



PUBLIC WORKS

③ ✓ 9/2/15 (L)

ROUTING FORM FOR TASK ORDERS – COMMISSION APPROVAL

Project/Contract Number: Z10005 / 936-11270-3 CMO Log #: _____
 Document Title: Task Order No. 3 – City Hall 1st Floor Security Enhancements Project Attached: _____
 Department: Public Works - Engineering 3 original
 Corresponding CAM #: 15-0991
 Commission Date: August 18, 2015, CM-14

Purpose:
 Task Order No. 3 is being routed for Commission approval to procure architectural services from the City's annual consultant, Synalovski Romanik Saye, LLC, for the purpose of designing security enhancements to the City Hall 1st floor lobby.

FUNDING INFORMATION

CIP Funded Project: Yes No
 Amount Required by Task Order: \$24,964
 Index/Sub Object Code: 001-CLK010101-3199 / Administration
 Engineering Finance Approval Sign: R/Blomke 8/4/15

APPROVAL ROUTING –PUBLIC WORKS

	Approved:	Disapproved:	Signature/Initials
Hardeep Anand, P.E., Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Hardeep Anand</i> 8/2/15

APPROVAL ROUTING –FINANCE DEPARTMENT

	Recommend Approval:	Disapproved:	Signature/Initials
Kirk W. Buffington, C.P.M., Finance Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>KB</i>

APPROVAL ROUTING – CITY ATTORNEY'S OFFICE

	Approved as to form:	Disapproved:	Signature/Initials
<i>RA</i> City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>RA</i>

APPROVAL ROUTING – CITY MANAGER'S OFFICE

	Approved:	Disapproved:	Signature/Initials
Lee R. Feldman, ICMA-CM, City Manager	<input type="checkbox"/>	<input type="checkbox"/>	

CITY CLERK'S OFFICE Upon approval by the City Manager, please route this form along with Task Order to PW- Engineering, Kian Movafaghi (Ext. 7818).

TASK ORDER No. 3

Dated this 18 day of August, 2015

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

CITY HALL 1ST FLOOR SECURITY ENHANCEMENTS

PROFESSIONAL SERVICES

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

PROJECT BACKGROUND

Due to the recently enhanced security protocols implemented at the City of Fort Lauderdale's City Hall, it has been determined that pedestrian circulation, safety/security sightlines and overall waiting area functionality and comfort in the 1st floor lobby needs to be improved. This fast-tracked, high priority project is generally described as follows: security enhancements and aesthetic improvements to the City of Fort Lauderdale's City Hall 1st floor lobby. The project will include architectural, mechanical engineering, electrical & low voltage engineering and interior design services in order to develop a set of design and construction documents for renovations to the 1st floor of City Hall.

CONSULTANT services shall include the preparation of schematic design and construction documents, coordination with key stakeholders in the CITY's IT and Police departments, as well as, bidding, permitting and construction assistance on a limited and as-needed basis.

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. Adhering to an aggressive schedule constraint, the CONSULTANT will be responsible for the preparation of all construction documents and will assist the CITY's project managers with permit applications, requests for information (RFIs) during bidding, shop drawing reviews and construction RFIs.

SPECIFIC SCOPE OF SERVICES

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

Item 1: As-Built Documentation/CAD Base Entry

- CONSULTANT shall accurately record and draft the existing conditions of the City Hall 1st floor lobby (includes the north and south building entrances, the

elevator/restroom hallways, the reflected ceiling plan, electrical outlet locations and all other existing lobby features (both permanent and movable).

- Completed drawings shall be provided to the CITY's project manager in electronic format (PDF and AutoCAD format).

Item 2: Schematic Design

- Meet with key staff stakeholders to review scope of work and design expectations.
- Meet with key staff stakeholders to review the first draft/schematic design and renderings (2 options).
- All proposed 1st floor enhancements to flooring, seating, security desk layout, etc. shall be coordinated with the ongoing City Hall ADA Improvements Project to ensure no overlapping efforts are being made in either design.
- Security desk to be demolished and reconstructed in a location that allows for proper viewing of both 1st floor lobby entrances, the elevator doorways and the restroom hallway.
- CONSULTANT shall work with the CITY's IT and HR Department liaisons to layout/design 3 or 4 "kiosks" for public access to CITY computers (final qty. to be determined by IT and HR Department liaisons).
- Existing payphone booths/stations shall be marked for demolition.
- Completed renderings shall be provided to the CITY's project manager in hardcopy (2-sets) and electronic (PDF, AutoCAD, etc.) format.

