



May 19, 2025

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

RE: RFP 24-643 Architectural & Engineering Services for the Sheriff's Office - Polk County Joint-use Warehouse & Facilities Management Administration Building
TLG Project No. 24171.01

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 the Sheriff's Office - Polk County Joint-use Warehouse & Facilities Management Administration Building, located in Polk County, 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

Per the RFP Notice 24-643 we understand the project scope is the following: The intent of the Sheriff's office – Polk County Joint-Use Warehouse & Facilities Management Administration building project is to design and build a 100,000 square foot warehouse with 15,000 square feet of office space located within the warehouse. 80,000 square feet will be for the Sheriff's property & evidence storage and supply operations which includes 5,000 square feet of office space. 10,000 square feet will be for Polk County's emergency supply storage. 10,000 square feet will be for Facilities Management Administrative offices. The desired structural system is tilt-wall concrete construction. The site will be located where the old juvenile facility currently resides between Clower Street and Hospital Road, which is approximately 7 acres.

If the project construction (excluding site costs) is greater than \$15,750,000.00, the base building design fee shall be increased by multiplying the percentage established in the base building fee (6.15%) by cost over the estimated cost of construction of \$15,000,000.00.

Scope of Services

Architectural and consultants services are to include design/documentation, bidding and administration of the project from concept to completion of the new building. Architecture and interior design/documentation will be performed by The Lunz Group. Civil, structural, MEP/FP engineering, cost estimating and landscape design 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 Programming, 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.

Time Schedule for Services

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

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

- Architectural 11 x 17 Pre-Design Presentation
- Civil Engineering
 - Pre-Application Meetings
 - Civil Site Research
 - Civil Preliminary Geotechnical Exploration

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

II – Schematic Design Phase Services: Three (3) weeks.

- 50% Schematic Design Issuance

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

- Final Schematic Design Issuance

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

III – Design Development Phase Services: Eight (8) weeks.

- 50% Design Development Issuance

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

- Final Design Development Issuance

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

IV – Construction Documents/Permitting Phase Services: Eight (8) weeks.

- 50% Construction Documents Issuance

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

- Final Construction Documents Issuance

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

V – Bidding Or Negotiation Phase Services: Four (4) weeks

Plus time for Client Review and Award on Construction Contract.

VI – Construction Phase Services: Forty (40) weeks

VII – Post Completion Services: Zero (0) week

Compensation for Professional Services

The Lunz Group will provide professional services on a lump sum basis. Client will pay The Lunz Group a fee of **\$1,117,825.00** including allowances. The base building design fee is 6.15% based on the anticipated \$15,000,000 vertical building cost. The percentage is in line with the Department of Management Services (State of Florida) Fee Curve. Invoices shall be issued monthly based on a percent complete basis. Changes to the scope of work including changes to previously approved documents, project schedule, project scope, project budget, 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	\$ 84,575.00
b. Schematic Design	\$139,375.00
c. Design Development	\$276,750.00
d. Construction Documentation	\$276,750.00
e. Bidding/ Permitting Phase Services	\$ 1,000.00
f. Construction Administration Phase Services	\$137,375.00

Base Building Design Sub-Total: \$915,825.00

Site Design

g. Meetings & Coordination	\$ 10,000.00
h. Pre-application Meetings	\$ 2,500.00
i. Site Research/ Concept Plan	\$ 8,750.00
j. Site Coordination (A/MEP/Structural)	\$ 15,000.00
k. Civil Site – Schematic Design	\$ 17,750.00
l. Design Development	\$ 26,000.00
m. Civil Construction Documents	\$ 26,500.00
n. Civil Site Permitting	\$ 12,000.00
o. Geotechnical Engineering	\$ 15,000.00
p. Limited Construction Administration Services	\$ 18,500.00

Site Design Sub-Total \$152,000.00

Site Design & Architectural & Engineering Sub-total **\$1,067,825.00**

Allowances (Additional Services)

Allowances \$50,000.00

Allowance Sub-Total \$50,000.00

Total Fee with Allowances **\$1,117,825.00**

Potential Services for Allowances:

This list is not inclusive of all potential services and the services are not limited to these described below.

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| - Signal Warrant Analysis | - Sand Skinks Surveys |
| - Wetland JD/ Endangered Species Survey | - Water Source Evaluation |
| - Polk County Required Flood Study | - Major Traffic Analysis (TIA) |
| - SUE – (including Level B and A) | - Wayfinding |
| - Intersection Control Evaluation | - Cultural Resource Assessment |
| - Gopher Tortoise Relocation/ Permitting | - Impact Fee Analysis |
| - CCD/CO revisions after approved submissions | - Environmental Site Assessments |
| - Detailed Quantity Surveys | - LEED/ WELL/ Green Globe Certification |
| - Life Cycle Cost analysis | - BIM Model with LOD higher than 300 |
| - Specialty Lightning | - Record Drawings |
| - MOT plans | - Marketing/ Lease Brochures |

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.

Agreement

By signing below, Client agrees to the provisions of this proposal and agrees to pay The Lunz Group in accordance with those terms stated. Authorizing services described in this proposal shall be construed to mean agreement with the provisions of this proposal. If this proposal is not executed within 30 days from the issue date, The Lunz Group reserves the right to review Compensation, Payment Schedule, and Staffing Commitments. Until the time a formal AIA or other standard form of agreement between Client and Architect is executed this proposal and its associated terms and conditions will be the agreement between the Client and Architect for professional services.

Submitted by:

Signature

Bradley T. Lunz, AIA, NCARB
Printed Name

President & CEO, The Lunz Group
Title

March 3, 2025
Date