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Scope of Work for Turn-Key Design-Build of Fire Stations and a First Responder Campus

I. OVERVIEW AND PURPOSE OF THE PROJECT

The City of Ocala is seeking proposals from design-build construction teams to provide a turn-key project with all labor, materials, FF&E, and provisions necessary to produce conceptual designs, final design, construction documents and construction of two (2), separately located, three-bay fire stations to house seven personnel, and one police district facility of approximately 3,550 square feet.

One of the fire stations will be located at 885 SE 31st Street (Parcel #30338-000-00) as a stand-alone facility; the other "first-responder campus" will be a fire station, and the police district facility located at 340 NE 8th Avenue (Parcels 2826-011-000, 2826-010-001 and 2826-010-002), in Ocala, Florida. For the First Responder Campus, the preferred orientation of the campus is indicated as Option 1. However, if the designers believe additional property will be more desirable to the eventual outcome of the campus, designers can consider using the property labeled as Option 2. Please refer to **Exhibit B- Parcel Option Maps**.

All criteria listed is open for discussion. The two prevailing measures for the project are the need for two (2) fire stations (one of which includes a police district building), and **the Project's Budget of \$5.2 million**.

Preliminary plans, general project specifications, and requirements for the proposed fire stations, and police district facility include, but are not limited to, the following:

- A. The turnkey design and construction of two (2) new fire stations, with each station being approximately 6,000 to 7,000 square feet. Living areas must be located on the ground floor of the facilities.
- B. The turnkey design and construction of a 3,550 square foot police district facility which, if considered an attractive option to the design team, may be attached by a common wall to the fire station located at 340 NE 8th Avenue. If the design has a common wall between the two buildings, each side shall be completely separate, including: no access to either building through the common wall, no sharing of utilities or HVAC, and no cross location of any equipment.

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It is the City's desire to make the **340 NE 8th Avenue location a "First-Responder Campus."**

- C. **Fire Station building areas** will include the following functional elements:
- 1) **Storage**- interior storage of sensitive medical equipment and supplies, cleaning supplies, and three separate kitchen pantry lockers/cabinets. Storage in the apparatus bay shall include bunker gear (with non-UV lighting fixtures, exhaust fans, and coat hooks), tool room, air compressor room, bunker gear washing room, bunker gear rack storage (for bagged second set of gear), and other storage opportunities as possible in design.
 - 2) **Apparatus Bay**- three drive-through bay configuration, with horizontal opening bay doors with remote control openers, French drains running front to back, and Plymovent vehicle exhaust extraction system for three vehicles.
 - 3) **Business Features**- two offices (Captain and Battalion Chief) with adjoining bedrooms, and two workstations in the open area on casework, cabinet-type desks for report writing.
 - 4) **Gender Friendly Dormitory Design**- each of the three required dormitories will be private spaces, with a Murphy bed, and a casework cabinet (approximately 20" x 20" x 84").
 - 5) **Gender Specific Bath Facilities**- with showers, commercial grade toilets, and sinks.
 - 6) **Professional Kitchen**- commercial grade kitchen appliances, cabinets, counters, and features to accommodate three meals/day for seven staff members.
 - 7) **Workout Room**- of sufficient size to accommodate seven adults, free weights, multiple treadmills, stair climber, rowing machine, and so forth.
 - 8) **Community Room**- room at the front entry door for use by the public, approximately 350 sq. ft. in size, with public restroom facility with toilet and sink in proximity to community room.
 - 9) **Laundry Facilities**- front-load washing machine and dryer for uniforms and linens.
- D. **Ocala Police Department (OPD) building areas** must include the following minimum functional elements:
- 1) **OPD Interior Rooms**:
 - a) **Employee Lounge**- room shall have a lounge and kitchen area including standard refrigerator, microwave, sink, and window.

