



November 21, 2025 R-8

Nathaniel Rubel
Procurement Assistant Director
City of Port St. Lucie
121 SW Port St. Lucie, FL 34984
Port St. Lucie, FL 34984

Re: RFP #20240046 City of Port St. Lucie Public Works Building (Phase I)

BEA Architects is pleased to submit this proposal for the Phase 1 Building Program, which involves designing and permitting a new three-story administration building and civil site design per the approved site plan. This project is essential to meeting the City's administrative needs and integrating functional spaces for various departments while adhering to high design and operational efficiency standards.

The proposed administration building will be a modern three-story structure located in the northwest part of the site, adjacent to the existing Administration building. The design will ensure seamless integration with the surrounding environment and adhere to all necessary zoning and building regulations.

The ground floor will consist of private offices along the northern exterior wall to maximize natural light and views, central open cubicle area facilitating collaboration and flexibility, dedicated spaces for Emergency Management Services, and a Training Room supporting critical operational functions. **The ground floor build-out shall be limited to approx. 60% of the total available area, with the remaining portion reserved for future expansion. The EOC shall be designed as a hardened safe room and shall include a dedicated entrance. Additionally at the main entrance and employee entrances to include "Evolv" security system.**

The second floor will include **Data Center, Commercial Kitchen**, additional private offices and open space for cubicles to accommodate expanding administrative needs.

The third level shall be fully built-out with offices and cubicles.

Specialized facilities, including a Break Room, Traffic Control Room, **Green Roof** and Data Center, to enhance operational efficiency and employee comfort.

The existing site entrance from Thornhill Drive will be retained, ensuring continuity and accessibility for staff and visitors. Throughout the construction period, the existing facility utilized by the Public Works Department will remain fully operational. Our proposal includes comprehensive plans to mitigate disruptions and maintain functionality during the building phase.

BEA Architects will approach the design process collaboratively, working closely with Public Works Department Staff and stakeholders. Our team will integrate their insights and preferences to deliver a final design that optimally meets operational needs, enhances workplace functionality, and embodies architectural excellence.

In conclusion, BEA Architects is committed to delivering a state-of-the-art administration building that meets and exceeds the City's expectations. We are confident that our design proposal will provide a dynamic and efficient workspace for city staff while ensuring minimal disruption to ongoing operations. We look forward to the opportunity to contribute to the success of this important project.

DESCRIPTION OF SCOPE OF ITEMS:

- A. Assessment of Existing Conditions & Due Diligence:** Perform analysis of existing conditions. Perform Architectural and Engineering reviews based on existing conditions and stakeholder requirements. Review as-built drawings provided by City of Port St. Lucie Public Works and perform site visits to verify existing conditions.
- B. Preliminary Layout and Programming:** After information gathering is complete, we will work with the Public Works and stakeholders to lock-in programming and present options of the proposed layout of the space. Meet with stakeholders for final approval.
- C. Prepare Construction Documents:** Prepare permit package including architectural, structural engineering, civil, landscaping, Irrigation, site lighting, mechanical, plumbing, electrical, low voltage, Life Safety engineering and wayfinding construction documents.
- D. Assist in Bid Administration:** Prepare big package including architectural, engineering, civil, landscaping, Irrigation, site lighting, mechanical, plumbing, electrical, low voltage and Life Safety engineering documents, assist with preparing bid requirements, respond to bidders RFI and issue addendums as needed during bid phase. Coordinate with City of Port St. Lucie Public Works to establish minimum criteria from bidders and determine add alternates to control cost / budget.
- E. Construction Administration:** Perform construction administration services, ensuring contractor will conform to design intents, meet owner expectations, and adhere to city and jurisdictional requirements.

