

~~August 4, 2025~~ (Revised October 10, 2025)

Alisa True
Senior Contract Specialist
Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, FL 33948-1094

RE: | CHARLOTTE COUNTY – EMERGENCY OPERATIONS CENTER EXPANSION, RFP #24-306
| PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES

Dear Ms. True:

Harvard Jolly | PBK (HJ/PBK) is pleased to submit the following proposal to Charlotte County to provide additional professional Architectural/Engineering (A/E) services associated with the above referenced project at the existing Emergency Operations Center (EOC) located at 26571 Airport Road, Punta Gorda, FL 33982.

1.0 Project Understanding

- 1.1 During development of this project, HJ/PBK was requested by the County to provide multiple facility program options. This included occupant meetings and preparation of three separate programs: (1st) a program compliant with the original project scope and budget; (2nd) a program to accommodate all current building occupant requests without regard to the current project budget; and (3rd) a program to prioritize the County's Emergency Management functions and to reduce the total requested space. It is understood this 3rd program option is preferred by the County and will be the basis of the continued facility design.
- 1.2 The original project scope included an approximate 5,000 square foot expansion and partial renovation of the existing EOC building. The County desires to modify the project scope for an approximately 18,000 to 20,000 square feet expansion and renovations to the existing EOC. The total project budget was increased by the County from \$11M to \$19M to help accommodate the expanded scope. While the additional funding allows for an increase to the building expansion, the facility program and subsequent facility design will be adjusted as needed to meet the project budget. Additional design services are needed to accommodate the increased project scope.
- 1.3 The County requests continuous operation of the EOC throughout the project. Based on the discovered location of site utility infrastructure and required displacement of existing parking, it is anticipated three (3) sequential construction phases will be required. Additional design services are needed for one (1) additional Construction Administration phase and increased project duration beyond the original project agreement.

- 1.4 The extent of required food service facilities was undefined and assumed to be a warming/serving kitchen for the original project scope. A food service design consultant was therefore not included. Based on our understanding now through programming, there is a request for a full food preparation kitchen and associated food service equipment. Kitchen design services and equipment utility plans are needed for our MEP consultant to specify the appropriate supporting building infrastructure.
- 1.5 To allow continued design progress while this proposal is considered and executed, HJ/PBK shall invoice the additional services scope completed against the current Design Service Contingency fee, the Schematic Design task fee and the Design Development task fees of the original agreement as needed.

2.0 **Scope of Services**

HJ/PBK and our consulting engineers will provide additional Architectural, Civil, Structural, Mechanical, Electrical, Plumbing, Fire Protection design and engineering services as requested for the original project as described in RFP NO. 2024000306 DESIGN EMERGENCY OPERATIONS CENTER EXPANSION posted March 20, 2024, and Addendum #1 dated April 4, 2024.

- 2.1 Additional design services will include:
 - a. Additional design services for the increased project scope of work.
 - b. Kitchen food service design services.
 - c. One (1) additional Construction Administration phase (three total) and increased project duration.
- 2.2 Additional design services fee distribution per attached invoicing spreadsheet.
- 2.3 Reimbursables such as printing, postage, and shipping costs are included in Fee.
- 2.4 HJ/PBK will complete the phases identified per the following revised schedule:
 - a. Schematic Design – complete October 15, 2025
 - b. Design Development – 2 months from approved Schematic Design
 - c. Construction Documents – 3 months from approved Design Development
 - d. Bidding/Building Permitting - estimated 2 months
 - e. Construction Administration – estimated 24 months (Phase 1: site utility infrastructure/parking; Phase 2: expansion/sitework; and Phase 3: remodel/renovation)

3.0 **Exclusions**

- 3.1 Changes initiated by the Owner after approved phases.
- 3.2 Design services beyond those listed in this proposal.

4.0 Compensation

Fee is based on additional project scope of work. Further increases to project scope warrants an increase in fee.

Services included

a. Additional Design Services Fee	\$ 438,000
b. Specialty design services	\$ 25,000
c. Additional Construction Administration Services Fee	\$ 79,900

Total Fee \$ 542,900 Not to Exceed

Harvard Jolly | PBK very much appreciates this continued opportunity to work with Charlotte County. Please review this proposal and contact us if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Mayo', is positioned above the printed name.

Thomas Mayo, AIA
Managing Principal – Fort Myers

CC: Ward Friszolowski, AIA, Managing Senior Principal - Florida
Stephen Johnson, AIA, ALEP, Managing Senior Principal