

*South Village  
Community Development District*

*January 19, 2017*

# *AGENDA*

# *South Village Community Development District Agenda*

*This meeting is a continuation of the January 3, 2017 meeting.*

Thursday  
January 19, 2017  
6:30 p.m.

Eagle Landing Residents Club  
3975 Eagle Landing Parkway  
Orange Park, Florida 32065  
**Call In # 1-800-264-8432 Code 537347**

- I. Roll Call
- II. Audience Comments
- III. Consideration of Proposals for Design Services for Golf Clubhouse Renovation
- IV. Other Business
- V. Supervisor's Request and Audience Comments
- VI. Next Scheduled Meeting: 02/07/17 @ 6:30 p.m.@ Eagle Landing Residents Club
- VII. Adjournment

## **Board Oversight**

- A. *Chairman Cross* – Parks
- B. *Vice Chairman Krueger* – Aquatics Center
- C. *Supervisor Payton* – Gym/Tennis
- C. *Supervisor Poole* – Landscape Maintenance
- D. *Supervisor Hermening* – Golf

***District Websites: [www.southvillagecdd.com](http://www.southvillagecdd.com) and [www.eaglelandingonline.com](http://www.eaglelandingonline.com)***

*THIRD ORDER OF BUSINESS*

**Owner:**  
South Village Community Development District  
c/o Eagle Landing Golf Club  
3989 Eagle Landing Parkway  
Orange Park, Florida 32065

**Project:**  
**Clubhouse:**  
Schematic & Conceptual  
Development Phase

**SCOPE OF SERVICES: CLUBHOUSE INTERIORS**

1. <b>Inputting of AsBuilts:</b>	
<ul style="list-style-type: none"><li>Input AsBuilts into CAD so that we can begin the Concept Development Phase. As Architects of Record for the original building, we shall verify accuracy of original CAD drawings related to floor plan dimensions.</li></ul>	1,700.00
2. <b>Schematic Design Phase: Interior Architecture / Interior Finishes / Order of Magnitude</b>	
<ul style="list-style-type: none"><li>Once the AsBuilts are complete, the Schematic &amp; Conceptual Development Phase will be completed. This Phase consists of developing the overall Concept of the project, space planning, finish selections, lighting, Architectural Millwork examples &amp; FFE selections &amp; fabrics. Based on estimated budget of \$300K - \$400K</li></ul>	5,500.00
3. <b>Clubhouse: Long Range Planning</b>	
Develop overall aesthetics of the Clubhouse: Interior & Exterior Scope of work is unclear at this time.	TBD
<b>Interior Design Services: Phase 1</b>	7,200.00
	NTE*





# DENNIS M. WILLIAMS ARCHITECT, P.C.

STATE OF FLORIDA  
COUNTY OF DUVAL  
FIXED FEE

## ARCHITECTURAL CONTRACT

THIS AGREEMENT made on this the \_\_\_\_\_ day of January, 2017, by and between Dennis M. Williams, Architect, whose address is 9205 Rosewater Ln., Jacksonville, FL 32256, hereinafter referred to as "Architect", and Eagle Landing Golf Club, Attn. Rob Dugan, PGA, Gen. Manager, whose address is 3989 Eagle Landing Parkway, Orange Park, Florida 32065, hereinafter referred to as "Client".

In consideration of the mutual promises herein contained the parties agree to as follows:

1. Client does hereby employ Architect to perform the following services:
  - ♦ Remodel Bar, Banquet Room, Breezeway/Scoring Area, Rear Patio, Kitchen Entrance & misc.
  
2. For the services to be rendered by Architect, Client does hereby agree to pay the Architect in the manner set forth as follows:
  - ♦ Fixed Fee of 17,500 to be paid in 3 payments at the completion of each of the following phases. Once payment has been received for current phase of work, work will proceed to subsequent phase.
    - Draw and verify as built into Cad format. This has to be done before Schematic Design-\$4,000
    - Preliminary Conceptual Plans, include our ideas for all areas that are to be remodeled- \$8,000
    - Final Contract documents, bidding for 3 General Contractors- \$5,500

Final payment is due on delivery of final set of plans.