Item 3: Construction Documents (Includes Mechanical, Electrical and Low Voltage Engineering)

- CONSULTANT shall work with the CITY's IT Department and Security liaisons to develop a proposed conduit routing plan for security cameras, computers and electrical connections for all existing security systems and proposed improvements. The security desk should include additional low power cable feeds for possible future camera installations.
- CONSULTANT shall work with IT liaisons to coordinate possible installation points for flat screen televisions.
- CONSULTANT shall provide a cost estimate at the 60% and 100% design completion stages for all proposed demolition and construction work in a manner that will allow the CITY to select or eliminate various elements, if necessary, for cost saving purposes.
- CONSULTANT shall provide all documentation, plans and specifications required for bidding, permitting and execution of construction services, in hardcopy and electronic format. The required quantity of hardcopy plans and specifications will be based on the number deemed necessary by the permitting agency plus two (2) additional sets for the CITY's project files and construction contractor use.
- CONSULTANT shall meet the CITY's expectations for content, quality, detail level, and packaging of construction documents.
- CONSULTANT shall coordinate specifications and drawings for all disciplines, prepare the construction drawings based on design development reviews and comments received from key staff stakeholders, and prepare the necessary specifications to accompany the drawings.
- CONSULTANT shall provide all necessary drawings for 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 any clarification or drawings/addendums as needed.

Item 4: Interior Design Services

- Collaborate with key staff stakeholders to develop an interior rendering showing finish selections, furniture selections, lighting selections, interior plans, security/reception desk design and a color board.
- Provide material selections/options to create a durable, yet “softer” feel and appearance to the existing lobby flooring (e.g. rubber, carpet, epoxy, etc.).
- Security desk size and layout shall accommodate all existing equipment and up to three (3) security personnel and provide sufficient room to allow for future expansion of displays and other electronic equipment.
- Provide a comfortable, appealing and efficient seating area for the CITY’s Neighbors to use as they wait for security escorts to usher them to upper floors, while also allowing for an open area near the south entrance for large numbers of Neighbors as they attend Commission and other Public meetings.

Item 5: Post-Design Services

- CONSULTANT shall provide the CITY’s project managers with assistance during bidding, permitting and construction to respond to RFIs and permit comments and to review shop drawings, on an as-needed basis.

Deliverables:

Deliverables for this project shall consist of the following:

- As-built drawings (CAD, PDF and hardcopy formats).
- Schematic design drawings and renderings – two (2) options (electronic and hardcopy formats).
- Construction documents @ 60% including the draft specifications and cost estimate (electronic and hardcopy formats)
- Construction documents @ 100% including final specifications and cost estimate (CAD, PDF and hardcopy formats).
- Schedule for construction (Microsoft Project).
- Schedule for design phase deliverables (Microsoft Project).

The deliverables shall include DWG, PDF, MS Project, WORD, and Excel files, as applicable. The CAD drawing files shall comply with CITY CAD Standards.

PROJECT ASSUMPTIONS

- City shall provide access to site.
- CITY shall provide electronic CAD files for the existing 1st floor layout for reference purposes only. CITY will not be responsible for accuracy of these plans.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in Items 1 through 4 (inclusive) by September 30, 2015 (assumes August 18, 2015 Commission approval). Any plan review periods, required by the City, that go beyond two (2) business days, will be considered in the CONSULTANT's schedule if the September 30th deadline cannot be met.

PROJECT FUNDING

Performance of this project is at the CITY's discretion and may be contingent upon the CITY receiving funding. Work shall not begin until the CITY notifies the CONSULTANT that funding sources for this project are in place and provides the CONSULTANT with a written Notice to Proceed for Design.

