

Approved
11 March 2024

R Meyer

March 11, 2024

**Hicks
Nation**
Architects
Incorporated

Architecture
Programming
Planning

Mr. Reynold Meyer
Deputy Chief of Staff
The Florida Senate
Suite 409, The Capitol
Tallahassee, FL 32399-1100

**RE: Entrance Level Plaza Enclosure
Senate Office Building
Florida Senate
Tallahassee, Florida
HNA Project No. 2301**

Dear Mr. Meyer,

We are herein submitting this additional service request to provide additional architectural & engineering services for the above referenced project. As you know the Senate has requested to add another operable partition to create an entrance vestibule at the south entrance into the Gallery. This modification resulting in revisions to the operable partitions, soffit and ceiling design as well as relocations of speakers, TV's and AV outlets. The additional MEP scope of work is listed below:

1. Addition of one operable partition and relocating one operable partition. Mechanical, Electrical and Fire Protection design shall be modified as required to accommodate these changes. This work shall include:
 - a. Update Lighting and associated lighting controls.
 - b. Update AV device layouts (speakers, TV and AV Outlets, etc) and Crestron panel locations.
 - c. Update Receptacle layout and circuiting. Update Panel Schedules as applicable.
 - d. Modify Fire Alarm system device locations.
 - e. Adjust fire sprinkler locations.
 - f. Modify HVAC design.
2. Update Drawings to incorporate DMS requested items (received Oct 17, 2023).
 - a. Includes correspondence/meetings and coordination with DMS representatives to determine scope and acceptable implementation methods.
 - b. Includes additional site visit by Mechanical and Electrical to verify various items related to DMS requests.

Mr. Reynold Meyer
March 11, 2024
Page 2

3. Perform Energy Calculations (for permitting purposes). (Note: Additional Services does not include any other required permit related changes nor incorporation of same into an ASI.)

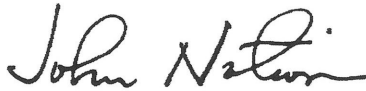
Our scope of work includes field investigation/verification of existing conditions, meetings to review the design, coordination with our engineers and construction manager, creation of construction documents and construction administration. Pinnacle Engineering, Inc. will provide the engineering design.

We will include these additions and modifications in ASI No. 1 and issue the ASI the first week of March.

We propose to provide basic architectural and engineering services for the work described herein for a fee of \$19,468. We have attached our Fee Proposal for your review. We are prepared to start work immediately and look forward to working with you on another successful project.

Should you have any questions, please call.

Sincerely,



John W. Nation, AIA

JWN/ecn
Attachment

ADDITIONAL SERVICE FEE PROPOSAL

Entrance Level Plaza Enclosure
Senate Office Building
Florida Senate
Tallahassee, Florida
March 11, 2024

ADDITIONAL SERVICES - Add Operable Partition and Incorporate DMS Request.

TASK	Principal Architect	Senior Architect	Cad Technician	Clerical	TOTALS
Correspondence/Administration	4	0	0	4	8
Field Investigation/Measurement Drawings	0	4	0	0	4
User Design Meetings	2	0	0	0	2
Schematic Design	0	0	0	0	0
Design Development	0	8	8	0	16
Construction Documents	0	8	16	0	24
Checking & Coordination	0	4	8	0	12
Specifications	0	0	0	0	0
Bid/Negotiation	0	0	0	0	0
Construction Administration	0	2	0	0	2
Pay Request Review	0	0	0	0	0
Substantial Completion/Punchlist	0	0	0	0	0
Final Completion/Close Out Docs	0	0	0	0	0
TOTAL HOURS	6	24	32	4	66
HOURLY RATES	\$170.00	\$130.00	\$80.00	\$60.00	
SUBTOTAL	\$1,020.00	\$3,120.00	\$2,560.00	\$240.00	\$6,940.00
MEP Engineering Fee					\$12,528.00
TOTAL COST					\$19,468.00

May 9, 2023

Mr. Reynold Meyer
Deputy Chief of Staff
The Florida Senate
409 South Monroe Street
Tallahassee, FL 32399-1100

**RE: Entrance Level Plaza Enclosure
Senate Office Building
The Florida Senate
Tallahassee, Florida**

Dear Mr. Meyer,

We appreciate the opportunity to provide architectural services for the above referenced project. We understand that you would like to enclose a portion of the Plaza on the Entrance Level of the Senate Office Building. The area to be enclosed contains approximately 4,738sf and is located on the east, south and west sides of the existing building. An Entrance Level Floor Plan is attached depicting the area to be enclosed.

