



May 19, 2025

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830

RE: RFP 24-699, Architectural & Engineering Services for Roads & Drainage Division Mulberry Roadway Maintenance Facility
TLG Project No. 24189.01

Dear Procurement Division:

Thank you for inviting The Lunz Group to provide our proposal for professional services to Polk County ("Client"). The Lunz Group looks forward to partnering and collaborating with you and your team to develop Mulberry Roadway Maintenance Facility, located in Winter Haven, Florida. Upon your review of our qualifications, we are confident you will conclude our project team has the required expertise to ensure a successful project outcome. We look forward to the opportunity to discuss our proposal with you and your team at your earliest convenience.

Approach + Methodology

At The Lunz Group, we approach every project the same way: by listening. We listen to your vision, goals, and challenges. We ask the pivotal questions to ensure your investment meets you at a higher value. We recognize values beyond the mere built environment, emphasizing the importance of your vision. Prior to the design process, we work closely with you to identify and address any anticipated or existing obstacles.

Understanding your needs and expectations forms the foundation of our approach. Not every project is one-size-fits-all. We compose the right team around your project's needs. Our agility, adaptability, and collaborative spirit enables us to pivot swiftly and effectively. Our expertise is in identifying where the value of your budget should go. We ensure transparent communication and effective resource allocation, always keeping your vision at the forefront. Throughout the project lifecycle, we foster collaboration and partnership, measuring our success together.

The Lunz Group is comprised of design thinkers; we integrate our passion and technical expertise in everything we do. Our team focuses on innovative problem-solving by leveraging technology and providing a human-centered design approach. We seek to create environments not only to fulfill functional requirements, but also to enhance the quality of life for users. Throughout our proposed services, The Lunz Group will engage closely with the client in various capacities, which may include design charrettes, biweekly check-in meetings, and comprehensive review periods for design documents, tailored to suit the project's unique needs.

We provide full-service design, documentation, and quality control services driven by our unwavering commitment to our work and our clients. At The Lunz Group, success is defined by exceeding our client's expectations, delivering designs that create solutions and buildings that last beyond our lifetime.

Project Understanding

We understand Polk County is seeking professional architectural and engineering design, documentation and administration services associated with the new Roads and Drainage Division Mulberry Roadway Maintenance Facility. The project shall be located on an undisturbed site adjacent to the County's current Roadway Maintenance Office at 3000 Sheffield Road, Winter Haven, located between Bartow and Winter Haven. In order to better serve the citizens of Polk County, it has been determined the existing Roadway Maintenance facility should be closed and a new replacement facility be constructed on this site. The site is currently owned by the County and is conveniently adjacent to a County fueling station and other Roadway Maintenance offices and activities. The project site is located at the southwest corner of a 50-acre property. This portion of the property is currently vacant and wooded and totals approximately 8 acres. The project program consists of three standalone buildings, which include 3,311 square feet office building, 6,616 square feet maintenance building and a 10,368 square feet vehicle storage building along with 42 parking spaces, 5 uncovered equipment parking spaces and a 45 foot vehicle turning radius incorporated in the new parking field. The estimated total project cost is \$7,250,000.00. The vertical building construction estimate is \$3,800,000.00. Our base fee is based on this assumption

of \$3,800,000.00. If the project construction (excluding site costs) is greater than \$4,000,000.00, the base building design fee shall be increased by multiplying 7% by cost over \$4,000,000.00.

Scope of Services

Architectural and consultants services are to include design/documentation and administration of the project from concept to completion. Architecture and interior design/documentation will be performed by The Lunz Group. Civil/Landscape/geotechnical, structural, MEP/FP engineering and cost estimating will be performed by consultants to The Lunz Group. The architect's estimator consultant will develop a cost estimate at the end of each design phase. The architect and consultants will provide Pre-Design, Schematic Design, Design Development, Construction Document/Permitting, Bidding and Construction Administration phase services.

Additional basic scope of services include:

- Attend and participate in all design progress/review meetings.
- Participate in all modeling reviews and reporting.
- Provide constructability design reviews and reporting.
- Participate in all value engineering design reviews and reporting (as an additional service.)
- Participate in master project scheduling and reporting services.
- Participate and provide all site and buildings permitting signed and sealed Document Services.
- Participate in all pre-construction and construction progress coordination meetings.
- Coordinate and participate in all closeout documentation requirements and meetings.
- Provide bidding assistance review services.
- Attend all bid related meetings.
- Provide review of all bid tabulation results and a GMP.
- Participate and provide all site and buildings permitting signed and sealed document services.
- Provide all design and sub consulting services.
- Participate in all pre-construction and construction progress coordination meetings.
- Coordinate and participate in all closeout documentation requirements and meetings.
- Provide complete design documents and specifications.

Time Schedule for Services

Start-Up Time: Two (2) of weeks after receipt of pre-design information, written authorization to proceed, and initial payment.

I – Pre-Design Services: Two (2) of weeks.

- Architectural 11 x 17 Pre-Design Presentation
- Civil Engineering
 - Civil Preliminary Activities
- Cost Estimation – As additional service

Plus time for Client Review, Approval, and Authorization to Proceed.

