Functional Program Information Sheet: IT – Security Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	120	NSF 120
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Primary Function: **Office space for Security monitoring**

Secondary Function:

Primary Adjacency: **Waiting / Reception Area**

Secondary Adjacency: **IT Area / Administrative support Area**

Special Design Considerations: **Monitors for Security**

Comments and Suggestions:

Security/Confidentiality: **Access control for ingress to the room**

Acoustics: **STC 49**

Lighting: **Lower lighting levels for viewing of monitors / Task lighting at work areas**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point. Additional voice / Data for monitors**

Audio Visual: **Wall mounted monitors**

Comments and/or Clarification: **Verify quantity of monitors needed and if any additional panels are required for monitoring required ie., Emergency Generator**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Modular Furniture															
1	Task Chair															
1	Phone															
1	CPU with monitor and keyboard															
1	Security Monitor															

Functional Program Information Sheet: IT – Storage Small

Functional Program Information Sheet: IT – Storage

<i>No. of Spaces:</i>	1	<i>Size:</i>	100	NSF 100
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Primary Function: **Storage**

Secondary Function:

Primary Adjacency: **IT Area**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room / GWB ceiling for security**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB – 8’-0” – 9’-0”	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
8	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: IT – Computer Repair / Storage Shelving

Functional Program Information Sheet: IT – Computer Storage and Repair

<i>No. of Spaces:</i>	5	<i>Size:</i>	80	NSF 400
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Primary Function: **Work area for repairs**

Secondary Function: **Storage area for parts**

Primary Adjacency: **IT Area**

Secondary Adjacency:

Special Design Considerations: **Work Area for 5 persons / Natural daylight**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room**

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures / Task lighting at work spaces**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Voice / Data located on opposing walls – Secured wireless access point**

Comments and/or Clarification: **Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Static Dissipative Tile	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
5	Modular Furniture	8'-0"	10'-0"													
5	Task Chair															
2	Phone															
2	CPU with Monitor and Keyboard															

Functional Program Information Sheet: IT – Emergency Generator Switchgear Closet

Functional Program Information Sheet: IT – Emergency Generator Switchgear Closet

<i>No. of Spaces:</i>	1	<i>Size:</i>	72	<i>NSF 72</i>
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Primary Function: **Closet to house the Generator switchgear panel**

Secondary Function:

Primary Adjacency: **Exterior Generator Yard / IT Area / Security**

Secondary Adjacency: **Administration support Area**

Special Design Considerations: **Dry pipe sprinkler system for this area only**

Comments and Suggestions:

Security/Confidentiality: **Access Control for ingress of room**

Acoustics: **N/A**

Lighting: **Fluorescent strip lighting**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Static Dissipative Tile	Vinyl Cove	Exposed to structure above	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C

Functional Program Information Sheet: Meter Services Area – Management Offices

<i>No. of Spaces:</i>	3	<i>Size:</i>	120	<i>NSF 360</i>
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Primary Function: **Office space for full time Office Manager**

Secondary Function:

Primary Adjacency: **Meter Services Area / Meeting Room - Workspace**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Natural Light**

Comments and Suggestions:

Security/Confidentiality: **Meter Services Suite secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
3	Task Chair															
3	Desk															
6	Guest Chair															
3	Lateral File Cabinet – 2 Door															
3	Credenza Hutch															
3	Phone															
3	CPU with Monitor and Keyboard															

Functional Program Information Sheet: Meter Services Area – Meeting Room / Workspace

Functional Program Information Sheet: Meter Services Area – Meeting Room / Workspace

<i>No. of Spaces:</i>	1	<i>1</i>	1,215	<i>NSF 1,215</i>
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Primary Function: **Meeting Room**

Secondary Function: **Work area**

Primary Adjacency: **Meter Services management offices**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Meeting and work area for 27 persons**

Comments and Suggestions: **Area will have a centralized meeting space with individual work areas located on the perimeter of the room.**

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual: **Wall mount monitors / capabilities for conference call**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
27	Desk with file drawer	4'-0"	2'-0"													
28	Task Chairs															
1	Table - adjustable height															
2	Phones															
1	TV															

Functional Program Information Sheet: Meter Services Area – Meter Read Download Room

Functional Program Information Sheet: Meter Services Area – Meter Read Download Room

<i>No. of Spaces:</i>	7	<i>Size:</i>	30	NSF 210
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Primary Function: **Room for charging of tablets as well as 15-20 handheld radios**

Secondary Function:

Primary Adjacency: **Meeting Room / Workspace**

Secondary Adjacency: **Meter Services Management Offices**

Special Design Considerations: **Plug mould strip at the tablet / radio charging area**

Comments and Suggestions:

Security/Confidentiality: **Access Control for the ingress of the room / security camera**

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Voice / Data located on opposing walls – Secured wireless access point**

Comments and/or Clarification: **What types of furniture / storage required for this room**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Static Dissipative Tile	Vinyl Cove	ACT – 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Millwork															

Functional Program Information Sheet: Meter Services Area – AMI Meter Alert Monitor Room

Functional Program Information Sheet: Meter Services Area – AMI Meter Alert Monitor Room

<i>No. of Spaces:</i>	4	<i>Size:</i>	100	NSF 400
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Primary Function: **AMI Meter monitoring**

Secondary Function:

Primary Adjacency: **Management Offices**

Secondary Adjacency: **Meter Services area**

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures / Lower lighting levels for viewing of monitors / Task lighting at work areas**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Voice / Data located on opposing walls – Secured wireless access point**

Comments and/or Clarification: **Quantity and size of monitors used for viewing in this room / special equipment or furniture considerations**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
4	Task Chair															
4	Modular Furniture Console															
1	Phone															
2	Large wall mount Monitors															

Functional Program Information Sheet: Meter Services Area – Storage Room Large

Functional Program Information Sheet: Meter Services Area – Storage Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF 150</i>
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Meter Services Area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB – 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
10	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: Water Distribution Area –Management Offices

<i>No. of Spaces:</i>	3	<i>Size:</i>	120	NSF 360
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Primary Function: **Office space for full time Office Manager**

Secondary Function: **Dispatch**

Primary Adjacency: **Water Distribution Area / Meeting Room - Workspace**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Natural Light**

Comments and Suggestions:

Security/Confidentiality: **Water Distribution Suite secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
3	Task Chair															
3	Desk															
6	Guest Chair															
3	Lateral Cabinet – 2 Door															
3	Credenza with hutch															
3	Phone															
3	CPU with monitor and keyboard															

Functional Program Information Sheet: Water Distribution Area – Meeting Room / Workspace

Functional Program Information Sheet: Water Distribution Area –Meeting / Work Area

<i>No. of Spaces:</i>	1	<i>1</i>	1,800	<i>NSF 1,800</i>
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Primary Function: **Meeting Room / Work Area**

Secondary Function: **Work area**

Primary Adjacency: **Water Distribution management offices**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Meeting and work area for 40 persons**

Comments and Suggestions: **Area will have a centralized meeting space with individual work areas located on the perimeter of the room.**

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual: **Wall mount monitors / capabilities for conference call**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
40	Desk with file drawer	4'-0"	2'-0"													
40	Task Chairs															
1	Table – Adjustable height															
2	Phone															
1	TV															