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- b) **Conference Room**- room sized for an eight (8) person conference table.
- c) **Interview Room**- room shall be no less than 60 square feet, constructed with sound deadening materials installed in the wall, and on the inside the room.
- d) **Interview Audio/Video Review Room**- room shall be no less than 60 square feet, constructed with sound deadening materials install in the wall and on the inside of the room.
- e) **Communication/Information Technology Server Room**- room shall be no less than 60 square feet, with ¾" plywood on 3 walls, (6)- 120 volt circuits from building power, and (6)- 120 volt circuits from generator power.
- f) **Storage Room(s)**- no less than 60 square feet.
- g) **Janitorial Closet**- must include floor mop sink, and standard height stationary tub/mop sink.
- h) **HVAC/Electrical/Mechanical Room**- room size will be determined by the number of HVAC units.
- i) **Captain's Office**
- j) **Sergeant Offices (2)**
- k) **Report Writing Room**- room shall accommodate three (3) to four (4) people and workstations.
- l) **Receptionist Office**
- m) **Detective Offices (3)**- Three separate offices. .
- n) **Gender Specific Restrooms (2)**– two restrooms shall contain sinks, commercial grade toilets with high-pressure flush, and a 36" x 36" shower.
- o) **Evidence Processing Area**- must include a countertop (no less than seven feet in length) and six (6) evidence lockers.
- p) **Copier/Printing Workstation**- must include base (no less than six feet in length) and overhead cabinet storage.
- q) **Lobby Reception Area/Lobby Restrooms (per Code)**
- r) **Ceiling (TBD by building design)**- Lay in, drop grid ceiling system with mold resistant panels and 24" x 24" white grid rails is preferred.

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2) OPD Electrical Requirements:

- a) **Generator Electrical Outlets**- must include the following: one (1) in each office, one (1) in interview audio/video room, one (1) at copier/printing workstation area, and six (6) circuits in server room.
- b) **LED Lighting**- must consist of interior tube design lighting fixtures. No recessed can lighting fixtures.
- c) **Interior Light Switches**- interior light switches throughout building shall include motion sensors.
- d) **Parking Lot Lighting**-Designer will coordinate with Ocala Electric Utility for specifications for poles and lights. D-B Team shall provide layout and location of lighting.
- e) **Building Power Receptacle**- one (1) circuit per office.
- f) **Attic Lighting** (*TBD by building design*)

3) OPD HVAC Requirements:

- a) **Unit**- high efficiency heat pump with emergency backup electric heat.
- b) **Vents**- supply/return air vents in each room.
- c) **Supply/Return**- 10" supply air feed into server room with 10" return air ductwork with motorized auto control damper.
- d) **Thermostat**- must be in common area, not in offices.

4) OPD Carpeting:

- a) **Carpet Location**- hallways, offices, both interview and audio/video rooms.
- b) **Product**- 36" x 36" Milliken (or equivalent) carpet panels, 21-25 oz., with action back.
- c) **Design**- install carpet with vinyl base board.

5) OPD Ceramic Tile:

- a) **Tile Location**- server room, janitorial closet, lobby, restrooms.
- b) **Product**- ceramic tile with Porcelain Enamel Institute (PEI) rating of 4.

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- c) **Design-** server room, janitorial closet, and lobby shall have single row of tile base board. Restrooms shall have ½ tile wall up from floor.
- 6) **OPD Concrete Floor:**
 - a) **Concrete Floor Location-** HVAC/electrical/mechanical room.
 - b) **Design-** floor slope to the center floor drain.
- 7) **OPD Door and Hallway Requirements:**
 - a) **Halls-** must be 48" in width.
 - b) **Interior and Exterior Doors-** doors shall be 36" wide and 80" in height (36" x 80").
 - i. **Steel Exterior Door(s)-** door(s) will be out swing with door closures (*glass insert TBD*).
 - c) **Locksets-** Sergeant brand locksets, must match OPD key system.
 - i. **Interior Doors-** office doors will be keyed separate *and* together on one master.
 - ii. **Exterior Doors-** doors will be keyed to match existing OPD district key.
 - d) **Secured Door(s)-** 36" X 80" secured door is required between **any** public areas and officer areas (hallways). The lobby is considered a public area, offices are not.
 - e) **OPD Card Access to Doors-** ALL doors, both interior and exterior, will be on Ocala Police Department card access badge system. System type will be provided after award. Assume accelerator panels, door readers, and door striker, along with connection back to OPD Headquarters. Contractor to provide allowance for security system in the GMP.
- 8) **OPD Camera Requirements**
 - a) **Exterior Cameras-**
 - i. **Camera Type-** Brand will be provided after award. Features required are: pan, tilt, and zoom.
 - ii. **Location-** One camera located at each OPD building entrance, and one camera located at all OPD building blind spot.
 - b) **Interior Camera-** One camera at all secured doors.
 - c) **Camera Video Storage-** unit must retain 90 days of storage. Storage will be an in-

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house, closed system with NO internet access.

