

October 18, 2014 (revised 9-16-15)

Mr. Jean Dupuis, Assistant Director  
Utilities and Engineering Department  
5295 Johnson Road  
Coconut Creek, FL 33073

Re: New Utilities and Engineering (U & E) Department Building Expansion  
Architectural and Engineering Services Fee Proposal  
Design and Permitting Phases

Dear Mr. Dupuis:

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 building. The project will include complete design with plans, specifications, and cost estimate of the Utilities and Engineering (U & E) Department Building Expansion to be located over the existing parking lot to the north.

Two Schematic Design options may be considered:

**Option 1: Two-Story Stand-alone Building with Bridge Connection**

Proposed building will be an 8,400 sf structure. The 4,200 sf on the first floor will be a covered parking area. The 4,200 sf on the second floor will be used for offices, conference room, meeting / lunch room, and restrooms / lockers. Building structure will be designed as standard office building to meet 170 (3-second gust) mph wind speed as per ASCE 7-10, category 3 hurricane standard. Existing building circulation will be extended and connected via 2 enclosed bridges to the new building. Existing stairs and elevator will be utilized for the new building. The expansion building will be located approximately 20' north of the existing building.

Site design will be required to modify existing parking and circulation drives. Project will be submitted to DRC committee for review and approval. LEED design services will be provided with goal of LEED 'Certified.'

**Option 2: Single Story Addition**

The approximately 4,200 sf on the first floor addition will be considered as the primary design option. It will be used for offices, conference room, meeting / lunch room, and restrooms / lockers. An exterior covered area will be provided for outdoor seating. Building structure will be designed as standard office building to meet 170 (3-second gust) mph wind speed as per ASCE 7-10, category 3 hurricane standard. Existing building offices and lockers rooms on the first floor will be reconfigured to better suit current City needs.

Site design will be required to modify existing parking and circulation drives. Project will be submitted to DRC committee for review and approval. LEED design services will not be required for this option since it will be an addition to the existing building.

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It is assumed that the existing electrical generator / fuel tank is of sufficient capacity to provide emergency power backup for the existing building, new building, and existing pumps. City staff may load shed to extend generator capacity. Replacing the generator / fuel tank 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 / Zoning Analysis

Walters Zackria Associates will review the existing site conditions, zoning requirements, and plat. City's zoning code will be reviewed to determine the minimum number of parking spaces, maximum building area and height limitations, impact of setbacks or easements currently in place, amount of pervious area required, minimum lighting levels, minimum landscaping requirements, etc. Existing site will be reviewed for existing trees, landscape features, roadway connections, etc.

### Task 2 – Schematic Site Design

Once a current CAD site survey and plat is received from the City, 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.

### Task 3 – Schematic Building Plan Design

After the building program is approved, Walters Zackria Associates will develop schematic building floor plans. Multi-story building plan will be developed. 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, landscape, irrigation, 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 will 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 Architecture scope of work shall include landscaping and irrigation system design for the local site. Landscape and irrigation plans will be provided showing existing vegetation and new landscape material.

Civil engineering scope of work will include updating the design for water service, sewer collection and disposal, storm water drainage, pavement, signage, and striping produced in the previous phase for site plan review. Civil engineering scope of work will include coordination of all services to the building with the Mechanical, Electrical, and Plumbing Engineers.

Electrical Engineering scope of work shall include electrical service to the building via upgrading existing building feed from Florida Power and Light. Building power and lighting design will be provided. Site lighting will be provided via building mounted and pole mounted lights. Entire building shall be backed up with existing generator. Data connections shall be tied to server room in existing building. New fire alarm devices shall be tied to existing fire alarm panel.

The Plumbing Engineering scope of work shall consist of water supply, sanitary plumbing, and roof drainage to the new building. The automatic fire suppression system is not included in the scope of this proposal.

The Mechanical Engineering scope of work shall consist of HVAC and exhaust system design to the new building. HVAC system will be standalone and not be tied to the existing building.

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

Drawings prepared under task 9 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 and landscape will be completed. Bid specifications will be provided by WZA. City will provide all front-end documentation to be incorporated within the bid documents.

## LEED SERVICES

### Task 10 - LEED Administration Services

Walters Zackria Associates will hire a subconsultant to act as a LEED Administrator on behalf of the City. Basic Scope of LEED Administration Services shall be as outlined in AIA Documents B214-2007 Standard Form of Architect's Services: LEED certification. We expect that the project will pursue LEED BD+C, Version 3.0 and achieve LEED "Certified" level. As the LEED Administrator on the project, WZA and its consultant will provide the following services:

WZA will register the project with the Green Building Certification Institute (GBCI). LEED registration is the initial step in the LEED certification process and declares the Owner's intent to pursue LEED certification. Registration costs will be billed as reimbursable expenses.

Note: City and WZA understand that designing, constructing or renovating buildings in an environmentally responsible manner requires a great deal of planning and innovation. LEED certification will require input and effort from City and WZA as well as other consultants, subconsultants, contractors and other parties associated with the Project that are not parties to this Agreement.

