

APPROVED
23 MAY 2024

December 15, 2023

Hicks
Nation
Architects
Incorporated

Architecture
Programming
Planning

Mr. Reynold Meyer
The Florida Senate
The Capitol
404 South Monroe Street
Tallahassee, FL 32399

**RE: Office Suite Renovations
Ground Floor Claude Pepper Building
The Florida Senate**

Dear Mr. Meyer,

We appreciate the opportunity to provide architectural services for the above referenced project. We understand that you would like to renovate existing office space on the Ground Floor of the Pepper Building. There are three areas to be renovated, Suite G24 and Conference Room G20 which are located on the east side of the building and Suites G50 and G60 which are located on the west side of the building. Renovations to these spaces include the following:

Scope of Work

G20 Conference Room (388sf):

New carpeting, ceiling, painting, lighting, TV monitors & smart boards.

G24 Office Suite (5,022sf):

New systems furniture, carpeting, ceiling, painting, lighting and installation of new Break Room.

G50 Computer Server Room & G50E Conference Room (477 sf):

New systems furniture, carpeting, ceiling, painting, lighting, TV monitors & smart boards.

G60 Office Suite (2,804 sf):

New systems furniture, carpeting, ceiling, painting, lighting and relocation of Break Room.

MEP renovations will include reuse of existing HVAC systems with modifications and additions of terminal boxes, ductwork, air devices and controls, plumbing design for new breakroom; modification of existing fire sprinkler branch piping and sprinkler heads; and power, lighting, fire alarm and IT/data/voice infrastructure modifications.

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 has extensive experience working with DMS on state facilities and assisted Hicks Nation in the previous renovations of the Pepper Building.

We understand the Senate would like us to include additional time during the construction administration phase similar to the Senate Office Building renovation projects. We have included sufficient time for the design team to meet weekly during 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. We have included the Intensive Construction Administration in the Fee Summary.

We have reviewed the current bidding climate and estimate that the construction cost for the interior renovations is running around \$170/s.f. This includes the added cost for renovating space within the Capitol Complex. The estimated renovation cost for this project is as follows:

Probable Cost of Construction:

<u>Space</u>	<u>Area</u>
G20 Conference Room:	388 sf
G24 Office Suite:	5,022 sf
G50 Server & Conference Room:	477 sf
G60 Office Suite:	2,804 sf
	<u>8,691 sf</u>
	X <u>\$170/sf</u>
	\$1,477,470.00*

*Probable Cost of Construction is for the building renovations only and does not include the cost of systems furniture and furnishings.

We propose to provide basic architectural and engineering services for the work described herein for a fee of \$128,830. This basic service is in line with the DMS fee curve for repairs and renovations Group "C" for the probable construction cost estimate of $\$1,477,470 \times 8.72\% = \$128,830$. Additional service fees will be included as outlined above. A summary of the fees is included below.

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Fee Summary:

A/E Basic Services	\$128,830
Additional Services:	
Measured Drawings of Existing Facilities	8,527
<u>Intensive Construction Administration</u>	<u>+ 7,820</u>
Total Fee	\$145,177

We have attached floor plans of the spaces to be renovated along with the Payment Schedule and Project 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,



John W. Nation, AIA

JWN/ecn

Attachment(s)

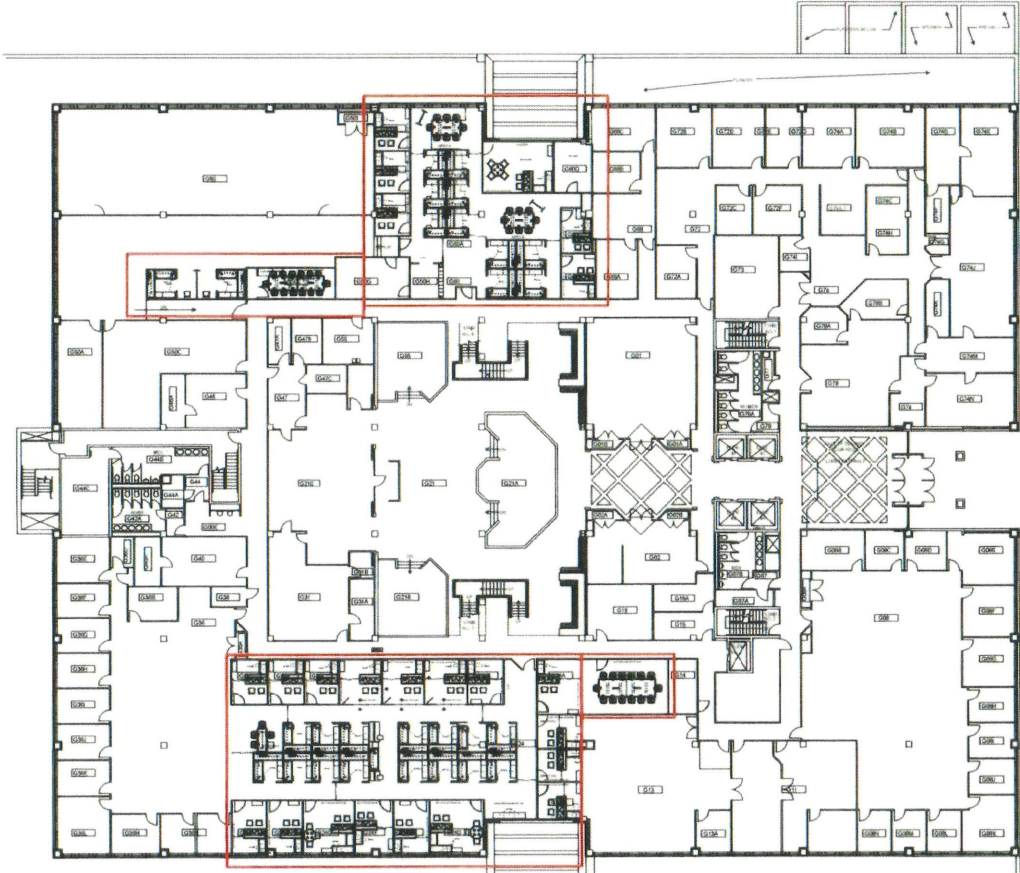
**Office Suite Renovations
 Ground Floor Claude Pepper Building
 The Florida Senate
 Tallahassee, Florida
 December 15, 2023**

