



August 6, 2015

Lee R. Feldman, City Manager
City of Ft Lauderdale
100 N. Andrews Avenue
Fort Lauderdale, Florida 33301

Re: Proposal to Develop a Macro-Level Space Needs Program for a Police Department

Dear Mr. Feldman,

HDR appreciates the opportunity to provide this proposal to assist the City of Fort Lauderdale in its effort to develop innovative ways to accomplish the redevelopment of its Police Department facility. Our Team is well qualified and ready to assist the City in this endeavor.

To address the City of Ft. Lauderdale's goals and objectives, the Team will develop a Space Needs Assessment for the Police Department functions. The scope of work will include the following activities:

Scope of Work

- Task 1 Project Kick-off & Data Collection – This conference call will establish a common starting point for the project and establish direct working relationships and clear lines of communications between the City and Project Team. Project schedule, decision-making process, and project objectives will be reviewed and refined. Similarly, format, level of detail, and content of various deliverables will also be addressed. The Project Team will request all available documentation including previously prepared staffing and equipment projections, prior master plans and other relevant documentation. Upon receipt of information provided by the City, the Project Team will review and analyze them as a basis to begin its efforts. Gaps and focus areas will be identified.

Task 1 Deliverable – Meeting notes and list of necessary data required

- Task 2 Research & Establish Space Standards – The Project Team will coordinate with the City's Project Manager to develop suitable benchmarking for use during space program development. HDR will use its national experience with these sources to develop the final benchmark space sizes. This information will be summarized for the City's use and application by the Planning Team to inform the Space Program.

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Task 2 Deliverable – Document containing a the final spaces standards for the Police Department

- Task 3 Development of Macro-Level Space Needs & Order of Magnitude Cost Estimate – Using the space standards developed in Task 2, HDR will meet with City Hall and Police Department Leadership groups to document the macro-level space program requirements; space required and critical adjacencies. Upon acceptance of Space Needs assessment HDR will develop a macro-level order of magnitude capital cost estimate for the new facilities.

Task 3 Deliverable – Document containing a list of necessary spaces, sizes and critical adjacencies.

Compensation Options

The total compensation for the Police department space program and macro-level cost estimate is Thirty Thousand Dollars (\$30,000) exclusive of reimbursable expenses.

We would also request a separate not to exceed allowance of Four Thousand Dollars (\$4,000) to cover travel cost. These expenses would be billed separately with appropriate documentation and no “mark-up”.

Thank you for your consideration, we look forward to performing this work for you.

HDR Architecture, Inc.

Juan-Pablo Perez
Vice President



Assumptions & Clarifications

- This scope of work is limited to the development of gross space sizes only. No blocking/stacking or floor plans will be developed.
- Cost estimates will be developed using our professional judgment of dollars per square foot for the types of facilities being studied.
- Police Department space assessment to be completed no later than 90 Calendar days after receiving notice to proceed.
- There will be 1 on-site meeting with each Department Head for the initial programming meeting. Each meeting will have duration of approximately 2-hours.
- After the initial on-site meeting, HDR will develop a preliminary space needs program and forward to each Department Head for review. HDR will then schedule a 1-hour meeting with each Department Head to review the preliminary program.
- At the completion of all the Department Head meetings, HDR will develop a complete space needs assessment report and submit to the City Manager for review. HDR will meet with City Manager on-site to work through any modifications.
- After the City Manager accepts the final Space Needs Assessment, HDR will develop a macro-level order of magnitude capital cost estimate for the new facilities.
- Police Department interviews are limited to the following nine (9) departments:
 - Administration
 - Operations Bureau
 - Operations Support Division
 - Operations Patrol Division
 - Investigative Bureau
 - Criminal Investigative
 - Investigative Support Division
 - Support Services Bureau
 - Staff Support Division