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 the 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
Item 1: As-Built Documentation/CAD Base Entry	\$ 1,829.98
Item 2: Schematic Design	\$ 4,278.00
Item 3: Construction Documents	\$ 9,948.00
Item 4: Interior Design Services	\$ 6,428.00
Item 5: Post-Design Services	\$ 2,480.00

Architectural Consultant Services TOTAL

\$ 24,963.98

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 Christopher R. Bennett, P.E., Senior Project Manager, at the address shown below. **Please be sure that all correspondence refers to the CITY Task Order number, project number, name and title as stated above.**

City of Fort Lauderdale
City Hall, 4th 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
Phone: 954-961-6806
Fax: 954-961-6807

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

WITNESSES:

Print Name

Cyria O'Leary

Ana D. Penedo

Print Name

CITY OF FORT LAUDERDALE, a Florida municipality:

By *Lee R. Feldman*
LEE R. FELDMAN, City Manager

ATTEST:

Jeffrey A. Modarelli

Jeffrey A. Modarelli, City Clerk

Approved as to form:

Andrew H. ...
Assistant City Attorney



CONSULTANT

WITNESSES:

[Signature]

Denrik Douglas

Print Name

[Signature]

Lorraine Saffati

Print Name

SYNALOVSKI ROMANIK SAYE, LLC.
A Florida Limited liability Company

by: [Signature]

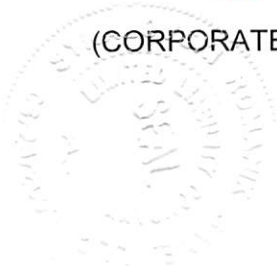
Manuel Synalovski
Manager

ATTEST:

[Signature]

Secretary

(CORPORATE SEAL)



24 AUG 15 11:20 AM

STATE OF FLORIDA:
COUNTY OF Broward :

The foregoing instrument was acknowledged before me this 29 day of July, 2015, by Manuel Synalovski as principal for SYNALOVSKI ROMANIK SAYE, LLC, a Florida Limited Liability Company authorized to transact business in the State of Florida.

(SEAL)

[Signature]

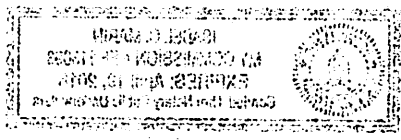
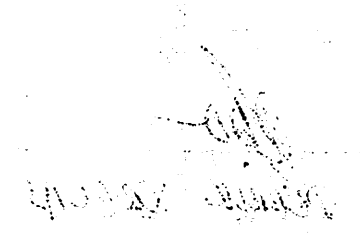
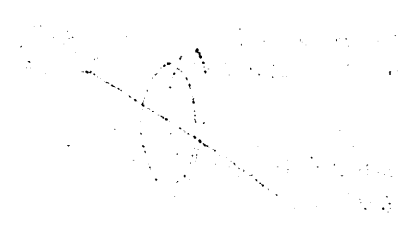
Notary Public, State of Florida
(Signature of Notary Public)

