

# ST. PETERSBURG CITY COUNCIL

## Consent Agenda

Meeting of August 20, 2020

**TO:** The Honorable Ed Montanari, Chair, and Members of City Council

**SUBJECT:** A Resolution approving the First Amendment to the Architect/Engineering Agreement between Wannemacher Jensen Architects, Inc. and the City of St. Petersburg, Florida dated May 15, 2019 for additional conceptual design services for the Dr. Carter G. Woodson Improvements Project in an amount not to exceed \$124,828; providing that the total contract amount shall not exceed \$324,828; authorizing the City Attorney to make non-substantive changes to the First Amendment; authorizing the Mayor or his designee to execute the First Amendment; approving a transfer in the amount of \$200,000 from the unappropriated balance of the General Fund (0001) to the General Capital Improvement Fund (3001); approving a supplemental appropriation in the amount of \$200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from the above transfer, to the Dr. Carter G. Woodson Improvements Project; to provide funding for the First Amendment, Site Survey, Geotechnical Testing, Project Administration Cost and Contingency; approving a supplemental appropriation in the amount of \$100,000 from the unappropriated balance of the General Fund (0001) to the Enterprise Facilities Department, Woodson Museum Division (282-1816) to provide the Dr. Carter G Woodson African American Museum with funding to further advance the design of the new facility; and providing an effective date. (ECID Project No. 18230-019; Oracle No. 16548)

**EXPLANATION:** On May 2, 2019, City Council approved an A/E Agreement with Wannemacher Jensen Architects for a facility assessment and programming, stakeholder and community input and conceptual design of the Dr. Carter G. Woodson African American Museum (“Woodson”) Additions and Renovations project. This work resulted in a concept for major renovations and additions to the Woodson in its current location on 9<sup>th</sup> Ave South. Subsequently, Administration approved a reconsideration of the location for the Woodson to a five-acre parcel at the Commerce Park site. Funding is being requested to provide additional conceptual design services based on the constraints of the new location.

Wannemacher Jensen Architects, Inc. is collaborating with a Mario Gooden of Huff Gooden Architects, Inc., a design Architect with cultural expertise at the national level and demonstrated experience with museums both locally and nationally.

The A/E’s scope of services will consider the opportunities and constraints of the new location when providing the additional conceptual design phase services. This shall include the program verification, community engagement, site assessment, master planning, conceptual design and cost estimation for a new museum building on five acres at the Commerce Park location.

The funding requested will cover the cost of the A/E’s first amendment scope as well as site survey, geotechnical testing, project administration cost and contingency for *completion of the conceptual design services*.

*Funding in the amount of \$100,000 is requested to be appropriated to provide the Dr. Carter G. Woodson African American Museum funding for the purpose of further advancing the design of the new facility. Management of the complete design services will be the role and responsibility of the Dr. Carter G. Woodson African American Museum following completion of these conceptual design services.*

**RECOMMENDATION:** Administration recommends City Council approve the First Amendment to the Architect/Engineering Agreement between Wannemacher Jensen Architects, Inc. and the City of St. Petersburg, Florida dated May 15, 2019 for additional conceptual design services for the Dr. Carter G.

Woodson Improvements Project in an amount not to exceed \$124,828; providing that the total contract amount shall not exceed \$324,828; authorizing the City Attorney to make non-substantive changes to the First Amendment; authorizing the Mayor or his designee to execute the First Amendment; approving a transfer in the amount of \$200,000 from the unappropriated balance of the General Fund (0001) to the General Capital Improvement Fund (3001); approving a supplemental appropriation in the amount of \$200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from the above transfer, to the Dr. Carter G. Woodson Improvements Project; to provide funding for the First Amendment, Site Survey, Geotechnical Testing, Project Administration Cost and Contingency; approving a supplemental appropriation in the amount of \$100,000 from the unappropriated balance of the General Fund (0001) to the Enterprise Facilities Department, Woodson Museum Division (282-1816) to provide the Dr. Carter G Woodson African American Museum with funding to further advance the design of the new facility; and providing an effective date. (ECID Project No. 18230-019; Oracle No. 16548)

**COST/FUNDING INFORMATION:** A portion of the funding has been previously appropriated in the General Capital Improvement Fund (3001) and the City Facilities Capital Improvement Fund (3031). Additional funding will be available after approval of a transfer in the amount of \$200,000 from the unappropriated balance of the General Fund (0001) to the General Capital Improvement Fund (3001); approval of a supplemental appropriation in the amount of \$200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from the above transfer, to the Dr. Carter G. Woodson Improvements Project (ECID Project No. 18230-019; Oracle Project No. 16548); and approval of a supplemental appropriation in the amount of \$100,000 from the unappropriated balance of the General Fund (0001) to the Enterprise Facilities Department, Woodson Museum Division (282-1816) to provide the Dr .Carter G. Woodson African American Museum with funding to further advance the design of the new facility.