City and WZA understand that the Project will be subject to the LEED-certification processes and procedures as determined by the USGBC. These procedures are outside the control of WZA, may not be uniformly implemented and may be subject to change at any time.

WZA cannot guarantee LEED certification or the actual performance of the building based on WZA's design drawings, specifications, or resource use or consumption modeling for the Project, nor can it guarantee certain performance levels anticipated through the LEED-certification process.

### Task 11 - LEED Energy Modeling Services

Walters Zackria Associates will hire a subconsultant to provide Energy Modeling Services on behalf of the City. WZA's scope of services for Energy Modeling includes the following:

1. WZA will perform an energy simulation analysis to compare the building's design energy usage with the ASHRAE Standard 90.1-2007. Energy usage will be predicted with a 3-dimensional computer model based on Equest, Trane Trace, etc software.
2. The energy simulation model will be used to analyze building envelope, HVAC, and lighting system options and alternatives.

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3. WZA endeavors to promote an integrated approach with the entire design team to analyze building envelope, HVAC systems and lighting systems simultaneously within this model and brainstorm with the team to identify energy effective strategies.

Due to the variety of operating conditions that may occur in the completed building, WZA cannot warrant or certify the results of the baseline building and proposed building modeling as representative of actual or predicted operational costs.

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

### **Task 12 – Site Permitting**

Civil engineering permitting services shall include SFWMD, Broward County Health Department, and Broward County Environmental Section (EPD) and City of Coconut Creek. Irrigation permitting services shall include SFWMD irrigation water use permit, if required.

### **Task 13 – Building Permitting**

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

### **Task 14 – Bidding**

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

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

### **Task 15 - Shop Drawing Review (NIC)**

### **Task 16 - Construction Administration (NIC)**

### **Task 17 - Civil Inspection Services (NIC)**

### **Task 18 - Structural Inspection Services (NIC)**

### **Task 19 - LEED Documentation Services (NIC)**

### **Task 20 - LEED Commissioning Services (NIC)**

### **Task 21 - Warranty Services (NIC)**

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President

## 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 14 is as follows:

### Phase 1 - Design Phase Services

Task 1 - Site / Zoning Analysis		\$ 2,000.00
Task 2 - Schematic Site Plan		\$ 2,500.00
Task 3 - Schematic Building Plans		\$ 5,000.00
Task 4 - Schematic Building Elevations		\$ 5,000.00
Task 5 - City Review Meetings		\$ 2,000.00
Task 6 - Update Schematic Designs and Prepare Renderings		\$ 3,000.00
Task 7 - Design Development Document Services and Site Engineering Drawings		
Architectural		\$ 10,200.00
Civil Engineering		\$ 6,800.00
Landscape and Irrigation		\$ 4,000.00
Electrical Engineering		\$ 2,000.00
Task 8 - Site Plan Review		\$ 3,000.00
Task 9.1 - Construction Document Services	60%	\$ 40,000.00
Task 9.2 - Construction Document Services	90%	\$ 30,000.00
Task 9.3 - Construction Document Services	100%	\$ 10,000.00
Task 10 - LEED Administration		\$ 6,300.00
Task 11 - LEED Energy Model		\$ 5,200.00

Phase 1 Total \$ 137,000.00

### Phase 2 – Permitting and Bid Phase Services

Task 12 – Site / Civil Engineering Permit Submittal and Comments	\$ 4,000.00
Task 13 – Building Permit Submittal and Comments	\$ 2,000.00
Task 14 – Bidding Assistance Services	\$ 2,000.00

Phase 2 Total \$ 8,000.00

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

Phase 3 Total \$ 0.00

Labor Total \$ 145,000.00

Reimbursables Total \$ 12,000.00

Project Total \$ 157,000.00

**Reimbursables** - Above listed design costs do not include reimbursable items such as surveys, soil borings, testing, printing, plotting, material boards, renderings, etc. \$12,000.00 would be estimated to cover these costs.

## *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.

Programming Services

Shop Drawing Review Services

Construction Administration Services

Civil /Structural Engineering Inspection Services

LEED Documentation Services and LEED Commissioning 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 OWNER shall hire a survey firm 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

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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. If the architect hires surveyor, this shall be a reimbursable item.

**Geotechnical Testing and Recommendation** – The OWNER shall retain a soil testing agency and provide soils borings and exfiltration testing as dictated by the architect or the sub-consultants. If the architect hires geotechnical engineer, 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 provide a current specific area survey in Autocad 2000 format.
- The City shall hire Geotechnical Engineering to perform soil testing.
- The City will be responsible for LEED registration fees.
- The City will be responsible for permit fees to all agencies having jurisdiction.

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

A 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, CSI CDT LEED AP  
Principal Architect

City Approval

Date

Signature \_\_\_\_\_  
Title \_\_\_\_\_