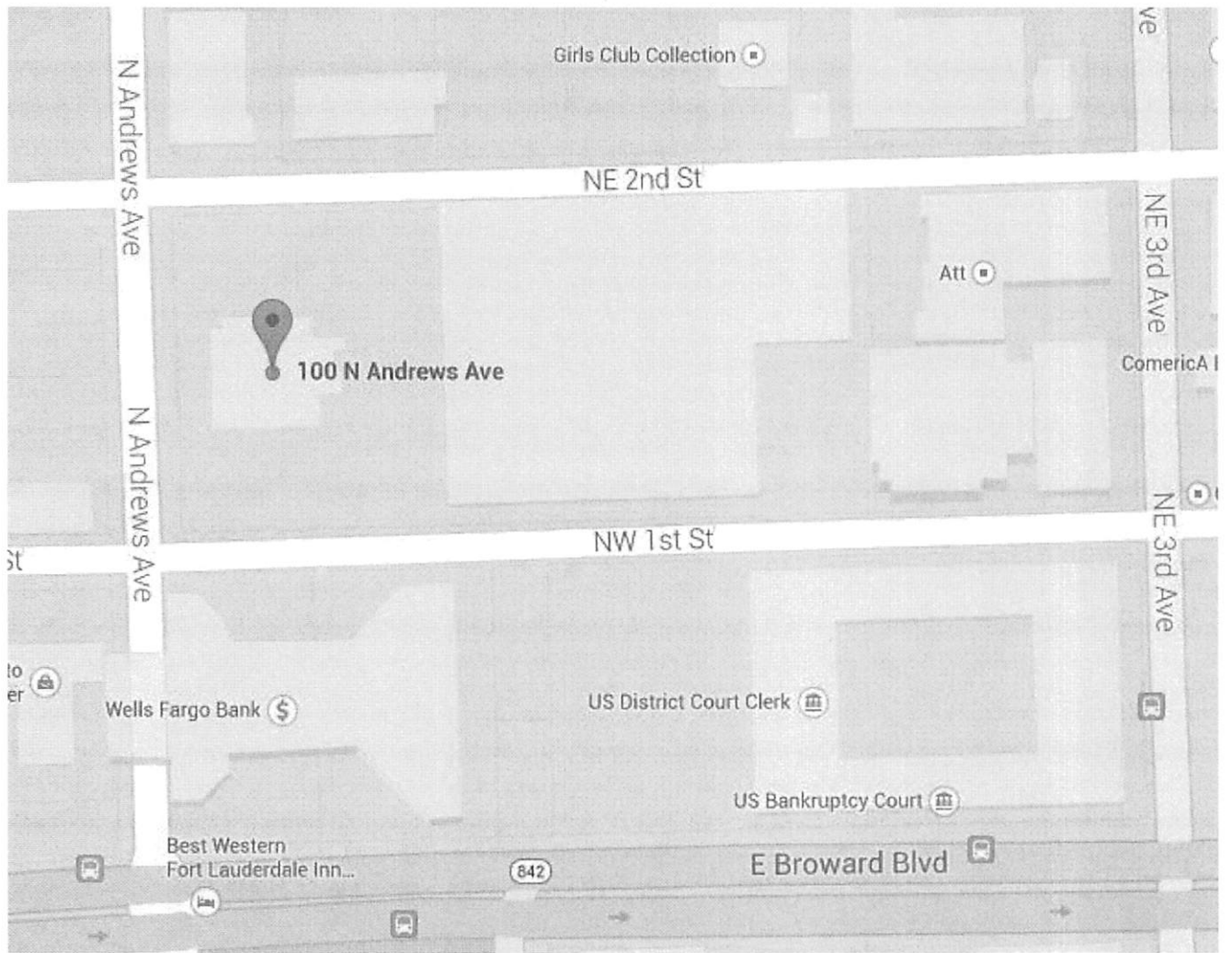
Isabel C. Marin
Name of Notary Typed, Printed or Stamped



Personally Known OR Produced Identification _____
Type of Identification Produced _____

CAM # 15-0991
Exhibit 1





PROJECT LOCATION MAP

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Architecture • Planning • Interior Design

Christopher R. Bennett, P.E.
Senior Project Manager, Public Works Department
City of Fort Lauderdale
100 North Andrews Avenue
Fort Lauderdale, FL 33301

PROPOSAL	: 1053-141108: Additional Services REVISED	PROPOSED DATE	: 07.15.15
PROJECT	: Fort Lauderdale City Hall Lobby Improvements	STARTING DATE	: A.S.A.P.
LOCATION	: Fort Lauderdale, FL	COMPLETION DATE	: A.S.A.P.

The undersigned proposes to provide professional services necessary to complete the following work: Architectural, Mechanical Engineering, Electrical and Low Voltage Engineering Services and Interior Design Services as required for the proposed Lobby Improvements to City Hall located at 100 North Andrews Avenue, Fort Lauderdale, FL 33301.