We understand that the enclosure of the Plaza space will include the following:

1. Installation of new blast proof glazing at the perimeter of the enclosure.
2. Installation of new finishes including carpet, LVT, base, ceilings and paint.
3. Installation of new HVAC system.
4. Installation of new power, fire alarm, IT/Data/Voice/TV, lighting & controls.
5. Installation of new fire sprinklers
6. Installation of new electronic locks. (To be determined)
7. Extension of existing kitchen hood exhaust duct to the exterior.

Our scope of work includes field investigation/verification of existing conditions, meetings to review the design, coordination with our engineers and construction manager, creation of construction documents and construction administration. We have discussed this project with Craig Allen of Pinnacle Engineering, Inc. and they will serve as our mechanical and electrical engineers for the project. Pinnacle is the engineer of record for the current renovations taking place in the SOB.

We have also discussed this project with Chris Noel of TTV Architects, Inc. TTV designed the blast proof glazing system currently being installed at the Capitol Complex and will provide the glazing design for this project. TTV's consultants include Atlantic Engineering Services, a Structural Engineering firm and Thornton Tomasetti, a Building Envelope Engineering firm.

At this time we understand that the new enclosed area will be one large open space utilized for meetings and gatherings. Should the utilization of the interior space change affecting design changes, then additional fees may be required. We understand that you would like to start construction on the Plaza enclosure after completion of the 2024 Legislative session.

We have reviewed this project with Allstate Construction and based upon recent construction cost associated with similar systems at the Capitol Complex and on the future bidding climate they have estimated the cost of this addition to be between \$5,000,000 and \$6,000,000. This includes the added cost for renovating space within the Capitol Complex.

We believe that this type of project requires considerable attention during the construction administration phase and have included sufficient time for the design team to meet every two weeks during the construction and also review the work on a weekly basis. A full time clerk-of-the works has not been included, but the more intense construction administration has been included as an additional service.

Other additional services which are not included in the DMS Fee Schedule and are being requested by TTV include the following:

- Blast & Force Protection Engineering
- Record Drawings from CM provided As-Builts
- TTV on site trips & travel expenses

We propose to provide basic architectural and engineering services for the work described herein for a fee of \$407,938. This basic service is in line with the DMS fee curve for repairs and renovations Group "C" for the probable construction cost estimate, $\$5,000,000 \times 8.16\% = \$407,938$. Additional service fees will be included as outlined above. A summary of the fees are included below.

Summary:

A/E Basic Services	\$407,938
Additional Services:	
Blast & Force Protection Engineering (Physical Security)	46,200
TTV on Site Trips & Travel Expenses	24,948
Measured Drawings of Existing Facilities	3,443
<u>Intensive Construction Administration</u>	<u>+ 7,680</u>
Total Fee	\$490,209

Mr. Reynold Meyer
May 9, 2023
Page 3

We have attached the Fee Proposal, Payment Schedule and Design Schedule for your review. We are prepared to start work immediately and look forward to working with you on another successful project.

Should you have any questions, please call.

Sincerely,

A handwritten signature in blue ink that reads "John W. Nation". The signature is written in a cursive, flowing style.

John W. Nation, AIA

JWN/ecn

Attachment

NO.	DATE	BY	REVISION
1	10/10/17	JWN	ISSUE FOR PERMIT
2	10/10/17	JWN	REVISED PER COMMENTS
3	10/10/17	JWN	REVISED PER COMMENTS
4	10/10/17	JWN	REVISED PER COMMENTS
5	10/10/17	JWN	REVISED PER COMMENTS

Hicks
Nation
Architects
 Incorporated

Architecture
 Programming
 Planning

1382
 Timberlane Road
 Suite C
 Tallahassee FL
 32312
 850.893.1130
 License Number
 AA 000 1403

OFFICE SUITE RENOVATIONS
 STATE OFFICE BUILDING
 CAPITOL COMPLEX
 TALLAHASSEE, FLORIDA

John W. Nation
 AS 12778
 DATE
 SEPT. 29, 2017
 PROJECT NO.
 17000
 DESIGNED BY
 JWN
 DRAWN BY
 MF
 CHECKED BY
 JWN
 DATE NO.
 A2.1