9) OPD Parking Lot (Striping Preferred)

- a) **Personnel**- 14 parking spaces required.
- b) **Public Parking**- 5 parking spaces required.
- c) **Handicapped Parking**- install appropriate spaces as required.

10) OPD Building Exterior

- a) **Finish**- exterior finish to match fire station building.
- b) **Signage**- Ground monument sign.
- c) **ADA Access**- ADA access for entire building.
- d) **Phone**- 1 ring down phone connected to OPD 911.
- e) **Roof**- Minimum 30 square foot canopy at each exterior door.
- f) **Lighting**- LED lighted door entrances (2 fixtures each).
- g) **Flag Pole**- none, there will only be a flag pole in front of the fire station building.
- h) **Concrete**- Concrete walkways and ramps.
- i) **Landscape**- landscape/lawn irrigation must be on a timer. *(Plant/shrub type and qty TBD)*
- j) **Security Lighting**- Four (4) corner motion LED security lighting.

11) OPD Computer Data(CAT6), Phone, and TV Outlets

- a) **Rack**- freestanding standard rack for fiber/phone switch and OPD IT equipment.
- b) **Installation Types and Locations**- install 2 data, and 1 phone port at two (2) locations in each office. Install 2 data, and 1 phone port at the copier/printing workstation, in evidence work area, and in employee lounge. Install 1 TV/cable outlet in the employee lounge.
- c) **Ceiling Locations for Wifi** *(TBD number of ceiling locations for Wi-Fi)*

The City recognizes the need to allow the selected proposer (hereinafter referred to as the Design Build Team, or "D-B Team") flexibility for the final design of the Project. The statement of design

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criteria and desirable features set forth herein is intended to provide the proposers with an overview of the City's "minimum requirements".

II. PROPOSER/D-B TEAM QUALIFICATIONS AND RESPONSIBILITIES

The D-B Team's designer shall have completed design of at least two (2), fire stations which were completed and constructed in the last ten (10) years. Proposers must include details, and pictures of the finished projects. The D-B contractor must be a highly competent general contractor with extensive commercial experience.

- A. **Conceptual Design Services:** At a minimum, the conceptual design process shall include a public meeting at a City Council Work Session, which will be held to present the preliminary design to City Council.

At a minimum, the D-B Team shall do the following:

- 1) Provide project coordination.
- 2) Provide proposed schedule from project initiation to facility opening.
- 3) Revise preliminary design concept based on input from designated City staff.
- 4) Provide proposed phasing or implementation plan based on preliminary costs and total construction budget.
- 5) Review final conceptual design with the City Engineer, and staff, for approval.
- 6) Present recommended design at City Council Work Session.

- B. **Design Development & Construction Documents:** Following receipt of the approval of the conceptual design from City Engineer, the D-B Team shall proceed with the completion of the design development and construction documents.

- 1) All text documents will be provided in MS Word format. The D-B Team shall be responsible for revising and/or supplementing specifications required to do all work associated with the fire station(s) construction including, but not limited to, site preparation, building construction, and finishing and electrical system improvements.
- 2) Final drawings will be completed in an AutoCAD format acceptable to the City. A Professional Engineer or Architect licensed in the State of Florida shall sign all required engineering and architectural drawings.
- 3) *At a minimum, the D-B Team shall do the following:*
 - a) Attend a minimum of three (3) meetings through the completion of the design

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development and construction document phase.

- b) Obtain soil reports or testing as needed for design criteria using the City's approved geotechnical vendors for basic soils information, including soil type and classification.
- c) Obtain all existing utility locates as needed for design.
- d) An estimate of probable costs for amenities recommended for inclusion in the proposed improvement area shall be provided by the D-B Team.
- e) Design and engineer all storm water improvements.
- f) Prepare high quality professional drawings for document review and approvals.
- g) Calculate final estimates of quantities to be used in the fire stations.

- C. **Development Permits:** The D-B Team shall secure and provide all state and local development permits.

At a minimum, the D-B Team shall do the following:

- 1) Provide architectural and engineering calculations and drawings necessary to obtain development permits.
- 2) Incorporate all changes required by development permit plan review check.
- 3) Develop drawings, specifications and materials as required until approved by the review agency for all required development permits.

- D. **Construction Services:** The D-B Team shall provide comprehensive construction services including all equipment, materials and labor. Modifications to the final design, made by the D-B Team during construction, shall be reviewed and approved by the City Engineer before implementation of changes to plans. Modifications to the final design recommended and performed by the D-B Team during construction shall bear no additional cost or inconvenience to the City of Ocala.

