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**DOCUMENT ROUTING FORM**

NAME OF DOCUMENT: TASK ORDER NO. 2 BETWEEN CITY AND SYNALOVSKI ROMANIK SAYE, LLC FOR CITY HALL ADA IMPROVEMENTS

Approved Comm. Mtg. on March 17, 2015

CAM#15-0099

ITEM: CM-13

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

1) **City Attorney's Office: Approved as to Form: 2 Originals to City Manager**

**Rhonda Montoya Hasan** \_\_\_\_\_

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 2 originals to City Clerk.

**INSTRUCTIONS TO CLERK'S OFFICE**

3) **City Clerk:** Forward one (1) original to: Annalise Mannix

Original Route form to Glynis Burney

3/27

**TASK ORDER No. 2**

Dated this 17 day of March, 2015

**FORT LAUDERDALE PUBLIC WORKS DEPARTMENT**

**CITY HALL ADA IMPROVEMENTS**

**PROFESSIONAL SERVICES**

This Task Order is pursuant to the Agreement between the City of Fort Lauderdale, a Florida municipality, ("CITY") and Synamovsk Romanik Saye, LLC, a Florida Limited Liability Company, ("CONSULTANT"), for Architectural Consultant Services dated August 19<sup>th</sup>, 2014, (collectively, "MASTER AGREEMENT").

**PROJECT BACKGROUND**

The Project is generally described as follows: ADA accessibility improvements to Fort Lauderdale's City Hall to ensure access to and within areas of the building. The project will include adequate accessible access aisles, crosswalks, and curb ramps from ADA parking to the building. ADA unisex bathrooms on 1<sup>st</sup> and 8<sup>th</sup> floor where public meetings are held and ADA access to and within the Commission Chambers located on the 1<sup>st</sup> floor are also included in the scope of the project.

CONSULTANT services shall include the preparation of schematic design, construction documents, bidding/permitting, and contract administration.

The CONSULTANT is responsible for working in cooperation with officials of the CITY, or its designees, and with the CITY'S project managers in the design and construction of this project. The architectural design services include the preparation of preliminary plans and elevations, renderings, as-built plans, and general features. The CONSULTANT will inspect the building and the site to accurately record the existing conditions. The CONSULTANT will advise the CITY on the most effective way to implement the overall project in terms of architectural motifs within the limits imposed by structural, time and budget requirements. The CONSULTANT will be responsible for the preparation of all construction documents and will coordinate all required permit applications.

**SPECIFIC SCOPE OF SERVICES**

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

**Task 1 As-Built Drawings**

CONSULTANT shall accurately record the existing conditions of 1<sup>st</sup> and 8<sup>th</sup> floor of the building and the site.

**Task 2 Design Development Services** – CONSULTANT shall refine the Project's Schematic Design including designing details and selecting materials. The CONSULTANT shall research and select ADA stair lift, drinking fountains, dais, seating and all materials necessary to complete the project.

The scope of the ADA Improvements include

- Compliant unisex toilet room on the first and eighth floor
- Provide accessibility to the Commission Chambers via the South Plaza chamber doors with push button device
- Provide accessible seating within the Commission Chambers
- Provide accessibility to the dais in the Commission Chambers via ADA stair lift
- Provide accessible ramps/stairs to City Hall's main entrance and to new ADA compliant South Plaza doors
- Provide accessible aisles, crosswalks and curb ramps from the ADA parking adjacent to the parking garage via modifications to asphalt, markings, planters, curbs and landscaping

**Task 3 Construction/Bid Documentation Services** – CONSULTANT shall conduct and respond to constructability reviews at 60% and 100% completion of construction documents. The CONSULTANT shall prepare the cost estimate at 60% and 100% of the construction drawings development, propose and make the changes to the design if needed to have it within the proposed budget. CONSULTANT shall provide all documentation required for bidding and execution of construction services. CONSULTANT shall meet the CITY's expectations for content, detail level, and packaging of construction documents. CONSULTANT shall coordinate specifications and drawings for all disciplines, prepare the construction drawings based on design development drawings, and prepare the specifications to accompany the drawings. CONSULTANT shall submit the drawings for all permitting to obtain the necessary approvals prior to bidding. CONSULTANT shall prepare the bid package and assist CITY during the bidding process by answering bid questions, issuing the clarification or drawings/addendums as needed, participating in pre-bid conference.