Functional Program Information Sheet: Water Distribution Area – Fire Hydrant / Valve Maintenance Room

Functional Program Information Sheet: Water Distribution Area – Fire Hydrant / Valve Maintenance Room

<i>No. of Spaces:</i>	6	<i>1</i>	40	<i>NSF 240</i>
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Primary Function: **Fire Hydrant / Valve Maintenance Room**

Secondary Function:

Primary Adjacency: **Water Distribution management offices**

Secondary Adjacency: **Main Copy Room / Meeting Room**

Special Design Considerations: **Meeting and work area for 6 persons**

Comments and Suggestions: **Work area for each person as well as a docking station for a laptop**

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures / Task lighting for work areas**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual:

Comments and/or Clarification: *Any additional monitors or special equipment needed*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
6	Task Chair															
6	Modular Furniture cubes	8'-0"	10'-0"													
6	Phone															

Functional Program Information Sheet: Water Distribution Area – Water Quality Room

Functional Program Information Sheet: Water Distribution Area - System Map review Room

<i>No. of Spaces:</i>	4	<i>Size:</i>	30	<i>NSF 120</i>
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Primary Function: **System Map review Room – will be used to review GIS and for planning**

Secondary Function:

Primary Adjacency: **Water and Sewer area / Management Offices**

Secondary Adjacency: **Meter Services area**

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures / Lower lighting levels for viewing of monitors / Task lighting at work areas**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Large wall mounted monitor / Voice - Data located on opposing walls – Secured wireless access point**

Comments and/or Clarification: *Quantity and size of monitors used for viewing in this room / special equipment or furniture considerations*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
4	Task Chair															
1	Table – 6'-0" x 2'-6"															
1	Phone															
1	Large screen monitor															

Functional Program Information Sheet: Water Distribution Area – Conference Room

Functional Program Information Sheet: Water Distribution Area – Conference Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	300	<i>NSF</i>	300
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Primary Function: **Conference Room**

Secondary Function: **Management training**

Primary Adjacency: **Management Offices**

Secondary Adjacency: **Meeting Room / Workspaces**

Special Design Considerations: **Conference room for 15 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **STC 65**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Capabilities for a conference call**

Audio Visual: **Wall mount flat screen monitor**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Table 4'-0" x 16'-0"															
15	Task Chairs															
1	Credenza															
1	Phone															
1	TV															

Functional Program Information Sheet: Water Distribution Area – Storage Room Large

Functional Program Information Sheet: Water Distribution Area – Storage Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF 150</i>
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Water distribution Area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
10	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: Meter Testing –Management Offices

<i>No. of Spaces:</i>	4	<i>Size:</i>	120	NSF 480
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Primary Function: **Office space for full time Office Manager**

Secondary Function:

Primary Adjacency: **Meter Testing and Repair Area**

Secondary Adjacency: **Meter – Backflow Parts and Storage Area / Main Copy Room**

Special Design Considerations: **Located in the Meter and Testing Area**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: *Any additional monitors or special equipment required for the Managers offices*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
4	Task Chair															
4	Desk															
8	Guest Chair															
4	Lateral File Cabinet – 2 Door															
4	Credenza with hutch															

Functional Program Information Sheet: Meter Testing Area – Meter / Backflow Parts Storage Area

Functional Program Information Sheet: Meter Testing –Meter / Backflow Parts Storage

<i>No. of Spaces:</i>	1	<i>1</i>	2000	NSF 2000
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Primary Function: **Storage**

Secondary Function:

Primary Adjacency: **Meter Testing Area**

Secondary Adjacency: **Meter Testing Area Offices**

Special Design Considerations: **Located in the Meter Testing Area / Warehouse design / Roll up door to the exterior**

Comments and Suggestions: **High ceilings for the storage area**

Security/Confidentiality: **Access control for ingress to the room**

Acoustics:

Lighting: **Fluorescent fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Sealed Concrete	N/A	Exposed to the structure	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
18	Industrial pallet racking	8'-0"	4'-0"													

Functional Program Information Sheet: Meter Testing Area – Meter Testing and Repair Area

Functional Program Information Sheet: Meter Testing –Testing and Repair Area

<i>No. of Spaces:</i>	1	7	80	NSF 560
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Primary Function: **Testing and Repair Area**

Secondary Function:

Primary Adjacency: **Meter / Backflow Parts Storage Area**

Secondary Adjacency: **Meter Testing Area Offices**

Special Design Considerations: **Warehouse design / Large work areas to accommodate testing equipment / Natural Daylight**

Comments and Suggestions:

Security/Confidentiality: **Access control for ingress to the room**

Acoustics:

Lighting: **Fluorescent fixtures / Task Lighting**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Voice / Data located each work bench – Secured wireless access point**

Comments and/or Clarification: *Confirm additional electrical / plumbing requirements for this space*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Sealed Concrete	N/A	Exposed to the structure	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
7	Modular Furniture	8'-0"	10'-0"													
7	Task Chair															
4	Stool, counter height															

Functional Program Information Sheet: Wastewater Collection –Management Offices

<i>No. of Spaces:</i>	3	<i>Size:</i>	120	NSF 360
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Primary Function: **Office space for full time Office Manager**

Secondary Function: **Dispatch**

Primary Adjacency: **Wastewater Collection Area / Meeting Room - Workspace**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Natural Light**

Comments and Suggestions:

Security/Confidentiality: **Wastewater Collection Suite secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
3	Task Chair															
3	Desk															
6	Guest Chair															
3	Lateral File – 2 Door															
1	Credenza with Hutch															
3	Phone															
3	CPU with monitor and keyboard															

Functional Program Information Sheet: Wastewater collection Area – Meeting Room / Workspace

Functional Program Information Sheet: Wastewater Collection –Meeting / Work Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	1,755	<i>NSF</i> 1,755
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Primary Function: **Meeting Room**

Secondary Function: **Work area**

Primary Adjacency: **Water Distribution management offices**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Meeting and work area for 36 persons / Area for Data input with a large monitor**

Comments and Suggestions: **Area will have a centralized meeting space with individual work areas located on the perimeter of the room.**

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual: **Wall mount monitors / capabilities for conference call**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
39	Desk with file drawer	4'-0"	2'-0"													
40	Task Chair															
1	Table – adjustable height															
1	Phone															
1	CPU with monitor and keyboard															

Functional Program Information Sheet: Water Collection Area / SCADA Monitoring / CCTV Review Room

Functional Program Information Sheet: Wastewater Collection –Work Area

<i>No. of Spaces:</i>	2	<i>Size:</i>	45	<i>NSF 90</i>
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Primary Function: **Work area**

Secondary Function:

Primary Adjacency: **Wastewater Collection Offices**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures / Lower lighting levels for viewing of monitors / Task lighting at work areas**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data for each montior / Secured wireless access point**

Audio Visual:

Comments and/or Clarification: *Any additional monitors or special equipment needed*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
2	Task Chair															
1	Table	6'-0"	2'-6"													
1	Phone															
2	Large screen monitor															

Functional Program Information Sheet: Water Distribution Are – Conference Room

Functional Program Information Sheet: Wastewater Collection –Collection Area

<i>No. of Spaces:</i>	1	<i>Size:</i>	300	NSF 300
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Primary Function: **Conference Room**

