

November 21, 2016

Capt. Mike Brennan, CGC, CFM, LEED GA  
City of Palm Coast  
Purchasing and Contracts Management Division  
160 Lake Avenue, Suite 221, Palm Coast, FL 32164

**BERGMANN ASSOCIATES FEE PROPOSAL**  
**CITY OF PALM COAST MASTER PLAN FOR PUBLIC WORKS FACILITY**

Dear Mr. Brennan,

Bergmann Associates (BA) is pleased to provide the following fee proposal for the City of Palm Coast Public Works Facility Master Plan. The outline of deliverables for each task is described in the attached "Scope Description" document and will conform closely with the objectives and task schedule outlined in the original RFQ-CD-CME-16-14. The red text in same document denotes the tasks/objectives set forth in noted RFQ document and you'll see that we've sequenced them to fall within our proposed scope distribution. Also included on the following sheet is a rough estimate of time associated with each task broken out by man hour distribution for your reference.

BA proposes compensation for the Basic Services as a lump sum fee of **\$99,950.00** for design services. Civil engineering, surveying, geotechnical engineering and environmental engineering are not included in the scope of the proposal.

Reimbursable expenses are included with this fee.

Sincerely,



Michael G. Stuebben, AIA, NCARB  
Regional Manager



## BERGMANN ASSOCIATES FEE PROPOSAL

### CITY OF PALM COAST MASTER PLAN FOR PUBLIC WORKS FACILITY – MAN HOUR DISTRIBUTION

- Task 1 – Programming
  - BA – 70 Hours
    - Facilities QA Consultant – 10 hours
    - Project Principal – 10 hours
    - Project Manager – 20 hours
    - Intern Architect – 30 hours
  - MDG – 126 Hours
    - Senior Facility Design Manager – 40 hours
    - Senior Facility Designer – 80 hours
    - Project Assistant – 6 hours
  - MH – 25 Hours
    - Senior Principal – 1 hour
    - Principal – 12 hours
    - Senior Associate – 12 hours
- Task 2 – Site Selection
  - BA – 70 Hours
    - Facilities QA Consultant – 10 hours
    - Project Principal – 10 hours
    - Project Manager – 20 hours
    - Intern Architect – 30 hours
  - MDG – 4 Hours
    - Senior Facility Design Manager – 4 hours
  - MH – 25 Hours
    - Senior Principal – 1 hour
    - Principal – 8 hours
    - Senior Associate – 16 hours
- Task 3 – Site Master Planning and Building Conceptual Design
  - BA – 70 Hours
    - Facilities QA Consultant – 10 hours
    - Project Principal – 10 hours
    - Project Manager – 20 hours
    - Intern Architect – 30 hours
  - MDG – 64 Hours
    - Senior Facility Design Manager – 32 hours
    - Senior Facility Designer – 32 hours
  - MH – 38 Hours
    - Senior Principal – 2 hours
    - Principal – 20 hours
    - Senior Associate – 16 hours
- Task 4 – Project Budget/Schedule
  - BA – 70 Hours
    - Facilities QA Consultant – 10 hours
    - Project Principal – 10 hours
    - Project Manager – 20 hours
    - Intern Architect – 30 hours
  - MDG – 4 Hours
    - Senior Facility Design Manager – 4 hours
  - MH – 12 Hours
    - Principal – 4 hours
    - Senior Associate – 8 hours



- Task 5 – Preliminary Design Report
  - *BA – 70 Hours*
    - *Facilities QA Consultant – 10 hours*
    - *Project Principal – 10 hours*
    - *Project Manager – 20 hours*
    - *Intern Architect – 30 hours*
  - *MDG – 4 Hours*
    - *Senior Facility Design Manager – 4 hours*
  - *MH – 33 Hours*
    - *Senior Principal – 1 hour*
    - *Principal – 8 hours*
    - *Senior Associate – 24 hours*



## SCOPE DESCRIPTION

Any text below in red denotes the objectives listed in the original RFQ-CD-CME-16-14 document.

