SUBJECT: **RFQ- FOR DESIGN- BUILD SERVICES OF ACTIVE AND PASSIVE PARK PROJECTS**

BID # **CDB-0008-16** OPEN DATE: **10/21/2015**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
CONSTRUCTION – DESIGN/BUILD

AGENCY: **DEPARTMENT OF PUBLIC WORKS**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 4 NUMBER RECEIVED: 9 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

The Department of Public Works has completed negotiations with ACON Construction Company, Inc. (contract #8150-15), for the Norman Studios project in accordance with the subject bid.

Recommend approval to award ACON Construction Company, Inc., in the guaranteed maximum price not-to-exceed $281,213.30 which includes a contingency of $5,000.00. The scope of award is to provide 60% design, for renovation of the first level of the facility. This incorporates the attached Scope and Fee Summary, Exhibit "UU-1", and allowing for the completion of work within 120 days of the notice to proceed. Total annual expenditure amount is currently at $24,000,000.00; total amount spent to date is $21,010,199.85..

Funding for this award is to be encumbered account(s): 008970-565051-1-32111-384020 to be executed by contract Amendment 46A through Office of General Counsel.

Attachments: Recommendation Memo, Exhibit UU-1", Previous Award(s)

BUYER _____ for
MARILYN LAIDLER

RESPECTFULLY SUBMITTED _____
for - GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Robin G. Smith, P.E., Chief, Engineering and Construction Management**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY. ONE JACKSONVILLE.

March 25, 2020

TO: Gregory W. Pease
Chief of Procurement

THRU: John P. Pappas, P.E.
Director

FROM: Robin G. Smith, P.E.
Chief, Engineering and Construction Management

SUBJECT: CDB-0008-16 – Design-Build Services - Active and Passive Parks Projects – Norman Studios
AMENDMENT 46A

Based on the Design Criteria Package (DCP) developed by city engineers, the Department of Public Works, in accordance with Design/Build CDB-0008-16, Contract 8150-15 has completed negotiations with Acon Construction Co., Inc., to provide 60% design for the renovation of the first level of the facility. Negotiations have resulted in the GMP amount of $281,213.30, with a contingency of $5,000.00, as indicated on the attached Scope & Fee Summary, Exhibit UU-1 and allowing for the completion of the work within 120 days of the Notice to Proceed. Acon Construction Co., Inc. is committed to meeting the 10% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract #8150-15, originally executed March 28, 2016, between the City and Acon Construction Co., Inc. for Design-Build Services- Active and Passive Parks, be amended to incorporate the attached Scope and Fee Summary, Exhibit UU-1 for Norman Studios for the GMP amount of $281,213.30, known as Amendment 46A.

To be encumbered as follows:

ACCOUNT	TOTAL
008970	
PWCP Public Buildings-Other Gen Gov Svcs	
565051	
1	
32111-384020	
$281,213.30	$281,213.30

RGS/lw

Attachment: Exhibit UU-1
JSEB Participation

cc: Lori West, Public Works Contract Specialist, Engineering and Construction Management
Robert Scott, P.E., Project Manager, Engineering and Construction Management

EXHIBIT UU-1

ACON Construction Co., Inc.

3653 Regent Boulevard, Suite 401 • Jacksonville, Florida 32224 • Telephone (904) 565-9060 Fax (904) 565-9080

Feb 04, 2019

City of Jacksonville
Department of Public Works
Engineering and Construction Management
214 N. Hogan Street
Jacksonville, FL 32202

Attention: Mr. Robin G. Smith, P.E.
City Engineer
Reference: Norman Studios 60% Design & Limited Repairs
DB Contract #8150-15

Mr. Smith,

We are pleased to provide this proposal for the work on the subject project under the guidelines of the referenced contract.

The scope of this project is to provide 60% design for the renovation of the first level of the facility in order to have an operating museum while also formulating a Master Plan for the remainder of the building with some planning for the other site buildings to be eventually integrated. This is our first involvement with the project facility and we will be utilizing Phase I Drawings by Kenneth Smith to help in developing our initial submission. The scope of design to include an allowance for actual Museum Design by a qualified firm is included in the VRL scope along with our specific design scope. Additionally, we have included an allowance to weatherproof, insulate and provide structural repairs where found necessary in the main building while evaluations are conducted. A contingency of $5,000 is also included to ensure design issues can be addressed if they fall outside our scope but become necessary.

Our Guaranteed Maximum Price (GMP) for this adder as stated is $281,213.30.

The Guaranteed Completion Date (GCD) for the design portion of this project is 120 days.

Breakdowns follow this letter. Please contact me if you have any questions or need further information.

Sincerely,

Frank Anderson
Construction Manager

ACON Construction Company

DB Contract 8150-15

Norman Studios 60% Design & Limited Repairs

DATE:Feb 04, 2020

ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL COST
1	Project Management	Hrs	30	$110.00	$3,300.00
2	Supervision	LS	20	$75.00	$1,500.00
3	Administration	LS	20	$75.00	$1,500.00
4	Arch 60 % Design (Includes $30,000 allowance for Museum Designers)	LS	1	$114,850.00	$114,850.00
4	Civil Design & Permitting	LS	1	$14,953.00	$14,953.00
2	Allowance to weatherproof and insulate building for protection and to repair structural as needed...to be coordinated during this design phase to include costs for specific work	LS	1	$115,000.00	$115,000.00
8					
9	DB Fee	LS	1	$25,110.30	$25,110.30
4	Contingency	LS	1	$5,000.00	$5,000.00
				TOTAL	$281,213.30

$114,850 —

EXHIBIT UU-1

V·R·L
Architects, Inc.
License #AAC001735

Stephen F. Lazar, AIA, LEED®AP
1449 Palm Avenue
Jacksonville, Florida 32207
Phone 904-723-3895

3 February 2020

ACON Construction Company, Inc.
3653 Regent Boulevard, Suite 401
Jacksonville, Florida 32224

Attention: Frank Anderson, Senior Project Manager

Project: Renovations to Norman Studios - Phase II to 60%

Subject: VRL Professional Services Fee Proposal
VRL Project #2001

Frank:

Our Architectural/Engineering team fee proposal is based upon:

1. 13 January 2020 meeting on site with City of Jacksonville staff, Norman Studio Board members, Stakeholders, Frank Anderson and Steve Lazar, AIA. Attendees Sign-in Sheet is attached.

2. Report to Jacksonville Parks concerning Norman Studios Museum Construction Project, dated 13 January 2020 and prepared by Ms. Barbara Wingo, Esq.

3. Review of Phase I Contract Bid Documents dated 11 August 2006 prepared by Architect Kenneth Smith with concomitant addenda.

4. Conversations with and photographs received from Architect Kenneth Smith.

5. The Project entitled "Norman Studios Silent Film Museum" aspires to be a national destination location for silent film enthusiasts. As such the variety of constituencies for this Museum will include not only the Arlington Neighborhood and the Norman Studios Board but the City of Jacksonville Tourist Development and interested individuals of both national and international origin.

6. Phase 2 project scope is focused on repurposing the first level of the existing Main Building into new museum exhibition by others. To do so will require applicable building code updates, new utility services and accessible parking with building access. As to the Main Building, future Phase 3 and beyond will focus on a separate, but connected, addition to include accessible entry access, exit stair, passenger elevator, restrooms and other necessary functions. Therefore, the Phase 2 master planning design must consider both historical and budget constraints to accommodate future Phases.