Secondary Function: **Management training**

Primary Adjacency: **Management Offices**

Secondary Adjacency: **Meeting Room / Workspaces**

Special Design Considerations: **Conference room for 15 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **STC 65**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Capabilities for a conference call**

Audio Visual: **Wall mount flat screen monitor**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Table	4'-0"	16'-0"													
15	Task chairs															
1	Phone															
1	TV															
1	Credenza															

Functional Program Information Sheet: Water Distribution Area – Storage Room Large

Functional Program Information Sheet: Wastewater Collection –Wastewater Collections

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF 150</i>
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Wastewater Collection Area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
10	Metal shelving	3'-0"	2'-0"													

Functional Program Information Sheet: Locates – Meeting Room / Workspace

<i>No. of Spaces:</i>	1	<i>Size:</i>	360	<i>NSF</i>	360
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Primary Function: **Meeting Room**

Secondary Function: **Work area**

Primary Adjacency: **Locates management offices**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Meeting and work area for 8 persons**

Comments and Suggestions: **Area will have a centralized meeting space with individual work areas located on the perimeter of the room.**

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual: **Wall mount monitors / capabilities for conference call**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
8	Desk with file drawer	4'-0"	2'-0"													
9	Task Chairs															
1	Table – adjustable height															
1	Phone															
1	TV															

Functional Program Information Sheet: Meter Services Area – GPR Charging Room

Functional Program Information Sheet: Locates – GPR Charging Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	200	NSF 200
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Primary Function: **Room for charging GPRs**

Secondary Function:

Primary Adjacency: **Meeting Room / Workspace**

Secondary Adjacency:

Special Design Considerations: **Plug mould strip at charging area / Roll up door to the exterior**

Comments and Suggestions:

Security/Confidentiality: **Access Control for the ingress of the room / security camera**

Acoustics: **Standard**

Lighting: **Fluorescent fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Voice / Data located on opposing walls**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Sealed Concrete	N/A	Exposed to the structure	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Metal shelving	3'-0"	2'-0"													
1	Phone															

Functional Program Information Sheet: Locates – Print and Plotter Room

Functional Program Information Sheet: Locates – Plotter / Print Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	200	NSF 200
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Primary Function: **Print and Plotter Room**

Secondary Function:

Primary Adjacency: **Locates Meeting Room / Workspace**

Secondary Adjacency:

Special Design Considerations: **Work counter for assembling paperwork / Cabinets for supplies and large rolls of paper**

Comments and Suggestions: **May be able to combine workspace with Engineering**

Security/Confidentiality:

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located for each of the printers and plotters supplied / additional Voice / Data on opposite walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Are cubbies needed for access to forms / paperwork and/or binders. / Are shredding boxes or bins used**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Counter top printer															
1	Plotter															
1	Phone															

Functional Program Information Sheet: Locates – Storage Room Large

<i>No. of Spaces:</i>	1	<i>Size:</i>	400	NSF 400
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Locates Area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling for security**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB – 8’-0” – 9’-0”	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
20	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: Crew Supervisor – Meeting Room / Workspace

<i>No. of Spaces:</i>	15	<i>1</i>	675	<i>NSF 675</i>
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Primary Function: **Supervisor Workstations**

Secondary Function: **Work area**

Primary Adjacency: **Administrative support area**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Modular Furniture for 15 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **STC 49 / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls / Voice data at each work space / Secured wireless access point**

Audio Visual: **Wall mount monitors / capabilities for conference call**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
15	Modular Furniture	6'-0"	8'-0"													
15	Task Chair															
1	Phone															
1	TV															

Functional Program Information Sheet: Engineering Area – Management Offices

<i>No. of Spaces:</i>	4	<i>Size:</i>	120	NSF 480
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Primary Function: **Office space for full time Office Manager**

Secondary Function:

Primary Adjacency: **Administrative Support Area**

Secondary Adjacency:

Special Design Considerations: **Natural Light**

Comments and Suggestions:

Security/Confidentiality: **Engineering Suite secured from public**

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors or special equipment required for the Managers offices**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
4	Task Chair															
4	Desk															
8	Guest Chair															
4	Lateral file cabinet – 2 door															
1	Credenza															
4	Phone															
4	CPU with monitor and keyboard															

Functional Program Information Sheet: Engineering – Cubicle / Work Areas

<i>No. of Spaces:</i>	12	<i>Size:</i>	60	<i>NSF 720</i>
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Primary Function: **Office space for full time administration**

Secondary Function:

Primary Adjacency: **Engineering Offices**

Secondary Adjacency: **Main Copy Room**

Special Design Considerations: **Natural daylight / Individual cubicle spaces to act as workstations for data input**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Open area with cubicles / Soft materials a consideration for increased acoustic performance at the work areas**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located on opposing walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: **Any additional monitors required for the data input / Are filing cabinets needed for this area**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
12	Modular Furniture Cubes	10'-0"	10'-0"													
12	Task Chair															
12	Phone															
12	CPU, monitor and keyboard															

Functional Program Information Sheet: Engineering – Conference Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	320	<i>NSF 320</i>
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Primary Function: **Conference Room for the Engineering Area**

Secondary Function: **Management training**

Primary Adjacency: **Engineering Offices**

Secondary Adjacency: **Reception**

Special Design Considerations: **Conference Room for 6 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **STC 65**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Capabilities for a conference call**

Audio Visual: **Wall mount flat screen monitor**

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Table	3'-0"	6'-0"													
16	Task Chair															
1	Phone															
1	TV															

Functional Program Information Sheet: Management Area – Copy Room

Functional Program Information Sheet: Engineering – Copy Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	200	NSF 200
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Primary Function: **Copy Room**

Secondary Function:

Primary Adjacency: **Engineering Work Areas**

Secondary Adjacency: **Engineering Offices**

Special Design Considerations: **Work counter for assembling paperwork / Cabinets for supplies / large copier / counter top laser printer**

Comments and Suggestions: **Flat Files / Plotter / Scanner**

Security/Confidentiality:

Acoustics: **49 STC**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication: **Voice / Data located for the copiers supplied / additional Voice / Data on opposite walls – Secured wireless access point**

Audio Visual:

Comments and/or Clarification: *Will large format plotters be used / Are cubbies needed for access to forms / paperwork and/or binders. / Are shredding boxes or bins used*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Counter top printer															
1	Plotter / Scanner															
1	Phone															
4-5	Flat Files															

Functional Program Information Sheet: Engineering – GIS Map Review Room

Functional Program Information Sheet: Engineering – GIS Map Review Room

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF</i> 150
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Primary Function: **GIS Map review Room – will be used to review GIS and for planning**

Secondary Function:

Primary Adjacency: **Engineering Offices**

Secondary Adjacency:

Special Design Considerations: **Layout table and chairs for 6 persons**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Standard**

Lighting: **Fluorescent lay in fixtures / Lower lighting levels for viewing of monitors / Task lighting at work areas**

Heating/Cooling: **Standard**

Communication:

Audio Visual: **Large wall mounted monitor / Voice - Data located on opposing walls – Secured wireless access point**

Comments and/or Clarification: *Quantity and size of monitors used for viewing in this room / special equipment or furniture considerations*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Carpet	Vinyl Cove	ACT 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
1	Table	2'-6"	6'-0"													
6	Task Chair															
1	Phone															
2	Large wall mount monitors															

Functional Program Information Sheet: Engineering – Storage Room Large

<i>No. of Spaces:</i>	1	<i>Size:</i>	150	<i>NSF 150</i>
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Primary Function: **Storage Room**

Secondary Function:

Primary Adjacency: **Engineering Area**

Secondary Adjacency:

Special Design Considerations: **Due to SF of room, it will need to be 1hr rated with a fire rated door**

Comments and Suggestions:

Security/Confidentiality: **Access control required for ingress to room. GWB ceiling**

Acoustics:

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: **Types of storage for considerations i.e., wire shelving, storage cabinets, and file cabinets. Will there be any types of equipment that will be charging in the storage room for electrical design considerations.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
10	Metal Shelving	3'-0"	2'-0"													

Functional Program Information Sheet: General Floor Area – Situation / Utilities training Room

No. of Spaces:	1	Size:	4500	NSF 4500
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Primary Function: During activation – the Situation Room used for assessing, planning and coordinating the County’s response to all types of emergencies and natural disasters.