### **Task 1 – Programming**

The purpose of this task will be to review and evaluate Palm Coast's current operations and facilities and to review any previously developed space needs and functional requirements for parking and operational needs. The specific work of Task 1 will include the following:

#### **Identify Key Staff**

The project will commence by identifying each of the key Palm Coast staff to be interviewed and those to participate as members of the Stakeholder Group. Persons to be interviewed should include the Director, Managers, Supervisors, and other key staff responsible for a particular area of the operation. The Bergmann Team will also review all previously developed programming and planning documents.

#### **Orientation Meeting**

The Bergmann Team will conduct an orientation/kick-off meeting for all of the key persons to explain the process and how each person can participate most effectively. During this meeting, questionnaires will be distributed and explained to those to be interviewed.

#### **Interview Key Staff**

Once the questionnaires as referenced above have been completed and collected, the Bergmann Team will assemble for the first on-site planning session and staff interviews. The first task of this session will be to tour all the existing facilities to view the work and operations in progress as well as existing site and environmental conditions. The second session will involve interviews of approximately 1 to 2 hours in length and held with each of the identified Palm Coast staff to determine more fully the needs, requirements and current operating procedures for each department/division. Typically, these interviews focus on identifying the number of staff, vehicles, key design issues, the type of work in which each person is involved, the storage requirements, and the function and responsibilities of each department with which there is significant interface. Specific information to be gathered and discussed during the on-site interviews will include, but not be limited to addressing the following issues:

- Review key design issues for each space and/or functional area including site within the planned facility.
- Review current staffing plans and organization charts.
- Review hours of operation and site and building security requirements.
- Review office, assembly, and operational spaces.
- Review staff support space needs including restroom, shower, and locker areas, break rooms, and vending areas.
- Review supervisory, control, and dispatch requirements.
- Review meeting, training, and conference room needs.
- Review requirements for repair, inspection, and special use bays.
- Review fleet type, age, and average annual miles.
- Review and determine current environmental conditions and practices.
- Determine number and size of various workstations.
- Determine vehicle servicing requirements.
- Determine storage requirements for parts, supplies, materials, and archives.
- Determine parking requirements for Palm Coast, employee, visitor, and delivery vehicles.



### **Inventory/Analysis of Existing Facilities & Conditions**

As part of this effort, the Bergmann team will inventory and catalogue the existing public works buildings and their associated site utilization areas. The purpose of the catalogue will be to identify the demands on the existing public works facilities and for the department's reference in dividing function and allocation assets.

Also as part of this task, a planning level analysis of the existing facility conditions will be conducted to determine remaining life cycle of existing buildings and structures at the public works facility. The analysis will be used to determine anticipated maintenance needs, to create a capital plan for improvements that meet the immediate needs of the Department and improvements to accommodate anticipated future growth.

### **Analyze Growth/Consolidation Data**

The Bergmann Team will analyze the growth data provided by Palm Coast and will make staff and space projections based upon the growth/consolidation in fleet size, staff size, and other factors.

### **Analysis of Demand or Identification of Current Need**

Based on the inventory of assets and the different functions of the department, an analysis will be provided to determine what/if any operational deficiencies occur within the existing facility. This task will incorporate the latter interviews and literature review of national standards to determine the future needs of the Palm Coast Department of Public Works. Within the scope of this analysis, we will compare the existing facility against national standards for DPW facilities and describe how those differences can drive the space requirements. Because national standards are not available for recommended staffing levels and equipment requirements due to their specific operational requirements, the comparative analysis will focus specifically on vehicle maintenance bays, specialty bays, and fuel and wash facilities.

### **Prepare Preliminary Space Needs Program**

Based upon the information learned through the questionnaires, interviews, review meeting, and growth analysis, the Team will prepare a space needs program. Included in this program will be existing square footage, the amount currently required and the projected area to meet growth over the next 6 to 20 years. Space will be programmed for:

- Interior space (offices, shops, maintenance, warehouse, etc.)
- Covered spaces (canopy covered storage for materials or vehicles)
- Exterior and vehicle spaces (open material storage, vehicle circulation, employee parking, agency vehicle parking, visitor parking)
- Site spaces (landscaping, setbacks and storm water management)

The space program will be submitted in preliminary form for review by Palm Coast.

### **Prepare Programming Report**

Upon completion and review of all work included above, the Bergmann Team will prepare a facility Program Report. This document will include a narrative description of all functional areas and operations, staff and vehicle projections and the space program.