PAYMENT SCHEDULE

TASK	Percentage	Fee
Schematic Design Documents	15%	\$21,776.55
Design Development Documents	20%	\$29,035.40
Construction Documents	35%	\$50,811.95
Permit & Bid	5%	\$7,258.85
Construction Administration	25%	\$36,294.25
Total	100%	\$145,177.00

DESIGN SCHEDULE

TASK	Duration	Completion Date
NTP		December 18, 2023
Field Investigation	14 days	January 1, 2024
Schematic Design	21 days	January 22, 2024
Review	7 days	January 29, 2024
Design Development	28 days	February 26, 2024
Review	7 days	March 4, 2024
100% Construction Documents	28 days	April 1, 2024
Review	7 days	April 8, 2024
CD Permit Documents	14 days	April 15, 2024



OVERALL KEY PLAN | PLAN VIEW

Scale: 1/32" = 1'-0"

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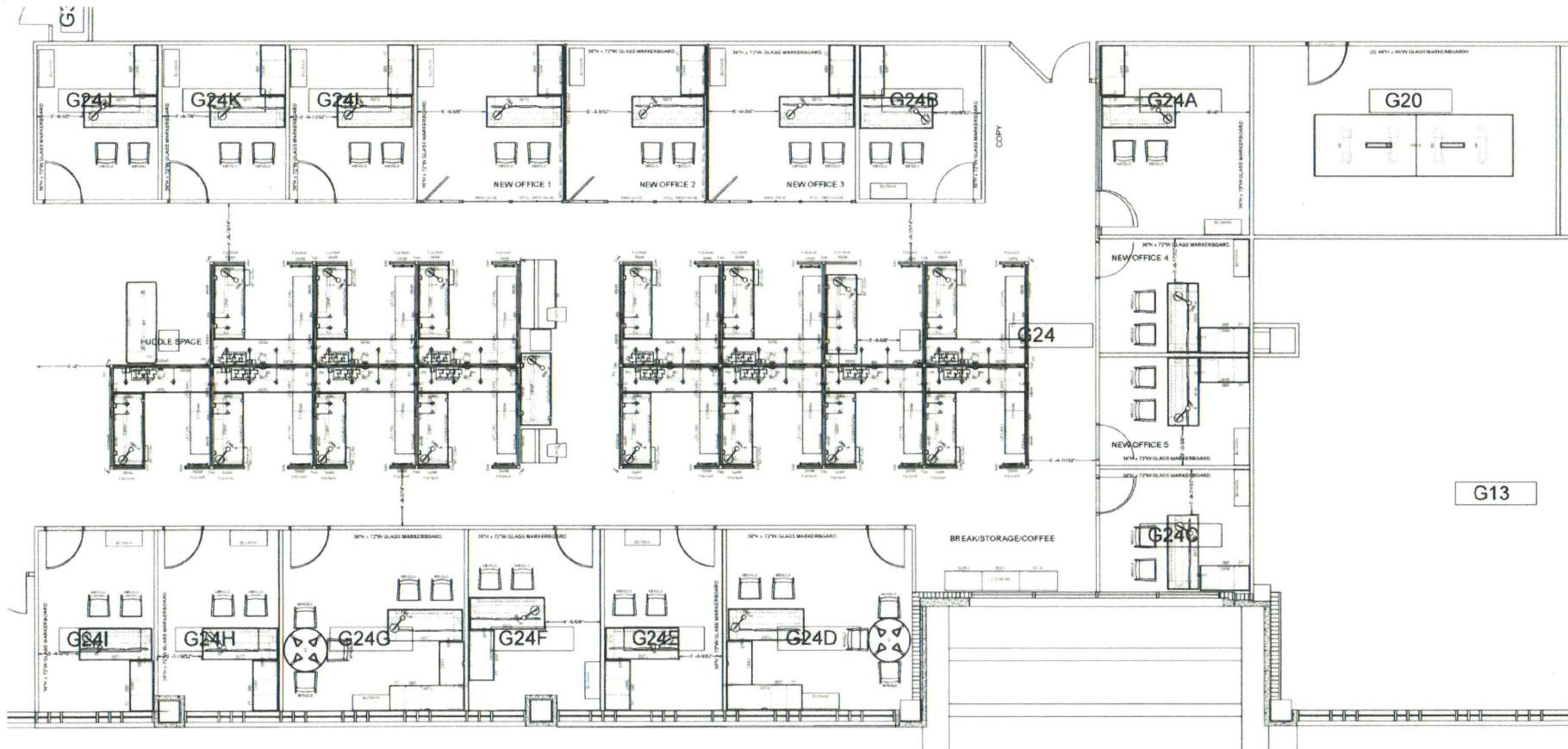