Secondary Function: During non-activation- the Situations room may be used for specific training and meetings

Primary Adjacency: Administrative support area

Secondary Adjacency: The Situation Room should be convenient to: Break Room/Kitchen, Toilet Locker Rooms, GIS

Special Design Considerations: Meeting and training room for 90 persons

Comments and Suggestions: Area will have a centralized meeting space with individual work areas located on the perimeter of the room.

Security/Confidentiality:

Acoustics: Consideration to be given both sound control and sound transfer. (Min 64 STC)

Lighting: Fluorescent lay in fixtures

Heating/Cooling: Standard

Communication: Voice / Data located on opposing walls / Secured wireless access point

Audio Visual: Wall mount monitors / capabilities for conference call

Comments and/or Clarification:

Finishes:

Floors:	Base:	Ceilings:	Walls :	Comments:
Carpet	Vinyl Cove	ACT 9’-0” – 10’-0”	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
45	Table with elec. and data	2'-0"	5'-0"													
90	Task chair															
1	Lectern															
1	Instructor Stool															
1	TV															
1	Webcam															
1	Microphone															
1	Phone															

Functional Program Information Sheet: General Floor Area – Janitorial / Housekeeping

<i>No. of Spaces:</i>	1	<i>1</i>	80	<i>NSF 80</i>
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Primary Function: **Janitor Closet**

Secondary Function: **Storage of cleaning supplies**

Primary Adjacency: **Administrative support area**

Secondary Adjacency:

Special Design Considerations: **Mop Sink**

Comments and Suggestions:

Security/Confidentiality:

Acoustics:

Lighting: **Fluorescent fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: *Storage hooks needed for supplies / Janitor – Housekeeping Cart stored in the room*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Epoxy or sealed concrete	N/A	Exposed to structure	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.			
		Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C
1	Housekeeping Cart																
4	Mop / Broom hooks																

Functional Program Information Sheet: General Floor Area – Employee Health Center

<i>No. of Spaces:</i>	1	<i>1</i>	1000	<i>NSF 1000</i>
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Primary Function: **Exercise area for employees**

Secondary Function:

Primary Adjacency: **Administrative support area / Restrooms / Locker Rooms**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Consider using soft materials for both sound control and sound transfer**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: *Type of exercise equipment to be used for space layout as well as electrical design*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Rubber Flooring	Rubber Cove	ACT 9'-0" – 10'-0"	Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
2	Treadmill															
2	Stationary Bicycle															
1	Free weight rack															
2	Wall Mount TVs															
2	Exercise bench															

Functional Program Information Sheet: General Floor Area – Womens restrooms and shower rooms

<i>No. of Spaces:</i>	1	<i>1</i>	250	<i>NSF 250</i>
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Primary Function: **Restrooms and shower rooms for women**

Secondary Function:

Primary Adjacency: **Locker Room / Employee Health Center**

Secondary Adjacency: **Administrative support area**

Special Design Considerations: **Shower room for (2) women**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Consideration to be given both sound control and sound transfer**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Tile	Tile	GWB 8'-0" – 9'-0"	Tile / Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C

Functional Program Information Sheet: General Floor Area – Mens restrooms and shower rooms

<i>No. of Spaces:</i>	1	<i>1</i>	400	<i>NSF 400</i>
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Primary Function: **Restrooms and shower rooms for men**

Secondary Function:

Primary Adjacency: **Locker Room / Employee Health Center**

Secondary Adjacency: **Administrative support area**

Special Design Considerations: **Shower room for (4) men**

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Consideration to be given both sound control and sound transfer**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Tile	Tile	GWB 8'-0" – 9'-0"	Tile / Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C

Functional Program Information Sheet: General Floor Area – Womens Locker Rooms

<i>No. of Spaces:</i>	1	<i>1</i>	600	<i>NSF 600</i>
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Primary Function: **Locker rooms for women**

Secondary Function:

Primary Adjacency: **Women Restroom / Employee Health Center**

Secondary Adjacency: **Administrative support area**

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Consideration to be given both sound control and sound transfer**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Tile	Tile	GWB 8'-0" – 9'-0"	Epoxy Paint on GWB	

Functional Program Information Sheet: General Floor Area – Mens Locker Rooms

<i>No. of Spaces:</i>	1	<i>1</i>	800	<i>NSF 800</i>
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Primary Function: **Locker rooms for men**

Secondary Function:

Primary Adjacency: **Men Restroom / Employee Health Center**

Secondary Adjacency: **Administrative support area**

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Consideration to be given both sound control and sound transfer**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification:

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Tile	Tile	GWB 8'-0" – 9'-0"	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
15	Solid Phenolic Lockers – 3 tier															
1	Solid Phenolic Bench – ADA															

Functional Program Information Sheet: General Floor Area – Steam Cleaning Area

<i>No. of Spaces:</i>	1	<i>1</i>	500	<i>NSF 500</i>
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Primary Function: **Bay area to steam clean Equipment**

Secondary Function:

Primary Adjacency:

Secondary Adjacency:

Special Design Considerations: **Roll up Doors to the exterior**

Comments and Suggestions:

Security/Confidentiality: **Access Control for ingress to the room**

Acoustics:

Lighting: **Fluorescent fixtures**

Heating/Cooling: **Standard**

Communication:

Audio Visual:

Comments and/or Clarification: *Additional electrical and plumbing requirements for this area. Will there be any types of equipment charging in this area*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
Tile	Tile	GWB 8'-0" – 9'-0"	Epoxy paint on GWB	

Functional Program Information Sheet: General Floor Area – Uniform Room

No. of Spaces:	1	1	250	NSF 250
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Primary Function: Area for the purpose of checking in and checking out uniforms

Secondary Function: Uniform storage

Primary Adjacency: Men and Women Locker Room

Secondary Adjacency: Access from the exterior

Special Design Considerations: Work area – table for uniform drop off and pick up / racks for uniform storage / Storage for soiled uniforms

Comments and Suggestions:

Security/Confidentiality:

Acoustics: Standard

Lighting: Fluorescent lay in fixtures

Heating/Cooling: Standard

Communication:

Audio Visual:

Comments and/or Clarification: Due to the possible quantity of linens in this room, it may have to be 1-hr fire rated. Millwork for storage of uniforms. Electronic equipment needed for the check in or check out of uniforms.

