



September 04, 2024

Todd Edge, Project Manager  
Public Works Department  
City of Coconut Creek, Florida  
4900 West Copans Road  
Coconut Creek, Florida 33063  
Phone 954-956-1496  
Email: tedge@coconutcreek.net

Re: Architectural Services Proposal  
Fleet Building Renovations  
4800 West Copans Rd  
Coconut Creek, FL 33063

Dear Mr. Edge,

The firm of Walters Zackria Associates, PLLC proposes the following scope of work and fee schedule to provide code update revisions to the structural renovation drawings, dated 06-11-09, which were originally prepared by our firm for the building in question. In addition, new items have been included in the Design Scope of Work and will be described below. WZA and its Consultants shall provide Field Documentation, Construction Documents, Details, Specifications, Permitting, Bidding, Rough Order of Magnitude statement (R.O.M.) and Construction Administration Services.

The list of items for the entire Scope of Work, including code update and new items, shall be as follows:

- Provide structural hardening of entire building. (Part of the code update revisions).
- Remove (3) existing cupola structures including all elements such as louvers, cupola stud walls, cupola columns, and connections to main structure. (Part of the code update revisions).
- Provide structural details to cover roof openings where cupolas were removed. (Part of the code update revisions).
- Provide a new standing seam metal roof with fixed vertical fascia panel on exterior wall. Typical throughout the building.
- All existing manually operated overhead doors to be replaced with new impact rated, manually operated, doors. (Part of the code update revisions).
- All existing overhead doors that are currently motor operated shall be replaced with new motor operated, impact resistant, doors. Contractor shall return existing motors to Public Works Department.
- New impact rated hollow metal doors, frame, and hardware. Coordinate keying and installation with City Staff. (Part of the code update revisions).
- New impact rated aluminum windows. (Part of the code update revisions).
- New impact rated aluminum louvers. (Part of the code update revisions).
- Provide a new gutter and downspout system throughout the building.
- Provide new flooring throughout offices, Sign Shop, Facilities key shop, and Mezzanines. WZA to coordinate exact location and type of finish with City Staff.
- Existing concrete floors at Storage, Warehouse, Facilities Storage, Facilities Workshop, and Vehicle Maintenance Bays, shall be pressure cleaned, repaired as required, and recoated.
- Remove existing in-ground dyno. Detail how to concrete fill existing underground pit and provide a flush finish with existing warehouse flooring.

- Masonry partitions between vehicle repair bays shall be extended to the underside of the roof, and the perimeter intersection shall be completely sealed to prevent fumes from spreading to adjacent areas.
- Bus lift to be relocated. Coordinate with City Staff.
- Replace hose bib hook ups at building exterior.
- The existing Genset ATS to be replaced.
- Provide heavy duty shelving design and details at different areas of the building. WZA to coordinate shelving locations with City Staff. City to provide list of products stored in building along with product information like material safety data sheets, weight of product, flammability, etc.
- Provide new LED lighting at interior and exterior of existing building. WZA to coordinate location, light fixture type, and style with City Staff. Exclude vehicle maintenance bays where lights are new.
- Provide new acoustical ceiling tile and grid in various spaces throughout the facility. WZA to coordinate with City Staff what rooms and areas shall get the new ceiling systems.
- Provide new casework at different areas in the facility like break room, parts, dispatch, etc. WZA to coordinate with City Staff what type of countertops, upper and lower cabinets are to be specified.
- Provide new architectural layout and structural reinforcement to mezzanine in Sign Shop. WZA to coordinate programming with City Staff.
- Provide new architectural layout and structural reinforcement to mezzanine in Key Shop. WZA to coordinate programming with City Staff.
- Provide new architectural layout and structural reinforcement to mezzanine in Parts area. WZA to coordinate programming with City Staff.
- Replace existing hand wash by restrooms.
- Provide new finishes and accessories at existing restrooms.
- Paint throughout interior and exterior of building.
- Coordinate new exterior mounted CCTV Camera locations with City Staff.
- Provide new photovoltaic solar panels on roof. The number of panels and total power output of the system shall be coordinated with City Staff.
- Provide new lighting protection throughout the building.

## I. TASKS

<b>PHASE 1</b>	<b><u>SCHEMATIC DESIGN PHASE</u></b>
TASK 1	FIELD DOCUMENTATION
TASK 2	SCHEMATIC DESIGN
<b>PHASE 2</b>	<b><u>CONSTRUCTION DOCUMENTS / BUILDING PERMIT PHASE</u></b>
TASK 3	CONSTRUCTION DOCUMENTS
TASK 4	CONSTRUCTION COST ESTIMATE
<b>PHASE 3</b>	<b><u>PERMITTING – BIDDING / CONSTRUCTION PHASE</u></b>
TASK 5	BID AND CONTRACT AWARD
TASK 6	PERMITTING
TASK 7	SHOP DRAWING REVIEW
TASK 8	CONSTRUCTION ADMINISTRATION

## II. TASK DESCRIPTION

### TASK 1 FIELD DOCUMENTATION

WZA staff and consultants will visit the site to verify and document all existing conditions. Rough Order of Magnitude statement.



**TASK 2 SCHEMATIC DESIGN**

WZA will prepare schematic design including entire scope of work for City review and approval. WZA staff will attend up to 1 meeting.

**TASK 3 CONSTRUCTION DOCUMENTS**

WZA and its consultants will prepare Construction Drawings for the new work detailed in the scope of work. Design and Engineering Drawings for all project systems shall include, if required, but not be limited to: Demolition plans, proposed new plans, details, sections, and specifications. Construction documents will be coordinated with other disciplines. WZA staff will attend up to 2 meetings.

**TASK 4 ROUGH ORDER OF MAGNITUDE**

WZA will provide the City with a construction cost estimate for the proposed development. Cost estimate will be prepared by WZA staff based on WZA's recent experience with completed projects and bids. Cost estimate by outside cost estimating consultant is not included.

**TASK 5 BID AND CONTRACT AWARD ASSISTANCE**

WZA and its consultants shall assist the City during the bidding and award phase of the construction contract. Bid services shall be for one-thirty day bid period. This assistance shall consist of issuing plan sets to bidders, attending a pre-bid meeting, issuance of addenda for clarification as necessary, and assistance with the evaluation of bids.

**TASK 6 PERMITTING**

Plans will be submitted to the building department by the City or the Contractor. WZA will respond to comments related to the project scope of work. Payment of permit processing fees, permit fees, or other fees relative to the initiation of the work with the appropriate Department will be paid by the City.

**TASK 7 SHOP DRAWING REVIEW**

During the construction phase of the project, WZA shall provide (1) shop drawing review per submittal for the City and awarded contractor. Additional reviews after the 1<sup>st</sup> submittal will be additional service.

**TASK 8 CONSTRUCTION ADMINISTRATION**

During the construction phase of the project, WZA shall provide limited construction administration services for the City and awarded contractor on an as-needed basis. WZA shall provide RFI, request for information review. Limited construction administration services shall include up to (10) on-site meetings with the contractor, the subcontractors, and City. WZA will review the construction, when requested, and make any decisions required to clarify the construction documents. Construction administration services are based on an hourly allowance over a 5-month construction duration. If the hours are exceeded or the construction duration is extended, the additional hours will be billed on an hourly basis per agreement with the City of Coconut Creek. Construction Administration services shall include Substantial and Final Completion Certifications for the improvements within the scope of work.