At a minimum, the D-B Team shall do the following:

- 1) Provide construction services including construction staking, erosion control fencing, security, tree protection, site preparation, on-site storm water infiltration or disposal, and construction management.
- 2) Permits, Inspections and Material Testing:
 - a) The D-B Team shall prepare all applications, data, and drawings required by permit agencies to include but not limited to SJRWMD, FDEP, NPDES, etc. and shall

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be responsible for obtaining all necessary permits, including required fees from such agencies.

- b) All permit fees and inspection costs are to be paid by the selected proposer and reimbursed by the City under a permit fee allowance.
- c) The D-B Team will be responsible for all material testing required for acceptable accomplishment of the work. Test results that do not meet design specifications will immediately be brought to the attention of the City Engineer. The City's expectation is that all work shall be accomplished in accordance with the approved design and applicable industry standards.

3) Coordinate site development reviews and inspections as necessary.

- E. **Construction Close-Out:** The Proposer shall conduct a project closeout with the City Engineer and provide a written warranty at completion of the contract.

At a minimum, the Proposer shall do the following.

- 1) Prepare project closeout manuals upon completion of the project. See Deliverables.
- 2) Provide educational training session regarding maintenance programs and schedules with City Facilities Director and appropriate City staff.
- 3) The D-B Team shall provide a **two (2) year full warranty** on all materials and workmanship.
- 4) Provide as-built plans in hard copy, certified by a Florida registered professional surveyor along with an AutoCAD electronic file showing elevations, utilities (above and below ground), and all elements of the constructed fire stations.

III. DESIGN-BUILD CRITERIA

POLICE DISTRICT OFFICE

- A. **General Design Requirements**

- 1) All Design Requirements shall be included in the total cost of the work as negotiated by or between the City and the D-B Team. The City will not be responsible for any design requirements items that may incur additional costs after establishment of the GMP.

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- 2) The police district office shall include a minimum of fourteen (14) employee and five (5) public parking spaces.
- 3) The exterior surfaces of the police district office shall be finished to provide a professional and durable finish for facilities designed to last for fifty (50) years of useful life. Provide hurricane shutters.
- 4) Interior furniture, fixtures and equipment (to be agreed upon by City and selected proposer during the design phase).
- 5) Security access system information will be provided to the awarded contractor. Assume an allowance for security features.

FIRE STATION/FIRST RESPONDER CAMPUS

A. General Design Requirements

- 1) All design requirements shall be included in the total cost of the work as negotiated by or between the City and the D-B Team. The City will not be responsible for any design requirements items that may incur additional costs.
- 2) The two fire stations shall include employee, and public parking spaces. Each station shall have a minimum of 14 spaces for employees, which may be secured in the future with fencing. Public parking should include one or two spaces per building.
- 3) Provide a complete fire station facility including all civil, architectural, structural, plumbing, mechanical, fire alerting system, security access system, emergency generator, fire alarm system, and electrical system.
- 4) Interior furniture, fixtures and equipment (to be agreed upon by City and selected proposer during the design phase).
- 5) Incorporation of the City's security and information technology requirements.
 - a) Security access system information will be provided to the awarded contractor. There will be a PIN lock at the entry doors. Assume an allowance for security features.
 - b) Three (3) Cat-6 lines at each built-in workstation, and on each wall of each office, and non-sleeping room.
 - c) One Cat-6 cable for each of the following: two (2) for Digital bulletin boards (SMART television) in two (2) locations; at entry doors; for the "ring-down" phone at front