Finishes:

Floors:	Base:	Ceilings:	Walls :	Comments:
Tile	Tile	GWB 8'-0" – 9'-0"	Paint on GWB	

Functional Program Information Sheet: General Floor Area –Kitchen Area

<i>No. of Spaces:</i>	1	<i>1</i>	550	<i>NSF 550</i>
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Primary Function: **Break Room / Kitchen Area for Facility**

Secondary Function:

Primary Adjacency: **Administrative support area**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions:

Security/Confidentiality:

Acoustics: **Sound absorption for ambient noise control**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Design should consider the varying usage patterns and have the ability for fast recovery for immediate heat gain generated by large scale dining.**

Communication:

Audio Visual: **(2) Televisions**

Comments and/or Clarification: *Quantity of microwaves / refrigerators needed. Will vending machines be in use. Type of coffee maker to be used.*

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 9'-0" – 10'-0"	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
2	Refrigerator – side by side															
2	Microwave – countertop															
2	Coffee Brewer – 3 warmer	3'-6"	3'-6"													
5	Table															
20	Chair															

Functional Program Information Sheet: General Floor Area –Crews Break Room

<i>No. of Spaces:</i>	1	<i>1</i>	1125	<i>NSF 1125</i>
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Primary Function: **Break Room for large crews**

Secondary Function:

Primary Adjacency: **Meter Services / Water distribution / Meter Testing / Wastewater Department Areas**

Secondary Adjacency:

Special Design Considerations:

Comments and Suggestions: **Consider making this an another kitchenette with seating for 6-8 persons with (1) Ref, (1) Microwave, & (1) Coffee Brewer**

Security/Confidentiality:

Acoustics: **Sound absorption for ambient noise control**

Lighting: **Fluorescent lay in fixtures**

Heating/Cooling: **Design should consider the varying usage patterns and have the ability for fast recovery for immediate heat gain generated by large scale dining.**

Communication:

Audio Visual: **(2) Televisions**

Comments and/or Clarification: **Quantity of microwaves / refrigerators needed. Will vending machines be in use. Type of coffee maker to be used.**

Finishes:

<i>Floors:</i>	<i>Base:</i>	<i>Ceilings:</i>	<i>Walls :</i>	<i>Comments:</i>
VCT	Vinyl Cove	ACT 9'-0" – 10'-0"	Epoxy Paint on GWB	

Functional Program Information Sheet:

Equipment Description		Size				Power				Plumbing				Resp.		
Qty	Description	Width (in.)	Depth (in.)	Height (in.)	Weight (in.)	Volts	Amps	DC	HP	CW	HW	Waste	Gases	O/O	O/C	C/C
6	Table	4'-0" Dia.														
30	Chair															
1	Refrigerator – Side by Side															
1	Microwave – Counter Top															
1	Coffee Brewer															

APPENDIX C

Overall Project Budget

LEE COUNTY - DETAR OPERATIONS
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

Fill in the Yellow shaded area only
 Automatic entry in Light Grey

1 CONSTRUCTION COSTS Modify, add, or delete as required.

a. Building Construction Cost	Units		Unit Cost		\$
New Construction Cost (See Const Cost Work Sheet)	40,727	GSFA		\$144	\$5,847,162
Building Demolition/Modification	20,000	GSFA	\$42.00/GSF	\$840,000	\$840,000
CM P&OH	Y	Yes/No	5.75%	\$488,248	\$488,248
Sub-Total Construction Costs				\$176 /GSF	\$7,175,410
b. Movable Furniture & Equipment (In Contract)					
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
	-	--		\$0	\$0
Sub-Total Furniture & Equipment				\$0 /GSF	\$0
c. Site Work & Utilities Construction Cost					
General Conditions	1.00	13%	\$	869,331	\$869,300
Site Preparation/Demolition	5.00	AC		\$25,000	\$125,000
Unsuitable Soils Mitigation		--		\$0	\$0
Excavate Unsuitable Soils (Clay/Organic Soils)		--		\$0	\$0
Import Construction Grade Fill	16,269	CYF		\$5.83	\$94,800
Asbestos/Lead Abatement (Demo & Renov)		--		\$0	\$0
Roadway Improvements (Turn Lane Improvements)	-	LS		\$0	\$0
Parking Improvements	135	SPACES		\$3,000	\$405,000
Landscaping and Irrigation	5.00	AC		\$15,000	\$75,000
Plazas/Walks/Bike paths	1	LS		\$50,000	\$50,000
Utilities Infrastructure Cost		--		\$0	\$0
Electrical Services	1	LS		\$75,000	\$75,000
Potable Water Distribution System		--		\$0	\$0
Sanitary Sewer System	1	LS		\$15,000	\$15,000
Storm Water System	1	LS		\$20,000	\$20,000
Chilled Water System	1	LS		\$0	\$0
Steam System		--		\$35,000	\$0
Condensate System		--		\$0	\$0
Telecommunications / Information System	1	LS		\$75,000	\$75,000
Irrigation/Reclaimed Water System		--		\$0	\$0
Gas System		--		\$0	\$0
Bore & Jack Road Cuts		--		\$0	\$0
Energy Efficient Equipment		--		\$0	\$0
User Group Temporary Facilities		--		\$0	\$0
User Group Move-in Costs		--		\$0	\$0
Sub-Total Site Work & Utilities				\$44 /GSF	\$1,804,100
Construction Contingency			5%		\$471,424
TOTAL CONSTRUCTION COSTS				\$232 /GSF	\$9,450,934

**Refer to Vertical Construction Budget Estimate (Exhibit E)*

Project Scope - 'Exhibit D'

LEE COUNTY - DETAR OPERATIONS
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

