



COMMISSION AGENDA ITEM
DOCUMENT ROUTING FORM

3 ✓ 12/5/16 5

Today's Date: 11/22/16

DOCUMENT TITLE: TASK ORDER #8 WALTERS ZACKRIA ASSOCIATES, PLLC

COMM. MTG. DATE: 11/11/16 CAM #: 16-205 ITEM #: CM---CAM attached: ☐ YES ☐ NO

Routing Origin: CAO Router Name/Ext: Kian 7818 Action Summary attached: ☐ YES ☐ NO

CIP FUNDED: ☒ YES ☐ NO

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, or 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, or real.

2) City Attorney's Office: Documents to be signed/routed? ☐ YES ☐ NO # of originals attached: 3

Is attached Granicus document Final? ☐ YES ☐ NO

Approved as to Form: ☒ YES ☐ NO

Date to CCO: 11/22/16 Rhonda Montoya Hassan
Attorney Name

Initials: [Signature]

3) City Clerk's Office: # of originals: 3 Routed to: Gina Ri/CMO/x5013 Date: 11/28/16

4) City Manager's Office: CMO LOG #: 11/28/16 Document received from: 11/28/16

Assigned to: L. FELDMAN ☒ S. HAWTHORNE ☐ C. LAGERBLOOM ☐
L. FELDMAN as CRA Executive Director ☐

☐ APPROVED FOR LEE FELDMAN'S SIGNATURE ☐ N/A FOR L. FELDMAN TO SIGN

PER ACM: S. HAWTHORNE (Initial/Date) C. LAGERBLOOM (Initial/Date)

☐ PENDING APPROVAL (See comments below)

Comments/Questions:

Forward 3 originals to ☐ Mayor ☒ CCO Date: 11/22/16

5) Mayor/CRA Chairman: Please sign as indicated. Forward 3 originals to CCO for attestation/City seal (as applicable) Date: [Signature]

INSTRUCTIONS TO CITY CLERK'S OFFICE

City Clerk: Retains 1 original and forwards 2 originals to: Kian Movafaghi Public Works 7818

Attach certified Reso # ☐ YES ☒ NO

Original Route form to PW (via Kian)

TASK ORDER No. 8

Dated this 18 day of November, 2016

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

CITY HALL 7TH FLOOR BUILDING RENOVATIONS

PROFESSIONAL SERVICES

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY") and Walters Zackria Associates PLLC, professional limited liability company authorized to transact business in Florida, ("CONSULTANT") for Architectural Consulting Services dated August 19, 2014 and expires on August 18, 2017. ("Master Agreement").

PROJECT BACKGROUND

The CITY plans to renovate the City Clerk, City Manager and City Attorney's areas located on the 7th floor of City Hall, to address space and functionality concerns. The Project will include demolition and reconfiguring of the existing layout for better usage of space and resources and will incorporate green building technology.

Renovation Scope to Include:

Renovations shall be based on the schematic design (Floor plans and renderings of the Lobby and Law Library) as reviewed by CITY per Task Order No. 1 and Task Order No. 4 (see attached Exhibit A) and shall include the following items:

- Remodeling interiors to be ADA (Americans with Disabilities Act) accessible in accordance with Florida Building Code 2014 Edition.
- Demolition of interior partitions as outlined in the schematic design.
- Upgrading doors leading to the service area, as well as the area behind the doors.
- Modifying ceiling as required to match new floor layout. CITY to provide Mechanical, Electrical, and Fire Protection drawings showing relocation of outlets, lighting, ductwork, and sprinkler heads as required for permitting (MEP Design Services).
- Providing layout for new workstations, office and lobby furniture
- Painting new and existing walls/partitions . Paint/stain colors to be selected by CITY.
- Material /finishing for the feature wall in the lobby area to be selected during construction document phase and coordination with the CITY..
- Upgrading the existing Law Library for the best and highest use by removing the existing book shelves, providing a media wall, conference table for 12 participants, and a small area for a refrigerator and a coffee maker.
- Providing an access door from the City Attorney's office into the library.

- Replacing the existing, windowed library doors with solid doors to provide privacy. Upgrading existing kitchen to include new millwork.
- Coordinating high density mobile shelving (electric or manual) in the file room.
- Replacing floor material, colors and material to be selected by CITY.
- Including the construction phasing plan in the construction drawings.

The services required include, but are not necessarily limited to, Site Evaluation, Construction Documents, Permitting, Bidding, Limited Shop Drawing Review, and Limited Construction Administration Services. CONSULTANT is responsible for working in cooperation with officials of CITY, or its designees, and with CITY'S engineers and/or architects.