Our Architectural/Engineering Team proposal is comprised of:

- **Structural Engineering: Atlantic Engineering Services:**
  They will perform a structural evaluation of the existing construction for repurposed museum occupancy and structural engineering for some new exterior building elements. Jude Kostage, P.E., the engineer for the Phase I building envelope re-hab of 2006, will be the project engineer for this work. (Copy of proposal attached)

- **Mechanical, Electrical & Plumbing Engineering: M.V. Cummings Engineers, Inc.**
  Wayne Kelly, P.E., will spearhead the effort required to provide new HVAC and plumbing engineering for Phase II work. Mike Carney, P.E., will provide electrical expertise. (Copy of proposal attached)

- **Fire Protection Engineering: Neptune Fire Protection**
  Steve Kowkabany, P.E., will provide consulting engineering for property fire sprinkler protection. Mr. Kowkabany will prepare a report with recommendations for the best type of system to use for this building. (Copy of proposal attached)

- **Not included in this proposal:**
- Site Civil Engineering
- Hazardous material identification and removal
- Landscape and irrigation

<u>Scope of Work for Architectural/Engineering Team:</u>

- **Project Management including Programming, Research & Investigation to review:**
  - Status of the Norman Studios complex with respect to local and national designation as prepared by the Jacksonville Historic Preservation staff
  - Site Plan & Zoning change of occupancy with respective City officials
  - State of Florida Building, Fire Prevention and Accessibility Codes with appropriate officials to determine exiting, restrooms, ratings, fire suppression, etc.
  - Intent of original Master Plan in order to provide a necessary Master Plan Update
  - Utility access options to reasonably accommodate Master Plan future phases
  - Post Phase 1 Main Building "due diligence" structural integrity inspection and report for proposed museum live load bearing capacity
  - Historical determination if the existing Main Building roofline can be altered with a new roof dormer to accommodate a future Phase 3 horizontal access to existing floor level 2 and possible attic level 3
  - Accessible sparking (2 spaces) and visitor/staff access into Phase 2 Main Building
  - An approvable location of Phase 2 temporary accessible restrooms (if the historical first level cannot be altered for two new Unisex Restrooms).
  - Initial Programming Phase meetings to include:
    - Norman Studios Silent Film Museum, Inc. (NSSFMI)
    - Phase 1 Historical Preservation Architect Kenneth Smith
    - Proposed Museum Exhibitor, for Interpretive Planning
    - ACON Construction to define initial project scope to budget.

- **Master Plan Update to include:**
  - Site Plan illustrating repurposing options for all existing campus buildings, Phase 3 building addition for Main Building core elements, possible future site parking with related storm water retention, and how new phased site and building utilities will be distributed.

- **Design Phase of Main Building, Phase 2 to include proposed:**
  - Site Plan parking and Main Building access improvements
  - Exterior Main Building modifications such as front and rear access elements
  - First Level Floor Plans with new core elements to available exhibition space
  - Second Level Floor Plans with new core elements to available exhibition space
  - Third Level Floor Plan shown as attic only or as occupied space
  - Provide a Code Compliant internal stair(s) access between all levels
  - Written descriptions for proposed building core plumbing, HVAC and electrical
  - Retain the services of a museum designer for assistance in future museum layout, progressions, exhibits and lighting
  - Investigate cause of and corrections for roof leaks. Roof leaks are purported to occur at the roof signage support penetrations.
  - In short, VRL will provide sufficient design plans and exhibits to obtain stakeholder support.

- **Contract Documents Phase of Main Building, Phase 2 up to 60% Completion:**
  - Updated site plan including new site and building utility distribution
  - Updated floor plans for all three levels including existing kitchen
  - Provide new ceiling, wall and floor finish schedule
  - Building sections as needed to define exterior wall and roof insulation
  - Exterior wall paint analysis and solution to flawed Phase 1 application
  - Outline material specifications including window treatments and exterior historical context awnings for Main Building south facade
  - Partially completed plumbing, HVAC and electrical floor/ceiling plans showing HVAC on all three floor levels and lighting for build core functions
  - Partially completed fire suppression system plans on all three levels
  - Partially completed museum exhibition plans
  - In short, the VRL team will provide sufficient Contract Documents for ACON Construction to obtain trade contractor pricing.

- **Proposed Project Schedule**
  - Initial Workshops and Schematic Design — 4 Weeks
  - Progress Workshops and Design Development — 3 Weeks
  - 60% Construction Documents — 4 Weeks

VRL Services and Professional Fee Schedule:

- **Project Management and Programming Services: VRL Architects, Inc. will:**
  - Coordinate the Design Team and schedule meetings with City of Jacksonville Department of Public Works, Building and Fire Marshal representatives, and representatives from Norman Studios Silent Film Museum, Inc. (NSSFMI). (3 Meetings included).
  - Retain the services of a Museum Consultant for Interpretive Planning, for Workshop engagements with the NSSFMI Staff and Stakeholders and Thematic Story Outlines. (4 Workshops included)
  - Participate in presentations to NSSFMI and Stakeholders. It is presumed that VRL will coordinate with designated representatives, Barbara Wingo and Rita Reagan. (4 Presentations included)
  - Participate in presentations to City of Jacksonville Code Review and/or Historical Preservation Commission. (2 Presentations included)
  - Coordinate with ACON Construction Company throughout the progress of the Work to assure compliance with established budget allocations.
  - VRL Architects will be available for review of construction progress as required.

- Our VRL Team Lump Sum Professional Fee is comprised as follows:

Project Management & Programming Phase	$ 15,000.00
Architectural Master Planning & Design Phase	$ 10,000.00
Architectural/Engineering 60% CD Phase	$ 30,000.00
Structural Engineer (Due Diligence/Entry Access)	$ 10,000.00
Plumbing, HVAC & Electrical Engineering (60%)	$ 17,350.00
Fire Protection Engineering (60%)	$ 2,500.00
Total VRL Architectural & Engineering Team Fee:	**$ 84,850.00**
Additional Fee Allowance for Museum Consultant	$ 30,000.00

3 $114,850.00

Additional Services, including meetings not indicated above, will be compensated according to the following hourly rate schedule:

Principal Architect	$ 180 / hr.
Project Architect	$ 140 / hr.
Job Captain	$ 115 / hr.
CADD Technician	$ 75 / hr.
Administration	$ 65 / hr.

If this proposal is acceptable, our signatures below constitute an agreement.

Sincerely,
VRL Architects, Inc.

Stephen F. Lazar, Architect

Accepted for ACON Construction
Frank Anderson

Norman Studios Meeting -- January 13, 2020

City of Jacksonville and Acon:

Primary contacts:

Maria C. Williams	mariacw@coj.net
Frank Anderson	fanderson@aconcci.com

Other attendees:

Mack Blanton	mblanton@coj.net
Randy Downing	rdowning@hanson-inc.com
Stephen Lazar	SFLazar@VRI.architects.com
Jill Enz	jenz@coj.net
Ivy Henderson	ghenderson@coj.net

Norman Studios Silent Film Museum, Inc.:

Primary contacts:

Barbara Wingo	bcwingo@gmail.com
Rita Reagan	ritareagan@comcast.net

Other attendees:

Devan Stuart Lesley	devanslesley@gmail.com
Daniel Forsythe	dforsythellc@gmail.com
David Williams	Davidwms9@comcast.net
Edward Hogsten	gagehogsten@gmail.com
Jeanne Middleton	

Old Arlington, Inc.

Ann Burt	annburt3@gmail.com

Guests:

Bob White	robertarleigh@gmail.com
John S. Holmgren	HolmgreJ@outlook.com

AES ATLANTIC ENGINEERING SERVICES

6501 Arlington Expy.
Building B, Suite 201
Jacksonville, FL 32211
PH: 904.743.4633
FX: 904.725.9295
jax@aespj.com
www.aespj.com

January 31, 2020

Mr. Stephen F. Lazar, AIA, LEED AP
VRL Architects, Inc.
1449 Palm Avenue
Jacksonville, Florida 32207-8467

Re: Structural Condition Study and First Floor Renovations
Norman Studios
Jacksonville, Florida

AES Project: #320-026.00

Dear Steve:

As per your request, I am pleased to submit this proposal for consulting structural engineering services on the above-referenced project. The proposed project includes the following for the existing two-story structure on the studio site:

a. A Structural Condition Survey.
b. The addition of a new handicap ramp.
c. Modifying door framing to meet handicap requirements on the first floor.
d. Modifying attic framing to support new mechanical equipment.
e. Modifying framing for new mechanical ducts.

The services to be provided by AES shall be:

1) Review existing documents that may be available including, but not limited to, construction drawings, specifications, agreements, and change orders.

2) One (1) site visit to observe and record the existing structural conditions.

3) Prepare a written report providing you with a description of our findings and conclusions with regard to the above work.

4) In the Design Development Phase (DD Phase), perform structural analysis and design and prepare DD Phase documents that will fix and describe the structural dimensions, materials, and types of construction.

