

EXHIBIT "A"

February 8, 2018 (revised 4-19-18)

Mr. James Berkman
Public Works Director
4900 West Copans Road
Coconut Creek, FL 33063

Re: Work Authorization #3
City Hall Roof Replacement
Architectural / Engineering Services Fee Proposal

Dear Mr. Berkman:

The City of Coconut Creek is considering the renovations to an existing City Hall Roof located at 4800 Copans Road. The firm of Walters Zackria Associates, PLLC proposes the following scope of work and fee schedule for the above-mentioned project. The project will include Existing Roof, Wall and Soffit System Replacement.

The Roof Replacement scope or work will include:

- TASK 1 EXISTING BUILDING AND SITE EVALUATION
Field review of each existing building and surrounding conditions for the following building areas:
 - a. Commission Chambers.
 - b. City Hall
 - c. Police Department
 - d. Fire Station 50 / Garage

- TASK 2.1 PREPARE ROOF REPLACEMENT DRAWINGS

- TASK 2.2 PREPARE ROOFING MATERIAL DETAILS

- TASK 2.3 PREPARE ROOFING MATERIAL SPECIFICATIONS

- TASK 2.4 PREPARE BID TABULATIONS WITH UNIT COST REPLACEMENT

- TASK 3 BUILDING PERMIT ASSISTANCE

- TASK 4 CONSTRUCTION COST ESTIMATE

TASK 5 BID AND CONTRACT ASSISTANCE

TASK 6 SHOP DRAWING REVIEW ASSISTANCE

TASK DESCRIPTION:

TASK 1 EXISTING BUILDING AND SITE EVALUATION

WZA will review each existing building area and document items that need to be addressed within the scope of the re-roofing project. Items may include roof top lightning protection equipment, mechanical equipment, clerestory louvers, skylights, cupolas, air intakes, fascias, etc. WZA will also document construction logistics and access to the site.

TASK 2.1 PREPARE ROOF REPLACEMENT DRAWINGS

WZA will provide architectural roof replacement design drawing services necessary to secure a building permit. Construction documents will not include any structural design services.

TASK 2.2 PREPARE ROOFING MATERIAL DETAILS

WZA will provide architectural roofing material detail design services which will include details for specific roof, wall, and soffit conditions.

TASK 2.3 PREPARE ROOFING MATERIAL SPECIFICATIONS

WZA will provide architectural roofing material specification services.

TASK 2.4 PREPARE BID TABULATIONS WITH UNIT COST REPLACEMENT

WZA will provide bid tabulations with unit costs for each roofing material and sub-structure.

TASK 3 BUILDING PERMIT ASSISTANCE

WZA shall give signed and sealed drawings to City staff for submittal to the City Building Department for review. WZA will make the necessary revisions required.

TASK 4 CONSTRUCTION COST ESTIMATE

WZA will prepare a probable construction cost estimate for the project.

TASK 5 BID AND CONTRACT AWARD ASSISTANCE

WZA shall give assistance to the City during the bidding and award phase of the construction contract. Bid services shall be for one-four week bid period. This assistance shall consist of attending a pre-bid meeting, issuance of addenda for clarification as necessary, and assistance with the evaluation of bids.

TASK 6 SHOP DRAWING REVIEW ASSISTANCE

WZA shall provide reasonable and in-house shop drawing review for the City.



COMPENSATION:

Compensation for services rendered for this project will be on a lump sum basis and in accordance with the terms and conditions of the Agreement for Professional Services between the City of Coconut Creek and Walters Zackria Associates, PLLC.

TASK	FEE
Task 1 Existing Building And Site Evaluation	\$ 9,400.00
Task 2.1 Prepare Roof Replacement Drawings	\$ 30,100.00
Task 2.2 Prepare Roofing Material Details	\$ 19,920.00
Task 2.3 Prepare Roofing Material Specifications	\$ 6,900.00
Task 2.4 Prepare Bid Tabulations With Unit Cost Replacement	\$ 1,950.00
Task 3 Building Permit Assistance	\$ 4,630.00
Task 4 Construction Cost Estimate	\$ 4,630.00
Task 5 Bid And Contract Award Assistance	\$ 4,630.00
Task 6 Shop Drawing Review Assistance	\$ 4,630.00
Misc. Reimbursables Budget	\$ 1,000.00
TOTAL AMOUNT	\$ 87,790.00

The fees listed above for each task item are estimates only. The owner and architect may reallocate funds between tasks as required to complete the project. Reimbursable items shall include blueprinting, photography, copying, courier services, plotting, color renderings, material boards, permit fees, etc. It is suggested that the City allocate a reimbursable budget of **\$1,000**.