#### **Deliverables:**

- Programming Questionnaires
- Preliminary Space Needs Program
- Programming Report (delivered electronically via PDF) including:
  - ✓ Project Overview
  - ✓ Basis for Design (Interview Documentation)
  - ✓ Space Needs Program(Spreadsheet)
  - ✓ Operational Analysis



**Time Estimate:**

- 1 - 3.5 Months

**Task 2 – Site Selection**

The purpose of the Site Selection Task is to review and evaluate potential sites to meet the functional requirements identified from the Space Needs Program and select a site that will ensure a facility that responds to the needs of Palm Coast.

As part of this task, we will review the three alternate locations summarized below and graphically described in ATTACHMENT “A” for which the DPW facility might exist. Under our review of each location, we will diagnose the access requirements or restrictions and compare space needs and configurations with eligible land mass and summarize our recommendations in a pros/cons list that can be used for discussion with City Council.

- Location 1 –
  - This is the existing DPW site but would include a land swap for the property owned immediately north of the existing site for a parcel immediately south of the PWC. The land swap would be viewed as desirable to facilitate site circulation issues and offering improved access to the lakefront property behind the existing PWC.
- Location 2 –
  - This location occupies two parcels just north of the water treatment facility.
- Location 3 –
  - This location occupies several parcels off of Seminole Woods Blvd, south of the Town Center and near the airport.

**Deliverables:**

- Site Selection Report - including:
  - ✓ Site Selection Criteria
  - ✓ Site Data Sheets
  - ✓ Site Evaluation Matrix
  - ✓ Sketches and technical memos as necessary.

**Time Estimate:**

- 1 Month



### **Task 3 – Site Master Planning and Building Conceptual Design**

The purpose and objective of the Site Master Planning and Building Conceptual Design Task will be to develop the conceptual layout of the facility to fix the size, scale and character of the project. The master planning task will concentrate on developing site and building plans that address the functional and operational requirements of Palm Coast.

#### **On-Site Planning Session (Charrette)**

The task will commence with a 3-5 day group planning and design session, or charrette, to be held in a large conference room at or near Palm Coast. The purpose of the charrette is to draw the actual site and building layouts of the administrative offices, operations and maintenance areas, shops, warehousing, fuel and wash facilities and associated site improvements. Throughout the session, the Bergmann Team will draw alternative layouts which will then be reviewed with the Stakeholder Group each day in order to refine the best ideas into a final concept. Our key personnel have used the on-site process for over 20 years to successfully define a project through the development of a program, to develop master plans, to create strategic operational plans and to develop preliminary architectural designs.

#### **A Collaborative Process**

We have found that the process of planning maintenance facilities is equally as important as the products of planning these facilities. Through the collective experience of our key personnel in planning or designing over 400 maintenance facilities, we know every agency is different and each facility must be planned to meet Palm Coast's needs - not be a duplicate of another agency's facilities. Our process is therefore very participatory and involves your key staff so that our Team truly understands your operations in specific detail.

Our Team has also found that the most effective way of creating this participatory environment is through the on-site session, an intensive, week-long session in which we gather together at the project site or at a facility as close to Palm Coast and users as possible, to actively study, plan, and design the project. The on-site process is a way to consolidate into one or more work sessions what normally takes weeks, or even months, to accomplish. It is also an excellent vehicle to bring together the Team members in one location to brainstorm ideas. The process is focused upon balance, so that solutions represent equal input from Palm Coast, the user, our planners, designers, and other key participants.

#### **Schedule**

A typical on-site day begins with a 1-2 hour review and input meeting concerning goals and objectives for the facility by Palm Coast. These discussions lead to the brainstorming of many alternative concepts for work flow plans, alternative site locations, alternative site master plans, or alternative floor plans. All of these, (even the seemingly bad ones) are pinned up on the wall and discussed. Concerns are addressed by modifying alternatives or by generating new hybrid concepts. Additional input narrows the choices and more definition is given to the ones that remain. Finally, a consensus decision is reached that involves everyone. The final step of the day documents how and why decisions were made for future reference and review, perhaps as soon as the next morning as the design evolves to the next stage.