5) In the Construction Documents Phase (CD Phase), based on the DD Phase documents approved by the Architect, perform structural analysis and design and prepare drawings setting forth in detail the structural requirements of the project.

6) In the CD Phase, prepare the structural sections of the contract specifications. You will provide the preferred format for inclusion by AES. You will prepare the final printing of the contract specifications.

7) In the Construction Phase, review and take other appropriate action on the structural shop drawings only for conformance with the design concept of the project and compliance with the information given in the contract documents.

8) Perform a maximum of two (2) site visits at intervals appropriate to the various stages of the construction to observe the progress and the quality of the work of the contractor(s) and prepare a written report of each site visit.

The total fee for the above services 1) through 8) shall be Ten Thousand Dollars ($10,000.00) plus expenses. The fee breakdown by phase is as follows:

Study Phase	$ 3,000.00
Construction Documents Phase	$ 5,000.00
Construction Phase	$ 2,000.00
TOTAL	**$10,000.00**

Any services authorized by you, in addition to those set forth above, shall be billed in addition to the above total fee at the following rates:

Principal	$ 205.00/hour
Senior Project Engineer/Senior Project Manager	$ 175.00/hour
Project Engineer/Project Manager	$ 152.00/hour
Engineer/Structural Designer	$ 140.00/hour
CADD/BIM Technician	$ 108.00/hour
Administrative	$ 75.00/hour
Expenses	1.15 times cost

The professional services fee quoted above has been established based on AES providing a level of structural information consistent with Best Practices Guidelines as established by the AIA during each design phase of the project. AES recognizes that it is becoming more common for the project owner or construction manager to request detailed structural information during the early design phases of a project, usually so that an early construction cost can be developed. When this request is made, it requires AES to spend additional time to develop a greater level of structural information beyond what is conventional in the early design phases. If such a request is made after submission of this proposal, AES reserves the right to change the portion of our total fee allocated to each individual phase of the project and you agree to abide by AES's proposed changes so long as the total project fee remains unchanged. You also agree that any substantial changes to the structural design arising from decisions made in the early design phases after the development of a greater level of structural information may therefore entitle AES to additional total project fee to reorganize, remodel, and/or redesign the project to incorporate such proposed design changes.

Additional services include, but are not limited to, the following:

- Attending pre-bid meeting with potential contractors.
- Responding to contractor inquiries prior to the awarding of the contract to a contractor.
- Making more than the above number of site visits.
- Redesign of project foundations as the result of a lack of foundation design information or changed requirements for foundation design
- Making revisions to the drawings, specifications, or other documents after approval of information from the Architect.
- Providing Opinions of Probable Cost.
- Providing for the design of reinforcement or repairs to existing structures because of discovered conditions where existing structure to remain is found to be non-compliant with applicable building codes.
- Providing redesign services for Contractor's proposed design modifications or for Contractor's proposed substitutions for materials or structural systems.

- Design of building elements, or the support for elements, normally considered to be part of a tenant fit-out (i.e. specific to the needs of, and requested by, a tenant) including, but not limited to, counters and countertops, movable partitions, suspended partitions, appliances and equipment, monitors and speakers, lights and light booms, projectors, projections screens, internal stairs and handrails, planter boxes and planters, tools and equipment, hoists and hoistways, catwalks, etc.
- Design of building elements whose design is normally delegated to their supplier(s), including, but not limited to, egress stairs, monumental stairs, handrails, decorative railings, fixed ladders, safety cages, and prefabricated building elements (cupolas, towers, sunshades, awnings, signage, roof screens).
- Preparing a set of record drawings.
- Preparation of component and/or cladding design.
- "Fast-tracking" of structural design documents which requires the issuance of structural construction documents prior to the issuance of architectural construction documents.
- Design of deep foundations.

Expenses include travel, meals, parking, photographic processing, copying and printing costs, postage and special shipping costs, costs of tools or special equipment. Rental or leasing of scaffolding equipment, swing scaffolding and/or an aerial lift truck, along with the costs of an operator or other construction personnel to install, erect, or operate this equipment shall be billed as project expenses and are not included in the fee indicated above. Expenses may also include permits and parking closure costs which must be paid for in advance of the project; once paid, you will be obligated for their payment even if, for any reason, the project does not proceed.

During the course of the investigative work, we will require access to the building. We may also require that minor demolition of finish materials be accomplished so that we can observe concealed conditions. We will coordinate these with you and the owner to minimize disruption to the facility.

We may recommend that materials testing be performed. If so, we will provide you with a scope and description of our recommendations for testing along with estimated testing costs from a mutually acceptable testing firm. We will coordinate these with you and the owner to minimize disruption to the facility.

As part of our work we may use one or more of the following: cameras with telephoto lenses, telescope, drone, swing scaffolding, stationary access scaffolding, or an aerial lift truck. In the event that we decide to use a drone, swing scaffolding, scaffolding, or an aerial lift truck to facilitate the observation of portions of the building facade, and AES subcontracts that equipment directly, we will acquire, or coordinate with the contractor to acquire, the necessary permits, coordinate the equipment's use with local authorities, and review the schedule for its use with you.

AES shall submit monthly statements for services rendered. Payment is due within 30 days of the date of the invoice. A service charge of 1 1/2 percent per month of the outstanding balance may be charged on all balances outstanding more than 60 days. AES reserves the right to stop work on its work when the balance for invoiced services is outstanding more than 60 days.

In providing services under this Agreement, AES shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

To the fullest extent permitted by law, and notwithstanding any other provision of this agreement, the total liability, in the aggregate, of AES and AES's officers, directors, partners, employees, and subconsultants, and any of them, to you and anyone claiming by or through you, for any and all claims, losses, costs, or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the project or the agreement from any cause or causes shall not exceed One Million Dollars ($1,000,000.00). It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

PURSUANT TO SECTION 558.0035 OF THE FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

AES shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractor(s) or the safety precautions and programs incident to the work of contractor(s). AES's efforts in the Construction Phase will be directed toward providing a greater degree of confidence for you that the completed work of contractor(s) will conform to the Contract Documents, but AES shall not be responsible for the failure of contractor(s) to perform work in accordance with the Contract Documents.

In the event that you make a claim or bring an action against AES, its officers and/or its employees arising from the performance of our professional services and such action is dismissed or you fail to prove such a claim, then you agree to pay all legal and other costs (including attorneys' fees) incurred by AES in its defense of such claim.

The contract drawings and reports are instruments of service in respect of the project and AES shall retain ownership and property interest therein whether or not the project is completed. Any reuse without written verification from AES shall be at your own risk and you hereby indemnify and hold harmless AES, its officers and employees from all claims, damages, losses, and expenses arising out of or resulting therefrom. Any such reuse or adaptation will entitle AES to further compensation to be agreed upon by you and AES.

Please indicate your acceptance of this proposal by signing and returning one copy.

Very truly yours,
ATLANTIC ENGINEERING SERVICES OF JACKSONVILLE
FLORIDA CERTIFICATE OF AUTHORIZATION #791

Jude T. Kostage

Jude T. Kostage, P.E.
Senior Project Engineer

JTK/drg

ACCEPTED BY

_____
Client Signature

_____
Printed Name and Title

_____
Date

_____
Client Project/PO Number

EXHIBIT UU-1

Consulting Engineers

January 24, 2020

VRL Architects, Inc.
1449 Palm Avenue
Jacksonville, Florida 32207

Attention: **Mr. Steve Lazar**

Regarding: **Norman Studios**

Dear Mr. Lazar:

M.V. Cummings Engineers, Inc. is pleased to submit our fee proposal for design work at Norman Studios.

Our Scope, as we understand it, is as follows:

- Provide HVAC of 1st, 2nd and 3rd Floor of Building approximately 5700 Square Feet.
- Provide Plumbing in existing building 1st Floor. Rest room to be Uni-sexlocated in front of building.
- Provide limited Site supervision and Final Inspection.
- Electrical service, 1st Floor electrical power in walls and lighting, 2nd and 3rd Floor sub-panels on individual floors only and power up all HVAC equipment.

