

February 26, 2025

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 the elimination of the southwest planter on the Senate Office Building Plaza and the installation of pavers to cover the planter and enlarge the plaza. We shall provide design services for the planter demolition and installation of existing pavers on a new concrete slab over the planter opening.

The plants and soil have been removed from the planter exposing the original waterproofing and drainage system for the planter. The existing planter is approximately 5'-8" wide x 78'-0" long equaling 442 sf. Plans and sections are attached to this proposal illustrating the work to take place for this renovation.

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. Structural Engineering Group, LLC will provide the structural engineering design. This scope of work is based on reusing existing plaza pavers that Allstate Construction has stored and delivered to DMS.

We will include the construction documents for the plaza/paver renovations in ASI No. 5 and have the construction documents completed in approximately 6 weeks.

Mr. Reynold Meyer

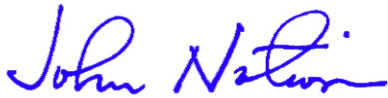
February 26, 2025

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We propose to provide basic architectural and engineering services for the work described herein for a fee of \$19,680. 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,

A handwritten signature in blue ink that reads "John W. Nation". The signature is fluid and cursive, with the first name "John" and last name "Nation" clearly distinguishable.

John W. Nation, AIA

JWN/ecn

Attachment

DESIGN SERVICES :	QTY.	Hours							
		Clerical	Drafting	Engineer	Inspector	Snr. Engr	Principle	TOTALS	
Proposal	2							2	\$ 400.00
	0								\$ -
Site Visit Before Design	3							3	\$ 600.00
	0								\$ -
Review of Existing Drawings	3							3	\$ 600.00
	0								\$ -
Design and Construction Documents	18		10					8	\$ 2,600.00
	0								\$ -
CA & Site Visit During Construction	4							4	\$ 800.00
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
	0								\$ -
SUB-TOTAL	30	0	10	0	0	0	0	20	\$ 5,000.00
Contingency	0%							30	\$ -
TOTAL BASIC SERVICES:									\$ 5,000.00

# ADDITIONAL SERVICE FEE PROPOSAL

Entrance Level Plaza Enclosure  
Senate Office Building  
Florida Senate  
Tallahassee, Florida  
February 26, 2025

## *ADDITIONAL SERVICES - Southwest Plaza Planter Renovation Added Scope*

<b>TASK</b>	Principal Architect	Senior Architect	Cad Technician	Clerical	<b>TOTALS</b>
Correspondence/Administration	4	0	0	4	8
Field Investigation/Measurement Drawings	0	8	0	0	8
User Design Meetings	4	0	0	0	4
Schematic Design	0	0	0	0	0
Design Development	0	16	24	0	40
Construction Documents	0	16	24	0	40
Checking & Coordination	0	4	8	0	12
Specifications	0	0	0	0	0
Bid/Negotiation	0	0	0	0	0
Construction Administration	0	8	0	4	12
Pay Request Review	4	0	0	0	4
Substantial Completion/Punchlist	2	0	0	2	4
Final Completion/Close Out Docs	2	0	0	2	4
TOTAL HOURS	16	52	56	12	136
HOURLY RATES	\$170.00	\$130.00	\$80.00	\$60.00	
<b>SUBTOTAL</b>	<b>\$2,720.00</b>	<b>\$6,760.00</b>	<b>\$4,480.00</b>	<b>\$720.00</b>	<b>\$14,680.00</b>
Structural Engineering Fee					\$5,000.00
<b>TOTAL COST</b>					<b>\$19,680.00</b>

Architectural floor plan of a building interior, likely a school or community center, showing various rooms and construction details. The plan includes a grid system (A-K horizontally, 1-7 vertically) and a red hatched area at the top.