8/22

**SCOPE OF WORK:
 ENTRANCE LEVEL**

1. METAL BULLET RESISTANT PANELS AT EXISTING CORNER VESTIBULE ROOM AS DETAILLED. METAL BULLET RESISTANT PANELS IN OTHER WALL PARTITIONS AS NOTED ON THIS PLAN.
2. PROVIDE PARTITION WALLS TO MATCH EXISTING WALLS. PROVIDE CEILING TIE AND LED LIGHT FIXTURES TO MATCH EXISTING WALLS.
3. REMOVE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
4. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
5. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
6. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
7. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
8. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
9. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
10. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.

GENERAL NOTES

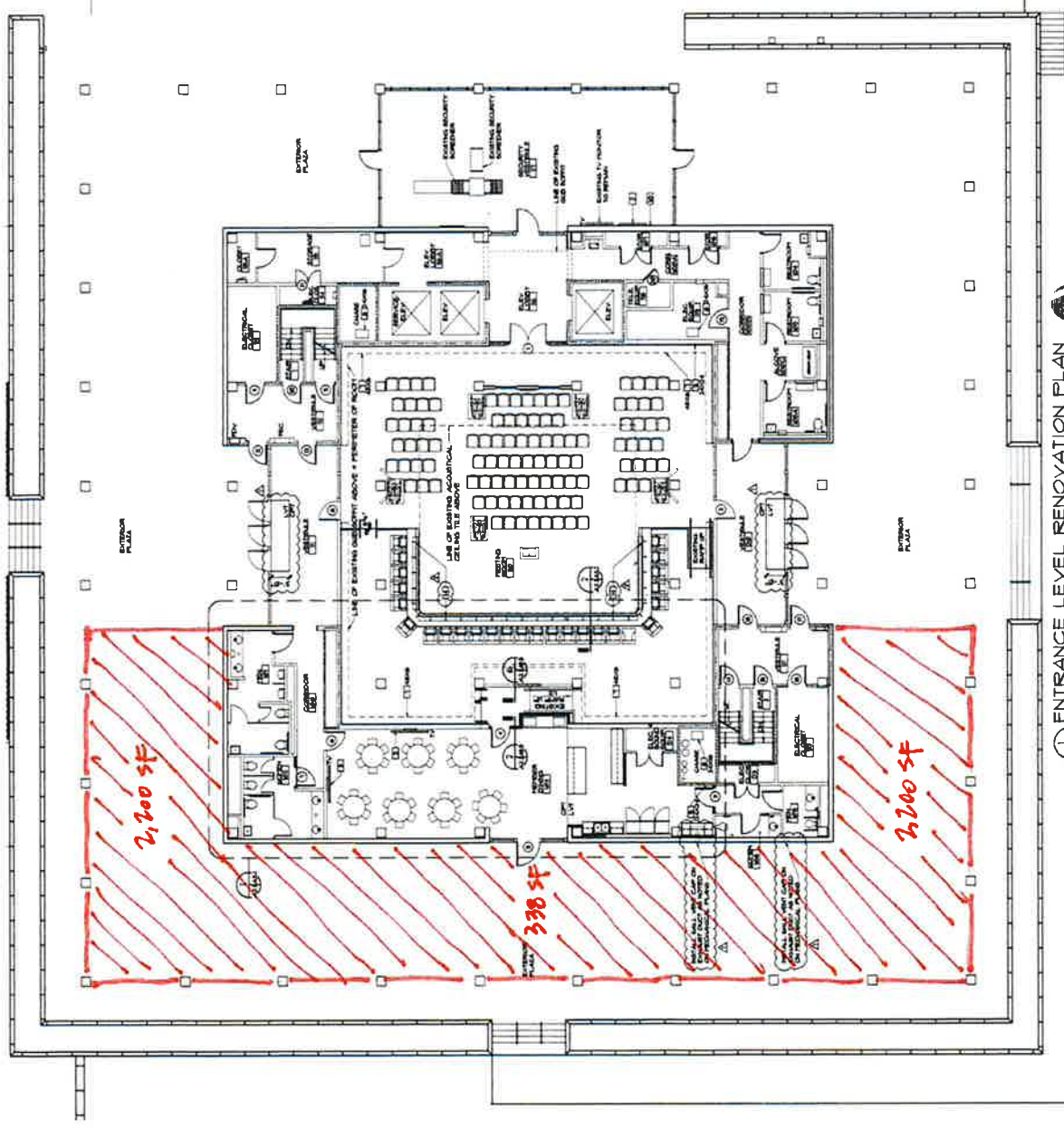
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF ALL APPLICABLE CODES AND REGULATIONS.
2. METAL BULLET RESISTANT PANELS SHALL BE PROVIDED FOR ALL EXISTING WALLS AND PARTITIONS.
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF ALL APPLICABLE CODES AND REGULATIONS.
4. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
5. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
6. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
7. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
8. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
9. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
10. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.