Design Fee:

M.V. Cummings Engineers, Inc. proposes a lump sum fee that includes the above listed design services of $17,350.00.

Please return a signed copy of this letter to our office as notification of acceptance and notice to proceed.

Sincerely,
M. V. CUMMINGS ENGINEERS, INC.

Wayne C. Kelly PE

Wayne C. Kelly, P.E.
President

_____
Accepted by

NEPTUNE
FIRE PROTECTION ENGINEERING LLC

January 20, 2020

Mr. Stephen F. Lazar, AIA, LEED AP
VRL Architects, Inc
1449 Palm Avenue
Jacksonville, Florida, 32207

Dear Stephen,

Please find below a proposal for fire protection engineering services for the 5,714 square foot, two (2) story, Norman Studios project located at 6337 Arlington Road in Jacksonville, Florida.

1.0 SCOPE OF WORK

The scope of work shall include a review of the historical building and contents to provide a recommendation for the best method of fire protection. Specifically, this shall include the following:

1) A site visit and initial survey to review the building and contents
2) Fire protection review utilizing industry best practices and appropriate NFPA standards including NFPA 914 Code for the Protection of Historic Structures
3) Preparation of report of recommendations including:
    a. Recommendation for the best type of fire protection system and fire alarm system to protect the building
    b. Budgetary estimate for systems installation (+/- 20%)

Deliverables to be produced as part of this project shall include a report of recommendations, to be provided in PDF format.

2.0 SCHEDULE

The project scope shall be completed based on the estimated schedule detailed below:

1) Site visit and initial survey to be completed within three (3) weeks of receipt of project authorization
2) Report of recommendations to be completed within two (2) weeks of site visit completion

60 Ocean Boulevard Suite 6, Atlantic Beach, Florida 32233
PH: 904-652-4200

EXHIBIT UU-1

HANSON
Engineering | Architecture | Planning | Allied Services

$14,953.00

Hanson Professional Services Inc.
8075 Gate Parkway West, Suite 204
Jacksonville, FL 32216
(904) 737-00900
www.hanson-inc.com

January 20, 2020

Mr. Frank Anderson
ACON Construction Company
3653 Regent Boulevard, Suite 401
Jacksonville, FL 32224

RE: Scope and Fee: Norman Studios Main Building 60% Design Services

Dear: Mr. Anderson:

Hanson Professional Services (Hanson) is pleased to submit a proposal to ACON Construction Company for performing site design services for the City of Jacksonville Norman Studios Renovation project. Hanson understands that the City would like to refurbish the main building, bringing it up to code for public use. This proposal is exclusively for design to a 60% level, which includes the following:

- Addition of ADA parking spaces off Westdale Drive, adjacent to the building
- Siting a new external elevator/stairs structure adjacent to the building
- Locating nearby utilities for potential connection to building services, such as potable water, sanitary sewer and fire suppression
- Providing walkways to all of the ground floor entrances and exits, meeting ADA requirements

The following is a list of anticipated efforts for the civil design services:

- Obtain a topographic survey of the immediate area around the main building
- Determine locations of utilities within the vicinity
- Field investigation and information gathering
- Geometric layout of the ADA parking spaces, elevator and walkways
- Preliminary grading
- Request a Letter of Availability from JEA for water and sanitary services
- Preliminary meetings with regulatory agencies for determining future permitting requirements
- Progress meetings with the City of Jacksonville and Norman Studios Board of Directors
- Preparation of 60% level construction drawings that include cover sheet, general notes, demolition, geometry, drainage/grading and utility plans, engineering details, and SWPPP plan
- Submittal of Preliminary 10 set to COJ Development Services Review Group

The total fees for 60% design services will be **$14,953.00**.

This proposal does not include professional services involving final design and permit fees with the exception of the 10 set review. This proposal assumes geotechnical, architectural, building structural, electrical and landscape design fees will be provided under separate cover. We are looking forward to working with the City of Jacksonville and ACON Construction Inc. on this project. We can proceed with this effort upon final written authorization from you. Thank you.

Sincerely,

Randy Downing

Randy Downing, PE
Senior Project Manager

Attachment: Hanson Fee Estimate and Summary

HANSON PROFESSIONAL SERVICES, INC.

DATE: 01/20/20
CLIENT: City of Jacksonville
PROJECT: Norman Studios Renovations

			Principal HRS	Project Mgr HRS	Project Eng HRS	Eng Tech HRS	CADD Tech HRS	Clerical HRS	TOTAL HRS
a.	**60% Design**								
	Site Visits, Data Collection and Review		0	1	4	0	1	0	6
	Geometric Layout Design and Coordination		0	1	3	1	1	0	6
	Site Grading		0	0	2	1	0	0	3
	Design of Water Services		0	0	2	1	0	0	3
	Design of Sanitary Sewer		0	0	2	1	0	0	3
	Design of Sediment Control Features		0	0	2	0	1	0	3
	Quality Control		0	2	0	0	0	0	2
	Supervision		0	1	0	0	0	0	1
	Site Visits/Meetings/Coordination		0	5	3	0	2	1	11
	Sub-total Hours		**0**	**10**	**18**	**4**	**5**	**1**	**38**
b.	**Preliminary Permitting & Other**								
	COJ 60% Design Preliminary 10 set Review Submittal		0	0	2	2	1	1	6
	Sub-total Hours		**0**	**0**	**2**	**2**	**1**	**1**	**6**
c.	**Project Submittals**	**No. of Sheets**							
	Cover/Key Sheet	1	0	0	0	1	2	0	3
	Legend and General Notes	1	0	0	1	1	3	0	5
	Existing Conditions/Demolition Plan	1	0	0	1	1	4	0	6
	Site Layout/Geometry Plans	1	0	1	1	0	6	0	8
	Site Grading and Drainage Plans	1	0	0	1	0	4	0	5
	Water and Sewer Utility Plans	1	0	0	1	1	4	0	6
	Erosion Control Detail Plan	1	0	0	0	0	4	0	4
	Detail Sheets	1	0	0	1	1	2	0	4
	Utility Details	1	0	0	1	1	4	0	6
	SWPPP Sheet	1	0	0	0	1	3	0	4
	Quality Control		0	3	0	0	0	0	3
	Supervision		0	2	0	0	0	0	2
	Sub-total Hours		**0**	**6**	**7**	**7**	**36**	**0**	**56**
	Total Manhours		**0**	**16**	**27**	**13**	**42**	**2**	**100**
	Hourly Rates		**$289.02**	**$215.60**	**$122.10**	**$72.21**	**$78.19**	**$59.59**	
	Total Labor Dollars		$0.00	$3,449.55	$3,296.60	$938.76	$3,284.04	$119.18	$11,088.13

d.	**ESTIMATED EXPENSES***	**Unit**	**$/Unit**	**Quantity**	**Cost**
	Bluelines (black)	ea.	$0.65	0	$0.00
	11 X 17 Copies	ea.	$0.15	199	$29.85
	COJ 10 Set Permit Fee	ea.	$648.00	1	$648.00
	8.5" x 11" Copies	ea.	$0.10	200	$20.00
	Mileage	mi.	$0.49	99	$48.02
	Postage	mo.	$5.00	3	$15.00
	Courier Service	mo.	$18.00	3	$54.00
					$814.87

Hanson Total	**$11,903.00**
Survey	**$3,050.00**
Total Fee	**$14,953.00**

EXHIBIT UU-1

PART ONE - GENERAL	
1. PROJECT Norman Studios Renovations	2. PROPOSAL NUMBER
3. CONSULTANT HANSON PROFESSIONAL SERVICES, INC.	4. DATE OF PROPOSAL 1/20/2020

PART TWO - LABOR RELATED COSTS

5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	$100.06	0	$ -	
Project Manager	$74.64	16	$ 1,194.24	
Project Engineer	$42.27	27	$ 1,141.29	
Engineer Technician	$25.00	13	$ 325.00	
CADD Technician	$27.07	42	$ 1,136.94	
Clerical	$20.63	2	$ 41.26	
TOTAL DIRECT LABOR				$ 3,838.73
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 162.59% X TOTAL DIRECT LABOR				$ 6,241.39
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				$ 10,080.12
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				$ 1,008.01

PART THREE - OTHER COSTS

9. MISCELLANEOUS DIRECT COSTS	
ORIGINAL REPRODUCIBLE - VELLUM PLOTS	
BLUELINES - 24"x36"	
PAPER COPIES	$49.85
SHIPPING	$69.00
MISCELLANEOUS DIRECT COSTS SUBTOTAL	$ 118.85
10. SUBCONTRACTS - LUMP SUM	
Surveying	$3,050.00
SUB-CONTRACT SUBTOTAL	
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)	*$3,050.00*
11. REIMBURSABLE COSTS (LIMITING AMOUNT)	
Other Expenses	$696.02
SUBTOTAL REIMBURSABLE	$ 696.02

PART FOUR - SUMMARY

TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11	$ 14,953.00

I:\15Jobs\15L0105\Projects\Norman Studios\Proposal\[Norman Studios 60% Manhours.xls]Manhours

EXHIBIT UU-1

SURVEY & RIGHT OF WAY MAPS

CONSULTANT: HANSON

NAME OF PROJECT: Norman Studios

SUBCONSULTANT: Clary & Associates, Inc.