3. Included in above fixed fee:
  - ♦ Architectural Design
  - ♦ Structural Engineering
  - ♦ Product Approval
  - ♦ Mechanical, Electric, & Plumbing Engineering
  
4. Not included in above fixed fee:
  - ♦ Site Supervision (Billed at \$150.00/hr.)
  - ♦ Renderings at cost
  
5. Architect shall provide 6 sets of prints. If owner wants additional sets, they will be billed at \$100.00/set.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Dennis M. Williams, Architect

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Florida License No. AA26000608 ♦ Georgia License No. 002931

9205 Rosewater Ln. ♦ Jacksonville, FL 32256 ♦ Phone: (904) 333-2550  
♦ dwilliamsarch@aol.com ♦







**ClubDesign Associates  
CDA Hospitality, LLC.**

Proposal

November 1, 2016

**Owner:**  
South Village Community Development District  
c/o Eagle Landing Golf Club  
3989 Eagle Landing Parkway  
Orange Park, Florida 32065

**Project:**  
**Clubhouse:**  
Schematic & Conceptual  
Development Phase

**SCOPE OF SERVICES: CLUBHOUSE INTERIORS**

**1. Inputting of AsBuilts:**

- Input AsBuilts into CAD so that we can begin the Concept Development Phase.

\$3,500.00

**2. Schematic Design Phase: Interior Architecture / Interior Finishes / Order of Magnitude**

- Once the AsBuilts are complete, the Schematic & Conceptual Development Phase will be completed. This Phase consists of developing the overall Concept of the project, space planning, finish selections, lighting, Architectural Millwork examples & FFE selections & fabrics

\$10,875.00

**3. Clubhouse: Long Range Planning**

Develop overall aesthetics of the Clubhouse: Interior & Exterior

\$4,500.00

**Interior Design Services: Phase 1**

\$18,875.00 NTE\*

**Sample Boards & Renderings: (If Requested)**

Sample Boards \$ 550.00 ea.

Renderings \$2,750.00 ea.

(On average, 2 Sample Boards & 1 Rendering is needed to market the project correctly.)

**\*NOT TO EXCEED:** Fee will not exceed the total amount unless scope of work is increased by the Representatives of South Village Community Development District or their Representatives

**III. CDA REIMBURSABLE EXPENSES: Billed at Cost**

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- Shipping: UPS / Courier Service
- Printing: 24"x36" prints will be billed at \$1.50 per sheet
- Meals
- Mileage: Personal Vehicle
- Airline Tickets
- Rental Car
- Hotel

**IV. ADDITIONAL SERVICES (As Requested):**

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Computer Generated Video Renderings / Travel in Connection with Special Selections

**V. ADDITIONAL SERVICES (As Requested):**

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Principal:	Hourly Rate Of	\$175.00
CAD Draftsman:	Hourly Rate Of	\$65.00
Clerical:	Hourly Rate Of	\$45.00

Payments are due and payable fifteen (15) days from the date of invoice  
Progress Pay Applications will be sent via email at the end of every month

SVCDD c/o Eagle Landing Golf Club:

ClubDesign Associates

\_\_\_\_\_  
*Sign and Date*

\_\_\_\_\_  
*Sign and Date*

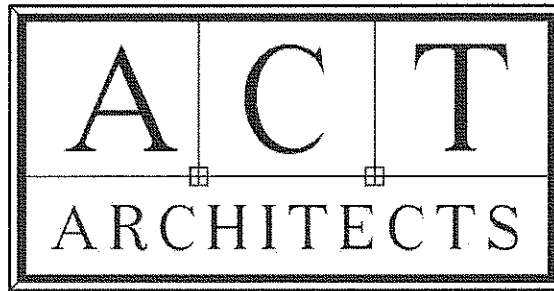
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*Printed Name and Title*

\_\_\_\_\_  
*Printed Name and Title*

1314 Lake Street, Ste. 101 / Fort Worth, Texas 76102 / Tel. 817-810-0333 / Fax 817-810-0336  
1111 Desert Falls Parkway / Palm Desert, California 92211 / Tel. 866-484-9853

[www.clubdesignassociates.com](http://www.clubdesignassociates.com)





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**Architectural Design Services for:**

South Village Community  
Development District  
475 West Town Place Suite 114  
St. Augustine, Florida 32092  
Ron Dugan  
520-971-4879  
[www.southvillagecdd.com](http://www.southvillagecdd.com)

**Regarding the property located at:**

Eagle Landing Clubhouse  
3975 Eagle Landing Parkway  
Orange Park, Florida 32065

January 13, 2017

**PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES**

**General**

The following Proposal for Architectural Design Services is in regard to initial design work necessary for remodeling of the golf course club house lounge and bar area, the adjacent banquet rooms and the open deck area to the west facing the golf course. The existing facility area does not meet the needs of the Community. The Community has expressed a desire to create an atmosphere of community interaction with an expanded bar and lounge area, family dining areas that are more intimate and to provide better porch areas with protection from the west sun. The banquet rooms and the exterior deck area should be able to accommodate smaller groups without sound issues from adjacent spaces or themselves. Acoustics are an important issue the owner wants to address throughout the remodel. The low profile setting sun is intense and is a glare problem in the late afternoon in both summer and winter as it enters the porches, window and door openings to the west. The main view from the clubhouse is due west to the lake which also reflects the sun. Interior seating areas should also be oriented to the west and the lake as well.

