

## TASK ORDER No. 5

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

### CITY OF FORT LAUDERDALE

### PARKING ADMINISTRATION BUILDING RENOVATION

#### 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 professional limited liability company, ("CONSULTANT"), for Architectural Consulting Services dated August 19, 2014 and expiring on August 18, 2016. ("Master Agreement").

#### PROJECT BACKGROUND

The City wishes to renovate the Parking Administration Building, and would like to authorize the Architectural Design Services required for the renovation.

#### Renovation Scope to Include:

1. Reconfigure existing 1<sup>st</sup> floor customer service workstation area to add up to (6) additional workstations and (3) enclosed offices to move the accounting division to the 1<sup>st</sup> floor. First floor available open area is approximately 7,000 sf.
2. Provide physical separation between accounting and customer service suites.
3. Existing offices for Parking Services Manager, Division Manager, and Supervisor to remain.
4. Existing vault and circulation pattern to remain.
5. Existing metal shelving and file cabinets to be relocated, as required.
6. Existing Field Operations repair shop to remain.
7. Reconfigure existing 2<sup>nd</sup> floor accounting division office suite once the staff is accommodated on the 1<sup>st</sup> floor, if required.

The services required include, but are not necessarily limited to, Schematic Design and Statement of Probable Cost. 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 **Site Documentation** - CONSULTANT shall record the existing visible architectural layout of the 1st floor. Documentation does not include structural, MEP, Technology, etc. CONSULTANT will prepare an architectural CAD base drawing required to proceed with the schematic designs.
- Task 2 **Schematic Design Services** – CONSULTANT shall prepare the project's Schematic Design including alternate office layouts for CITY review. The CONSULTANT shall prepare 3D renderings to illustrate the proposed interior improvements.
- Task 3 **Meetings** - CONSULTANT shall attend coordination and presentation meetings with CITY staff to refine the design and obtain approvals. CONSULTANT will attend up to 4 meetings with City staff.
- Task 4 **Statement Of Probable Cost** - Consultant shall prepare an estimate of probable cost for the project and submit with the 75 percent construction document set.
- Task 5 **Construction/Bid Documentation Services** - Not in Scope

## Task 6 **Contract Administration** - Not in Scope

### **Deliverables:**

Deliverables for this project shall consist of the following:

- Schematic Design Drawings
- Obtaining of all approvals required for the Schematic Design Drawings. The Consultant is responsible to make the changes to the Schematic Design Drawings.
- Interior Renderings.

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 cannot be responsible for accuracy.

### **PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1, 2, 3 and 4 inclusive by December 30<sup>th</sup> of 2015. The timeframe for tasks 5 and 6 shall be determined based on task order amendment, preparation of construction documents and the length of the construction activities.

### **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 Lump Sum 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**

Services will be provided for the following Lump Sum amounts:

Task 1: \$ 1,657.74  
Task 2: \$ 8,025.46  
Task 3: \$ 2,284.74  
Task 4: \$ 1,853.50

Total: \$ 13,821.44

Reimbursable: \$200.00

### **CITY CONTACTS**

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to. All other correspondence and submittals should be directed to the attention of Julie Leonard, Assistant Director, 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  
Parking Administration Building  
290 Third Avenue  
Fort Lauderdale, FL 33301

### **CONSULTANT CONTACTS**

Walters Zackria Associates, PLLC  
1500 West Cypress Creek Road, Suite 105  
Fort Lauderdale, Florida 33309  
Abbas Zackria, CSI, CDT, LEED AP  
Email: abbas@wza-architects.com  
Phone: 954-522-4123  
Fax: 954-522-4128

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Task Order # 5  
Project # \_\_\_\_\_  
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:

\_\_\_\_\_  
JEFFREY A. MODARELLI, City Clerk

Approved as to form:

\_\_\_\_\_  
RHONDA MONTOYA HASAN  
Assistant City Attorney

CONSULTANT:

WITNESESS:

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

\_\_\_\_\_  
Print Name:

By: \_\_\_\_\_  
Abbas Zackria, President

\_\_\_\_\_  
Print Name:

(CORPORATE SEAL)

STATE OF FLORIDA:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Abbas Zackria, as President of WALTERS ZACKRIA ASSOCIATES, PLLC a Florida professional limited liability company.

(SEAL)

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

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

## ATTACHMENTS

## Exhibit A – Walters Zackria Associates, PLLC Fee Breakdown

## EXHIBIT A

**FORT LAUDERDALE - PARKING ADMINISTRATION BUILDING RENOVATIONS - HOURLY TASK BREAKDOWN - 8-3-15**

**TOTAL = \$13,821.44**

### Task Order 5

Principal  
Arohi/Engineer

Project  
Aroh/Engineer

Assistant Project Manager

Site Inspector

**CAD Operator**  
**Level 1**

### Administrative

TASK 1	- FIELD MEASUREMENTS AND CAD BASE								
	<u>Architectural Only</u>								
	Total Hours for Task 1	2	0	4	0	8	0	14.00	Total Hours
	Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
	Total	\$458.78	\$0.00	\$464.88	\$0.00	\$734.08	\$0.00	\$1,667.74	Total
TASK 2	- SCHEMATIC DESIGN DOCUMENTS								
	<u>Architectural Only</u>	6	12	40			2		
	<u>Structural, MEP, Technology not included</u>								
	Total Hours for Task 2	6	12	40	0	0	2	60.00	Total Hours
	Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
	Total	\$1,376.34	\$1,816.80	\$4,648.80	\$0.00	\$0.00	\$183.52	\$8,026.46	Total
TASK 3	- MEETINGS								
	Total Hours for Task 3	6	6	0	0	0	0	12.00	Total Hours
	Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76		
	Total	\$1,376.34	\$908.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,284.74	Total
TASK 4	- STATEMENT OF PROBABLE COST								
	Total Hours for Task 4	2	8	0	0	0	2	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	\$1,863.60	Total
TASK 5	- CONSTRUCTION DOCUMENTS								
TASK 6	- CONTRACT ADMINISTRATION								
	Overall Total								\$13,821.44