II – Schematic Design Phase Services: Eight (8) of weeks.

- 50% Schematic Design Issuance

Plus time for Client Review, Approval, and Authorization to Proceed.

- Final Schematic Design Issuance
- Cost Estimation – As additional service

Plus time for Client Review, Approval, and Authorization to Proceed.

III – Design Development Phase Services: Twelve (12) of weeks.

- 50% Design Development Issuance

Plus time for Client Review, Approval, and Authorization to Proceed.

- Final Design Development Issuance
- Cost Estimation – As additional service

Plus time for Client Review, Approval, and Authorization to Proceed.

IV – Construction Documents/Permitting Phase Services: Fourteen (14) of weeks.

III – Design Development Phase Services: Twelve (12) of weeks.

- 50% Design Development Issuance

Plus time for Client Review, Approval, and Authorization to Proceed.

- Final Design Development Issuance
- Cost Estimation – As additional service

Plus time for Client Review, Approval, and Authorization to Proceed.

IV – Construction Documents/Permitting Phase Services: Fourteen (14) of weeks.

- 50% Construction Documents Issuance

Plus time for Client Review, Approval, and Authorization to Proceed.

- Final Construction Documents Issuance
- Cost Estimation – As Additional Service

Plus time for Client Review, Approval, and Authorization to Proceed.

V – Bidding Or Negotiation Phase Services: Eight (8) of weeks

Plus time for Client Review and Award on Construction Contract.

VI – Construction Phase Services: Fifty-Two (52) of weeks

VII – Post Completion Services: Zero (0) of weeks

Compensation for Professional Services

The Lunz Group will provide professional services on a lump sum basis. Client shall pay The Lunz Group a fee of **\$556,277.00**. Invoices shall be issued monthly based on a percent complete basis or hours executed. Changes to the scope of work including changes to previously approved documents, project schedule, project scope, or scope of services will result in additional services. The additional services will be performed at the hourly rates below or for an agreed upon lump sum.

Lump Sum Fee Breakdown

Architectural & Engineering

a. Concept Design	\$ 8,000.00
b. Schematic Design	\$ 28,000.00
c. Design Development	\$ 67,000.00
d. Construction Documentation	\$ 86,500.00
e. Bidding/ Permitting Phase Services	\$ 6,500.00
f. Construction Administration Phase Services	\$ 73,500.00

Base Building Design Fee Sub-Total: \$269,500.00

Site Design

g. Survey for Underground Utilities (SUE)	\$ 9,130.00
h. Geotechnical Engineering	\$ 12,647.00
i. Site Coordination	\$ 21,000.00
j. Preliminary Engineering Layout Design	\$ 10,120.00
k. Engineering Design Phase Services	\$ 102,120.00
l. Wash Down Station Design	\$ 14,060.00
m. Utility Coordination	\$ 3,500.00
n. Project Manual/ Bid Documents	\$ 9,880.00
o. Permit Phase Services	\$ 26,080.00
p. Limited Construction & Final Certification Services	\$ 28,240.00

Site Design Sub-Total \$236,777.00

Architect/ Civil Engineering Fee Sub-total: \$506,277.00

Allowances and Additional Services

q. Allowances	\$50,000.00
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Allowance Sub-Total \$50,000.00

Total Fee with Allowances \$556,277.00

- Gopher Tortoise Relocation/ Permitting
- Geotechnical Engineering
- Impact Fee Analysis
- Cost Estimation

Reimbursable Expenses

Reimbursable Expenses are expenses incurred by The Lunz Group and The Lunz Group's consultants that are not included in the fee shall be billed per Polk County Policy.

Fast Track Process

In the event the Client chooses to take advantage of the potential time and cost savings benefits of fast-track processes, Client acknowledges that it has been advised that the Project will be affected. Some of the effects include the necessity of making early or premature commitments to design decisions and the issuance of incomplete and uncoordinated Construction Documents for permitting, bidding, and construction purposes. Client acknowledges that the Project will likely require associated coordination, design, and redesign of parts of the Project after Construction Documents are issued and the Construction Contract is executed and may require removal of work-in-place, all which events may cause an increase in the Cost of the Work and/or an extension of the Project construction schedule. Therefore, Client acknowledges the necessity of including sufficient contingencies in the budget for the Cost of the Work to account for additional costs and construction schedule extensions arising from fast-track processes.

Design Approval

Client shall designate a project manager as the main contact of Client for communication with The Lunz Group in relation to this Project. Client shall immediately notify The Lunz Group in writing of any change to the project manager and/or their contact information Client's project manager shall have the authority to administer all aspects of this Contract on behalf of Client. Client's project manager shall attend all project meetings with The Lunz Group, especially the initial kick-off meeting, and shall ensure that any other members of Client's staff required for approvals are also in attendance at the initial kick-off meeting. Revisions to The Lunz Group's design consulting documents required to accommodate comments provided by Client's staff not in attendance at the initial kickoff meeting shall be compensated as an Additional Service, unless agreed otherwise by The Lunz Group.

Submitted by:



Signature

Bradley T. Lunz, AIA, NCARB

Printed Name

President & CEO, The Lunz Group

Title

May 15, 2025

Date