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DOCUMENT ROUTING FORM

NAME OF DOCUMENT: Task Order 02 WALTERS ZACKRIA ASSOCIATES, PLLC \$18,978

CAM: 15-0597 ITEM: CM-12 CCM: May 19, 2015

Routing Origin: CAO Also attached: copy of CAM Original Documents

City Attorney's Office: Approved as to Form 4 Originals and Delivered to City Manager

Assistant City Attorney: _____

CIP FUNDED YES NO
Capital Investment / Community Improvement Projects

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

2) **City Manager:** Please sign as indicated and forward 4 originals to City Clerk.

INSTRUCTIONS TO CLERK'S OFFICE

3) **City Clerk:** Retains one original and forwards 3 copies of documents to: Shaquella Holmes, 5197

Original Route form to Glynis Burney, CAO

TASK ORDER No. 2

Dated this 19 day of MAY, 2015

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

FORT LAUDERDALE BEACH PARK RESTROOM RENOVATIONS

CITY PROJECT NO. 11978

PROFESSIONAL SERVICES

This Task Order is pursuant to the Agreement between the City of Fort Lauderdale, a Florida municipality, ("CITY") and Walters Zackria Associates, PLLC, a Florida Limited Liability Company, ("CONSULTANT"), for Architectural Consultant Services dated August 19, 2014.

PROJECT BACKGROUND

The City wishes to renovate (1) restroom facility at Fort Lauderdale Beach Park, to incorporate green technology where feasible, and would like to authorize the architectural and engineering services required for the renovation.

Renovation Scope to Include:

The following is a description of the Scope of Services to be provided under this Task Order No. 2. Project will include demolition and reconstruction of all interior fixtures and finishes inside (1) restroom building.

Renovations shall include the following items:

1. Remodel interiors to be accessible in accordance with Florida Building Code 2010 Edition or the Florida Building Code in effect at the time of application.
2. Demolition of all interior fixtures and finishes.
3. Furnish and install new interior plumbing fixtures, new interior finishes, new toilet partitions, and new lighting fixtures.
4. Replace existing vanities.
5. Replace / rework existing floor drains (as required).
6. Replace existing interior lighting with high efficiency, vandal resistant fixtures.
7. Remove existing floor finish and install painted epoxy floor finish.
8. Patch, repair, clean, prepare and prime existing concrete and masonry walls as necessary to receive new high-gloss epoxy paint finish.
9. Clean, prepare, and paint existing ceilings.
10. Furnish and install new solid plastic toilet partitions in mens and womens restrooms.
11. Provide and install new toilet accessories to include HC grab bars, soap dispensers, toilet paper dispensers, stainless steel mirrors, feminine napkin disposal and electric hand dryers.
12. Replace exterior louvers with wind-driven rain model.
13. Replace existing metal doors.
14. Roof and Fascia replacement will be done by the City under a separate contract (NIC)
15. Construction shall be design to meet City's adopted green building standards. Efficient technology to be employed wherever possible and/or practical, may include:
 - Natural Ventilation.
 - Energy efficient hand dryers (paperless hand drying).
 - High efficiency light fixtures.
 - Low flow toilets (1.28 gallons per flush) – battery operated.
 - Pint flush urinals – battery operated.

- Low Volatile Organic Compound (VOC) primer and paint for interior repainting to improve interior air quality.

The services required include, but are not necessarily limited to, Construction Documents, Permit Submittal, Bidding Assistance, Shop Drawing Review Assistance and Limited Construction Administration Assistance services. The CONSULTANT is responsible for working in cooperation with officials of the CITY, or their designees, and with the CITY'S engineers and/or architects.

SPECIFIC SCOPE OF SERVICES AND DELIVERABLES

The Scope of Services to be provided by CONSULTANT shall be as follows:

TASK 1 - CONSTRUCTION DOCUMENTS - Consultant will provide Architecture, Electrical Engineering and Plumbing Engineering Design Services necessary to secure a building permit. Bid specifications will be prepared in conjunction with the drawings.

TASK 2 - BUILDING PERMIT SUBMITTAL - Consultant shall give signed and sealed drawings to City staff for submittal to City's Building Department for review. Consultant will make the necessary revisions required, which are part of the project scope of work.

TASK 3 - BID AND CONTRACT AWARD ASSISTANCE - Consultant assist to 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 attending a pre-bid meeting, issuance of addenda for clarification as necessary, and assistance with the evaluation of bids.

TASK 4 - SHOP DRAWING REVIEW ASSISTANCE - During the construction phase of the project, Consultant shall provide shop drawing review for the City and awarded contractor. This task is limited to 1 review per submittal.

TASK 5 - LIMITED CONSTRUCTION ADMINISTRATION ASSISTANCE - During the construction phase of the project, Consultant shall provide Limited Construction Administration Services for the City and awarded contractor on an as-needed basis. Consultant will provide RFI, request for information review. Limited Construction Administration Services shall include four (4) on-site meetings with the general contractor, the subcontractors, and owner's representative. Consultant 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 of 15 hours over a 2-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 as additional services by amendment to the Task Order.

Deliverables:

Deliverables for this project shall consist of the following:

- Three (3) copies of the 75% completed set of construction documents with specifications and statement of probable cost for City staff's review and comment.
- Three (3) copies of the 100% completed set of construction documents with specifications for City staff's use.
- Three (3) copies of the 100% completed set of signed and sealed construction documents with specifications for the building department.

The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings need to comply with CITY CAD Standards.

CITY'S RESPONSIBILITIES

- City shall provide access to site.
- City shall provide the existing electronic files and hard copy as-builts.
- City shall distribute bid sets to interested contractors.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in Tasks 1 thru 5 inclusive by March 31th of 2016. Task 1 will be completed in 2 months. Time frame for tasks 2 thru 5 is estimated at 10 months and is out of Consultant's Control.