Construction budget for the remodel is approximately \$400,000.00 including design and FF&E.

ACT Architects, LLC

6903 Atlantic Blvd  
License # AA26001676

Jacksonville, Florida 32211

**This Agreement is made between the Owner:**

South Village Community  
Development District  
475 West Town Place Suite 114  
St. Augustine, Florida 32092  
Ron Dugan  
520-971-4879  
www.southvillagecdd.com

and the **Architect**

**ACT Architects, LLC**  
6903 Atlantic Blvd.  
Jacksonville, FL 32211

**Proposed Architectural Scope of Work**

The property in discussion is a golf course club house located in Orange Park, Florida. See general notes above for general scope. In addition to the notes above the owner requests the following items to be included in the design process:

- A. Renderings of main renovated areas. These renderings will be generated at a point when the general design decisions have been made and a plan has been agreed upon by all parties.
- B. Interior design boards showing materials and colors suggested for the owner's approval will be presented for owner review max of one major revision and two minor revisions within this cost.
- C. Analyze the acoustical issues of the existing spaces and select materials and elements designed to lessen the sound when groups occupy the existing spaces scheduled for remodeling under this contract.
- D. Floor replacement materials suggested for each area will be incorporated into the interior design boards presented to the owner for review and approval.
- E. Expanded or relocated bar area will be part of the schematic floor plan presentation. The revised bar design should consider the service circulation between the bar area, the banquet area and the kitchen. The bar area will serve the lounge, the banquet hall areas and the exterior patio areas.
- F. The redesign of the bar area should expand into two fully equipped drink stations. Station location should allow flexibility for either station to accommodate lounge, bar, banquet hall and patio patrons.
- G. The schematic design submittal shall include several variations (3 max) of the floor layout and setup. The owner will select one of the solutions or pick elements of an individual plan for incorporation to the final solution (completing the fourth and final floor plan under this cost). The final floor plan will be incorporated to the final schematic design submittal to the owner. Once the floor plan is approved, a reflected ceiling plan will be produced.

**Schematic Design / Initial Budget Drawings**

Schematic Design phase will consist of a graphic compilation of the following:

1. Input from Owner rep.
2. Recommendations by the Architect and its interior design professional.

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3. Owner will provide record drawings of the existing facility as a base plan to generate existing and revised floor plans.

Schematic Design / Initial Budget Drawings will include the following items:

1. Initial Floor Plan (up to 3) showing various bar and banquet hall and exterior deck solutions.
2. Reflected Ceiling plans – one after completion of the floor planning with one minor revision
3. Renderings of main spaces
4. Color boards showing paint, material, floor and ceiling selections.

**Design Schedule**

- A. It is understood that this project has a design schedule of approximately 41 days, and all efforts to meet the owner's schedule shall be made. It is anticipated that the initial floor plans can be completed within 3 weeks of receipt of a signed contract. After the floor plan is approved all required documentation indicated under "Schematic Design" section above, depending on promptness of client response for information and degree of design revisions, will be completed.

**Design Development / Permit documents - (N.I.C.)**

**Contract Administration / Construction Management - (N.I.C.)**

**Design Fee Schedule**

The above listed architectural services shall be provided for the amount of \$14,000.00 and distributed as follows:

Architectural design.....	\$3,500.00
Interior design.....	\$7,000.00
Renderings.....	\$3,500.00
Total Schematic Design Fee.....	\$14,000.00

\$7,000.00 retainer at signing of contract  
 \$4,000.00 retainer at signing of contract  
 \$3,000.00 upon delivery of final schematic design submittal

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Total \$14,000.00

Owner will be expected to make final payment and payment for all reimbursables upon delivery of the final set. Any work requested by the owner outside of the scope of work described herein, or changes after the delivery of the final set shall be considered a change order, and will be billed according to either (a) a pre-approved price, or (b) according to the attached Schedule of Hourly Rates

This agreement in no way implies a guarantee of approval from any agency, and payment shall be as indicated in the proposal. Any delinquency in payments shall result in suspension of design work and / or termination of this agreement. Any deviation from above scope of work or re-submission required by any permitting agency in regard to the work described herein shall be considered additional to said work, and billed on per-hour rate according to the attached Schedule of Hourly Rates.

Changes to the building program and / or Scope of Work as stated herein may affect the Fee Schedule as stated above. Adjustments to the Fee Schedule will be evaluated at the time any changes to program and / or scope are identified.