NEW WORK NOTES

1. METAL BULLET RESISTANT PANELS SHALL BE PROVIDED FOR ALL EXISTING WALLS AND PARTITIONS.
2. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
3. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
4. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
5. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
6. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
7. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
8. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
9. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.
10. PROVIDE EXISTING PARTITION WALLS AND METAL BULLET RESISTANT PANELS AS NOTED ON THIS PLAN.

PARTITION LEGEND

- 1. METAL BULLET RESISTANT PANELS
- 2. PARTITION WALL
- 3. METAL BULLET RESISTANT PANELS
- 4. PARTITION WALL
- 5. METAL BULLET RESISTANT PANELS
- 6. PARTITION WALL
- 7. METAL BULLET RESISTANT PANELS
- 8. PARTITION WALL
- 9. METAL BULLET RESISTANT PANELS
- 10. PARTITION WALL



ENTRANCE LEVEL RENOVATION PLAN

2,200
 2,200
 + 338
 4,738 SF

THIS DOCUMENT IS THE PROPERTY OF HICKS NATION ARCHITECTS INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF HICKS NATION ARCHITECTS INC. THIS DOCUMENT IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF HICKS NATION ARCHITECTS INC.

FEE PROPOSAL

**Entrance level Plaza Enclosure
Senate Office Building
The Florida Senate
Tallahassee, Florida
May 9, 2023**

ADDITIONAL SERVICES

TASK	Principal Architect	Senior Architect	Cad Technician	Clerical	TOTALS
Correspondence/Administration	16	0	0	24	40
Field Investigation/Measurement Drawings	0	8	16	0	24
User Design Meetings	24	0	0	0	24
Schematic Design	0	16	24	0	40
Design Development	0	40	80	0	120
Construction Documents	0	80	120	0	200
Checking & Coordination	24	16	20	0	60
Specifications	0	16	0	24	40
Bid/Negotiation	8	0	0	0	8
Construction Administration	80	0	0	32	112
Pay Request Review	0	16	0	0	16
Substantial Completion/Punchlist	2	4	0	2	8
Final Completion/Close Out Docs	2	4	0	2	8
TOTAL HOURS	156	200	260	80	696
HOURLY RATES	\$170.00	\$130.00	\$80.00	\$60.00	
SUBTOTAL	\$26,520.00	\$26,000.00	\$20,800.00	\$4,800.00	\$78,120.00
Exterior Enclosure A/E Fee					\$361,295.00
MEP Engineering Fee					\$50,794.00
TOTAL COST					\$490,209.00

**Entrance Level Plaza Enclosure
Senate Office Building
The Florida Senate
Capitol Complex
Tallahassee, Florida
May 9, 2023**

PAYMENT SCHEDULE

TASK	Percentage	Fee
Schematic Design Documents	15%	\$73,531.35
Design Development Documents	20%	\$98,041.80
Construction Documents	40%	\$196,083.60
Permit & Bid	5%	\$24,510.45
Construction Administration	20%	\$98,041.80
Total	100%	\$490,209.00

DESIGN SCHEDULE

TASK	Duration	Completion Date
NTP		May 19, 2023
Field Investigation	14 days	June 2, 2023
Schematic Design	14 days	June 16, 2023
Review	7 days	June 23, 2023
Design Development	21 days	July 14, 2023
Review	7 days	July 21, 2023
100% Construction Documents	28 days	August 18, 2023
Total	91 days	