PHASES / SCHEDULE:

- 1. Phase I (Condition Assessment & Due Diligence):** Prepare existing conditions assessments. Study existing architectural, and mechanical, electrical, and low-voltage conditions, supporting infrastructure. Review any building documentation provided by Owner or Building Department. Site visits to collect project data. Identify code and sustainability requirements, including utility connections. Study of existing site and owner provided design / technical documents.
- 2. Phase II (Preliminary Layout and Programming)** Prepare adjacency matrix, room/space area calculations based on occupancy and equipment requirements, establish flow and functional space organization. Meet with Public works and stakeholders for review and approval.
- 3. Phase III (Schematic Design Package-30%):** Prepare schematic drawings for above scope items for Owner and stakeholders' approval prior to starting Construction Documents packages. Establish Mechanical and Electrical requirements. Meet with Owner for review and approval.
- 4. Phase IV (Design Development Package – 60%):** Develop final option to prepare technical permit and bid packages. Perform Life-Safety Analysis. Create outline for Project Specifications. Meet with Owner for review and approval. Once the **Design Development Package reaches the 80% level:** Submit a "Dry Run Package" for early comment and review by the City of Port ST Lucie's AHJ's to include the following agencies:
 - **City of Port St. Lucie Building Department**
 - **City of Port St. Lucie Engineering Department**
 - **City of Port St. Lucie Utility's Department**
 - **City of Port St. Lucie Planning and Zoning Department**

- **Port St. Lucie County Fire Department**
 - **South Florida Water Management District (SFWMD)**
 - **Florida Department of Environmental Protection (FDEP)**
 - **Tower Stakeholders**
 - **Florida Turnpike Enterprise**
 - **FPL Coordination**
 - **(SLWSD) St. Lucie West Services District**
5. **Phase V (100% Construction Documents)** This will run concurrent with the “Dry Run” process as described in Phase IV above. This will allow the incorporation of any questions or comments presented by the permitting agencies while the permit package is finalized.
6. **Phase VI (Permitting):** Submitting drawings for permitting with building department. Collaboration with Owner and stakeholders. Coordination with all Agencies Having Jurisdiction. Respond to building department comments.
7. **Phase VII (Bidding):** Provide drawings for final bid. Includes Bid assistance and addendum preparations. Attend pre-bid meeting. Collaboration with Owner and create final bids tabulation.
8. **Phase VIII (Construction Administration & Close-out):**
- Attend pre-construction meeting
 - Attend Bi-weekly Construction Site Meetings
 - Review and respond to Contractor’s RFIs (maximum of 2 reviews per RFI)
 - Review and respond to Contractor’s Shop Drawings and (maximum of 2 reviews per Shop Drawing)
 - Respond to conflicts discovered during construction
 - Perform Punch List Review
 - Provide Architect’s certification of Substantial Completion
 - Perform Final Completion Review; issue Final Completion Certificate
 - Prepare record documentation based on Contractor’s mark-ups
 - Review Pay Requests
 - Review Change Orders
 - 52 site visits included
 - Assumed Period of Construction: 52 weeks
 - Building Code Enforcement
 - Problem Solving / conflict resolution
 - Change Order and Substation review / approval
 - Finding substitution materials if not available or lead time effects construction schedule negative
9. **Green Roof Design shall be Modular Green Roof Systems**
- **System Type: Plants and growing media are pre-grown in trays or modules that can be placed directly on the roof.**
 - **Flexibility: Easy to install, replace, or rearrange without major construction.**
 - **Ideal Uses: Buildings wanting a phased installation.**
 - **Depth & Planting: Shallow substrate layer (about 2–6 inches) supporting low-maintenance vegetation like sedum, mosses, and drought-tolerant grasses, small plants, etc.**
 - **Low-maintenance, drought-tolerant plants like native grasses.**

10. Site Plan Phase: The original project scope assumed site development for an 8.9-acre parcel, limited to basic utility connections, grading, and landscape improvements adjacent to the building footprint. The revised project site is approximately 38 acres, requiring a substantially expanded level of site design, permitting and coordination. The following services are necessary to support the expanded campus-scale development.