SCHEDULE:

Upon receipt of the executed work authorization, WZA shall proceed with the work as described above and complete all task as follows:

Basic Services:

◆ Task 1	30 days
◆ Task 2.1 to 2.4	60 days
◆ Task 3	30 days
◆ Task 4	5 days
◆ Task 5	60 days
◆ Task 6	10 days

Note: Proposed schedule is in Calendar days.

AGREEMENT

Additional services - If requested by the City, shall include additional tasks not specifically mentioned above. All additional services requested by the City 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.
City directed revisions to drawings from previously approved preliminary design documents.
Repair details or as-builts due to City requested changes, contractor's error or unauthorized deviation from contract documents.

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.

Ownership of Documents - Documents prepared by architect for the Project are instruments of service and shall remain the property of Architect. Record documents of service shall be based on the printed copy. Architect will furnish documents electronically however the City releases Architect from any liability that may result from documents used in this form. Architect shall not be held liable for reuse of documents for any purpose other than those intended under the Project.

Permits and Approvals - Scope of Services include permitting services.

Construction Safety – The GENERAL CONTRACTOR is solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Architect is not responsible for the means and methods of construction or for related safety precautions and programs.



Third Party Claims - The City 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.

Construction Administration Assistance - Not in Contract

Platting – It is assumed that the site is currently platted. If platting is required, the City 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 – Not Required.

Traffic Concurrency Review - Not Required.

Site Survey – Not Required.

Geotechnical Testing and Recommendation – Not Required.

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

Thank you for the opportunity to provide design services. Services will be initiated once we receive a purchase order and Notice to Proceed. 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 _____



Attachment A

Coconut Creek City Hall Re-roofing - Fee Breakdown - 4-19-18

TOTAL = \$86,790.00

	Principal Arch/Engineer	Project Arch/Engineer	PM	Administrative		
Phase 1						
TASK 1	EXISTING BUILDING AND SITE EVALUATION					
	12	24	24	4		
Total Hours for Task 1	12	24	24	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$2,340.00	\$3,600.00	\$3,240.00	\$220.00	\$9,400.00	Subtotal
TASK 2	DESIGN DOCUMENTS					
TASK 2.1	24	60	120	4	\$30,100.00	
TASK 2.2	16	40	80		\$19,920.00	
TASK 2.3	20	20			\$6,900.00	
TASK 2.4	10				\$1,950.00	
Total Hours for Task 2	70	120	200	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$13,650.00	\$18,000.00	\$27,000.00	\$220.00	\$58,870.00	Subtotal
						Phase 1 Total
						\$68,270.00
Phase 2						
TASK 3	BUILDING PERMIT ASSISTANCE					
	6	0	24	4		
Total Hours for Task 3	6	0	24	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$1,170.00	\$0.00	\$3,240.00	\$220.00	\$4,630.00	Subtotal
TASK 4	CONSTRUCTION COST ESTIMATE					
	6	0	24	4		
Total Hours for Task 4	6	0	24	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$1,170.00	\$0.00	\$3,240.00	\$220.00	\$4,630.00	Subtotal
TASK 5	BID AND CONTRACT ASSISTANCE					
	6	0	24	4		
Total Hours for Task 5	6	0	24	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$1,170.00	\$0.00	\$3,240.00	\$220.00	\$4,630.00	Subtotal
						Phase 2 Total
						\$13,890.00
Phase 3						
TASK 6	SHOP DRAWING REVIEW ASSISTANCE					
	6	0	24	4		
Total Hours for Task 6	6	0	24	4		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$1,170.00	\$0.00	\$3,240.00	\$220.00	\$4,630.00	Subtotal
TASK 7	CONSTRUCTION ADMINISTRATION					
	0	0	0	0		
Total Hours for Task 7	0	0	0	0		
Rate	\$195.00	\$150.00	\$135.00	\$55.00		
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Subtotal
						Phase 2 Total
						\$4,630.00