GENERAL REQUIREMENTS

Design Standards

CONSULTANT shall be solely responsible for determining the standards the Work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

Quality Control

CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. CONSULTANT shall provide to CITY the list of sub-consultants which shall be used for this Project. This list shall not be changed without prior approval of CITY. All sub-consultant documents and submittals shall be submitted directly to CONSULTANT for its independent QC review. CITY shall only accept submittals for review and action from CONSULTANT.

CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by CONSULTANT and its sub-consultant(s). It is CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this Task Order. CONSULTANT shall provide CITY with a marked up set of plans and/or specifications showing CONSULTANT's QC review. Such mark-ups shall accompany CONSULTANT's scheduled deliverables. The submittal shall include the names of CONSULTANT's staff that performed the QC review for each component.

Project Schedule

CONSULTANT shall perform the services identified in Tasks 1 thru 3 as per below:

Task 1 will be completed in 15 calendar days.
Task 2 will be completed in 45 calendar days.
Task 3 will be completed in 15 calendar days.

CITY internal review and permitting review and approval is separate from the above timeframe.

Permitting

CONSULTANT shall coordinate with CITY, regulatory agencies, and any other government entities having an interest or jurisdiction, which may require permits for this Project. CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- Broward County Environmental Protection and Growth Management Department (BCEPGMD)
- CITY's Department of Sustainable Development (DSD)

SPECIFIC SCOPE OF SERVICES

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

Task 1 – Field Verification and Documentation

- CONSULTANT will review the existing site conditions to include Architectural items only.

Deliverables: The following deliverables shall be provided under Task 1:

- One (1) original set of the as-built architectural drawings with one (1) electronic copy. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings need to comply with current City CAD Standards.

Task 2 - 75% Construction Document Submission

- CONSULTANT shall identify key constructability issues.
- CONSULTANT shall submit the plans and specifications for CITY review. The CITY shall provide comments to the CONSULTANT within calendar 14 days of receiving the submittal.
- CONSULTANT shall attend one (1) coordination meeting with the CITY to address review comments.
- CONSULTANT shall apply sustainable design principals.

Deliverables: The following deliverables shall be provided under Task 2:

- One (1) original set of the 75% construction documents package including construction documents and specifications together with one (1) electronic copy. The deliverables shall include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.

Task 3 – 100% Construction Document Submission

- CONSULTANT shall incorporate the review comments from 75% construction documents submission in the 100% construction documents submission. The 100% construction documents submission shall be complete.
- CONSULTANT shall submit the 100% construction documents submission for CITY review. The CITY shall provide comments to CONSULTANT within 14 calendar days of receiving the submittal.
- CONSULTANT shall attend one (1) coordination meeting with CITY to address review comments.
- Once all comments are addressed, or if no comments or corrections are necessary, CONSULTANT shall submit the Final Plans and Specifications, and any other document required for a complete design to CITY.
- CONSULTANT shall prepare the cost estimate including architectural items only at 100% of the construction drawings development, propose and make the changes to the design if needed to have it within the proposed budget.

Deliverables: The following deliverables shall be provided under Task 3:

- Three (3) original sets of the 100% construction documents package including construction documents and specifications together with one (1) electronic copy. The deliverables shall include DWG, PDF, WORD, and Excel files as required. The drawings need to comply with current City CAD Standards.

Task 4 - Permitting

- CONSULTANT shall respond to all permit comments from the CITY, regulatory agencies, or authorities having jurisdiction.
- CONSULTANT is responsible for determining which permits are required and which agencies are applicable to the project.

Task 5 - Bidding Services

- CONSULTANT shall attend the pre-bid meeting. CONSULTANT shall respond to questions from prospective bidders.
- CONSULTANT shall provide supplemental information to prospective bidders as required during the bidding process through the issuance of addenda.
- CONSULTANT shall review all bids to determine the most responsible and responsive bidder and provide CITY with a recommendation for award of the construction contract.

Task 6 - Post Design Services

- CONSULTANT shall review shop drawings, product data, cut sheets, payment applications and submittals within seven (7) business days of receipt of the submittal to determine compliance with the architectural drawings and specifications, and recommend submittal action to the CITY.
- CONSULTANT shall provide written responses to all RFIs within five (5) business days to CITY.

- CONSULTANT shall assist CITY with the review and technical evaluation of Contractor's request for change orders and claims, and provide recommendations and cost evaluations to CITY.
- CONSULTANT shall attend the substantial completion meeting for the purpose of determining general compliance with the approved project drawings, plans, and specifications.
- CONSULTANT shall review, evaluate, and determine the acceptability of substitute materials and equipment proposed by the Contractor.
- CONSULTANT shall review as-built drawings provided by the Contractor, provide written comments, and recommend submittal action to CITY.

