

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** October 5, 2022

1. Responsible Department: Police Department
2. Presenter: Chief McQuaig and Alan Garri, Kimley-Horn
3. Recommended Action: Authorize the Mayor to execute Agreement #AGR2022-28, IPO 103 with Kimley-Horn

**Subject:** Agreement #AGR2022-28, Dunnellon Police Department Conceptual Site Plan and Architectural Services

**Request for Approval Summary Explanation & Background:**

During the September 7, 2022 Council workshop, Kimley-Horn presented a proposal for Council's consideration to develop a conceptual site plan for a police facility on the recently acquired Powell Road property. Ultimately, Chief McQuaig requested this be placed on hold until we have a solid rendering of a building that Council approves of. Size and placement are key in determining setbacks, buffers, drainage retention, etc. Subsequently, staff met with Kimley-Horn to discuss what they could do for us to become "shovel ready" for grants and/or legislative appropriations. The recommendation was to have an architectural rendering which would enhance and improve the conceptual site plan. This demonstrates the City's commitment to this project and will increase our chances of obtaining grants that could potentially fully fund the engineering and construction of a new police facility.

**Procurement Method:** Kimley-Horn is the City's Contracted Engineering Firm

**Fiscal Information:** This would be paid for from the funding currently designated by Council Resolution #RES2022-08 (\$606,788) for the police facility.

**Department Head Approval:** MO/MM

**Attorney Review:** Yes

## INDIVIDUAL PROJECT ORDER NUMBER 103

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Engineer” or “Kimley-Horn”), and The City of Dunnellon (the “City”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

### ***Identification of Project:***

Project: Dunnellon Police Station Conceptual Plan

Client: City of Dunnellon

### ***Project Understanding:***

The City has requested that Kimley-Horn prepare a Conceptual Site Plan for a new police station located at the SW quadrant of Powell Road and Illinois Street. In support of this request, we have prepared the following scope of services.

### **SCOPE OF SERVICES**

#### Task 1 – Dunnellon Police Station Conceptual Site Plan

- A. Kimley-Horn will attend the Dunnellon Council Meeting to explain the process of developing (1) a Conceptual Plan; (2) formal site design; and (3) permitting for the project.
- B. Kimley-Horn will prepare a Conceptual Site Plan for the Police Station. This plan will be based on the building footprint provided by the City. The Conceptual Site Plan will show the building, parking, sidewalk, setbacks, drainage retention area, and general landscape areas.
- C. Kimley-Horn will coordinate with the City and the Architect to arrive at the building type desired.
- D. Kimley-Horn will provide a list of the required permits during this process.
- E. Kimley-Horn will prepare a preliminary cost estimate for the improvements described in the Conceptual Site Plan.
- F. The formal Site Plan is not included in this Agreement. That process will be done under a separate Agreement at some later date.

#### Task 2 – Architectural Services

- A. Provide Architectural consulting services for the development of a conceptual design for a new Police Department.
- B. Attend (3) meetings with City Staff to determine Project Program.
- C. Provide up to (2) Concept plans and Exterior Elevations based on the Project Program.
- D. Provide (1) birds eye and (2) perspective renderings of the exterior of the selected conceptual building elevations.
- E. Provide Construction Cost Estimate based on the developed conceptual building.
- F. Attend (1) City Council Workshop meeting.
- G. Attend (1) City Council meeting.
- H. The formal Architectural Building Construction Plans are not included in this Agreement. That process will be done under a separate Agreement at some later date.

**ADDITIONAL SERVICES**

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

**SCHEDULE**

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Engineer. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

**FEE AND EXPENSE**

Kimley-Horn will complete the above scope of services for a lump sum fee of \$32,167.00, inclusive of office overhead expenses. Services provided under this IPO will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings. A breakdown of fee by task is as follows:

<b>Task Description</b>	<b>Lump Sum Fees</b>
Task 1 – Dunnellon Police Station Conceptual Site Plan	\$8,500.00
Task 2 – Architectural Services	\$23,667.00
<b>Total Authorized Amount</b>	<b>\$32,167.00</b>

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Joseph C. London, P.E.

TITLE: \_\_\_\_\_

TITLE: Project Manager

DATE: \_\_\_\_\_

DATE: October 5, 2022