**Key Rooms and Features:**

- Central Hall:** Large open area with circular tables and chairs.
- Meeting Room:** Located on the right, featuring rows of chairs.
- Member Lounge:** Adjacent to the central hall.
- Restrooms:** Multiple restrooms labeled "MEN" and "WOMEN".
- Vestibules:** Several vestibules providing entry points to different sections.
- Storage:** A storage room labeled "STORAGE 107".
- Mechanical Rooms:** Labeled "MECHANICAL 101" and "MECHANICAL 103".
- Electrical Closets:** Labeled "ELEC. CLO." and "ELEC. SOUND EQUIP.".
- Chase:** A utility area labeled "CHASE".
- Stair:** A staircase labeled "STAIR".
- Gallery:** A small gallery area labeled "GALLERY 100".
- Exterior Plaza:** Areas outside the building labeled "EXTERIOR PLAZA".

**Construction Notes and Callouts:**

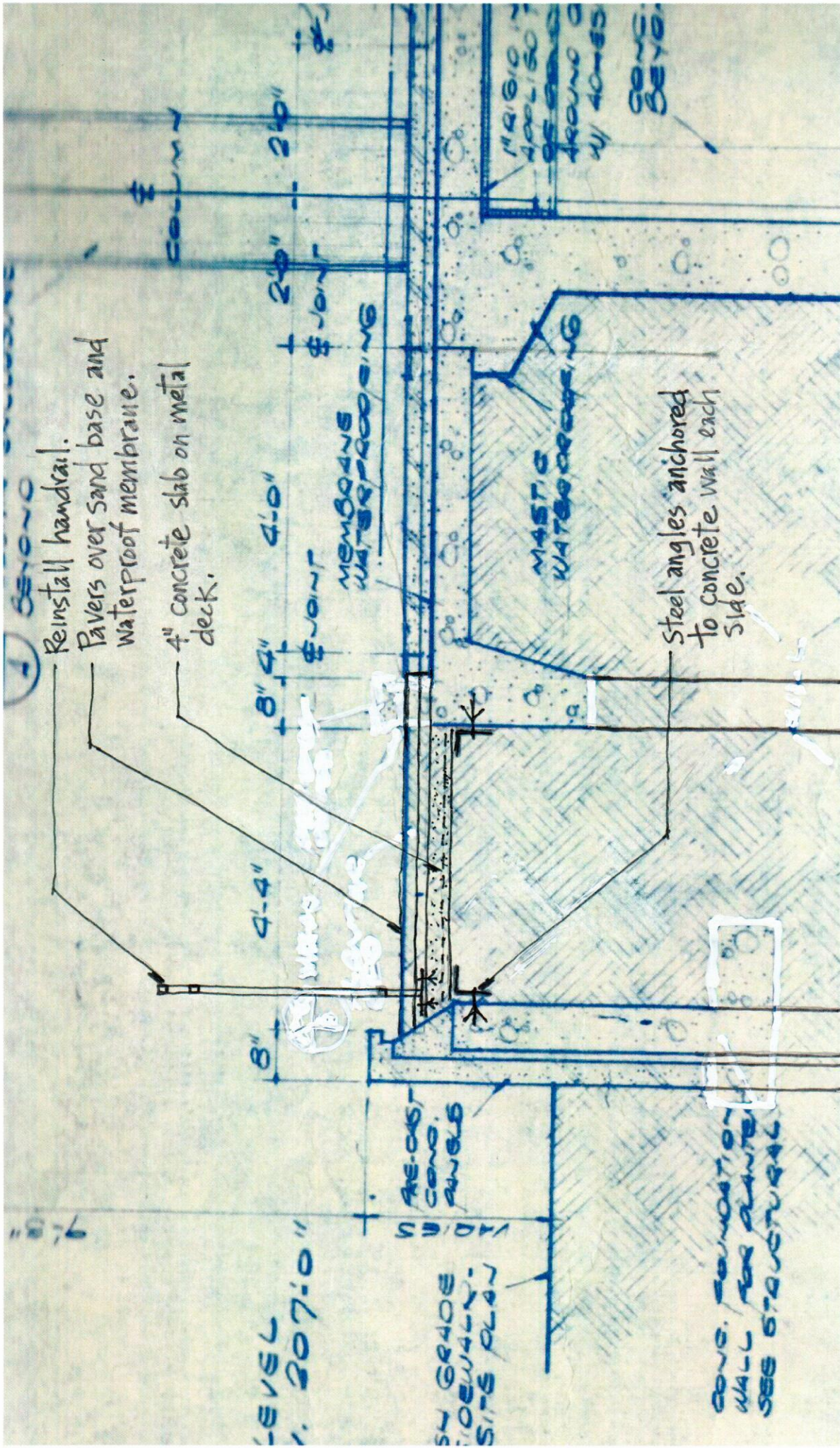
- INSTALL FLOOR TOPPING ON EXISTING PRECAST CONC. PAVERS PRIOR TO LVT INSTALLATION
- INSTALL 5/8" GUB ON 2 1/2" METAL STUDS @ 24" O.C. TO DECK ABOVE
- TERMINATE SORFIT TO ALLOW PARTITION TRACK INSTALLATION TO STOREFRONT
- BOLLARD FOR DOOR OPENER SEE DWG. NO. A7.0
- OPERABLE PARTITION PANELS STACKED IN ALCOVE 6'-4" 12'-8 3/4" 1'-8"
- INSTALL 5/8" GUB ON 3/4" HAT CHANNELS @ 24" O.C. TO DECK ABOVE
- ALIGN NEW PARTITION W/ EDGE OF EXISTING COLUMN
- AV, SPK, TV, CP, FEC, MECHANICAL, STORAGE, ELEC. CLO., CHASE, STAIR, ELEC. SOUND EQUIP., BOLLARD FOR DOOR OPENER, SEE DWG. NO. A7.0