2 OTHER PROJECT COSTS Add or delete following items as required.

a. Land/Existing Facility Acquisition	Purchase or Budget		\$0.00	Round to 100	NA
b. Professional Fees					
A/E Fees Base Services (Curve: A, B, D, E, F, C; N if Not)	D	Fee Curve	6.62 %	\$474,900	\$474,900
Engineer's Fees (for Engineering only projects)	N	Yes/No			NA
2.1 Civil Engineering	Y	Yes/No		\$225,000	\$225,000
2.3 Landscape/Irrigation Design	Y	Yes/No		\$35,000	\$35,000
2.3 Communcion/Technology	Y	Yes/No		\$12,500	\$12,500
2.4 LEED Administration / Engery Modeling / Commisioning	Y	Yes/No		\$39,200	\$39,200
2.5 Reimbursable Expenses (including Soils)	Y	Yes/No		\$65,000	\$65,000
	N	Yes/No		\$0	NA
	N	Yes/No			NA
	N	Yes/No			NA
	N	Yes/No			NA
	N	Yes/No			NA
Sub-Total Design Fees					\$851,600
c. CM Pre-Const. Serv. Fee	N	Fee Curve			NA
d. Inspection Services					
Building Commissioning (new construction)	Y		1.0%	\$94,509.34	\$94,500
Roofing Inspection	N	Yes/No	10 Weeks	\$1,800.00	NA
Resident Inspection (Full Time)	N	Yes/No	64 Weeks	\$1,800	NA
Resident Inspection (Part Time)	0%	of FT	Weeks	\$1,800	NA
Threshold Inspection	N		1.0%	Inc. in Seivces	NA
Sub-Total Inspection Services					\$94,500
e. Risk Management / Insurance Consultant	N	Yes/No	0.06%		NA
f. Surveys & Tests					
Topographical/Site Survey (A, B, C, D ; or N if Not)	Y		5.00 Acres	\$ 5,000.00	\$5,000
Archeological Survey (Select A, B ; or N if Not)	N		2.00 Acres		\$0
Geotechnical Survey (1, 2, 3, 4 , etc.; 0 if not)	N	Floors		<i>inc in services</i>	
Construction Materials Testing	Y	Yes/No	Allowance	\$25,000	\$25,000
Environmental Impact/Assessment Study	Y	Yes/No	Allowance	\$3,500	\$3,500
Radon/Soil Abatement Survey	N	Yes/No	Allowance		NA
Indoor Air Quality	Y	Yes/No	Allowance	\$5,000	\$5,000
Sub-Total Surveys & Tests					\$38,500
g. Permit/Impact/Environmental Fees					
Building/Fire Marshal Review and Inspection	Y	Yes/No	0.25%	Round to 100	\$23,600
Impact Fee	Y	Yes/No	Allowance	\$98,500	\$98,500
Fire Flow Testing	Y	Yes/No	Allowance	\$500	\$500
Sewer Permit Connectin Fees	Y	Yes/No	Allowance	\$500	\$500
Potable Water Permit Connection Fees	Y	Yes/No	Allowance	\$2,500	\$2,500
Water Uses Permit	Y	Yes/No	Allowance	\$0	\$0
	N	Yes/No	Allowance	\$0	NA
Environmental (SFWMD)	Y	Yes/No	Allowance	\$1,500	\$1,500
Sub-Total Permits/Impact Fees					\$127,100
TOTAL OTHER PROJECT COSTS					\$1,111,700

Project Scope - 'Exhibit D'

LEE COUNTY - DETAR OPERATIONS
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

3 OWNERS PROJECT COSTS Add or delete following items as required.

a. Art in State Building (Section 255.043, F.S.)	N	Yes/No	0.50%	\$47,300.00	NA
b. Other Owner Expenses					
Network Equipment	Y	Yes/No	Allowance	\$450,000.00	\$450,000
A/V Systems	Y	Yes/No	Allowance	\$182,000.00	\$182,000
Staff Computers	Y	Yes/No	Allowance	\$25,500.00	\$25,500
Phone Equipment	Y	Yes/No	Allowance	\$49,000.00	\$49,000
Office Equipment	N	Yes/No	Allowance	\$4,612.00	\$4,612
Office Furniture	Y	Yes/No	Allowance	\$556,600.00	\$556,600
Appliances	Y	Yes/No	Allowance	\$3,136.00	\$3,136
Signage	Y	Yes/No	Allowance	\$2,880.00	\$2,880
Window Treatments	Y	Yes/No	Allowance	\$20,000.00	\$20,000
Movers	Y	Yes/No	Allowance	\$20,000.00	\$20,000
Fitness Equipment	Y	Yes/No	Allowance	\$5,000.00	\$5,000
	N	Yes/No	Allowance	\$0.00	\$0
	N	Yes/No	Allowance	\$0.00	\$0
	N	Yes/No	Allowance	\$0.00	\$0
	N	Yes/No	Allowance	\$0.00	\$0
	N	Yes/No	Allowance	\$0.00	\$0
	N	Yes/No	Allowance	\$0.00	\$0
Sub-Total Other Owner Expenses					\$1,318,728
j. Other Project Contingency		3 %			\$51,858
TOTAL OWNER PROJECT COSTS					\$1,370,586

PROJECT BUDGET SUMMARY					
1	TOTAL CONSTRUCTION COSTS			\$	9,450,934
2	TOTAL OTHER PROJECT COSTS			\$	1,111,700
3	TOTAL OWNER PROJECT COSTS			\$	1,370,586
TOTAL PROJECT BUDGET					\$ 11,933,220
	Project Contingency	5 %			597,585
	Inflation Adjustment	2.17 Years	4.50 %	Effective Rate	9.8 %
	Construction Phase Duration	1.50 Years			
	Design Phase Duration	0.67 Years			
TOTAL TARGET BUDGET					\$ 13,754,438

APPENDIX D

Vertical Construction Budget

Lee County Government - Detar Facility
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	S.F. COST	COMMENTS
1.00 GENERAL CONDITIONS						
1.01 PROJECT SUPERINTENDENT	0 --		\$ 1,950	\$ -	\$ -	
1.02 ASSIST SUPERINTENDENT	0 --		\$ 1,500	\$ -	\$ -	
1.03 PROJECT MANAGER	0 --		\$ 1,500	\$ -	\$ -	
1.04 PROJECT ADMINISTRATOR	0 --		\$ 450	\$ -	\$ -	
1.05 MISC. LABOR	0 --		\$ 1,200	\$ -	\$ -	
1.06 TOOLS & EQUIPMENT	0 --		\$ 500	\$ -	\$ -	
1.07 TRAILER	0 --		\$ 650	\$ -	\$ -	
1.08 PORTABLE TOILET	0 --		\$ 190	\$ -	\$ -	
1.09 TEMPORARY WATER/POWER/PHONE	0 --		\$ 2,000	\$ -	\$ -	
1.10 DUMPSTER	0 --		\$ 4,500	\$ -	\$ -	
1.11 FINAL CLEANING	0 --		\$ 0.75	\$ -	\$ -	
1.12 LIABILITY INSURANCE	0 --		\$ 1.00	\$ -	\$ -	
1.13 EQUIPMENT RENTAL	0 --		\$ 450	\$ -	\$ -	
1.14 FIRE PROTECTION	0 --		\$ 1,500	\$ -	\$ -	
1.15 BUILDERS RISK INSURANCE	0 --		\$ 1.50	\$ -	\$ -	
1.16 VEHICLES	0 --		\$ 750	\$ -	\$ -	
1.17 TESTING/SURVEYS	0 --		\$ 7,500	\$ -	\$ -	
1.18 PRINTING	0 --		\$ 6,000	\$ -	\$ -	
1.19 BONDS	0 --		\$ 10,000	\$ -	\$ -	
1.20 SURVEY	0 --		\$ -	\$ -	\$ -	
1.21 PERMITS	0 --		\$ 5,000	\$ -	\$ -	
1.22	0 --		\$ -	\$ -	\$ -	
1.23	0 --		\$ -	\$ -	\$ -	
TOTAL ADMINISTRATION				\$ -	\$ -	

3.00 SUB STRUCTURE						
3.01 P/C SLAB OVER GRADE BEAMS	20363.5	SF1	\$ 13.95	\$ 284,071	\$ 6.98	INC COMPACTION & WATERPROOFING
3.02 FOUNDATION - PERIMETER GRADE BEAM	807	WLF	\$ 65.00	\$ 52,470	\$ 1.29	LINEAL FOOT OF WALL
3.03 FOUNDATION - COLUMNS	8 --		\$ 4,250	\$ 34,000	\$ 0.83	EST NO. OF COLUMNS
3.04 PILES & CAPS (ASSUME 30t)	1	LS	\$ 425,000	\$ 425,000	\$ 10.44	
TOTAL SUBSTRUCTURE				\$ 795,541	\$ 19.53	