**Task 4 Contract Administration** - CONSULTANT shall review and approve the shop drawings and submittals, answer RFI's, track changes in construction documents, review contractor's requests for payment, prepare field reports and records, review and respond to requests for changes, supervise completion and closeout, attend periodic on-site project meetings.

**Deliverables:**

Deliverables for this project shall consist of the following:

- As-built drawings.
- All approvals required for the schematic design.
- Design development drawings @ 60%.
- Design development drawings @ 100%.
- Construction documents @ 60% including the specifications and cost estimate.
- Construction documents @ 100% including specifications and the final cost estimate.
- Bid package, responses to the questions if required.
- Pay application log, recommendation for payment memo, RFI log, shop drawing log and submittal log.
- Schedule for construction (Microsoft Project).
- Schedule for design phase deliverables (Microsoft Project).

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

**PROJECT ASSUMPTIONS**

- CITY shall provide access to site.
- City shall provide the existing electronic CAD files. City will not be responsible for accuracy.

**PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1, 2, and 3 inclusive by June 19<sup>th</sup> of 2015. The timeframe for project completion shall be October 16, 2015. Task Order 4 schedule shall be determined during the construction award period.

**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. Pay applications shall be detailed and submitted monthly.

**TERMS OF COMPENSATION**

Services will be provided for the following Not-to-Exceed amounts:

Description	Fee
Schematic Design	\$ 8,850.00
Construction Documents	\$ 19,912.50
Bidding/Permitting	\$ 4,425.00
Contract Administration	\$ 11,062.50

ARCHITECTURAL/ENGINEERING SERVICES TOTAL

\$ 44,250.00

### CITY CONTACTS

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

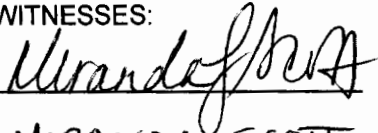
City of Fort Lauderdale  
City Hall, 4<sup>th</sup> Floor Engineering  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301

### CONSULTANT CONTACTS

Synalovski Romanik Saye  
1800 Eller Drive, Suite 500  
Fort Lauderdale, FL 33316  
Merrill Romanik, AIA, NCARB, LEED AP  
Email: [mromanik@synalovski.com](mailto:mromanik@synalovski.com)  
Phone: 954-961-6806  
Fax: 954-961-6807

IN WITNESS WHEREOF, the parties execute this Task Order as follows:

WITNESSES:



MIRANDA SCOTT  
Print Name




Aixa D. Penedo  
Print Name

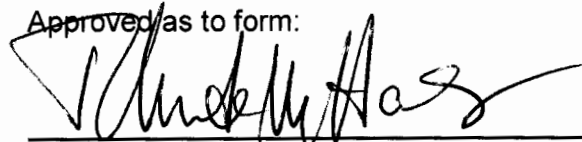
CITY OF FORT LAUDERDALE, a Florida municipality:

By   
LEE R. FELDMAN, City Manager

ATTEST:

  
Jonda K. Joseph, City Clerk

Approved/as to form:

  
Assistant City Attorney

CONSULTANT

WITNESSES:

SYNALOVSKI ROMANIK SAYE, LLC.  
A Florida Limited liability Company

[Signature]

by: [Signature]  
Manuel Synalovski  
Manager

Lorraine Sarfati  
Print Name

[Signature]

MERRILL ROMANIK  
Print Name

ATTEST: [Signature]

Secretary

(CORPORATE SEAL)

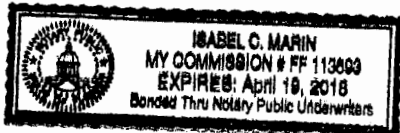
STATE OF FLORIDA:  
COUNTY OF Broward:

*2015  
I.H.*

The foregoing instrument was acknowledged before me this 9 day of February, ~~2014~~, by Manuel Synalovski as Manager for SYNALOVSKI ROMANIK SAYE, LLC. a Florida Limited Liability Company authorized to transact business in the State of Florida. .

