

**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: Fire Station 113 and Fire Administration – 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 Fire Station 113 and Fire Administration Building – Programming and Site Design Proposal.

The City of Coconut Creek is considering building a new Fire Rescue Station 113 with the facility's server room will house redundant servers to support City IT operations as well as an office building to house the City's Fire Administration staff.

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

Fire Rescue Station 113, IT server room, and Fire Administration Building.

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, and the Main Street development and concept plans.

The consultant shall interview the appropriate Fire Department, IT Department, Public Work Department, Sustainability Department and other City Staff to gather current and future needs regarding the facility and the proposed adjacent civic land concept plan.

Consult with U&E to determine the location and requirements for water and sewer tie-in.

LiDAR Survey - Consultant shall hire a subconsultant to prepare a SPECIFIC PURPOSE SURVEY with LiDAR data available from United States Geological Survey (USGS). The specific purpose of the survey will be to furnish spot elevations at an approximate 50' grid throughout the subject parcel. Project accuracy specifications are based on the U.S. Geological Survey National Geospatial Program Base Lidar Specification, Version 1.3, with expected accuracies of the source LiDAR data being +/- 1 foot horizontal and vertically. Project Horizontal Datum shall be the North American Datum of 1983 / Adjustment 2011 (NAD83/2011). The project vertical Datum shall be North American Vertical Datum

of 1988 (NAVD88). Project units shall be US Survey Feet. City shall provide the boundary survey and Consultant shall add Boundary data to position the LiDAR data on site.

Geotechnical Engineering - Consultant shall hire a subconsultant to provide up to (4) 25' deep soil borings to generally determine the soil conditions at the location of each proposed building. Soil borings will be ordered once a conceptual site plan is approved. City staff will clear path for the rig mounted equipment to access the site.

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(s). Consideration will be given to make the most efficient use of the available 10 +/- acres.

Consultant will prepare draft conceptual site plan for Fire Station 113 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.

Consultant shall determine if it is best to have the Fire Administration building connected in some fashion to Fire Station #113 or as a separate building. Consultant will prepare draft conceptual site plan for the Fire Administration building 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.

Please note that the current site is wooded. Without knowing the size, type, species, and location of each tree on site, for the purposes of this task, it is assumed that all exotic trees will be removed and any native trees will be relocated or mitigated, as required for the proposed development. Once a site and tree survey is completed, the site can be updated to reflect actual on site conditions as part of the future design documents development.

4. Budget Estimate:

Consultant will develop a budgetary cost estimate that includes all costs to construct the Fire Rescue Station, parking, site work, landscaping, access road(s) and utilities. The estimated earliest expected construction is 2025. The budgetary cost estimate shall include escalation costs for construction in 2026, 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:

Fire Rescue Station 113, IT Server Room, and Fire Administration:	
Task 1 - Material Review and Needs Assessment	\$ 35,000.00
Task 2 - Building Program Update	\$ 9,690.00
Task 3 - Conceptual Site Plan	\$ 20,060.00
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	 \$ 82,380.00
 Recommended Reimbursable Expense Budget	 \$ 750.00
 Project Total	 \$ 83,130.00

**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 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



## Project Site



# EXHIBIT 'A'

**COCONUT CREEK FS 113 PROGRAMMING / SITE DESIGN - HOURLY TASK BREAKDOWN 10-3-23**

**TOTAL = \$82,380.00**

Principal      Project Manager      Architect      Staff Assistant  
Arch/Engineer

**BASIC SERVICE**

**TASK 1.1 - MATERIAL REVIEW AND NEEDS ASSESSMENT**

LiDAR Survey  
Soil Borings

Total Hours for Task 1.1  
Rate  
Total

				<b>\$6,000.00</b>	
				<b>\$8,000.00</b>	
8	28	80	1		
\$250.00	\$190.00	\$170.00	\$80.00		
<b>\$2,000.00</b>	<b>\$5,320.00</b>	<b>\$13,600.00</b>	<b>\$80.00</b>	<b>\$21,000.00</b>	<b>Total</b>

**TASK 1.2 - BUILDING PROGRAM**

Total Hours for Task 1.2  
Rate  
Total

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

**TASK 1.3 - CONCEPTUAL SITE PLAN**

Total Hours for Task 1.3  
Rate  
Total

16	30	60	2		
\$250.00	\$190.00	\$170.00	\$80.00		
<b>\$4,000.00</b>	<b>\$5,700.00</b>	<b>\$10,200.00</b>	<b>\$160.00</b>	<b>\$20,060.00</b>	<b>Total</b>

**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		
<b>\$1,500.00</b>	<b>\$3,040.00</b>	<b>\$2,720.00</b>	<b>\$160.00</b>	<b>\$7,420.00</b>	<b>Total</b>

**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		
<b>\$3,000.00</b>	<b>\$2,280.00</b>	<b>\$2,720.00</b>	<b>\$160.00</b>	<b>\$8,160.00</b>	<b>Total</b>

**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		
<b>\$750.00</b>	<b>\$1,140.00</b>	<b>\$0.00</b>	<b>\$160.00</b>	<b>\$2,050.00</b>	<b>Total</b>