The key to success of the on-site session is momentum, which builds all week to the ultimate closure of ideas toward the end. It always works, and it is always successful. Part of the reason is that people get involved. The speed by which things happen gets everyone excited and encourages participation. Because everything is put out for scrutiny, the participants really become players in doing the work, and they become advocates for the product. The "buy-in" occurs naturally because the participants see their concerns considered and solved instantly in a new set of alternatives or in a modification of an old one.

Given the size of the project, there will be single on-site session combining the site planning and building design activities.



### Site Master Plan / Conceptual Design Charrette

*Site issues addressed will include:*

- Developing circulation patterns for vehicles, materials and personnel that will provide the most efficient, cost effective and safest maintenance operation.
- Developing ingress and egress routes, which maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
- Establishing site area relationships including administration, operations, and maintenance facilities and Palm Coast, employee, delivery, and visitor parking.
- Storm water requirements including LID strategies, landscape buffering, etc.

*Facility issues addressed will include:*

- Developing circulation patterns for equipment, materials, and personnel within the buildings and their relation to site circulation patterns.
- Establishing functional area relationships both between departments and between workstations within department. Primary considerations to be industrial workflow, supervision and safety.
- Reviewing architectural design for functional response to program and adherence to approved maintenance concept.
- **Review and identify improvements needed for existing facilities to remain, based upon our visual inspection.**

### Scenario Planning Analysis and Development of Alternatives

This task will involve scenarios for facility needs based on the City's projected growth in population and maintenance needs which typically come from an expansion of facility assets such as community centers/parks, rights of way maintenance, traffic signs, etc. as well as other factors such as technology and changes in the service provided by the Department. As part of the scenario planning analysis, alternatives should include identification of a location(s) for the various Department functions.

### Development of Recommendations

A recommended course of action to meet the current and future needs of the Department will be developed. The development of recommendations may include the development of factors and criteria to determine priorities for improvements.

### Prepare Drawings

Once the on-site planning session is over, the Bergmann Team will prepare drawings which are intended to define the various components of the project. During this task, the critical elements of the site and buildings will be defined. Specific drawings will include Site Master Plans and Conceptual Floor Plans.

### Deliverables:

- Site Master Plan Drawing(s)
- Conceptual Floor Plans for each building
- **Identify improvements needed for existing facilities to remain, based on visual inspection.**
- Summary Report - including:
  - ✓ Photographic images
  - ✓ Bubble diagrams
  - ✓ Plans and graphics
  - ✓ Description of Recommendations

### Time Estimate:

- 1 - 2 Months





#### **Task 4 – Project Budget/Schedule**

The purpose of the Project Budget/Schedule Task will be to develop a preliminary estimate of probable project costs and the schedule required to plan and design a functional and operational facility.

##### **Develop Construction Budget**

At a conceptual design level, the Bergmann Team will assist in developing a budget for the construction of new site work and facilities for the Project Name sites. Costs will be identified on a conceptual level cost per square foot basis in current year dollars including contingencies. Furthermore, land acquisition and site-specific development costs will be provided as allowance ranges.

##### **Develop Estimate of Soft Costs**

The Bergmann Team will also assist in developing an estimate of soft costs that will be added to the Construction Budget to arrive at a total Project Budget. Soft costs include design fees, permitting fees, soils/traffic reports, material testing/monitoring, furniture, special systems, construction contingency, and miscellaneous administrative costs and expenses.

##### **Prepare Project Schedule**

The Bergmann Team will prepare a Project Schedule which will identify the total time required for the project. The schedule will include timeframes and milestones to accomplish major tasks including planning, design, bidding, construction, and move-in.

##### **Deliverables:**

- Draft Project Budget and Schedule

##### **Time Estimate:**

- 1 Month

#### **Task 5 – Preliminary Design Report**

The purpose of the Preliminary Design Report Task will be to compile all comments received on all previous draft reports and publish a final comprehensive document.

##### **Prepare Preliminary Design Report**

Upon completion and review of all work included above, the Bergmann Team will prepare a Preliminary Design Report. This document will be the culmination of the extensive preliminary design effort and provide a foundation on which final design documents are based.