FROM:

RFP No.:

TO:

3 MAN SURVEY RATE = $1,200.00

SURVEYOR & MAPPER = $ 190.00

CADD TECHNICIAN = $ 85.00

CLERICAL = $ 55.00

ITEM Design Survey	3-MAN DAYS	4 MAN DAYS	3-MAN COST	4-MAN COST	TOTAL COST	COMMENTS
Baseline Control	0.15		$1,200.00		$180.00	set horizontal control
Alignment			$1,200.00		$0.00	
Target Placement			$1,200.00		$0.00	
Reference Points			$1,200.00		$0.00	
Section Line Ties			$1,200.00		$0.00	
Property/Subdivision Ties			$1,200.00		$0.00	
Side Street Intersections			$1,200.00		$0.00	
Topo/Asbuilt Road	0.7		$1,200.00		$840.00	see scope
Bench Levels	0.15		$1,200.00		$180.00	set vertical control
Roadway Cross-Sections			$1,200.00		$0.00	
Utilities	0.6		$1,200.00		$720.00	Quality Level B Designation
Jurisdictional Survey			$1,200.00		$0.00	
Stake-Out for Borings			$1,200.00		$0.00	
Drainage Survey			$1,200.00		$0.00	
Detention Pond			$1,200.00		$0.00	
Tree Survey	0.2		$1,200.00		$240.00	locate all trees
TOTAL	1.8				$2,160.00	
OFFICE SUPPORT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Surveyor & Mapper	Hour	2	$ 190.00		$380.00	supervise
Cadd Technician	Hour	6	$ 85.00		$510.00	mapping
Clerical	Hour	2	$ 55.00		$110.00	
TOTAL					$890.00	
AERIAL PHOTOGRAPHY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Photography	Mile				$0.00	
Cross-section Sheets	Mile				$0.00	
TOTAL		0			$0.00	
RIGHTS-OF-WAY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Control Maps	Hour		$85.00		$0.00	
Right of Way Maps	Hour		$85.00		$0.00	
Legal Descriptions	Hour		$85.00		$0.00	
Title Searchs	Hour		$85.00		$0.00	
TOTAL		0			$0.00	

See attached limits

Total Cost = $3,050.00

PREPARED: January 14, 2020

LIMITED AMOUNT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
	Each				**$0.00**	

Clary & Associates
PROFESSIONAL SURVEYORS & MAPPERS

SCOPE OF WORK

NORMAN STUDIOS

ARLINGTON ROAD
JACKSONVILLE, FLORIDA

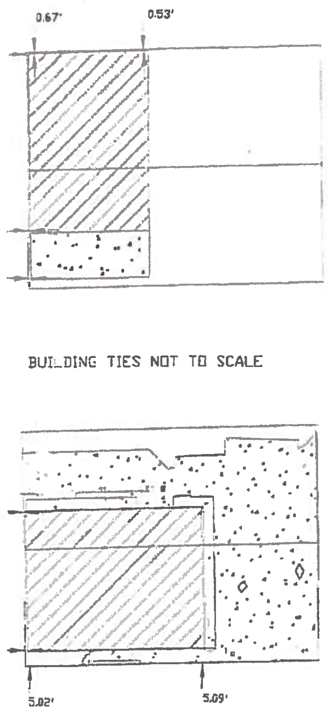
January 14, 2020

- Set horizontal control
- Set vertical control (NAVD88) 2 benchmarks offsite
- **Survey area will be 100' x 100' area and then property line to centerlines of Westdale Drive and Arlington Road**
- Locate all buildings with finished floor elevation
- Locate all above ground features, utility poles, valves, fences, signs and markers withing the survey limits
- Locate a few boundary corners to rotate existing survey to State Plane values
- Locate all trees within the survey limits
- Perform Quality Level B Designation within the property limits and to centerline of Westdale and Arlington
- Supply AutoCAD topo files, DTM and 1' contours

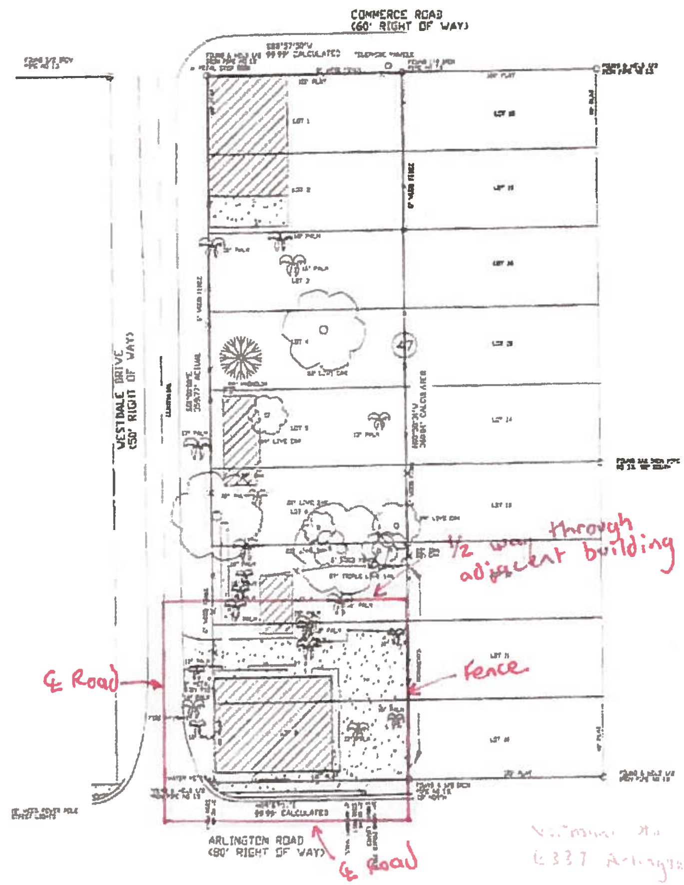
3830 Crown Point Road, Jacksonville, Florida 32257
(904) 260-2703 • fax (904) 260-3799 • www.claryassoc.com

EXHIBIT UU-1

MAP TO SHOW BOUNDARY SURVEY OF LOTS 1 THRU 9 BLOCK 47 OF ARLINGTON HEIGHTS RECORDED IN PLAT BOOK 4, PAGE 19 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA



BUILDING TIES NOT TO SCALE



* 100' x 100' INSIDE PROPERTY
* CENTERLINE WESTDALE DRIVE
* CENTERLINE ARLINGTON ROAD
* BUILDINGS w/ FFE
* ABOVE GROUND FEATURES
* ALL TREES

NOTES
BEARING IS BASED ON THE ASSUMED BEARING OF SOUTH 01°00'00" EAST ON WESTDALE DRIVE.
BUILDING FOUNDATION NOT LOCATED BY THIS SURVEY.