Lee County Government - Detar Facility
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	S.F. COST	COMMENTS
4.00 SHELL						
4.01 EXTERIOR WALL	22603	WSF	\$ 13.75	\$ 310,786	\$ 7.63	CMU W/ STUCCO
4.02 COLUMNS	8	--	\$ 5,000	\$ 40,000	\$ 0.98	STL COL W/ FIRE PROOFING
4.03 ELEVATED SLAB	20364	SF2	\$ 23.95	\$ 487,706	\$ 11.98	
4.04 ROOF STRUCTURE	20364	SF1	\$ 11.75	\$ 239,271	\$ 5.88	STL BAR JST & GIRDERS - 1 1/2"
4.05 ROOF MEMBRANE - BUILT-UP	2036	SFR	\$ 12.95	\$ 26,371	\$ 0.65	STL DECK
4.06 ROOF MEMBRANE - Metal	0	SFR	\$ 22.50	\$ -	\$ -	INCL INSULATION
4.07 ROOF FLASHING	20364	SFR	\$ 0.75	\$ 15,273	\$ 0.38	INCL INSULATION
4.08 GLAZING	5651	--	\$ 75.00	\$ 423,800	\$ 10.41	ASSUME 25% WALL AREA
4.09 MISC STL	40727	GSFA	\$ 3.50	\$ 142,545	\$ 3.50	
4.10 BUILDING INSULATION	40727	GSFA	\$ 0.95	\$ 38,691	\$ 0.95	
4.11 ROOF ACCESSORIES	1	LS	\$ 12,000	\$ 12,000	\$ 0.29	
4.12	0	--	\$ -	\$ -	\$ -	
TOTAL SHELL				\$ 1,736,441	\$ 42.64	
5.00 INTERIOR CONSTRUCTION						
5.01 ROUGH CARPENTRY	40727	GSFA	\$ 0.25	\$ 10,182	\$ 0.25	
5.02 FIRE PROOFING	0	GSFA	\$ 0.25	\$ -	\$ -	
5.03 DOORS AND HARDWARE	40727	GSFA	\$ 4.50	\$ 183,272	\$ 4.50	
5.04 CASEWORK CABINETRIES	40727	GSFA	\$ 2.50	\$ 101,818	\$ 2.50	
5.05 INTERIOR DRYWALL & FRAMING	40727	GSFA	\$ 6.50	\$ 264,726	\$ 6.50	
5.06 ACOUSTICAL CEILING	40727	GSFA	\$ 3.50	\$ 142,545	\$ 3.50	
5.07 RESILENT FLOOR	32582	GSFA	\$ 2.25	\$ 73,309	\$ 1.80	80 % ASSUMED
5.08 CERAMIC TILE	8145	GSFA	\$ 8.50	\$ 69,236	\$ 1.70	20 % ASSUMED
5.09 PAINTING AND CHAULKING	40727	GSFA	\$ 4.50	\$ 183,272	\$ 4.50	
5.10 TOILET PARTITIONS	1	LS	\$ 10,400	\$ 10,400	\$ 0.26	
5.11 SIGNAGE	1	LS	\$ 15,600	\$ 15,600	\$ 0.38	
5.12 FE CABINETS	1	LS	\$ 1,300	\$ 3,000	\$ 0.07	
5.13 TOILET ACCESSORIES	1	LS	\$ 10,400	\$ 10,400	\$ 0.26	
5.14 OPERABLE PARTITIONS	0	--	\$ 16,250	\$ -	\$ -	
5.15 PROJECTIONS SCREENS	1	LS	\$ 15,000	\$ 15,000	\$ 0.37	
5.16 BIKE RACK	1	LS	\$ 2,000	\$ 3,000	\$ 0.07	
5.17 SITE FURNITURE	1	LS	\$ 30,000	\$ 30,000	\$ 0.74	
5.18 FLAG POLES	1	LS	\$ 4,000	\$ 4,000	\$ 0.10	
TOTAL INTERIOR CONSTRUCTION				\$ 1,119,757	\$ 27.49	

Lee County Government - Detar Facility
FORT MYERS, FLORIDA
WORKSHEET FOR PROJECT BUDGET SUMMARY - PROGRAMMING PHASE

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	S.F. COST	COMMENTS
6.00 BUILDING SERVICES						
6.01 FREIGHT ELEVATOR	0	STOR		\$ -	\$ -	3500 LBS
6.02 PUBLIC ELEVATOR	2	STOR	\$ 65,000	\$ 130,000	\$ 3.19	2500 LBS
6.01 PLUMBING	40727	GSFA	\$ 3.50	\$ 142,545	\$ 3.50	
6.02 FIRE PROTECTION (WET PIPE)	40727	GSFA	\$ 1.50	\$ 61,091	\$ 1.50	
6.03 FIRE PROTECTION (GASEOUS)	0	--	\$ 15.50	\$ -	\$ -	
6.04 HVAC	40727	GSFA	\$ 17.50	\$ 712,723	\$ 17.50	
6.05 ELECTRICAL	40727	GSFA	\$ 18.00	\$ 733,086	\$ 18.00	
6.06 COMMUNICATIONS	40727	GSFA	\$ 6.50	\$ 264,726	\$ 6.50	
6.07 LIGHTNING PROTECTION	40727	GSFA	\$ 1.00	\$ 40,727	\$ 1.00	
6.08 SECURITY SYSTEM	40727	GSFA	\$ 1.25	\$ 50,909	\$ 1.25	
6.09 FIRE ALARM	40727	GSFA	\$ 0.55	\$ 22,400	\$ 0.55	
6.10 SOUND SYSTEM	40727	GSFA	\$ 0.30	\$ 12,218	\$ 0.30	
6.11 CCTV SYSTEM	0	--	\$ -	\$ -	\$ -	
6.12	0	--	\$ -	\$ -	\$ -	
6.13 EMERGENCY GENERATOR	0	LS	\$ 150,000	\$ -	\$ -	
6.14 SITE LIGHTING	5	AC	\$ 5,000	\$ 25,000	\$ 0.61	
	0	--	\$ -	\$ -	\$ -	
TOTAL BUILDING SERVICES				\$ 2,170,423	\$ 53.29	
TOTAL BUILDING CONSTRUCTION COST				\$ 5,822,162	\$ 142.96	

APPENDIX E

Work Session Summary

The following is a summary of the work sessions between BSSW and representatives of Lee County.