**ATTACHMENTS:** Attachment 1 to Appendix A  
Attachment 1 to Appendix B  
Attachment 1 to Appendix C  
Resolution

RESOLUTION NO. 2020-\_\_\_\_

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE ARCHITECT/ENGINEERING AGREEMENT BETWEEN WANNEMACHER JENSEN ARCHITECTS, INC. AND THE CITY OF ST. PETERSBURG, FLORIDA DATED MAY 15, 2019 FOR ADDITIONAL CONCEPTUAL DESIGN SERVICES FOR THE DR. CARTER G. WOODSON IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$124,828; PROVIDING THAT THE TOTAL CONTRACT AMOUNT SHALL NOT EXCEED \$324,828; AUTHORIZING THE CITY ATTORNEY TO MAKE NON-SUBSTANTIVE CHANGES TO THE FIRST AMENDMENT; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE FIRST AMENDMENT; APPROVING A TRANSFER IN THE AMOUNT OF \$200,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001) TO THE GENERAL CAPITAL IMPROVEMENT FUND (3001); APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$200,000 FROM THE INCREASE IN THE UNAPPROPRIATED BALANCE OF THE GENERAL CAPITAL IMPROVEMENT FUND (3001), RESULTING FROM THE ABOVE TRANSFER, TO THE DR. CARTER G. WOODSON IMPROVEMENTS PROJECT (16548) TO PROVIDE FUNDING FOR THE FIRST AMENDMENT, SITE SURVEY, GEOTECHNICAL TESTING, PROJECT ADMINISTRATION COST AND CONTINGENCY; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$100,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001) TO THE ENTERPRISE FACILITIES DEPARTMENT, WOODSON MUSEUM DIVISION (282-1816) TO PROVIDE THE DR. CARTER G. WOODSON AFRICAN AMERICAN MUSEUM WITH FUNDING TO FURTHER ADVANCE THE DESIGN OF THE NEW FACILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg, Florida (“City”) and Wannemacher Jensen Architects, Inc. (“A/E”) executed an architect/engineering agreement on May 15, 2019, for A/E to provide facility assessment and programming, stakeholder and community input and conceptual design of the Dr. Carter G. Woodson Improvements Project; and

WHEREAS, the City and A/E desire to amend the architect/engineering agreement to expand the scope of services for A/E to provide additional conceptual design services in an amount not to exceed \$124,828; and

WHEREAS, a transfer and supplemental appropriation (as described herein) are needed to provide funding for the First Amendment, site survey, geotechnical testing, project administration cost and contingency; and

WHEREAS, Administration also requests that Council approve a supplemental appropriation in

the amount of \$100,000 from the unappropriated balance of the General Fund (0001) to the Enterprise Facilities Department, Woodson Museum Division (282-1816) for the City to provide funding to the Dr. Carter G. Woodson African American Museum to further advance the design of the new facility.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the First Amendment to the architect/engineering agreement between Wannemacher Jensen Architects, Inc. and the City of St. Petersburg, Florida dated May 15, 2019 for additional conceptual design services for the Dr. Carter G. Woodson Improvements Project in an amount not to exceed \$124,828 is hereby approved.

BE IT FURTHER RESOLVED that the total contract amount shall not exceed \$324,828.

BE IT FURTHER RESOLVED that the City Attorney’s Office is authorized to make non-substantive changes to the First Amendment.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute the First Amendment.

BE IT FURTHER RESOLVED that there is hereby approved the following transfer for FY20:

|  |           |
|--|-----------|
| <u>General Fund (0001)</u>                           |           |
| Transfer to: General Capital Improvement Fund (3001) | \$200,000 |

BE IT FURTHER RESOLVED that there is hereby approved from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from the above transfer, the following supplemental appropriation for FY20:

|  |           |
|--|-----------|
| <u>General Capital Improvement Fund (3001)</u>     |           |
| Dr. Carter G. Woodson Improvements Project (16548) | \$200,000 |


BE IT FURTHER RESOLVED that there is hereby approved from the unappropriated balance of the General Fund (0001) the following supplemental appropriation for FY20:

|  |           |
|--|-----------|
| <u>General Fund (0001)</u>   |           |
| Enterprise Facilities Department, Woodson Museum Division (282-1816) | \$100,000 |

This resolution shall become effective immediately upon its adoption.

Approvals:

  
 \_\_\_\_\_  
 City Attorney (Designee) 00521715

  
 \_\_\_\_\_  
 Budget

  
 Administration

**ATTACHMENT 1 TO APPENDIX A - SCOPE OF SERVICES  
CARTER G. WOODSON IMPROVEMENTS  
CITY OF ST. PETERSBURG  
PROJECT NO. 18230-019**

In addition to the services, activities, responsibilities and Deliverables set forth in Appendix A, A/E shall also provide the services, activities, responsibilities and Deliverables set forth in this Attachment 1 to Appendix A, as follows:

**TASKS**

**Task 6 Site Assessments, Master-planning, and Conceptual Design**

A/E will complete a site analysis and conceptual master-planning of new site, code review for proposed options, and zoning and site plan analysis and review. A/E will provide a conceptual site plan, floor plans, diagrams and volumetric studies.

**Task 7 Meetings, Stakeholder and Community Input**

A/E will attend up to four (4) meetings. Meetings will include stakeholder and Community input sessions. Final organization of process to be determined at kick off meeting.

