



## Exhibit "A"

January 14, 2021 (revised 7-29-21)

Mr. Osama Elshami, P.E.  
Utilities and Engineering Director  
4800 West Copans Road  
Coconut Creek, FL 33063

Re: Utilities and Engineering (U & E) Department Maintenance Building Expansion at Sable Pines Park  
Architectural and Engineering Services Fee Proposal  
Design and Permitting Phases

Dear Mr. Elshami:

The firm of Walters Zackria Associates, PLLC proposes the following scope of work and fee schedule for the proposed expansion to the Utilities and Engineering (U & E) Department Maintenance building at Sable Pines Park. The project will include complete design with plans, specifications, and cost estimate of the Utilities and Engineering (U & E) Department Building Maintenance Expansion to be located over the existing parking lot to the south.

The approximately 1,400 sf on the first floor addition will be designed. The addition will be used for maintenance shops and storage room. An exterior covered area of approximately 500 sf will be provided for exterior covered storage. Building structure will be designed as standard building to meet 170 (3-second gust) mph wind speed as per ASCE 7-16, Category II hurricane standard. Existing building maintenance shops and storage rooms will receive new LED lighting.

Landscape design shall be provided with hedge and shade trees around the perimeter of the maintenance compound to screen buildings and equipment from surrounding properties, including the landscape island in the parking lot in front of the school.

Project will be submitted to DRC committee for review and approval.

It is assumed that the existing electrical service has sufficient capacity to provide power for the existing building, and the new building addition. Replacing or upgrading the main electrical service is not included in the scope of this project.

The project will include the following service tasks:

### **Phase 1- Design Phase Services**

#### **Task 1 – Site Analysis and Programming**

WZA staff and consultants will visit the site after major utilities have been located by the City and document existing site, building, and landscape conditions.

WZA staff will meet with City staff to determine the building program and space needs.

#### **Task 2 – Schematic Site Design**

Once a current CAD site survey and plat is received from the City / Surveyor, Walters Zackria Associates will develop a schematic site plan. Site plan will consider existing building location, new building size, massing, location, parking, exterior site functions, ingress and egress, pedestrian and vehicular traffic flows, etc.

Schematic landscape plan and rendering will be prepared.

#### **Task 3 – Schematic Building Plan Design**

Walters Zackria Associates will develop schematic building floor plans. The schematic plans will lay out all the spaces and functions, traffic patterns, spatial relationships, etc.

#### **Task 4 – Schematic Building Elevation Design**

In conjunction with Task 3, Walters Zackria Associates will develop schematic building elevations.

#### **Task 5 – Design Review Meetings**

Walters Zackria Associates will meet with City staff as needed to receive comments and input on the proposed schematic site plan, schematic floor plans and schematic elevations.

#### **Task 6 – Update Schematic Designs and Prepare Renderings**

After meeting with City staff, Walters Zackria Associates will revise the schematic designs and resubmit them for review and approval.

Once a schematic design approval is received from the City, Walters Zackria Associates will proceed with obtaining a 3-dimensional colored rendering showing the new building, the existing building, and the site. A color site plan will be generated to show the approved schematic site layout.

#### **Task 7 - Design Development Document Services and Site Engineering Drawing Preparation**

Once a schematic design is approved, Walters Zackria Associates will proceed with design development and site engineering drawings - civil engineering, architectural site plan, site lighting and photometric drawings in preparation for DRC submittal.

WZA will provide building design development documents to include Architectural, Structural, Mechanical, Electrical, and Plumbing systems design.



Architectural scope of work shall include refining the schematic design based on program updates. Building construction systems will be selected and coordinated with other disciplines.

Structural engineering scope of work shall include a foundation, wall and roof design for a new building. Foundation design shall be based on soil investigation report of the existing building. The building shall be at grade, which will be coordinated with the existing site conditions and FEMA flood elevations.

Landscape design shall be provided with hedge and shade trees around the perimeter of the maintenance compound to screen buildings and equipment from surrounding properties.

Existing landscape area is currently irrigated. Irrigation design is excluded from project scope and shall be additional services, if required. Note will be provided on the landscape plans for the contractor to modify and restore existing system to provide required irrigation coverage.