DATE	REVISIONS	SURVEY DATA	CITY OF JACKSONVILLE	PROJECT NO 2002/337	NORMAN STUDIOS	SHEET OF
		PROJECT NAME NORMAN STUDIOS PROPERTY				

EXHIBIT UU-1

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

MINORITY PARTICIPATION
Attachment to Fee & Contract Negotiations or Contract Amendment

Title: Norman Studios 60% Design and Limited Repair
Project No.: 8150-15
Date: Feb 04,2020

	Company's Name (Minority Subconsultant)	Classification (Minority Status)	Type of Work (Scope of Services)	Dollar Value
1.)	*			$
2.)				$
3.)				$
4.)				$
5.)				$
6.)				$
7.)				$
8.)				$

*No JSEB for this Amendment, but overall 10% commitment on contract will be maintained

Check one:

This is: Original Fee Negotiation _____

This is: Contract Amendment No.: TBD

Date of this Document: Feb 04,2020

ONE CITY. ONE JACKSONVILLE.

REQUEST FOR PROPOSAL

FOR

DESIGN & CONSTRUCTION OF

Norman Studios Renovations
6336 Arlington Rd, Jacksonville, FL 32211
RE # 141475 0090

DESIGN – BUILD CONSTRUCTION DELIVERY METHOD
ACTIVE AND PASSIVE PARKS PROJECTS
RFQ-CDB-0008-16

DESIGN CRITERIA PACKAGE

PUBLIC WORKS DEPARTMENT

PREPARED BY ENGINEERING & CONSTRUCTION MANAGEMENT DIVISION
CITY OF JACKSONVILLE, FLORIDA

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division

NORMAN STUDIOS RENOVATIONS

RFQ – CDB–0008-16

1. INTRODUCTION AND LOCATION:

This Design Criteria Package (DCP) specifies performance-based criteria for the design and construction of the Norman Studios Renovations located at 6336 Arlington Rd, Jacksonville, FL 32211.

The purpose of this design criteria package is to furnish sufficient information to allow a Design Build Firm to prepare a response to the City's request for proposal (RFP) and to permit the City to enter into a negotiated design build contract.

The project includes Architectural, Civil, Structural, Fire Protection, Landscape, Mechanical, Plumbing, and Electrical multi-disciplined design. All the site and building renovations shall comply with current regulations of the U.S. Department of Justice Americans with Disabilities Act (ADA).

The Design Build Firm shall especially exercise caution while working in the building to assure compliance with the USA Government Consumer Protection protecting the health and safety of the Norman Studios users.

2. GENERAL:

The Design-Build firm is responsible for design and plans production. **The fee proposal shall be submitted no later than 5:00 P.M. on Feb 5, 2020 to Maria Williams, P.E., at 214 N. Hogan Street, Ed Ball Building, 10th Floor, Jacksonville, Florida 32202.**

The provisions of the DCP represent the technical, material, and quality requirements for the aforementioned project. The Design Build Firm is bound by these requirements during the design (and future permitting and construction if applicable) of the Norman Studios Renovations.

A meeting to discuss the scope of the project was held on January 13, 2020, at the Norman studios. The Design Criteria Professional (Maria Williams, P.E.) may amend the provisions of the Design Criteria Package after it has been released to the Design Build Firm, but before the expiration of the 10-day period designated for submittal of the Fee Proposal.

3. SCOPE OF WORK:

The work consists of remodeling the Norman Studios Silent Film Museum, Inc. (Norman Studios), but not limited to: roof leaks repair, HVAC, elevator, flooring, historic safe repair, bathrooms, wall modifications and finishes, doors, update displays, restoration of kitchen area, ADA compliance (including parking), pressure washing, painting, window tinting or canopies, stairs rails, animatronic “director” figure, storage area, electrical work, mechanical work, fire protection, fire alarm, telecommunication, plumbing and all other work required to complete the work in accordance with the DCP and Exhibit A.

The GMP for the 60% design fee proposal must include the items discussed at the January 13, 2020, and a proposed schedule for the 60% submittal. The GMP for 60% plans shall include the complete design work. The GMP for 100% design, permits and construction will be awarded per available funding or grants.

The Design Build Firm shall be responsible to comply with the changes and modifications to the most recent Florida Building Code and Supplement. All the site elements shall be designed, permitted and constructed in accordance with site development conditions in compliance with applicable design criteria, standards, codes and specifications promulgated by but not limited to the following: the City, the State of Florida, ACI, ANSI, ASCE, ASTM, AWPA, EPA, FDEP, NFPA, OSHA, UL, NEC, NEMA:

Additional items to be considered:

a. Items listed by Ms. Rita Reagan and Ms. Barbara Wingo included in Exhibit A.

b. **Telecommunication.** The City's IT Department will provide comments to the 60% plans. IT comments will need to be implemented on the final plans.

c. **Pavement Markings.** The Design Builder shall provide pavement marking as required.

d. **Signs.** Indoor and outdoor sign to be included in the design.

e. **Utilities.** The Design Build Firm shall be required to coordinate and secure approvals from the public utility companies and pay all required connection and permit / approval fees as required by the said public utility companies.

f. **Site illumination**: The site illumination shall include flood lights. All site illumination shall be LED.

4. PURPOSE OF RFP; ESTIMATED BUDGET:

The Purpose of this RFP is to solicit Statements of Qualification from design-build firms to enable the City to enter into a design-build contract in accordance with Section 287.055, Florida Statutes ("**Consultants' Competitive Negotiation Act**" or "**CCNA**"), Chapter 126, Part 7, Ordinance Code, and this RFP, to provide design, permitting and construction services for the public construction project described herein (the "**Project**"). The Project consists of the design, permitting, and construction of the facility described in Section 1.3 below.

The funding for this project is $1,000,000. Approximately 10% ($100,000) is needed for CEI. Therefore the available funding is $900,000.

5. PERMITS:

The Design Build Firm shall apply on behalf of the City, pay required application and permit fees and secure all approvals and permits from the City and the State regulatory agencies as required by law. Specifically, permits and approvals are required, from but not limited to, the St Johns River Water Management District, the Florida Department of Environmental Protection / the City Environment Resources Management Department, JEA, AT&T, Comcast, the City – Development Management Group, the Building Inspection Division and any others as may be required for this project.

In addition, the Design Build Firm shall coordinate with all applicable utility companies as required and pay all applicable fees.

For the purpose of the reviews and approvals, the Design Build Firm shall provide the Engineer with 5 sets of drawings, specifications and engineering calculations.

Also, the Design Build Firm shall provide the Engineer with five (5) sets of final plans, specifications and engineering calculations prior to the Preconstruction Conference and the issuance of the Notice to Proceed. In addition, at the same time the Design Build Firm shall provide the Engineer with two (2) copies of CDs with the electronic version of all contract documents (drawings, specifications, engineering calculations, permits and approvals).

6. MATERIALS:

All building materials shall match the materials approved, unless a substitution is requested / approved by the City. Also, when the interior building layout is approved by the user the dimensions shall not be modified without the Client's approval.

7. SIGN FOR THE DURATION OF THE PROJECT ONLY:

The Design Build Firm shall provide an on-site construction sign for the project. The construction sign included in Section 20 shall be modified as shown below:

- 4'x4' instead of 4'x8'
- Two 2"x4" brace posts instead of three brace posts.
- All wood and plywood shall be pressure treated for in ground and weather exposure as applicable.

All logos for this sign are available on the City's website:
http://www.coj.net/departments/administration+and+finance/public+information/graphic %20archive.htm.

8. CONTROL OF THE WORK AND OF MATERIALS:

Provisions of Division III, Section 20, Subsection 20.29 – General Conditions, Tests and Inspections, City Standard Contract Documents are fully applicable to this Project.

9. MEASUREMENT AND PAYMENT:

Provisions of Division III, Section 20, Subsection 20.39 – General Conditions, Progress Payments, and City Standard Contract Documents shall be applicable in establishing provisions of the Contract for measuring work progress and making progress payments to ACON Construction Constructors.

10. COMPLIANCE WITH CHAPTER 327, ORDINANCE CODE, CITY OF JACKSONVILLE, FLORIDA SUSTAINABLE BUILDING PROGRAM:

The Design Build Firm shall implement the provisions of Ordinance 2009-211-E as they relate to meeting and obtaining the sustainable building certification based on one of the recognized sustainable building certification systems such as U.S. Green Building Council's LEED Rating System, GBI'S Green Globe, or the Florida Green Building Coalition. The Design Build Firm shall select the least expensive certification system, which satisfies the requirements of Ordinance 2009-122-E.

11. AS-BUILT PLANS:

The text of Section 20.62 "As-built" Drawings in Section 20, General Conditions shall be modified as follows:

20.62.5 The Design-Builder shall maintain, on a daily basis, a complete set of plans with "as-built" information noted in red ink. This "as-built" information shall include, but shall not be

limited to: the location of all utilities installed and/or encountered all changes in design and/or layout of the project, all dimensional changes, and all changes in equipment and/or materials. This set of drawings shall be maintained on the job site and shall be available for review by the City. The Contractor shall transfer the “as-built” information contained in the drawings to a permanent record set of “as-built” drawings.

The permanent record set of “as-built” drawings shall become the property of the CITY prior to final payment and after the review and acceptance by the ENGINEER.

In addition, the Design-Builder shall provide the City with the electronic version (AutoCAD) of all As-Built plans on a CD. The AutoCAD files shall comply with the following requirements: (1) All drawings shall be 100% AutoCAD files, 2011 Version or newer; (2) Use standard layer system; (3) All AutoCAD files shall be transferred to CD including all the references (4) Use standard AutoCAD fonts/text files only, no third party application.

END OF THE DESIGN CRITERIA PACKAGE

LIST OF EXHIBITS

Exhibit A .. ..Scope Provided by Rita Reagan & Barbara Wingo

EXHIBIT "A" – PROJECT SCOPE AND REPORT PROVIDED BY THE NORMAN STUDIOS USERS:

A.1 – Ms. Rita Reagan:

Draft Report to JaxParks concerning Norman Studios Museum Construction Project

Notes from our October 29 Stakeholders Meeting with JaxParks.

- Using documentation from Ken Smith, ACON Construction, which has already done several projects for the Parks Department, will be the design/ build company.
- We can add a museum designer to the team.
- The ADA coordinator will ensure specific guidelines are not intrusive.
- The City may use Norman Studios as a project for matching state dollars for turnkey projects with a limited finish time, available summer/fall 2020.
- Additional funding can be added to the project at any time.
- Norman Studios will seek extra funding for special projects that need to be coordinated during initial phase.
- Norman Studios must disclose potential funding sources to avoid conflicts with city sources.
- The budgeted $1,000,000 will bring the main building up to code and complete the first floor and all structural issues on the second floor and attic so it will be ready when additional funds are found.
- When we enter into the design-build contract, there will be stakeholder meetings to ask questions over six months and then 12 months more of construction.
- The main building is the construction zone so the other buildings will be available for use. All furnishings will be moved out for a one-year period.

Summary of Museum Committee issues for Production Building:
General issues

1. Roof leaks with every heavy rain.
2. Signs, and exterior paint are in dire need of repair.
3. Bathrooms arenecessary for future programming, and should be located in the back corner of first and second floors near the kitchen and elevator to consolidate plumbing.
4. Vandalized Safe is an important historic element, occupying a significant amount of desirable archival space, requiring humidity control. Its condition will need special repair to make it usable.
5. Wall finishes should likely be bead board, but insulation and finishes need treatment for fire resistance.
6. Floor finishes should utilize materials to make it easy to move wheelchairs/walkers, etc.
7. Appropriate window tinting is needed to prevent light damage to displays. (Awnings will help also.)
8. To enhance flow of traffic and chronology of Stories, exhibits will be placed in sequence along L-shape of developing/dryng rooms. Exhibits will also be displayed on the walls between windows, and in the middle of the floor to allow space to walk around exhibits in a one-way traffic pattern..

Relocation of Present Furnishings to be determined prior to beginning of construction:

- Use Laminated Macrae Posters which tell the entire story of Richard Norman in Properties Garage, where visitors can view them during the Construction Period.
- Furniture in Editing Room could be used in Family Quarters on Second Floor and Mother Katherine's room/properties for Selfie Moving Pictures Booth.
- Remove the unrelated salvaged bank electrical panel from Editing Room. Possibly use it in the Properties Garage as a divider wall for booth for one of the antique generators.
- Move, store, and reuse large furniture to Properties Garage. Begin culling process. Obtain storage for Keepables

First Floor layout of the Production Building continues under review for historical accuracy.

Reception Room -- Entry from Front Porch – Arlington Rd.

- Sign-in desk (Brochures, etc.)
- Animatronic "director" figure welcomes guests and gives highlights of exhibits Provide a map brochure for those who want a self-guided tour. Quiz also available.
- TV screen behind reception desk programmed to show slides of the exhibits, reflecting what the "director' is saying.

- Stairs on left need better banisters and lighting. Though narrow, the stairs are original and reflect the Norman family's living conditions for 50 years. Space under stairs should be for storage.
- Staircase wall is Spotlight area, illustrating Norman Studios recognition regionally, nationally, and internationally.
- Door on left (at foot of stairs) goes to the Library/Archives/ Meeting room with safe. last stop on 1st floor tour.
- Create Gift Shop on right wall, with open divider shelving for sales materials, allowing receptionist to monitor entire space.

Identify: Two small closets on back wall include three different doors opening in different directions, and connecting three rooms. They are probably related to the film developing process. Research is ongoing to verify exact, original use of the spaces.

- Decide how to utilize opening into editing Room on back wall. (Framed with door?)

Going right into adjoining room…

Space #1 (on **Center Board**)- Developing Room - Exhibit illustrating developing, drying, and editing processes. Pointing to adjacent Editing Room and Drying Room
Space #2 (on wall to right of door)– Jacksonville as Winter Film Capital of World (1907 to 1919) Eagle Film City part of plan fizzles!
Space #3 (on front wall between windows) – Richard's career making Townies…40 films - **The Wrecker**. How he discovered Race Film
Space #4 (on outside wall, right of window-- Brief History of Race Film
Space #5 Richard's first Race Film **– Green-eyed Monster –** Introduction of Steve "Peg" Reynolds
Space #6 **Bulldogger** and **Black Gold Exhibit**
Space #7 **Regeneration** Exhibit with yacht and Ship's Wheel
Space #8 **The Flying Ace** with desk, plane artifacts, stove, model Jenny, etc.
Space #9 Aviation Exhibit - Bessie , Eugene, French and German planes. Simulators to give feeling of flight;, demonstrate the effect of flight on society. Importance of aviation as an "aspirational" Race Film concept .

Entrance to Elevator at center back wall?
Restroom?
Storage at back of Room behind brick safe wall

Traveling Exhibit space. There are many sources of additional materials from local and national museums which could lend materials for display. This is the most accessible and integral space to the rest of the Exhibits.

Exit through door by safe into Editing Room (Should this have a framed door?)

Space #10 – Editing Room – How best to use this space in center of building, and original features: vintage canister light fixtures, knob and tube wiring,

Safe/ Library/Research/ Archives Room – Computers/ tsbles/chairs- Exit thru right door!
Files for digitalized material for researchers. Work tables, etc.

Exit door by window - reenter Reception Area or **Go left up stairs to second Floor**

Second Floor layout

At top of stairs …
Left, down short hall -Originally bedroom of Richard's son –display; Use as Staff office

Right, entry to other Business areas through door across the hall…

Straight ahead - Family living quarters – Rooms to illustrate Family life style from 1923 – 1974. No insulation, oil heaters, no electric until 1939…

Living Room – Displays of Norman Family life, etc.

Dining Room –-- Displays, Chrome Formica table for breaks, work sessions

Restroom -- Corner, near kitchen, grouping plumbing

Kitchen (to left) Refurbish with period refrigerator, gas stove from garage, sink on plumbing wall Outfitted with concealed Coffee maker/Microwave, materials for use by staff and for workshops.

Former Bedroom for Richard and Gloria – To right …

Elevator connecting 3rd floor -- Middle of back wall between windows.

Side wall – Former FAMILY bathroom – Use to store extra tables and chairs for screening room activities and for workshops.

Wall of closets (add backs between bedroom and screening room) Use one to Display Gloria's dancing gear.