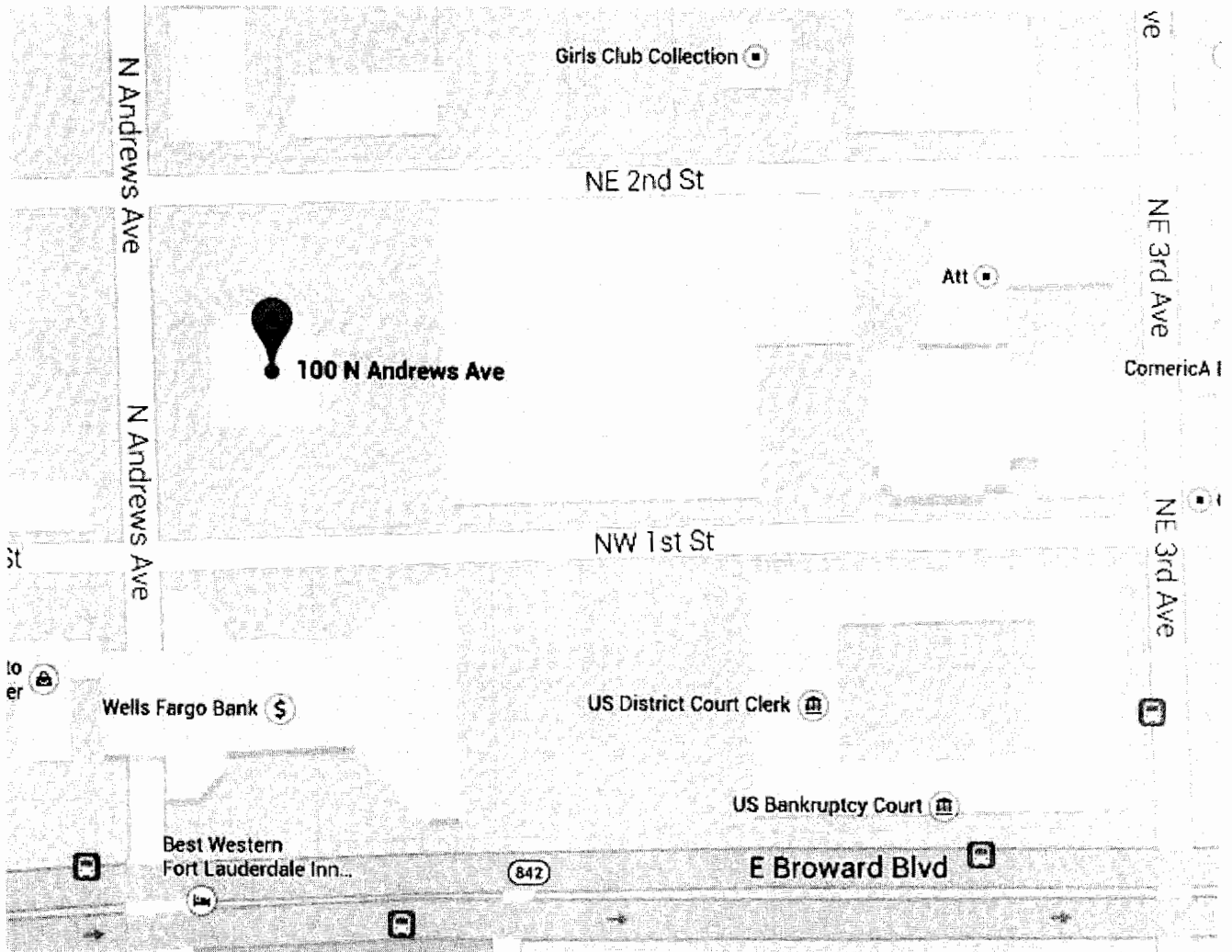
(SEAL)

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



Isabel C. Marin  
Name of Notary Typed, Printed or Stamped

Personally Known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced W/A



LOCATION MAP