##### **Deliverables:**

- Preliminary Design Report including:
  - ✓ Project Overview
  - ✓ Basis of Design
  - ✓ Operational Analysis
  - ✓ Final Space Needs Program
  - ✓ Site Master Plan including LID Storm water strategies, landscape buffering, etc.
  - ✓ Conceptual Building Plans
  - ✓ Project Budget and Schedule

##### **Time Estimate:**

- 1 Month



our **people** and our **passion** in every **project**

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### **Meetings**

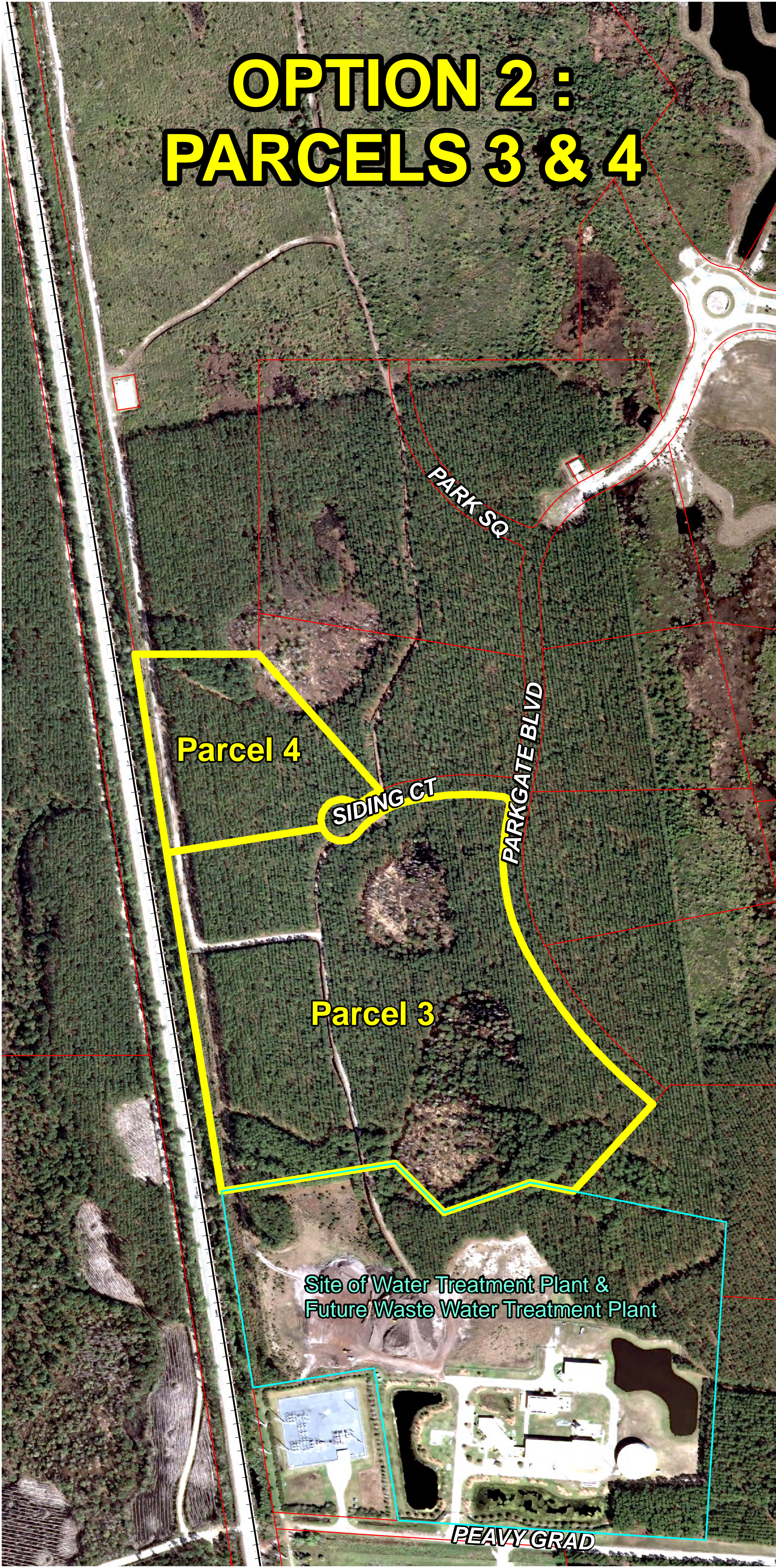
As noted in the task schedule above, plan review meetings to address city's scope and fee as well as interviews as necessary will be required in order to obtain required program/design requirements.