Civil engineering scope of work will include updating the existing BCEPD and SFWMD surface water drainage permits. Please note that a letter modification is included in the project scope. If BCEPD and SFWMD require civil engineering design and / or calculations, that will be additional service. Update the existing permits and recertifications will also be additional service.

Electrical Engineering scope of work shall include electrical service to the building existing building feed from Florida Power and Light. Building power and lighting design will be provided. Site lighting will be provided via building mounted lights. (4) Access control card readers will be provided and tied to the existing building access control network. CCTV camera locations will be shown for future cameras by the City.

Data connections, CCTV, fire alarm, and lightning protection designs are excluded from project scope and shall be additional services, if required.

The Plumbing Engineering scope of work shall consist of extending water supply from existing building for a new hose bibb. Roof drainage to the new building shall be via perimeter roof gutter, downspouts, and splash pads draining onto the existing asphalt parking lot.

Sanitary plumbing and automatic fire suppression system designs are excluded from project scope and shall be additional services, if required.

The Mechanical Engineering scope of work shall consist of HVAC and exhaust system design to the new building. HVAC system will be standalone mini-split for electrical equipment storage room and not be tied to the existing building.

### **Task 8 - Site Plan Review**

Drawings prepared under task 7 will be submitted for City's Site Plan (DRC) Review. Walters Zackria Associates representative will attend site plan review board and city commission meetings and address any comments, as required.

### **Tasks 9.1, 9.2, 9.3 – Construction Document Services**

Once the Design Development submittal is reviewed and approved by City staff, WZA will proceed with construction documents. Architectural plans, details, and schedules will be completed. Structural, Mechanical, Electrical, and Plumbing Engineering will be completed. Coordination with site engineering will be completed. Bid specifications will be provided by WZA. City will provide all front-end documentation to be incorporated within the bid documents.



## **Phase 2 – Permitting and Bid Phase Services**

### **Task 10 – Site Permitting**

Civil engineering permitting services shall include SFWMD and Broward County Environmental Section (EPD) letter modification to the existing permits.

Landscape permitting services shall include permitting with City's Sustainable Development Department.

### **Task 11 – Building Permitting**

Walters Zackria Associates will submit permit applications to the City's Building Department and address any comments.

### **Task 12 – Bidding**

Walters Zackria Associates will assist the City in selecting a General Contractor. WZA will address RFI's and issue addenda, as required.

## **Phase 3 - Construction Phase Services (Not Included in Scope of Work)**

### **Task 13 - Shop Drawing Review (NIC)**

### **Task 14 - Construction Administration (NIC)**

### **Task 15 - Civil Inspection Services (NIC)**

### **Task 16 - Structural Inspection Services (NIC)**

### **Task 17 - Warranty Services (NIC)**



## Compensation

Compensation for professional consulting Architectural and Engineering services as described herein shall be on a lump sum basis in accordance with the AGREEMENT. The fee breakdown for Tasks 1 to 12 is as follows:

### Phase 1 - Design Phase Services

Task 1 - Site Analysis		\$ 2,440.00
Task 2 - Schematic Site / Landscape Plan		\$ 4,170.00
Task 3 - Schematic Building Plans		\$ 2,190.00
Task 4 - Schematic Building Elevations		\$ 2,190.00
Task 5 - City Review Meetings		\$ 1,290.00
Task 6 - Update Schematic Designs and Prepare Renderings		\$ 2,870.00
Task 7 - Design Development Document Services and Site Engineering Drawings		\$12,690.00
Task 8 – DRC Submittal and Review		\$ 3,360.00
Task 9.1 - Construction Document Services	60%	\$ 29,562.00
Task 9.2 - Construction Document Services	90%	\$ 14,781.00
Task 9.3 - Construction Document Services	100%	\$ 4,927.00

**Phase 1 Total** **\$ 80,470.00**

### Phase 2 – Permitting and Bid Phase Services

Task 10 – Site / Civil Engineering / Landscape Permit Submittal and Comments	\$ 3,000.00
Task 11 – Building Permit Submittal and Comments	\$ 2,135.00
Task 12 – Bidding Assistance Services	\$ 2,200.00

**Phase 2 Total** **\$ 7,335.00**

### Phase 3 - Construction Phase Services (NIC)

Phase 3 Total \$ 0.00

Labor Total **\$ 87,805.00**

Reimbursables (Not to Exceed) Total **\$ 10,000.00**

Project Total **\$ 97,805.00**

**Reimbursables** - Above listed design costs do not include reimbursable items such as surveys, soil borings, testing, printing, plotting, material boards, renderings, etc. Reimbursables will be not to exceed \$10,000.00.