PROJECT ASSUMPTIONS

- CITY shall provide access to site.
- CITY shall provide existing electronic CAD files, if available. It is the CONSULTANTS responsibility to verify accuracy.
- CITY shall provide interior design services by selecting finishes, colors, and furniture and reviewing shop drawings for these items.
- CITY shall provide Mechanical, Electrical, Plumbing, and Fire Protection Design Services and reviewing shop drawings for these items.
- Furniture, finishes, and colors to be selected by CITY (Interior Design Services).
- Structural Engineering Services to upgrade existing floor systems are excluded from scope of this task order.

ADDITIONAL SERVICES

If authorized in writing by the CITY, as an amendment to this Task Order, CONSULTANT shall furnish, or obtain, Additional Services of the types listed in Article 8 of the MASTER AGREEMENT. CITY, as indicated in the MASTER AGREEMENT, will pay for these services.

PROJECT FUNDING

Performance of this Project is at CITY's discretion and may be contingent upon CITY receiving funding and work shall not begin until funding sources for this Project are in place and CITY provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by CITY for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit B** attached hereto and made a part hereof. Pay application requests shall be prepared on the CITY's approved pay application request form. CONSULTANT shall submit the pay application request to CITY's Project Manager for review and approval. Once the CITY's Project Manager approves the CONSULTANT's pay application request, CONSULTANT may submit it to the City's Account Payable Department via email (AcctsPayable@fortlauderdale.gov). Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

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

Task 1 - Field Verification And Documentation	\$1,480.30
Task 2 - 75% Construction Document Submission	\$10,004.21
Task 3 - 100% Construction Document Submission	\$4,957.75
Task 4 - Permitting Services	\$1,801.45
Task 5 - Bidding Services	\$1,801.45
Task 6 - Post Design Services	\$2,731.21
Permit Allowance	\$0.00
Geotechnical Field Investigation	\$0.00
Reimbursable Expenses	\$200.00
Grand Total	\$24,777.82

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov after getting approval from the CITY's Project Manager. All other correspondence and submittals should be directed to the attention of *Alex Rio*, 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.**

Alex Rio
Project Manager I
Public Works
City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301
(954) 828-5389
ario@fortlauderdale.gov

Irina Tokar, RA, NCARB, LEED AP
Senior Project Manager
Public Works
City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 N. Andrews Ave.
Fort Lauderdale, FL 33301
(954) 828-6891
ltokar@fortlauderdale.gov

CONSULTANT CONTACTS

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

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

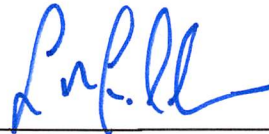
CITY

ATTEST:




JEFFREY A. MODARELLI
City Clerk

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

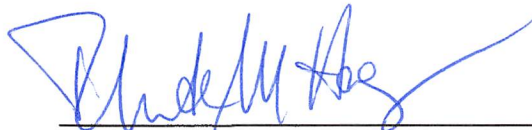


LEE R. FELDMAN, City Manager

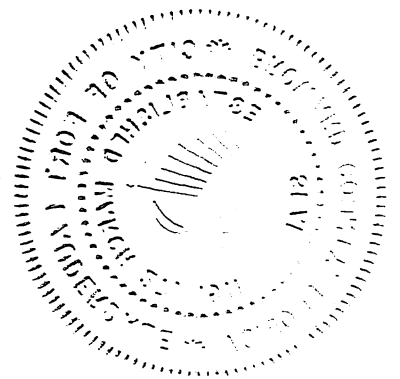
(SEAL)



Approved as to form:




RHONDA MONTOYA HASAN
Assistant City Attorney




CONSULTANT

WITNESSES:

WALTERS ZACKRIA ASSOCIATES,
PLLC, a Florida professional limited
liability company authorized to transact
business in Florida.

By 
Abbas Zackria
President

Oscar Martinez 
Print Name

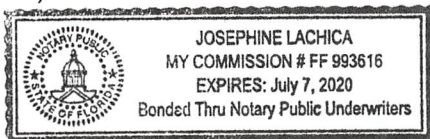
DEEPAK KHANNA 
Print Name

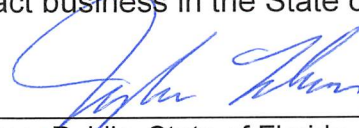
(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 4 day of OCTOBER, 2016 by
Abbas Zackria as President of WALTERS ZACKRIA ASSOCIATES, PLLC, a Florida
limited liability company authorized to transact business in the State of Florida.