We will also attend (1) City Council Presentation Meeting to ensure that we provide adequate support and representation as required for project approval.

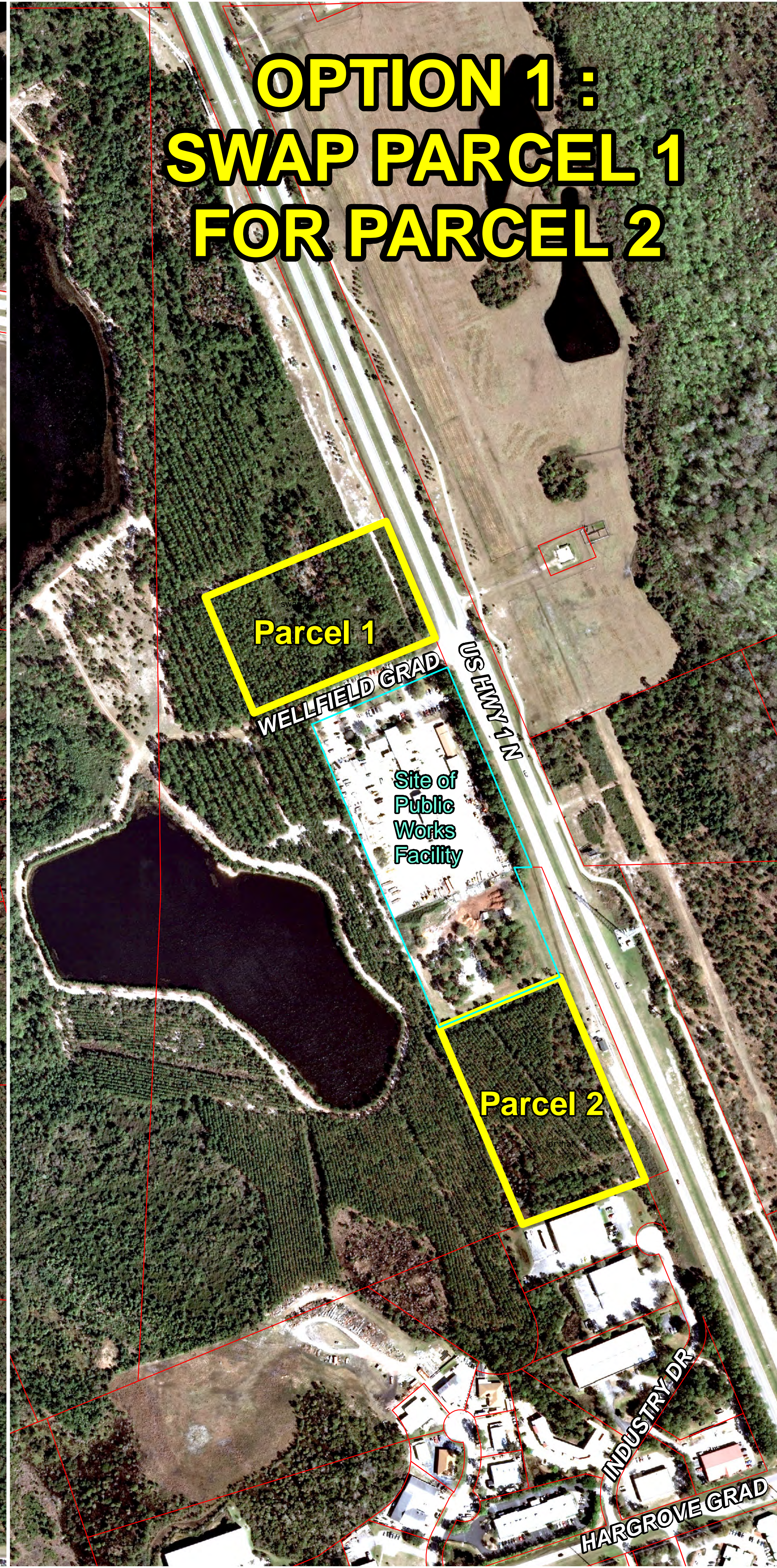