Survey Cost Included: \$2,955.00

Soil Boring Cost Included: \$ 800.00

## Schedule

Drawings will be submitted for permitting 120 days from notice to proceed.



## **AGREEMENT**

**Additional services** - If requested by the OWNER, shall include additional tasks not specifically mentioned above.

All additional services requested by the OWNER shall be billed at the firm's standard hourly rates. See standard hourly rates listed below. Additional services may include:

Major redesign effort due to change in overall project scope, budget, or programming criteria.

OWNER directed revisions to drawings from previously approved preliminary design documents.

Repair details or as-builts due to OWNER requested changes, contractor's error or unauthorized deviation from contract documents.

Shop Drawing Review Services

Construction Administration Services

Civil /Structural Engineering Inspection Services

LEED Services

Warranty Phase Services

**Payment Terms** – Services will be invoiced at the completion of each phase. Payment will be expected within (30) days. A periodic charge of 1.5% / month will be charged on late payments.

**Compliance with Laws** - Architect shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, architect shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

**Third Party Claims** - The OWNER will compensate architect for services performed in defense of any third party claim unless the claim resulted from the negligent act, error or omission of architect.

**Standard Rates** – billing rates for all additional services shall be as per the rates listed in the standard agreement between City of Coconut Creek and Walters Zackria Associates, PLLC.

**Shop Drawing Review and Construction Administration Assistance** - Not in Contract

**Platting** – It is assumed that the site is currently platted. If platting is required, the OWNER shall hire a civil engineer / surveyor to obtain a new plat. If the architect hires civil engineer / surveyor for site platting, this shall be an additional service and billed accordingly.

**Utility Service Connection** – WZA's Consultant shall provide utility service design from the existing site infrastructure to the proposed building site. Bringing utilities from the public ROW is excluded from scope of work.

**Traffic Concurrency Review** - OWNER shall hire a traffic engineer for any traffic concurrency review, recommendations, and implementation, if required. If the architect hires traffic engineer, this shall be an additional service and billed accordingly.

**Site Survey** – The Architect shall hire a survey firm, on behalf of the owner, to compile an accurate current CAD survey which includes roads, boundaries, easements, topography at max. 50' grid, existing building location and size, existing tree location with species and size, existing equipment including location of all underground fuel storage tanks, and all existing visible and concealed utility information. All existing improvements, such as parking lots, fencing, light poles, etc., shall be shown. Architect shall not be responsible or liable for undocumented or inaccurate survey information. This shall be a reimbursable item.



**Geotechnical Testing and Recommendation** – The Architect shall hire a soil testing agency, on behalf of the owner, and provide soils borings and exfiltration testing as dictated by the architect or the sub-consultants. This shall be a reimbursable item.

**Additional Items** - Fees quoted under this proposal shall be valid for 120 days. The project shall be completed with (2) years of the notice to proceed. If the project is delayed beyond that time period, the consultant shall be eligible for additional compensation.

Please note that the firm cannot be held liable or responsible for undocumented or concealed existing site or building conditions.

**Owner Requirements -**

The City will provide all available as-built drawings.

The City will be responsible for permit fees to all agencies having jurisdiction.

The City will provide 12 month FPL electric load data for the existing building. If the load data is for the entire site, City will have to provide 30 day load reading at the building panel.

If WZA provides owner required items (survey and soil testing, etc), those costs will be reimbursed by the City.

A detailed schedule for completion of services will be generated once we receive a purchase order or a notice to proceed.

Thank you for the opportunity to provide design services. We will initiate work upon receipt of signed proposal. Please contact our office if you have any questions regarding this proposal.

Sincerely,



Abbas H. Zackria, RA CDT LEED AP  
Principal Architect

City Approval

Date

Signature \_\_\_\_\_

Title \_\_\_\_\_

Project Limits:



