

CONSULTING WORK AUTHORIZATION

DATE: July 20, 2017

CONSULTANT: Walters Zackria Associates

WORK AUTHORIZATION NO. 1 FOR CONSULTING SERVICES

This Work Authorization, when executed, shall be incorporated in and become an integral part of the "Agreement between City of Coconut Creek and Walters Zackria Associates for Architecture, Landscape Architectural and Urban Design Services" dated December 8, 2016.

I. PROJECT DESCRIPTION

The CITY desires to have Walters Zackria Associates ("CONSULTANT"), provide construction management services for the construction phase of the Utilities and Engineering Administration Building Expansion Project. The project involves the construction of about 4,200 square foot of a one-story building expansion. The new addition will house a conference room, offices, restrooms, and a covered patio along with associated site regrading and modifications.

II. SCOPE OF SERVICES AND COSTS

See Proposal from Walters Zackria Associates dated July 20, 2017, attached hereto and incorporated herein as Exhibit "A". The proposal establishes a lump sum as compensation to be paid to CONSULTANT for services; same shall not be exceeded unless prior written approval of CITY is obtained.

III. COMPLETION DATE

This Work Authorization is approved contingent upon the CITY'S acceptance of and satisfaction with the completion of the services rendered with a projected completion date of (10) months from the date of receipt of authorization from CITY. If the CITY in its sole discretion is unsatisfied with the services provided in the Work Authorization, the CITY may terminate the Agreement without incurring any further liability. The CONSULTANT shall commence work after issuance of the notice to proceed.

IV. NOT A DESIGN-BUILD AGREEMENT

CONSULTANT shall not bid for any construction components associated with this Project.

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CITY OF COCONUT CREEK, FLORIDA

By: _____
Mary C. Blasi, City Manager

Approved as to Legal Sufficiency
and Form:

By: _____
Terrill C. Pyburn, City Attorney

ATTEST:

By: _____
Leslie Wallace May, City Clerk

CONSULTANT:

Walters Zackria Associates

By: AA
Signature of President/Owner

Abbas Zackria
Type/Print Name of President/Owner
President

ATTEST:

[Signature]
(Corporate Secretary) witness
Oscar Martinez
Type/Print Name of Corporate Secretary witness

(CORPORATE SEAL)

July 20, 2017

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

Re: Work Authorization #1
New Engineering Building –
Architectural and Engineering Services Proposal
Construction and Warranty Phase Services

Dear Mr. Elshami:

The firm of Walters Zackria Associates, PLLC proposes the following scope of work and fee schedule for the proposed Engineering Building. The project will include the following service tasks:

Phase 3 - Construction Phase Services

Task 15 - Shop Drawing Review

During the construction phase of the project, WZA will provide reasonable and in-house shop drawing review for the CITY and awarded contractor / construction manager. Construction Administration services required to complete the project as defined in the A.I.A. B141, shall be included in Task 16 of this proposal.

Task 16 - Construction Administration Services

During the construction phase of the project, WZA shall provide reasonable Construction Administration services for the CITY and awarded contractor. WZA will provide RFI, request for information review. Construction Administration services shall include (2) on-site meetings per month with the General Contractor, the Subcontractors, and Owner's Representative. WZA will review the construction progress on a bi-weekly basis, review change order requests, provide meeting agenda and meeting minutes, review actual progress with construction schedule, and make any decisions required to clarify the construction documents. Construction Administration Services are budgeted for 40 hours / month for 8 months construction plus 1 month pre-construction and 1 month post substantial completion. If the hours are exceeded or the construction duration is extended, the additional hours will be billed on an hourly basis as additional services. CA services will include punch lists and project closeout.

Task 17 - Civil Inspection and Certification Services

During the construction phase of the project, WZA shall provide Civil Engineering Inspections and Certification required by the City's Engineering Department and various permitting agencies.

The Civil Engineering Inspections shall include utilities systems (water, sewer, storm drainage, fire) installation, parking, retention preparation, sub-base, stabilizer rock, and asphalt. Civil engineer will review as-builts provided by the Contractor. A final certification shall be provided to each permitting agency.

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Abbas H. Zackria, CSI
President

Warranty Services

Task 18 - Warranty Services

Walters Zackria Associates will provide walk through for the site and building eleven months after project substantial completion to document repairs or construction deficiencies. Comments from City staff will be compiled. WZA will prepare a list and send to the contractor for corrections and to the City for record.

Compensation

Compensation for professional consulting Architectural and Engineering services as described herein shall be on a not to exceed lump sum basis. The fee breakdown for Tasks 15 to 18 is as follows:

Phase 3 - Construction Phase Services

Task 15 – Shop Drawing Review Services	
Architectural	\$ 20,000.00
Civil	\$ 4,000.00
Landscape / Irrigation	\$ 4,000.00
MEP	\$ 4,000.00
Structural	\$ 4,000.00
Task 16 – Construction Administration Services	
Architectural	\$ 59,980.00
MEP	\$ 10,000.00
Landscape and Irrigation	\$ 5,000.00
Task 17 - Civil Engineering Inspection and Certification Services	\$ 10,000.00
Task 18 - Warranty Services	\$ 5,000.00
Project Total – Lump Sum Services	\$ 125,980.00

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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 after schematic design phase

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

Construction Administration Services over the budgeted hours or construction period.

CAD as-built drawing services.

LEED-related 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.

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.

Owner Requirements -

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

Thank you for the opportunity to provide design services. We will initiate work upon receipt of Purchase Order or 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 _____

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Abbas H. Zackria, CSI
President

EXHIBIT 'A' FEE BREAKDOWN

Coconut Creek Engineering Building Addition - Fee Breakdown - 7-20-17						
	Principal Arch/Engineer	Project Arch/Engineer	Assistant Project Manager/Site Inspector	CAD Operator Level 1	Administrative	WZA Task Total
BASIC SERVICES						
PHASE 3	CONSTRUCTION PHASE SERVICES					\$125,980.00
TASK 15	SHOP DRAWING REVIEW ASSISTANCE					
	ARCHITECTURAL	20	100		20	20,000.00
	STRUCTURAL	4	20		4	4,000.00
	MECH / ELEC / PLUMBING / FIRE PROTECTION	4	20		4	4,000.00
	LANDSCAPE / IRRIGATION	4	20		4	4,000.00
	CIVIL	4	20		4	4,000.00
TASK 16	CONSTRUCTION ADMINISTRATION ASSISTANCE					
	ARCHITECTURAL and STRUCTURAL	24	365		10	59,980.00
	MECH / ELEC / PLUMBING / FIRE PROTECTION	10	50		10	10,000.00
	LANDSCAPE / IRRIGATION	5	25		5	5,000.00
TASK 17	CIVIL ENGINEERING INSPECTIONS AND CERTIFICATION					
TASK 18	WARRANTY					
		10	50		10	10,000.00
		5	25		5	5,000.00
	Total Hours for Phase 3	90	695	0	0	76
	Rate	\$195.00	\$150.00	\$120.00	\$90.00	\$55.00
	Total	\$17,550.00	\$104,250.00	\$0.00	\$0.00	\$4,180.00