

**EXHIBIT "A"**

October 3, 2023

Mr. Harry Mautte
Public Works Director
City of Coconut Creek
4900 West Copans Road
Coconut Creek, FL 33063
(954) 973-6780
hmautte@coconutcreek.net

Re: Police Department – Programming and Site Design Proposal

Dear Mr. Mautte:

The firm of Walters Zackria Associates, PLLC proposes the following scope of work and fee schedule for the proposed Police Department – Programming and Site Design.

The City of Coconut Creek is considering expanding and renovating the existing Police Station and adding an eight lane small arms firing range.

The concept plans and estimate should account for the building(s) to meet Florida Green requirements.

Police Department Expansion and Renovation with eight lane small arms firing range.

Project scope will include the following service tasks:

1. **Material Review and Needs Assessment:**
Consultant shall review available material provided by the City including site surveys, previous studies, technical and environmental reports, existing building plans.
The consultant shall interview the appropriate Police Department, Public Work Department, Sustainability Department and other City Staff to gather current and future needs regarding the facility.
2. **Programming:**
Consultant will prepare and update a building program translating the building program into building areas with approximate spatial size, adjacency relationships, equipment requirements occupancy requirements, parking requirements and programmatic considerations. The Consultant will provide a draft building program report to the City for review with an initial assessment if the existing available land is sufficient to support the building program. The City will provide comments on the draft report and the Consultant shall address the City's Comments and provide a final report.
3. **Conceptual Site Plans:**

Consultant will provide a conceptual site plan for the Facility. Consideration will be given to make the most efficient use of the available on-site fenced parking lot, old FS 50, and the existing recycling drop-off area.

Consultant will prepare draft conceptual site plan for the Police Department expansion including building, parking, pedestrian access and traffic flow. Building gross square footage and number of floors shall be indicated on the site plan. The City will provide comments on the draft report and the Consultant shall address the City's Comments and provide a final concept plan.

4. Budget Estimate:

Consultant will develop a budgetary cost estimate that include all costs to construct the Police Department Expansion, renovations and small arms range. The estimated earliest expected construction is 2026. The budgetary cost estimate shall include escalation costs for construction in 2027 and 2028.

5. City Staff Meetings and Presentation: Consultant will meet with City staff for each Task and present the design concepts and budgets. Once the Conceptual designs are approved, Consultant will prepare a PowerPoint presentation and present to City Staff for their review and comments in preparation for the City Commission Presentation. Up to (4) meetings are included in this Task for the project.

6. City Commission Presentation: Consultant present the final project to the City Commission.

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 1 to 6 for each scope is as follows:

Police Department Expansion and Renovation:

Task 1 - Material Review and Needs Assessment	\$ 15,580.00
Task 2 - Building Program Update	\$ 9,690.00
Task 3 - Conceptual Site Plan	\$ 15,880.00
Task 4 - Budget Estimate	\$ 7,420.00
Task 5 - City Staff Meetings and Presentation	\$ 8,160.00
Task 6 - City Commission Presentation	\$ 2,050.00

Total Lumpsum Fees \$ 58,780.00

Recommended Reimbursable Expense Budget \$ 750.00

Project Total \$ 59,530.00

Reimbursables - Above listed design costs do not include reimbursable items such as printing, plotting, mounted renderings, etc. \$750.00 would be estimated to cover these costs. All reimbursable costs must be consistent with the language provided in Section 1.8 of the Agreement between the City of Coconut Creek and Walters Zackria Associates, PLLC dated January 18, 2022.

AGREEMENT

Additional services - Additional Services to be handled in accordance with Article 6 of the Agreement with Walters Zackria dated January 18, 2022. If requested by the OWNER, shall include additional tasks not specifically mentioned above.

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.



Ownership of Documents - Documents prepared by Architect for the Project are instruments of service and shall become the property of OWNER. Record documents of service shall be based on the printed copy. Architect will furnish documents electronically however the OWNER 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.

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 dated January 18, 2022.

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

Owner Requirements -

The City will provide all available as-built drawings for existing Police Department.

The City will provide a current site survey.

The City will provide site plat with any development restriction – easements, dedications, etc.

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. 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



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COCONUT CREEK PD PROGRAMMING / SITE DESIGN - HOURLY TASK BREAKDOWN 10-3-23

TOTAL = \$58,780.00

Principal Project Manager Architect Staff Assistant
Arch/Engineer

BASIC SERVICE

TASK 1.1 - MATERIAL REVIEW AND NEEDS ASSESSMENT

Total Hours for Task 1.1
Rate
Total

	6	20	60	1	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$1,500.00	\$3,800.00	\$10,200.00	\$80.00	\$15,580.00 Total

TASK 1.2 - BUILDING PROGRAM UPDATE

Total Hours for Task 1.2
Rate
Total

	6	15	30	3	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$1,500.00	\$2,850.00	\$5,100.00	\$240.00	\$9,690.00 Total

TASK 1.3 - CONCEPTUAL SITE PLAN

Total Hours for Task 1.3
Rate
Total

	12	24	48	2	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$3,000.00	\$4,560.00	\$8,160.00	\$160.00	\$15,880.00 Total

TASK 1.4 - BUDGET ESTIMATE

Total Hours for Task 1.4
Rate
Total

	6	16	16	2	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$1,500.00	\$3,040.00	\$2,720.00	\$160.00	\$7,420.00 Total

TASK 1.5 - CITY STAFF MEETINGS AND PRESENTATION

Total Hours for Task 1.5
Rate
Total

	12	12	16	2	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$3,000.00	\$2,280.00	\$2,720.00	\$160.00	\$8,160.00 Total

TASK 1.6 - CITY COMMISSION PRESENTATION

Total Hours for Task 1.6
Rate
Total

	3	6	0	2	
	\$250.00	\$190.00	\$170.00	\$80.00	
	\$750.00	\$1,140.00	\$0.00	\$160.00	\$2,050.00 Total