Scope of the Lobby Improvements provided include:

- The 1st floor security enhancements project is a fast-track, high priority project, so an aggressive design schedule is requested.
- All proposed 1st floor enhancements to flooring, seating, security desk layout, etc. shall be coordinated with the ongoing ADA Improvements Project to ensure no overlapping efforts are being made in either design.
- 1st floor lobby, flooring: Provide material selections/options to create a durable, but softer feel and appearance to the existing flooring (e.g. rubber, carpet, epoxy, etc.). Considering high levels of foot traffic, the proposed materials should be durable, maintenance friendly and easily replaced/repared.
- Security desk to be demolished and reconstructed in a location that allows for proper viewing of both 1st floor entrances (see attached sketch for preferred desk location).
- Security desk size and layout to accommodate all existing equipment and provide sufficient room to allow for future expansion. The extent of possible expansion shall be discussed with the IT Department liaison and current security employees. While it the desk will typically be home to 2 security employees, the size and layout should be comfortable enough to allow for 3 employees to occupy at any time.
- Work with the IT Department liaison to develop a proposed conduit routing plan for security cameras, computers and electrical connections for all proposed improvements... Security desk should include additional low power cable feeds for possible future camera installations (include security personnel in this discussion). We are suggesting the use of a cut-out on the existing structural column in the lobby as a sort of gangway for any conduits needed to provide utilities to the new desk. IT to provide IT diagram for low voltage requirements.
- Provide a comfortable, appealing and efficient seating area for our Neighbors as they wait for security escorts to usher them to upper floors, while also allowing for an open area near the south entrance for large numbers of neighbors as they attend Commission and other Public meetings.
- Provide 3 or 4 "Kiosks" for public access to City computers (final qty. to be determined by IT and HR Department liaisons). IT and HR staff to provide IT diagram for low voltage requirements.
- Show removal of existing payphone booths/stations.

SYNALOVSKI ROMANIK SAYE
Architecture • Planning • Interior Design

1800 Eller Drive, Suite 500 • Fort Lauderdale, FL 33316
T 954.961.6806 • F 954.961.6807 • www.synalovski.com

Task Order No. 3
Exhibit "A"
Pg. 1 of 4



SYNALOVSKI ROMANIK SAYE
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- IT liaisons to provide installation points for flat screen televisions. Assume 2 TVs will be installed by our IT department.
- Assess current lobby lighting levels for daytime and nighttime operations and propose enhancements to existing conditions if it is deemed necessary.

Basic Services to include Site Evaluation/Schematic Design (2 Options), Construction Documents, Bidding and Permitting Services as well as Contract Administration Services during Construction.

Payments to be made as follows:

ARCHITECTURAL/ENGINEERING DESIGN SERVICES

Description	Fee
As-Built Documentation/CAD Base Entry Deliverables: Field Visit by Architect and Engineers, Verified Existing Base Floor Plan and Reflected Ceiling Plan in PDF.	\$ 1,829.98
Schematic Design Deliverables: Two (2) meetings with Staff one to review scope of work, another to review Schematic Design. Schematic Floor Plan and Reflected Ceiling Plan, Demolition Plan, Schematic Interior Elevations and one (1) Interior Rendering in PDF for City Review and Approval.	\$ 4,278.00
Construction Documents (incl. Mechanical, Electrical and Low Voltage Engineering) Deliverables: One (1) meeting with Staff Architectural Cover Sheet, Building Data/General Notes, Demolition Plan, Life Safety Plan, Floor Plan, Reflected Ceiling Plan, Interior Elevations, Mechanical Plan, Electrical Power and Low Voltage Plan, Electrical Lighting Plan	\$ 9,948.00
Interior Design Service (incl. collaborate on one (1) interior rendering) finish selections, furniture selections, lighting selections, interior plans, reception desk design and color board) Deliverables: Finish Schedule, Interior Plans, Finish Board, Cabinetry Details, Lighting Selections, Furniture Selections	\$ 6,428.00
Post-Design Services 16 hour allowance for RFI responses, Shop Drawing Reviews.	\$ 2,480.00
ARCHITECTURAL/ENGINEERING SERVICES TOTAL	\$ 24,963.98

Payment due upon invoice at monthly intervals.

Any alteration or deviation from the aforementioned will be executed only upon written orders. Services not included in the above scope will be invoiced hourly as additional services and are not included in the above fees.