**III. COMPENSATION:**

Compensation for services rendered for this project will be on a Lump Sum Basis 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 - Field Documentation	\$ 8,760.00
Structural Engineering (Lump Sum)	\$ 3,200.00
MEP Engineering (Lump Sum)	\$ 5,650.00
Task 2 - Schematic Design	\$ 14,960.00
Structural Engineering (Lump Sum)	\$ 3,800.00
MEP Engineering (Lump Sum)	\$ 6,650.00
Task 3 - Construction Documents - Architectural	\$ 49,910.00
Structural Engineering (Lump Sum)	\$ 7,675.00
MEP Engineering (Lump Sum)	\$ 16,300.00
Task 4 – Rough Order of Magnitude R.O.M. (Lump Sum)	\$ 4,550.00
Task 5 – Bid and Contract Award Assistance	\$ 4,030.00
Structural Engineering (Lump Sum)	\$ 1,200.00
MEP Engineering (Lump Sum)	\$ 1,500.00
Task 6 – Permitting	\$ 4,030.00
Structural Engineering (Lump Sum)	\$ 1,200.00
Mechanical Engineering (Lump Sum)	\$ 1,500.00
Task 7 – Shop Drawing Review	\$ 5,100.00
Structural Engineering (Lump Sum)	\$ 1,500.00
MEP Engineering (Lump Sum)	\$ 2,200.00
Task 8 – Construction Administration	\$ 22,980.00
Structural Engineering (Lump Sum)	\$ 1,800.00
MEP Engineering (Lump Sum)	\$ 2,800.00
Labor Subtotal	\$171,295.00
Misc. Reimbursables Budget (N.T.E.)	\$ 1,500.00
<b>TOTAL AMOUNT</b>	<b>\$172,795.00</b>

Reimbursable items shall include printing, photography, copying, permitting fees, etc.

#### V. DELIVERABLES:

WZA shall submit the following as deliverables:

- ◆ Three (3) copies of the 75% completed set of Construction Documents for City review and approval.
- ◆ Three (3) copies of the 100% completed set of Construction Documents with specifications for City use.
- ◆ Three (3) copies of the 100% completed set of signed and sealed construction documents with specifications for the Building Department.
- ◆ Additional sets, as required, by various permitting agencies.

#### VI. 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:

- |                       |         |
|-----------------------|---------|
| ◆ Field Documentation | 15 days |
| ◆ Schematic Design    | 15 days |
| ◆ City Review         | 15 days |



◆ Construction Documents – 75%	90 days
◆ City Review	15 days
◆ Construction Documents – 100%	30 days
◆ Permitting	60 days
◆ Bid and Award	60 days
◆ Construction Administration	<u>150 days</u>
<b>Total</b>	<b>450 days</b>

**Note:** Proposed schedule is in Calendar days. Permitting, Bid and Award, and Construction Phase are time allowances – actual number of days will vary and are out of WZA’s control. The proposed schedule does not include any public meetings or site platting. The impact of these items is not known at present time. Actual time for City staff to review, comment or approve documents after each phase is unknown and only an estimate has been included in the above schedule.

## VII. GENERAL TERMS:

**Hourly Rates For Additional Services** – Hourly rates for additional services shall be based upon pre-established and approved hourly rates included in the General A/E Consultant Services Agreement with the City of Coconut Creek.

**Permits and Approvals** – Not included in this proposal.

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

**Additional services** - Additional services requested by the owner shall be processed in accordance with the terms of the General A/E Consultant Services Agreement with the City of Coconut Creek. Additional services may also include:

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

Additional design or construction oversight for construction evaluation of construction deficiencies or deviations from the construction documents.

Repair details or as-builts due to contractor’s error or unauthorized deviation.

Submittals to the Community Development Office for Development Review Committee or Architectural Review Committee, etc.

Meeting with user groups, variance submittal and reviews, commission meetings or presentations, etc

Additional Construction Administration above the hours allotted in this proposal.

Structural Engineering, Threshold Inspections, and Engineered Masonry Inspections.

Structural pile / grade beam design.

Full Construction Administration Assistance as defined in AIA B141.

**Existing Conditions** – There is limited verifiable information available on the site, underground utilities, piping, etc. Architect and its consultants shall not be liable for unknown, concealed, or undocumented existing conditions.

**Platting** – Not in scope.

**Utility Service Connection** – Not in scope.

**Site Survey** – If Required - 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 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 – If Required** - 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 geo-technical engineer, this shall be a reimbursable item.

**Owner Requirements:**

City will be responsible for providing accurate CAD as-built drawings, if they exist.  
WZA is in possession of CAD drawings outlining the building, but lacks original Structural or MEP drawings.

Services will be initiated once we receive a purchase order and Notice to Proceed. Thank you.

Sincerely,

City of Coconut Creek

Date Approved



Abbas H. Zackria, RA CDT LEED AP  
Principal Architect