- **Master Planning** – preparation of a comprehensive site plan to establish circulation, access, parking, pedestrian systems, and overall campus organization.
- **Civil Engineering** – design of utilities, grading, stormwater management, and drainage systems across the 38-acre parcel, including roadway and infrastructure extensions.
- **Landscaping** – development of a landscape master plan for the larger site, including open space, planting, and integration of a green roof system.
- **Geotechnical & Environmental** – due diligence studies to address subsurface conditions, stormwater retention, wetlands, and environmental permitting.
- **Regulatory Approvals** – preparation of documents and coordination for site plan review and approval with the Authority Having Jurisdiction (AHJ) and the P&Z Site Plan Review Process.
- **Site Lighting Design and Coordination.**

11. Formal Site Plan Submittal Documents, prepare full site plan package as required by the authority having jurisdiction (P&Z), which may include:

- Site plan drawings (to scale)
 - Grading and drainage plans (with civil engineer)
 - Utility connection plans
 - Parking, circulation, and access plans
 - Landscaping plans (with landscape architect)
 - Photometric and lighting plans
 - Building elevations and massing studies
 - Project data sheets and zoning tables
- Complete application forms and assemble all required supporting documents.

12. Permitting and Agency Coordination

- Submit the site plan application package to the AHJ on behalf of the Owner/Client.
- Coordinate with planning, zoning, engineering, fire, and other departments/agencies during their review.
- Respond to review comments and revise drawings as needed to achieve compliance.
- Attend staff-level or public meetings, hearings, and workshops as required for approvals.
- Provide presentations, renderings, or exhibits for board/commission reviews if requested.



Estimated Design/Production time period*:

▪ PHASE I	2 weeks
▪ PHASE II	2 weeks
▪ PHASE III	8 weeks
▪ PHASE IV	8 weeks
▪ PHASE V	(Runs concurrent with phase VI)
▪ PHASE VI	12 weeks
▪ PHASE VII	4 weeks
▪ PHASE VIII	52 weeks (Approximately)

*Time periods do not include City/Stakeholder review time for each submittal & Permit Processing Time

DESIGN FEES:

▪ PHASE I – Cond. Assess.	\$ 35,746.00
▪ PHASE II – Programing & Layout	\$ 53,519.00
▪ PHASE III – 30% DD	\$ 308,327.00
▪ PHASE IV – 60% CD	\$ 263,694.00
▪ PHASE V – 100% CD	\$ 219,062.00
▪ PHASE VI – Permitting	\$ 12,800.00
▪ PHASE VII – Bidding	\$ 5,500.00
▪ PHASE VIII – Const. Admin.	\$ 228,350.00
▪ Additional Building Services (+8,640 SF & Green Roof) \$130,450.00	
○ Includes additional 8,640 SF of planning, design and coordination for added staff and additional future staff. Green Roof Design and Coordination.	
▪ Add Additional Site Landscaping & Green Roof Design \$ 22,450.00 (Site)	
	\$ 7,000.00 (GR)
▪ Master Plan and Site Design (Civil and Architecture)	\$315,335.00 (See Spreadsheet)
▪ Site Plan Review Process	\$ 32,300.00 (PNZ Approval)

ADDITIONAL DESIGN FEES IF REQUIRED:

▪ Survey	\$ 46,500.00
▪ Environmental Site Assessment (Allowance)	
Geotechnical Exploration (Allowance)	
Traffic Study Traffic Counts (Allowance)	\$ 42,765.00 *

*Additional Allowance Funding may be required depending on site plan review requirements such as a tree survey or additional environmental permits.

▪ Testing and Inspection Services (if required)	\$ 32,198.85
▪ HVAC Commissioning	\$ 34,750.00
▪ Additional Services	See Hourly Rates Attached “A”

REIMBURSABLE EXPENSES & ALLOWANCES:

• 1% Reimbursable Allowance	\$ 11,269.98
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EXCLUSIONS:

1. Permit fees, permit submittal or expediting of permit.
2. Phasing plans or MOT (by Contractor).
3. LEED, FGBC, or other Sustainable Building Certifications.

We appreciate the opportunity to continue building our relationship and look forward to collaborating with the City of Port St. Lucie Public Works Department to realize this important project. Feel free to contact me at your convenience if you have any comments or questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "RD", with a long horizontal flourish extending to the right.

Robert Draper, RA NCARB
Senior Project Manager
BEA architects, Inc.