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- door; for the "ring-down" phone at radio desk; and two (2) ceiling locations for Wi-Fi.
- d) Public Address (PA) system for each fire station, with hard-wired speakers throughout station, apparatus bays, and outside of fire station.
 - e) Coaxial wiring into each bedroom, the dayroom, the workout room, and the community room.
 - f) All Cat-6 cables terminated in "B" pattern.
 - g) A freestanding 19" standard rack for radio and IT equipment, with a standard patch panel Cat-6 E located in the secured IT room.
- 6) Incorporation of Marion County's communication center requirements for fire station alerting, including:
- a) Motorola Mobile Radio with desktop base (to be provided by Ocala Fire Rescue)
 - b) Speakers- Atlas Soundolier Model # GD87W, or equivalent compatibility
 - c) Horns- Atlas Soundolier Model # APX 40 TN, or equivalent compatibility
 - d) Amplifier- TOA Model A-912, TOA Modules UI1, and Radio input M11, or equivalent compatibility
 - e) Microphones- Shure desk type Model 450 (2 units), or equivalent compatibility
 - f) Door Station intercom and master Aiphone Master Model LEF 3 (2 units), and Door Station C-D, or equivalent compatibility
- 7) Preparation of preliminary project schedules.
- 8) Preparation of all required construction documents, including schematic design drawings, and design development drawings. The selected proposer will furnish to the City signed and sealed plans and specifications for the project. The plans and specifications must be sealed by a registered architect and professional engineer, as appropriate, for the various disciplines, licensed to practice in Florida per the requirements of Chapter 481 or Chapter 471, Florida Statutes.
- 9) The exterior surfaces of the fire stations shall be finished to provide a professional and durable finish for facilities designed to last for fifty (50) years of useful life. Provide hurricane shutters.
- 10) The fire stations and First Responder Campus shall meet all local, State and Federal codes and guidelines for a facility of this type including total ADA compliance and including but not limited to the following codes and standards:
- a) City Code;

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- b) City of Ocala, Volume I, City of Ocala "General Conditions for Construction," which can be obtained at <http://www.bidocala.com/wp-content/uploads/Project-Specifications-Volume-I.pdf>;
 - c) City of Ocala Volume III, City of Ocala "Standard Specifications for Water and Sewer Construction," which can be obtained at <http://www.bidocala.com/wp-content/uploads/Project-Specifications-Volume-III.pdf>;
 - d) Florida Building Code;
 - e) Florida Fire Prevention Code
 - f) NFPA 70, National Electric Code (NEC)
- 11) Traffic Pattern(s): Fire apparatus entrance and egress access from the site and facilities shall be designed and optimized for existing topography and traffic patterns and for ultimate safety of responding fire apparatus.

B. **Specific Design Criteria – Exterior and Apparatus Bays**

1) **Existing Conditions**

- a) The City will provide location maps of all known underground utilities. These maps may not be 100% reliable. It is the D-B Team's responsibility to confirm the location of all underground utilities prior to the start of design.
- b) The D-B Team is responsible for all underground construction to include new and relocated utility lines. All known underground utilities shall be relocated prior to excavation, if in conflict as determined by City.

2) **Exterior Improvements**

- a) Provide landscaping and irrigation in accordance with the D-B Team's approved site plans and City of Ocala landscaping ordinances. All plantings shall also be in accordance with the University of Florida's IFAS guide for Florida Friendly landscaping.
- b) Brick features, brick veneer, or brick look should be incorporated into the exterior design of the facilities, and must be approved by the City.
- c) Provide exterior, lighted flagpole.
- d) Natural gas fitting for a commercial gas grill, located outside the kitchen access door, along with a minimum 8' x 10' covered area for the grilling location.

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3) **Metals**

- a) ADA compliant galvanized steel, stainless steel or aluminum tube railings and handrails shall be utilized.

4) **Signage**

- a) Include lighted ground monument-style signs in front of each fire station and the police district facility to identify each facility as an "Ocala Fire Rescue Station" and the "Ocala Police East District" building. Signage to be approved by City staff. A First Responder Campus sign could be incorporated if desirable based on the final design of the shared campus. Signage must follow City wayfinding requirements. The Ocala Police East District desires their monument sign to have LED lighting that can be updated wirelessly.

5) **Outside Parking**

- a) Parking shall be designed to accommodate employee and guest parking spaces.
- b) Layout and stripe all parking stalls, provide handicap signs, stripe all islands, and install concrete wheel stops for all stalls.

6) **Lighting**

- a) All interior lighting shall be LED.
- b) All exterior fixtures shall be LED, with daylight sensors.

7) **Communications**

- a) Provide ring down emergency telephones at the front doors. This includes a separate phone at both entrances for the shared fire and police location.
- b) Provide interior and exterior speakers to accommodate radio communication, including station alerting equipment compatible with the City/County Communication System.

C. **Specific Design Criteria – Interior Living Area**

- 1) Interior flooring will be porcelain tile with sealed epoxy grout, of an industrial or institutional grade to withstand heavy use for a long duration, or a terrazzo floor.
- 2) The project proposal should include all essential interior furnishings to operate as a fire station and a police office. Features and equipment in addition to those necessary should be provided as alternate items for staff consideration. Examples include physical fitness equipment, bunker gear extractor washing machine, kitchen contents, tool room

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contents, and so forth.