Projection Room (back wall) Shallow room, Tin-lined for fire retarding, featuring vintage film equipment props, and modern equipment for showing films in Screening Room

Screening Room - multi-film uses
Chairs for viewing films. Tables for activities, film workshops, demonstrations

Selfies Moving Picture Booth (Front-facing Room next to Screening Room.)
Film booth with green screen, pre-recorded settings, sound effects, music , sets, where one or two people can create a mini-drama, musical, adventure film, a video interview, a commercial, etc. *Scripts for some of Richard's films will be available to create Silent Scenes.

Selfie Dressing and Props Room – Wardrobe, Wigs, make-up, mirrors, dressing table, etc.

(Area will portray Matriarch Katherine Norman's bedroom (lived with Richard and Gloria for ten years. Will serve as prop and dressing area for Selfie Booth.)

Gloria's original Dance Studio Exhibit – where 44 years of dancing lessons began before moving to the Stage Set Building next door, which Norman Studios is attempting to purchase. Story— How Gloria convinced Richard to my dance studio next door.

Part of area was once Richard's Work Shop where he built props for films. Will house some of Richard's equipment.

Third Floor – attic- storage area – Museums have to have spaces to store materials and rotate exhibits, necessitating that Elevator goes to third floor.

A.2 – Ms. Barbara Wingo:

Report to JaxParks concerning Norman Studios Museum Construction Project

Norman Studios Silent Film Museum, Inc. (Norman Studios)

With sincere gratitude toward the City of Jacksonville and JaxParks that have brought us to this highly significant juncture, the Norman Studios is pleased to present its initial recommendations concerning the Norman Studios Museum construction project.

As background, we would note that at the October 29 meeting between JaxParks, Norman Studios and other stakeholders, the following items were determined:

The budgeted $1,000,000 for work on the Production Building (the project) is to be used to complete (at a minimum): all infrastructure in the building, the first floor (to be museum-ready) and all structural issues on the second floor so that it will be ready for subsequent completion.

Completion of the second floor and attic can be added to the project with additional funding.

ACON Construction, utilizing documentation from Architect Ken Smith, will be the project design build company for JaxParks.

A museum designer needs to be added to the team.

The ADA coordinator will ensure that ADA specifications for the project are consistent with the historic nature of the building.

There will be stakeholder meetings to ask questions and to provide input prior to and over the course of construction.

Additional funding secured by the City or by Norman Studios may be added to the project at any time.

The City may use the project to receive matching state dollars for turnkey projects with a limited finish time, available in the summer and fall of 2020.

Norman Studios will seek additional funding for special exhibits. Planning and coordination for such exhibits may require coordination and planning during the initial phase of construction.

Norman Studios will disclose funding sources in order to avoid conflicts with City sources.

The Production Building will constitute the construction zone so that all other buildings on the property are available for use during the period of construction. All furnishings will be moved out of the Production Building prior to construction.

In presenting its recommendations, the Norman Studios will first set forth general considerations and then a proposed "story map" for the Production Building museum.

General Considerations:

Architect Ken Smith should be consulted on the project so that his drawings, experience with the previous phase of the project and particular expertise can be used.

Current issues with the building need to be resolved: These include leaks in the roof. Signs and exterior paint are in need of repair.

Historic fabric and fixtures should be maintained as much as possible. These include the editing room equipment, the safe, the projection room, the screening room (with detailing), and so forth.

The vandalized safe is an important part of the story. Discussion of this element and how it should be handled is necessary.

It is suggested that bathrooms should be located in the back corner of the first and second floors near the kitchen (on the second floor) and elevator to consolidate plumbing.

Construction should be appropriate to museum usage.

Wall finishes should likely be bead board, but insulation and finishes need treatment for fire resistance.

In considering floor finishes, the use of wheelchairs and walkers should be noted.

Window film may be needed to avoid light damage to exhibits.

Window awnings should be added when possible.

Relocation of furnishings in the Production Building needs to be determined prior to the beginning of construction.

Remove the unrelated salvaged bank electrical pane from the editing room and relocate it in the Properties Garage.

Move, store, and reuse furniture and displays (for example, the posters) to the Properties Garage. Visitors will be able to view the posters during the construction period.

First floor layout of the Production Building, subject to continuing review for historical accuracy and consultation with museum designer:

Reception Room, entry from front porch, on Arlington Road.

Will be a sign-in desk with receptionist, possible display behind the desk, possible animatronic "director " welcoming guests.

A television display will be in this room or another room to give an orientation to the building and its history.

A gift shop should be created on the right wall with open divider shelving for materials, allowing the receptionist to monitor the gift shop.

Stairs on left need better bannisters and lighting. Although the stairs are narrow, they are original and reflect the conditions of the era. Space under the stairs should be used for storage.

Staircase wall could be a spotlight area, illustrating Norman Studios' recognition regionally, nationally, and internationally.

Other issues:

Door on the left (at foot of the stairs) goes to the room with the safe. Need further discussion on the use of this room (orientation? Rotating exhibits?)

Two small closets on back wall include three different doors opening in different directions and connecting three rooms. They are probably related to the developing process. Research is ongoing to verify original use of the spaces.

How should the opening from the reception room into the editing room on the back wall be utilized?

First Floor exhibits, the primary "story map" of the Norman Studios Museum.

The story will begin to the right of the reception room. It will encompass the developing room, the editing room, and the drying room. Exhibits will be around the walls of the building as well as in the middle of the building. The exhibits will be generally organized as follows:

1. Development of motion pictures, mechanics of making motion pictures in the 1910s and 1920s, including the uses of the editing room and the drying room.
2. Jacksonville as the Winter Film Capital of the World, 1908-1918
3. Norman's background and career, including his making of "townies"
4. Brief history of race films
5. Norman's first race film, *The Green-eyed Monster*
6. *The Bulldogger, The Crimson Skull and Black Gold*
7. *Regeneration*
8. *The Flying Ace*
9. Aviation exhibit in conjunction with *The Flying Ace,* Bessie Colman, Eugene Bullard, aviation and "aspirational" race films
10. Richard Norman's later career to include the Camera Phone and his ownership of theaters (This could be included on the second floor.)

These exhibits will include artifacts, some of which are already owned by Norman Studios, others by the Norman Family, and others from other museums.

Safe room: Rotating and/or traveling exhibits or other usage, such as orientation to the museum. What would be the flow of visitors into and out of this room? How to access the second floor by stairs?

Need to determine the location of the elevator.

ond floor layout:

Left, down short hall: Originally the bedroom of Richard Norman's son.

Use as a staff office.

Right, entry to other family living areas (living room, dining room, kitchen and Richard and Gloria Norman's bedroom):

Partially use to illustrate how these spaces were used as living quarters. All rooms will be labeled with explanations and photographs if available.

Kitchen would be refurbished for use for staff and to support events.

A portion of space would be used as an informal seating area with tables for museum visitors and for events.

The room that was the former bathroom would be used for storage, particularly of chairs and tables to maximize the multi-use of the Projection and Screening Rooms.
The wall (between the living quarters and the Screening Room) needs to be reconstructed where there is now a wall of closets.

The area will be used for an exhibit highlighting the African-American actors who played in Norman's films, several of whom stayed in the building.

An exhibit concerning Gloria Norman's dance studio will also be on the second floor.

Screening Room and Projection Booth.

Both should be restored as far as possible to their original look and function.

The Projection Booth should also be usable for movie projection.

The Screening Room will be theater space and also used for meetings, demonstrations, and other educational events. A piano may be included.

Norman Studios posters may be displayed on the walls of the Screening Room.

Front room next to Screening Room.

This room will provide interactive exhibits, such as "Make your Own Film" (recreating a silent film with music) and a Selfie corner.

Because this area was Norman's workshop, items from Norman's workshop will be displayed.

Attic:

The attic should be used for storage and curation. The museum needs to have space to prepare, store, and rotate collections of exhibit materials and donations. To maximize the use of the space the elevator would have to go to the third floor.

eum Consultants:

We have interviewed and received materials from two museum consultant firms, HealyKohler and Solid Light. These materials are being supplied to JaxParks along with this report.

As previously noted, these are initial suggestions, and we very much look forward to continuing to work with relevant City officials, the contractor, and all interested parties to complete this phase of an extraordinarily important museum complex.

Norman Studios Silent Film Museum, Inc.
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Submitted by Vice President and Museum Curator

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