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IT ADD-ONS**

COMPANY: **Claude Pepper Bldg**
ADDRESS: 111 W. Madison Street
Tallahassee, FL 32301
CONTACT: Bob Endress

DATE: 3/2/2023
SALES NAME: JM
DESIGNER: BNL
PAGES: 1/21



SUITE G24 & G20 CONFERENCE | PLAN VIEW

Scale: 1/8" = 1'-0"

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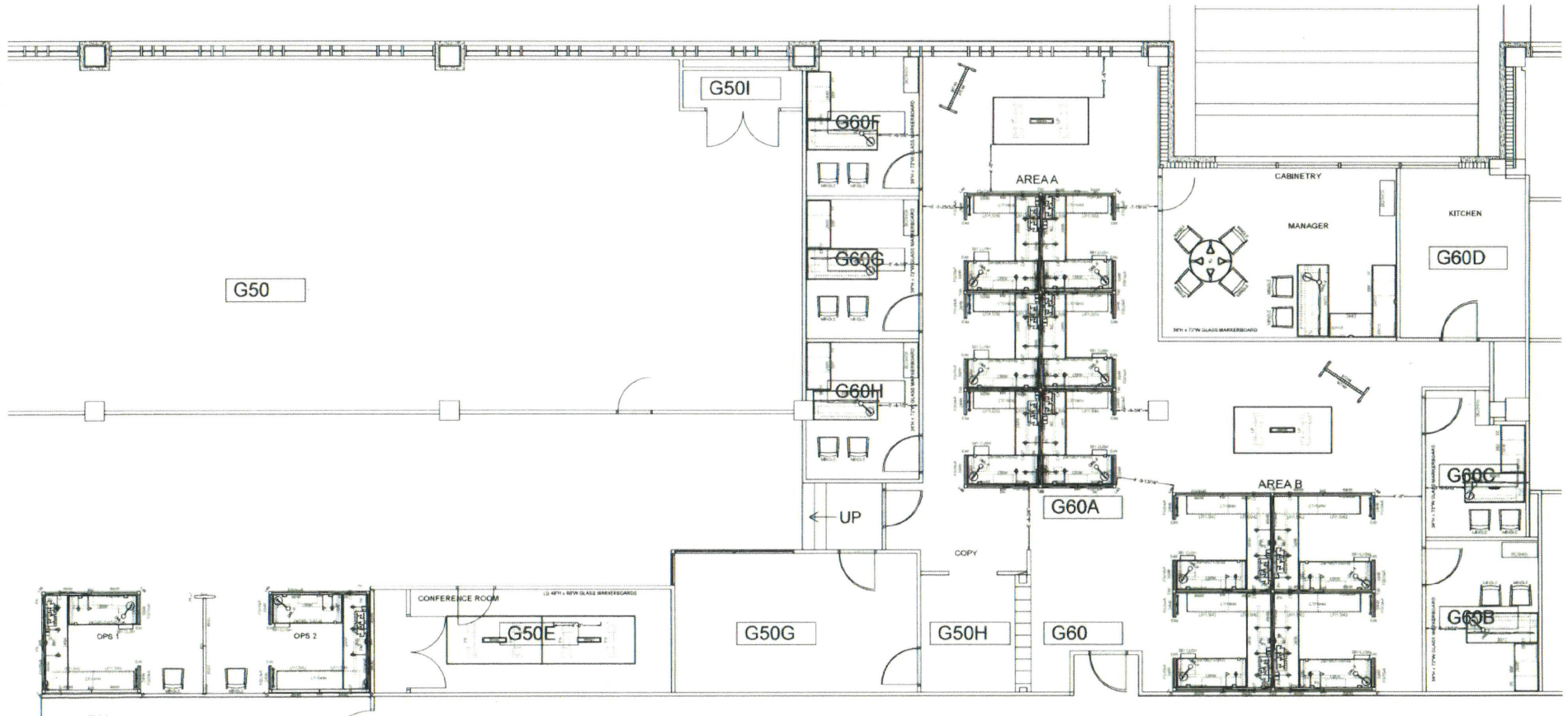


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SUITE G50 & G60 | PLAN VIEW

Scale: 1/8" = 1'-0"

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