SCALE:  $\frac{1}{8}'' = 1' - 0''$











*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  
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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.)

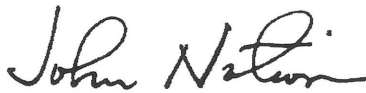
Our scope of work includes field investigation/verification of existing conditions, meetings to review the design, coordination with our engineers and construction manager, creation of construction documents and construction administration. Pinnacle Engineering, Inc. will provide the engineering design.

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,

A handwritten signature in black ink, appearing to read "John W. Nation". The signature is fluid and cursive, with a small dot at the end.

John W. Nation, AIA

JWN/ecn  
Attachment

## ATTACHMENT 1-a

**PINNACLE ENGINEERING GROUP, P.A.**  
**ENGINEERING HOURLY ESTIMATE**

## PROJECT

**HN: Senate Office Building Portico Enclosure**

DATE \_\_\_\_\_

1-Mar-24

### PROJECT BUDGET INFO:

### Add Services #1 - Owner Requested Changes

## SCOPE OF SERVICES

## PERSONNEL TIME AND COSTS

[illegible]



## 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 fluid and cursive, with the first name "John" and last name "Nation" clearly legible.

John W. Nation, AIA

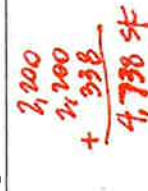
JWN/ecn

Attachment



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PERMIT TO PUBLISH ONLINE AND TO CONDUCT DIRECT  
ADVERTISING AND MARKETING ACTIVITIES TO OUR CUSTOMERS  
AND TO OUR EMPLOYEES



**PINNACLE ENGINEERING GROUP, P.A.**  
**ENGINEERING HOURLY ESTIMATE**

**HN: Senate Office Building Portico Enclosure**

**1-May-23**

## Pre-Design Services - Measured Drawings

## PERSONNEL TIME AND COSTS

[illegible]

# 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

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

**PAYMENT SCHEDULE**

<b><i>TASK</i></b>	<b>Percentage</b>	<b>Fee</b>
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**

<b><i>TASK</i></b>	<b>Duration</b>	<b>Completion Date</b>
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	