**Task 8 Conceptual Estimate and Schedule**

A/E will provide conceptual cost estimate and Schedule through construction completion

**DELIVERABLES**

**Task 6 – Site Assessments, Master-planning, and Conceptual Design**

- Code Review
- Zoning and Site Plan Review
- Conceptual Floor Plans, Site Plans, Diagrams, and Volumetric in PDF Format

**Task 7 – Meetings, Stakeholder and Community Input**

- Attendance at up to 4 Meetings

**Task 8 – Conceptual Estimate and Schedule**

- Conceptual Cost Estimate in PDF Format
- Project Schedule in PDF Format

**EXCLUSIONS AND ASSUMPTIONS**

- Photorealistic Renderings and Physical Models are excluded
- Surveys or Geotechnical Reports are excluded
- Civil Engineering and Landscape Architecture are excluded

**PROJECT TEAM**

Prime Consultant - Wannemacher Jensen Architects, Inc.

Subconsultant – Huff and Gooden Architects, Inc.

-- End of Scope --

**ATTACHMENT 1 TO APPENDIX B - FEE SCHEDULE  
 CARTER G. WOODSON IMPROVEMENTS  
 CITY OF ST. PETERSBURG  
 PROJECT NO. 18230-019**

In addition to the fees and costs set forth in Appendix B, the City shall pay the A/E the fees and costs set forth in Attachment 1 to Appendix B, as follows:

**I. Staff Hour Estimate: All Tasks**

| Direct Labor Rates Classifications |  | Principal | Project Manager/<br>Registered Designer | Designer | Admin   | Total Hours | Labor Cost |
|------------------------------------|--|-----------|---|----------|---------|-------------|------------|
| Billing Rate                       |  | \$236.00  | \$151.00                                | \$100.00 | \$75.00 |             |            |
| TASK                               |  |           |   |          |         |             |            |
| 6                                  | Site Assessments, Master-planning, and Conceptual Design | 20        | 120                                     | 80       | 2       | 222         | \$30,990   |
| 7                                  | Meetings, Stakeholder and Community Input                | 16        | 16                                      | 0        | 1       | 33          | \$6,267    |
| 8                                  | Conceptual Estimate & Schedule                           | 16        | 30                                      | 8        | 1       | 55          | \$9,181    |
| Totals                             |  |           |   |          |         |             |            |

**II. Fee Calculation**

| Task | Labor Cost | Expenses | Subconsultant Services - QCA | Total Cost |
|------|------------|----------|------------------------------|------------|
| 6    | \$30,990   | \$0      | \$64,612                     | \$95,602   |
| 7    | \$6,267    | \$0      | \$12,714                     | \$18,981   |
| 8    | \$9,181    | \$0      | \$1,064                      | \$10,245   |

**III. Fee Limit**

|                     |                  |
|---------------------|------------------|
| Total Lump Sum Cost | <b>\$124,828</b> |
|---------------------|------------------|

**ATTACHMENT 1 TO APPENDIX C - SCHEDULE  
CARTER G. WOODSON IMPROVEMENTS  
CITY OF ST. PETERSBURG  
PROJECT NO. 18230-019**

**Task 6 – Site Assessments, Master-planning, and Conceptual Design – 4 months**


Site Assessments, Master-planning, and Conceptual Design to be completed 4 months from the City's Notice to Proceed.

**Task 7 – Meetings, Stakeholder and Community Input – 4 months**

Meetings will be held throughout the duration of the Project. 4 months is anticipated

**Task 8 – Conceptual Estimate and Schedule – 4 weeks**

Conceptual Estimate and Schedule to be completed in 4 weeks from the City's approval of the Conceptual Design.

|   |                  |               |             |         |                  |
|---|------------------|---------------|-------------|---------|------------------|
|  <p style="text-align: center;">-- City of St. Petersburg Authorization Request --<br/> <b>General Authorization</b></p> |                  |               |             |         | <b>Request #</b> |
|   |                  |               |             |         | 68250            |
| Name:   | Johnson, Sarah B | Request Date: | 07-AUG-2020 | Status: | APPROVED         |

| Authorization Request     |  |
|---------------------------|--|
| Subject:                  | Council - 8/20   |
| Message:                  | 18230-019 - WJA - Carter Woodson - Amendment No. 1 REV 1 |
| Supporting Documentation: | WJA - Carter Woodson - Amend 1 - Final.pdf               |

|   | Approver                 | Completed By             | Response  | Response Date | Type         |
|---|--------------------------|--------------------------|-----------|---------------|--------------|
| 0 | Johnson, Sarah B         |                          | SUBMITTED | 07-AUG-2020   |              |
| 1 | Prayman, Brejesh B       | Prayman, Brejesh B       | APPROVE   | 07-AUG-2020   | User Defined |
| 2 | McKee, Stacey Pevzner    | McKee, Stacey Pevzner    | APPROVE   | 07-AUG-2020   | User Defined |
| 3 | Tankersley, Claude Duval | Tankersley, Claude Duval | APPROVE   | 07-AUG-2020   | User Defined |