### **Termination or Suspension**

The Contract may be terminated or suspended by the Architect, at its option, if:

- a) Owner fails to make timely payments on any amounts due.
- b) In the event of termination, the Architect shall be compensated for all services rendered to date, together with Reimbursable Expenses. The Architect will also be paid Ten Percent (10%) profit expectancy for the entire Contract Sum.
- c) The Owner may terminate the work of this contract at any time for convenience, provided he promptly pays all amounts due.

### **Miscellaneous Provisions**

Payments due and unpaid under the Contract shall bear interest at 18% per year from the date payment is due, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

Florida law will govern any litigation arising from a breach of this Contract, and the venue of the litigation will be Duval County, Florida. In the event of any litigation, or other dispute resolution proceeding is commenced that involves, arises out of or relates to the Performance or Payment of this contract, then the prevailing party shall be entitled to an award of taxable or non-taxable court costs, other related but non-taxable costs and expenses, and reasonable attorney's fees, including attorney's fees incurred in litigating entitlement to or amount of an attorney's fee award, from the time that the proceeding was commenced until all appeals, if any, are final.

The Owner shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of this agreement, except only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect. Any liability of the Architect for this agreement shall be limited to the dollar value of this agreement.

If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of this agreement for any cause.

This agreement gives no rights or benefits to anyone other than the Owner and the Architect and has no third party beneficiaries. The Architect's services are defined solely by this agreement.

Assignment and Subcontracting: Nothing under this agreement shall be construed to give any rights or benefits to anyone other than the Owner and the Architect, and all duties and responsibilities undertaken pursuant to this agreement will be for the sole and exclusive benefit of the Owner and the Architect and not for the benefit of any third party. Neither the Owner, nor the Architect shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law of the effect of this limitation may be restricted by law.

Unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this agreement. Nothing contained in this Paragraph shall prevent the Architect from employing such independent professional associates and consultants, as the Architect may deem appropriate to assist in the performance of services hereunder or the Architect for Subcontracting the work of this contract.

The Owner hereby consents to the use and dissemination by the Architect of photographs of the project and to the use by the Architect of facts, data and information obtained by the Architect in the performance of the services hereunder. Notwithstanding the foregoing, with respect to any facts, data or information specifically identified in writing by the Owner, the Architect shall use reasonable care to maintain the confidentiality of such identified material.

This agreement shall bind, and the benefits thereof shall inure to, the respective parties hereto, their legal representatives, executors, administrators, successors and assigns.

This agreement constitutes the entire agreement between the Architect and the Owner, and negotiations and oral understandings between the parties are merged herein. This agreement can be supplemented and/or amended only by a written document executed by both the Architect and the Owner.

This agreement shall bind, and the benefits thereof shall inure to, the respective parties hereto, their legal representatives, executors, administrators, successors and assigns.

**558.0035, F.S.-Design professionals; contractual limitation on liability**

Pursuant to this section, an individual employee or agent may not be held individually liable for negligence as per 558.0035, F.S.- Design professionals; contractual limitation on liability

**Reimbursables**

- Blueprinting and copies @ cost plus 10%
- Site visit mileage at \$.55/ mile.
- Color printing of renderings at cost plus 10%

**Agreement**

This agreement is entered into as of the day and year first written on the first page and is executed in at least two original copies, of which one is to be delivered to the Owner, and one to the Architect.

Agreed as of the date indicated below:

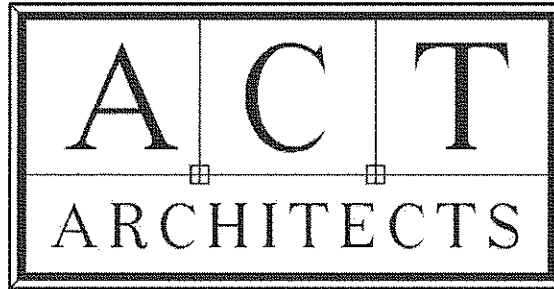
ACT Architects, L.L.C.	<i>by:</i>		
Firm		Name	Title
			Date
	<i>by:</i>		
Firm		Name	Title
			Date

ACT Architects, LLC

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License # AA26001676

Jacksonville, Florida 32211





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### Schedule of Hourly Rates

<b>Classification</b>	<b>Hourly Rates OT Rates</b>	
Principals	\$150.00	\$225.00
Engineer	\$125.00	\$187.50
Architect	\$125.00	\$187.50
Interior Designer	\$100.00	\$150.00
Project Manager	\$85.00	\$127.50
CADD Coordinator	\$65.00	\$97.50
Clerical	\$35.00	\$52.50