*Reimbursable expenses such as surveying, geo-technical engineering, plumbing engineering, fire protection engineering, LEED consulting services, environmental engineering/analysis, (copies, printing, and courier services over \$500.00 in value), enhanced system(s)/equipment design services, faxes, UPS, long distance calls, mileage (outside tri-county area), permit expediting, permit fees, photography, postage, printing, processing fees, testing, threshold/special inspections and traffic studies and any additional services provided by sub-consultant will be billed at 1.15 the cost of the reimbursable or service.

SYNALOVSKI ROMANIK SAYE
Architecture • Planning • Interior Design

1800 Eller Drive, Suite 500 • Fort Lauderdale, FL 33316
T 954.961.6806 • F 954.961.6807 • www.synalovski.com

Task Order No. 3
Exhibit "A"
Pg. 2 of 4



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Additional Services: Changes to approved decisions and services outside the scope of work are considered additional services and will be performed at our standard hourly billing rates.

Architectural Hourly Billing Rates:

Principal	\$187.00
Architect / Lead Architect of Record	\$155.00
Project Manager / BIM Project Manager	\$114.00
Architectural Intern	\$ 75.00
Design Architect	\$125.00
Drafting Technician	\$ 75.00
Clerical	\$ 65.00

You are hereby authorized to provide services required to complete the work described in the above proposal, for which the undersigned agrees in representation of City of Fort Lauderdale pay the amount stated in said proposal and according to the terms thereof. All collection costs inclusive of attorney's fees shall be the responsibility of the undersigned.



 Approved

8/4/15

 Date

FORT LAUDERDALE CITY HALL LOBBY IMPROVEMENTS

Task Order Breakdown - 07.13.15

CONSULTANT - Synalovski Romanik Saye

Fee Schedule											
Labor Category		Principal		Architect/Lead Architect of Record		Design Architect		Architectural Intern		Total Hours	Labor Cost (\$)
Percent Utilization		11%		49%		40%		0%			
Labor Rate		\$187.00 /hr		\$155.00 /hr		\$125.00 /hr		\$75.00 /hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
1	As-Built/CAD File Entry	0	\$ -	8	\$ 1,240.00		\$ -	0	\$ -	8	\$ 1,240.00
2	Schematic Design	4	\$ 748.00	16	\$ 2,480.00	2	\$ 250.00	0	\$ -	22	\$ 3,478.00
3	Construction Documents	4	\$ 748.00	20	\$ 3,100.00	26	\$ 3,250.00	0	\$ -	50	\$ 7,098.00
4	Interior Design Services	4	\$ 748.00	6	\$ 930.00	38	\$ 4,750.00	0	\$ -	48	\$ 6,428.00
5	Post-Design Services (Allowance)	0	\$ -	16	\$ 2,480.00	0	\$ -	0	\$ -	16	\$ 2,480.00
Totals		12	\$ 2,244.00	66	\$ 10,230.00	66	\$ 8,250.00	0	\$ -	144	\$ 20,724.00

SUB CONSULTANT - Delta G Consulting Engineers (MEP/FP)

Fee Schedule											
Labor Category		Principal Engineer		Engineer		Sr. Designer		Clerical		Total Hours	Labor Cost (\$)
Percent Utilization		0%		28%		71%		1%			
Labor Rate		\$225.00 /hr		\$150.00 /hr		\$125.00 /hr		\$75.00 /hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
1	As-Built/CAD File Entry	0	\$ -	2	\$ 300.00	2	\$ 250.00	0.533	\$ 39.98	4	\$ 589.98
2	Schematic Design	0	\$ -	2	\$ 300.00	4	\$ 500.00	0	\$ -	6	\$ 800.00
3	Construction Documents	0	\$ -	4	\$ 600.00	18	\$ 2,250.00	0	\$ -	22	\$ 2,850.00
4	Interior Design Services	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
5	Post-Design Services	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
6	Reimbursable (Allowance)	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Totals		0	\$ -	8	\$ 1,200.00	24	\$ 3,000.00	0.533	\$ 39.98	32	\$ 4,239.98

176	\$ 24,963.98
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