



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



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ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District

TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of Commissioners

FROM: Tony Gomillion, County Administrator

DATE: February 22, 2016

SUBJECT: Administrative Item 2

DISCUSSION

Discussion of the approval of the final task order to HOK for current workshop tasks and to provide final report documents in the amount of \$15,000.00. This is accounted for in the current services agreement dated February 25, 2015.



February 25, 2015

Hunter Walker
County Administrator
Board of County Commissioners
Santa Rosa County Administrative Offices
6495 Caroline Street
Milton, FL 32570-4978

RE: DESIGN SERVICES FOR SANTA ROSA COUNTY COURTHOUSE

Dear Hunter:

Based on our discussions, we are submitting the following fee proposal for your review, comment and approval.

This fee is the same format and following the same State of Florida fee guidelines as defined by our March 21, 2000 Agreement with you.

We have scaled back the design effort from a full Schematic Design effort to deliver just what you need for approval, presentation and budget development at this time. After your referendum passes, there would be a small amount of schematic design phase work to wrap up that phase, then the project would be ready to move directly into full design development and the rest of the project.

We have concentrated our efforts for defining scope on this initial phase, from now to end of June 2015. The biggest potential areas of change at the moment are to leave some of the departments in their existing locations and focus on reducing the overall size of a new courthouse.

Our scope will include the following topics:

- Meet with all Commissioners, County Staff, & Courts leadership to establish goals Feb 24-25.
- We will also recommend meeting with the City to search for win/wins for a downtown solution.
- Review past documents on existing historic courts re-use (from 2000).
- Understand ownership conditions for downtown site and adjacent property.
- Develop conceptual design options-User mix, building size, parking, etc. Adjust Building Program where necessary.
- Site development options
- Conduct parking analysis in downtown Milton
- High level cost comparison
- Schedule & Phasing
- Prepare and present Options to Commission workshop. SELECT Option to proceed with.
- Develop Conceptual level plans for selected option including; Site plan, storm water, parking and access, new courthouse building plans.
- Schedule & Phasing plan
- Sections and elevations to describe building character, including sketch renderings.
- Project narratives
- Cost estimate for site & building.



We will also, at that time, have a defined site and can predict all the engineering issues related to site development. We don't know yet if there will be wetland delineation or off site utility upgrades required.

Most of the work is defined as a lump sum fee. We have, however, included some allowances that will be spent at your direction. The County will supply GIS data of the proposed downtown Milton property. The existing Geotech evaluation (to determine foundation design) will be used.

We will provide draft options for discussion at the end of March with a presentation to the Board mid-April. We anticipate selection of an option in early May for us to complete and present by the end of June.

Our team continues to be led by myself from HOK (Architecture, Interior Design, and Security Planning) with Tommy Sinclair & Curt Parde. Engineering Team will be the same as before with Mike Broussard, Lowry Denty & Steven White from Hatch Mott MacDonald (Civil Engineering, Survey, Landscape and Structural Design) - Humber Garrick and David Watford Engineering (Mechanical, Electrical, Plumbing and Fire Protection). Faithful & Gould will be doing the cost estimating.

We are excited about getting started again, and to be working with the Board of County Commissioners.

Fee Summary

Basic Services Schematic Design (Architecture, ID, Structure, MEP)	\$130,000
Civil Engineering	\$25,000
Schematic Design Cost Estimate & Budget Development	\$7,500
Parking Analysis	\$5,000
Fixed Fee Total	\$167,500

Additional Design Services as directed by the County \$15,000

Expenses for Travel, printing and presentation renderings \$24,000
Sum Total \$206,500

This can be authorized as additional service (11.3.2) to our contract dated March 21, 2000. We could be ready to start in February with the goal of being complete by July 2015. Please let us know how you want to proceed. If you have any questions, please contact me.

Yours sincerely,

Duncan C. S. Broyd, RIBA
 Managing Principal

cc: Angela Jones (Santa Rosa County)
 Mike Broussard (Hatch Mott MacDonald)
 Jonathan Rae, Curt Parde, Tommy Sinclair (HOK)