D. **Project Budget and information**

- 1) **The budgeted cost for this Project is \$5.2 million**, including design, construction and FFE (furniture, fixtures and equipment). This is an all-in cost that may not be exceeded.

IV. DELIVERABLES

Deliverables shall be considered those tangible resulting work products which are to be delivered to the City Engineer such as reports, draft documents, data, interim findings, drawings, schematics, training, meetings, presentations, final drawings, reports, and construction products. At a minimum, deliverables and schedule for this project shall include:

A. **Conceptual Design Services:**

- 1) D-B Team must follow the site plan review process, per City Code, and include electronic submissions.
- 2) Proposed schedule from project initiation to facility(ies) opening.
- 3) Design concept plan view drawing showing the entire fire station(s), including two sections or elevations and a three-dimensional drawing, scale model or artist's rendering.
- 4) Provide proposed phasing or implementation plan.

B. **Design Development & Construction Drawings:**

- 1) Provide high quality, professional construction drawings, details, specifications and cost estimates for each fire station facility.
- 2) Provide three (3) 11"x17" review sets at 50 percent and 90 percent stages of construction document preparation (for each facility). All prints on the review sets must be of a size so that the detailed notes can be read.
- 3) Provide three (3) 11"x17" sets and one (1) 24x36" set at 100 percent stage of construction documents (for each facility).
- 4) One (1) copy of 8-1/2x11, written specifications shall be required at 90 percent and 100 percent stages. An AutoCAD electronic file must be provided at the 100 percent stage (for each facility).

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C. **Development Permits:**

- 1) Produce and provide architectural and engineering calculations and drawings in appropriate quantities and sizes, signed and sealed required to obtain all state and local development permits.
- 2) Obtain and pay for all permits required for the project with a project allowance.

D. **Construction:** Prepare and submit monthly written progress reports identifying project status, percent complete and scheduled time of completion to City Engineer and Fire Chief.

E. **Contract Close-Out:**

- 1) Deliver three (3), 3-ring binder construction closeout manuals upon completion of the project. Each close-out manual shall be index tabbed and include:
 - a) Proposer/D-B Team's information.
 - b) Product List including product name, product number, contact information and method of application for all materials used on the project.
 - c) Two (2) year warranty letter.
 - d) Submittal Documents including manufacturer's instructions, field reports and testing certificates.
 - e) Maintenance schedule and recommendations.
 - f) Maintenance manuals.
 - g) Full size, signed and sealed, final As-Built Drawings.
 - h) Digital file of AutoCAD As-Built drawings.
- 2) Conduct educational training session regarding maintenance with City Facilities Director and appropriate City staff.

F. **Preliminary Schedule (subject to review with selected Proposer):** The following dates are >proposed< as a general design and construction timeline for this project:

- Proposals Due April 21, 2017
- Selection Committee Meeting Week of April 24th
- Presentations Week of May 15th
- Council Agenda June 6, 2017
- Kick-Off Meeting June 2017
- First Public Meeting July 2017
- Second Public Meeting August 2017

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- Final Design Submittal September 2017
- Design Development Drawings/Permitting October 2017
- Construction November 2017
- Dedication September 2018

- 1) The final design and construction schedule will be developed in coordination with the selected D-B Team.
- 2) All deliverables and resulting work products from this contract will become the property of the City of Ocala.

- G. **Work Performed by the City:** The City Engineer and staff shall make available sufficient hours of staff personnel as is required to meet with D-B Team and provide such information as required. The City Engineer has assigned a project manager who will oversee the work and provide support as needed.

Other specific duties the City Engineer will perform, and pay for, include:

- 1) Provide survey for control and existing site features prior to design.
- 2) Land Use Review and Conditional Use Permitting, if necessary.
- 3) Provide an estimate to Proposer of all necessary permit fees and impact fees associated with the project.

The City Engineer, or staff will provide selected proposer with:

- 1) Base map information including existing conditions and features in an AutoCAD format.
- 2) Estimated location of existing known site utilities owned by the City.

VI. Contractual Arrangements/Method of Payment

The City of Ocala will make payments to the D-B Team based on completion of tasks and the receipt of regular progress reports to include, as a minimum:

- A. Design fees will be paid as a percentage of design completed monthly.
- B. Construction will be paid monthly as a percentage of GMP per month completed.
- C. Summary of activities during the one-month period.
- D. Review of schedule and budget.
- E. Problems encountered during the period and anticipated in the upcoming period.
- F. Projected activities for the upcoming period.