05/31/2016–Meeting at the Detar Operations Building

- *A meeting room will be needed for each group. It is best to have tables and chairs set up classroom style so that it can be used as a morning meeting / debriefing space as well as a transient work space.*
- *An area is needed to dock computers at the end of the day.*
- *The existing building where the offices currently will be designed to be used as an open air storage for generators, equipment, etc.*
- *Meter reader*
 - *Group meeting space*
 - *Individual copy room*
 - *Attached storage*
- *Valve maintenance*
 - *Requires work centers for processing work orders*
- *IT*
 - *Office*
 - *Storage*
- *Locates*
 - *Requires work space for processing work orders*
 - *Requires attached storage*
- *Conference Room*
 - *Large enough for training employees from various crews*
 - *Note: Computer in room*
 - *Note: Monitor / tv*
- *Storage*
 - *Flat files GIS*
 - *Equipment*
 - *2 storage rooms can have roll up doors*
 - *2 storage rooms can be internal*
- *Wastewater*
 - *Requires offices for 2 field supervisors for wastewater and 2 field supervisors for water distribution.*
- *Mailroom*
- *Admin*
 - *2 offices is what is currently used and the area is connected to the Copy Room*
- *Note wide corridors needed for men carrying large pieces of equipment*
- *Employee parking to remain. Possible walkway to new building*
- *New building will be priced with a piling system due to the existing landfill on the property*

06/09/2016–Meeting at the Lee County Public Works Building

Review of Detar Programming

- *Management Offices -*
 - *Senior managers in these offices, they will be in the offices about 1/2 of the day*
 - *BSSW will raise the SF of the offices to 150 sf*
 - *The employees of the admin area will need to be separated in individual cubicles for data input*
 - *Reception will need a waiting room as well as a service counter and service window*
 - *The Copy Room will need the following :*
 - *Counter*
 - *Cabinet for supplies*
 - *Large Copier*
 - *Small counter top laser printer*

- *Work area for composing printing notices*
 - *BSSW has determined the SF of the Management Offices will go up about 500 sf gross.*
- *IT -*
 - *AMI Screening - It is a room with a large screen with a person monitoring the screen full time. this space can merge with the Meter Services AMI*
 - *IT office - (1) person working in there full time*
- *Meter Reader -*
 - *Meeting Room / Work Space - A room is required with the work spaces around the perimeter. The SF/occ will go up to 40 SF*
 - *Copy Room - Can be merged with the Management Offices*
 - *Meter Read - A room where the tablets will be charged as well as 15-20 handheld radios*
 - *Storage - No need for direct outside access*
- *Water Distribution -*
 - *A supervisor will be in the office and the office will also act as a dispatch. It can be colocated with the Meeting area / Workspace.*
 - *Meeting Area / Workspace - up to 40sf per occ.*
 - *Fire Hydrant Valve - Will need a docking station for a laptop and a small workspace.*
 - *Water Quality Room - Will need a docking station for a laptop and a small workspace.*
 - *System Map Review - This area is shared by Water and Sewer. It will be used for reviewing GIS on a large monitor and planning the day.*
- *Meter Testing -*
 - *Meter Test Bench*
 - *Bench to build Backflow devices*
 - *Bench to do pressure tests*
 - *Will need to have a Roll up Door*
 - *Idea is to be a "mini" warehouse which consists of a storage, and offices colocated by the test benches*
- *WasteWater-*
 - *Spaces and Offices allocation similar to water distribution*
 - *Data Input - Area for data input and for a large monitor*
 - *CCTV - Area for monitors*
- *Locates -*
 - *Storage Room - Will need a roll up door for the GPR*
- *Clean Supervisor Room-*
 - *Room for the crew supers to meet*
 - *Will need workspaces and cubby areas for personal items*
 - *Number to be changed to (12)*
- *General -*
 - *Security - Move to the IT portion of the program*
 - *Shower requirements -*
 - *(2) for women*
 - *(4) for men*
 - *Mailroom - Move to the Admin portion of the program*
 - *Steam cleaning - Will require a bay to steam clean equipment*
 - *Uniform Room - Locate adjacent to the Locker Room. One person will be in charge of the uniforms for distribution. Will require (3) racks for uniform storage. An area for uniform drop off and pick up and an area for uniform check in and check out. Will also require (2) 55 gal drum for uniform storage.*

06/16/2016–Meeting at the Lee County Public Works Building

- *Changes made to the Detar Programming as a result of the prior meeting were reviewed. Copies of the program were given to Scott, Jeff, and Dewayne for further review.*
- *A request was made from BSSW to receive an estimate of the FFE budget so that it can be incorporated in the final overall project budget.*
- *BSSW will finish the first draft of the functional program sheets and will email it to Scott, Jeff and Dewayne so that it can be reviewed with their teams.*
- *It was stated from BSSW that the SF calculations of the program is based on the current employee count; a suggestion was made to possibly have the last 10-15 years of hiring data reviewed so that growth can be incorporated into the program.*

06/23/2016–Meeting at the Lee County Public Works Building

- *Scott M will discuss with Theresa a final FF&E budget so that the final budget number can be adjusted accordingly. Scott M will also verify if a signage budget (minimum required per code) is a part of the FF& E.*
- *It was discussed to have the design and construction scheduled reviewed for the inflation adjustment number. Betty R will review the design, permitting, and construction phase. Scott R will verify if any time will need to be allotted for RFPs and contractor selection.*
- *Betty R will update the SF requirements of each space incorporating for a growth of 3-5 persons per department.*
- *Betty R will reach out to a civil engineer consultant to review the civil budget that has been proposed in the Project Budget Summary as well as construction methods when dealing with a closed landfill.*
- *Access control was briefly discussed;*
 - *The building's perimeter doors will have access control for ingress to the building.*
 - *Reception will be monitored and visitors will be allowed into the secured part of the building from the reception area through a switch / buzzer*

06/30/2016–Meeting at the Lee County Public Works Building

- *Jeff S requested from BSSW a narrative of the programming process for the upcoming Board Meeting. The narrative is to include :*
 - *Programming analysis*
 - *A brief description of the process*
 - *A brief summary of the pdf Guidance for disturbance and use of closed landfills or waste disposal areas in Florida.*
- *Dewayne T reviewed the spaces of the proposed program and the following will be adjusted :*
 - *(1) Storage room in the Management Area will be eliminated.*
 - *The office in the Meter Service Area and the Water distribution Area will decrease in SF from 150 to 120 SF.*
 - *The number of occupants in the SCADA monitoring room will go down from 12 to 2. The SF/occupants will increase from 40 SF per person to 45 SF per person.*
 - *The occupants for the Locates Meeting Room will decrease from 10 to 8.*
 - *The Meeting Room for the Engineers will be eliminated.*
 - *The occupants for the GIS mapping room will decrease from 15 to 6.*
 - *The occupants for the Engineering Conference Room will increase from 6 to 16.*
 - *The Break Room will be designed for 30 people.*
- *BSSW is to confirm the preliminary budget which will include the demolition and the renovation of the existing Detar Operations building into an Equipment Storage Bay. This is also to include the renovation of the existing bathrooms for employee use.*
- *Jeff S and Theresa B will confirm the contact for the person that will estimate the equipment budget.*
- *Theresa B will include in the FF& E budget*
 - *Signage*
 - *Window Shades*

- Movers
- Appliances - (2) refrigerators, (2) microwaves, and (2) coffee makers (plumbed)

07/18/2016–Meeting at the Lee County Public Works Building

- *The meeting was open to comments in regard to the Narrative Summary that will be presented to Board of Lee County*
 - *Jeff Slapper discussed an email he received in which the site was not permitted to be a landfill, however, DEP believes no further action is required for the site; BSSW will add this information in the Narrative Summary.*
 - *It was discussed the equipment that will go into the Health Center*
 - (2) Treadmills
 - (2) Stationary Bicycles
 - (2) TVs
 - (2) exercise benches
 - (1) free weight rack
 - *Theresa Blank will look into previous projects and will provide BSSW with a budget number for the Health Center Equipment*

End of Meeting Minutes Summary