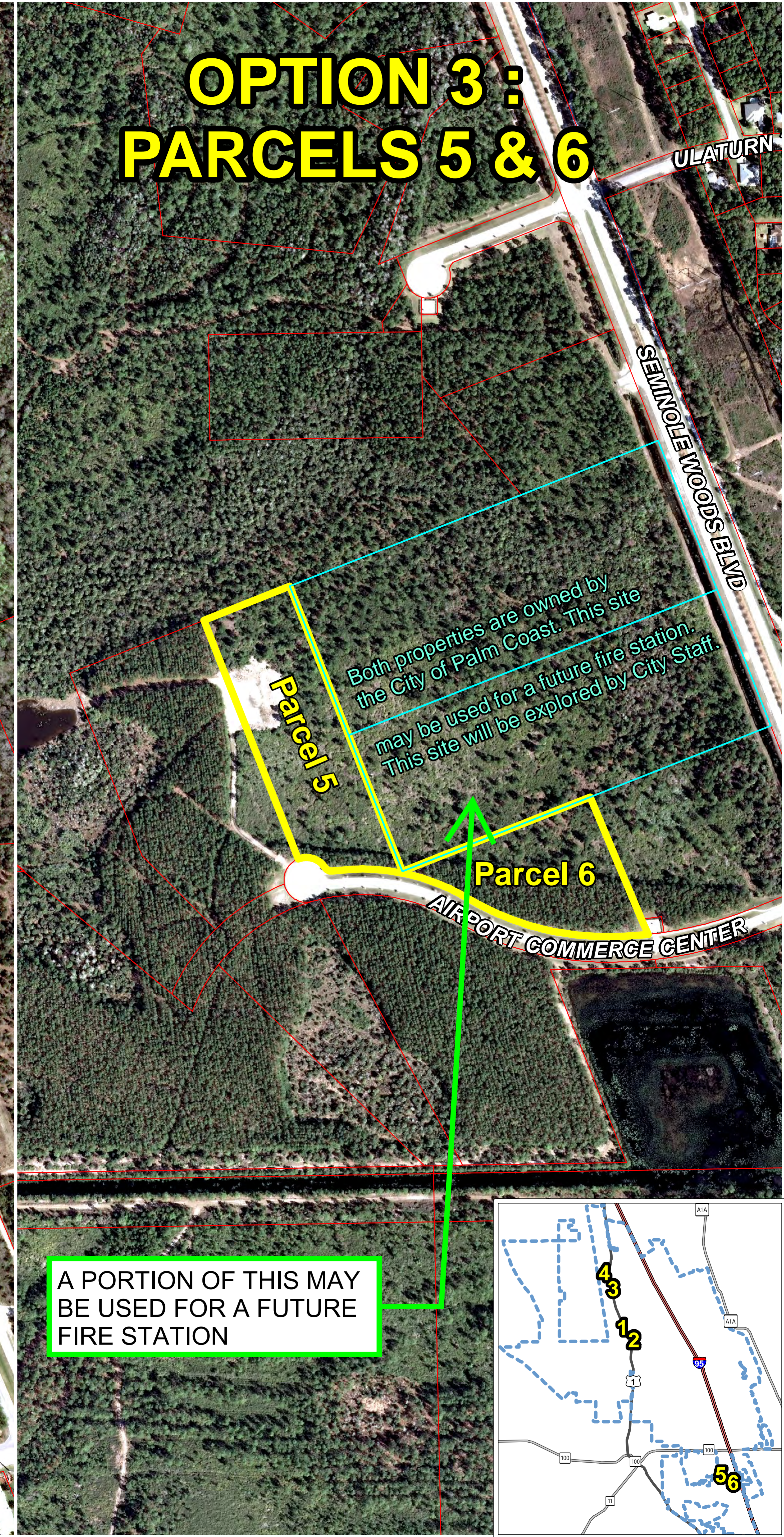
# OPTION 2 : PARCELS 3 & 4



# OPTION 1 : SWAP PARCEL 1 FOR PARCEL 2



# OPTION 3 : PARCELS 5 & 6



A PORTION OF THIS MAY BE USED FOR A FUTURE FIRE STATION