PROJECT FUNDING

Performance of this project is at the CITY's discretion and may be contingent upon the CITY receiving funding and work shall not begin until the CITY notifies the CONSULTANT that funding sources for this project are in place.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not to Exceed method of compensation. The total hourly rates payable by the CITY for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on Exhibit "A" attached hereto and made a part hereof.

TERMS OF COMPENSATION

The proposed labor cost and associated expenses for the architectural services described in this task order are summarized below. The compensation for the work set forth in this Task Order shall be a lump sum not to exceed amount of \$18,978.21.

Labor Cost:

TASK	FEE
Task 1 - Construction Documents	\$ 10,029.15
Task 2 - Permit Submittals	\$ 2,082.89
Task 3 - Bid and Contract Award Assistance	\$ 1,899.37
Task 4 - Shop Drawing Review Assistance	\$ 1,853.50
Task 5 - Construction Administration Assistance	\$ 2,913.30
TOTAL LUMP SUM NOT TO EXCEED AMOUNT	\$ 18,778.21

Expense Cost:

REIMBURSABLES BUDGET	\$ 200.00
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Total Cost: **\$ 18,978.21**

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov. All other correspondence and submittals should be directed to the attention of Irina Tokar, Senior, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301

CONSULTANT CONTACTS

Walters Zackria Associates
620 SE 1st Street
Fort Lauderdale, FL 33301
Abbas Zackia, CSI, CDT, LEED AP
Email: abbas@wza-architects.com
Phone: 954-522-4123
Fax: 954-522-4128

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Task Order # 2
Project # 11978
Walters Zackria Associates, PLLC


IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By  LEE R. FELDMAN, City Manager

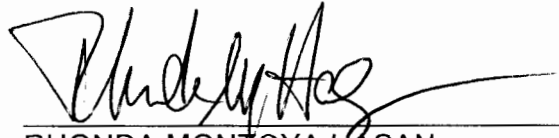
(CORPORATE SEAL)

ATTEST:



Asst City Clerk
JEFFREY A. MODARELLI

Approved as to form:



RHONDA MONTOYA HASAN
Assistant City Attorney

CONSULTANT:

WALTERS ZACKRIA ASSOCIATES,
PLLC, a Florida limited liability company.

WITNESSES:

Deepak
Signature

Deepak Khanna
Print Name:

[Signature]
Signature

ALAN FERTEL
Print Name:

By: [Signature]
ABBAS ZACKRIA
President, Managing Member

STATE OF FLORIDA
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 21 day of JULY, 2015, by Abbas Zackria, as President, Managing Member of WALTERS ZACKRIA ASSOCIATES, PLLC., a Florida limited liability company.

(SEAL)



[Signature]
Notary Public, State of Florida
(Signature of Notary Public)

JOSEPHINE LACHICA
Name of Notary Typed, Printed or Stamped

Personally Known OR Produced Identification _____
Type of Identification Produced _____

EXHIBIT A

Fee Schedule

FORT LAUDERDALE BEACH PARK RESTROOM RENOVATIONS - HOURLY TASK BREAKDOWN - 1-7-15

TOTAL = \$18,778.21

	Principal Arch/Engineer	Project Arch/Engineer	Assistant Project Manager	Site Inspector	CAD Operator Level 1	Administrative		
TASK 1 - FIELD MEASUREMENTS AND CAD AS-BUILTS								
Total Hours for Task 1	0	0	0	0	0	0	0.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total
CONSTRUCTION DOCUMENTS								
<u>Architectural, Electrical, Plumbing</u>								
Prepare Construction Documents	3	16				32	2	
Prepare Project Specifications	3	8						
Project Coordination / Administration	3	8						
<u>Civil (not included)</u>								
<u>Landscape and Irrigation (not included)</u>								
<u>Site Electrical and Site Lighting (not included)</u>								
Total Hours for Task 2	9	32	0	0	32	2	75.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$2,064.51	\$4,844.80	\$0.00	\$0.00	\$2,936.32	\$183.52	\$10,029.15	Total
STATEMENT OF PROBABLE COST								
Total Hours for Task 3	0	0	0	0	0	0	0.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total
TASK 2 - PERMIT SUBMITTAL								
Prepare Submittal	1	0					2	
Comment Review	1	2						
Plan Revisions		3						
Resubmittal	1	3						
Total Hours for Task 4	3	8	0	0	0	0	13.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$688.17	\$1,211.20	\$0.00	\$0.00	\$0.00	\$183.52	\$2,082.89	Total
TASK 3 - BID AND CONTRACT AWARD ASSISTANCE								
<u>All Disciplines</u>								
Attend Pre-bid Meeting		2						
Address RFIs	1	2						
Issue Addenda	1	2						
Review Bids	1	2						
Total Hours for Task 5	3	8	0	0	0	0	11.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$688.17	\$1,211.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,899.37	Total
TASK 4 - SHOP DRAWING REVIEW ASSISTANCE								
<u>All Disciplines</u>								
Review Shop Drawing Submittals	2	8					2	
Total Hours for Task 6	2	8	0	0	0	0	12.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$458.78	\$1,211.20	\$0.00	\$0.00	\$0.00	\$183.52	\$1,853.50	Total
TASK 5 - CONSTRUCTION ADMINISTRATION ASSISTANCE								
<u>All Disciplines</u>								
Limited Construction Administration	2	15					2	
Total Hours for Task 7	2	15	0	0	0	0	19.00	Total Hours
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
Total	\$458.78	\$2,271.20	\$0.00	\$0.00	\$0.00	\$183.52	\$2,913.30	Total