(SEAL)




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

JOSEPHINE LACHICA
Name of Notary Typed, Printed or Stamped

Personally known  or Produced identification _____

Type of Identification _____

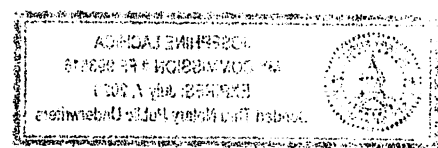
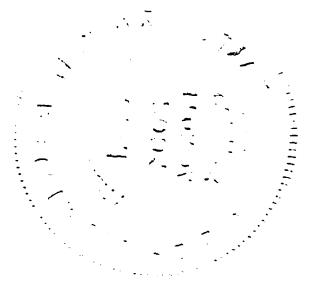
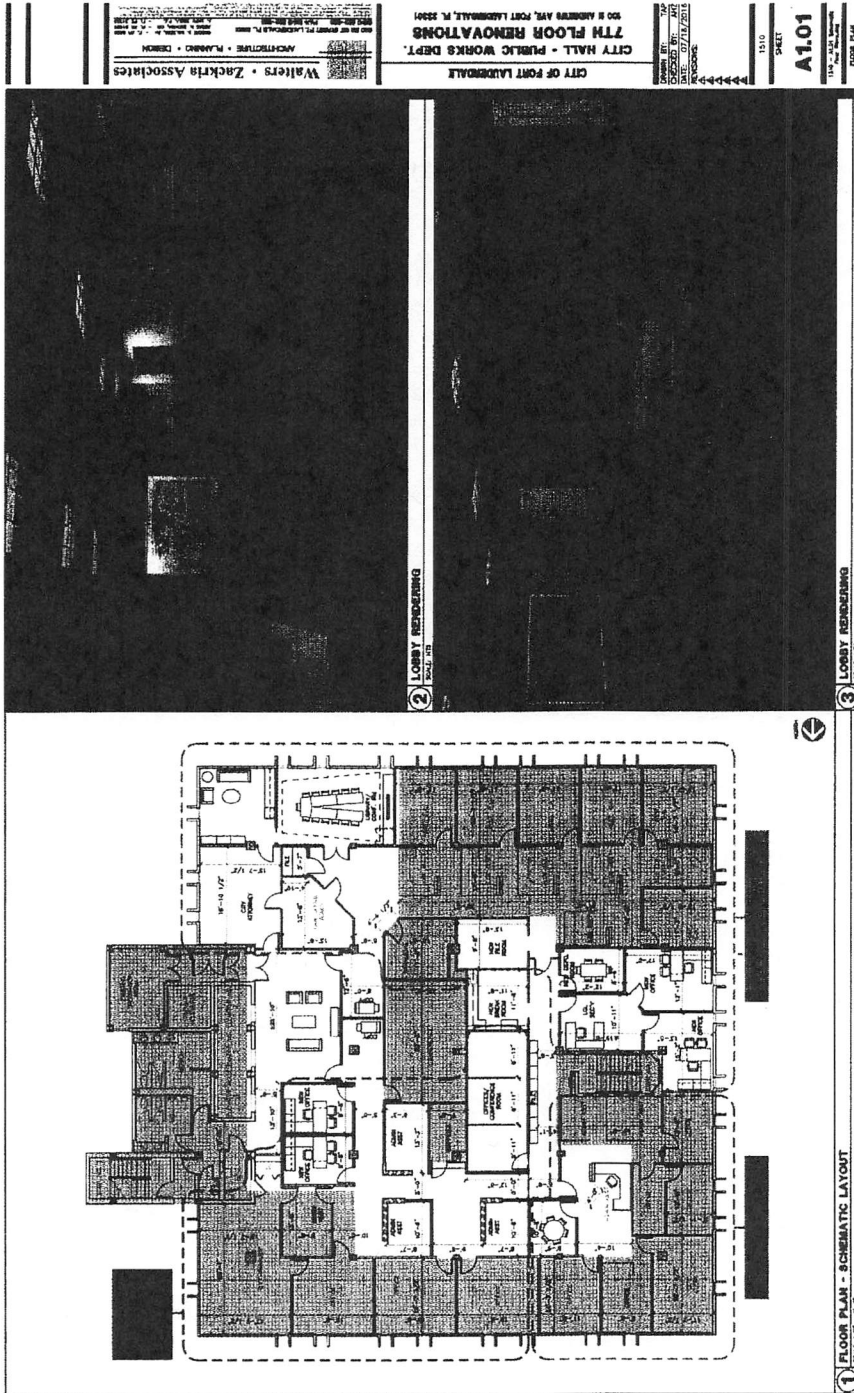


Exhibit A – Schematic Layout



FORT LAUDERDALE - CITY HALL 7TH FLOOR BUILDING RENOVATIONS - HOURLY TASK BREAKDOWN - 8-24-16
TASK ORDER 8

TOTAL = \$24,577.82

	Principal Arch/Engineer	Project Arch/Engineer	Assistant Project Manager	Site Inspector	CAD Operator	Administrative	Subconsultant Subtotal	WZA Subtotal	Task Subtotal
TASK 1 - FIELD VERIFICATION AND DOCUMENTATION									
ARCHITECTURAL	2	0	8				1		
MEP (NIC)								\$0.00	
Total Hours for Task 1	2	0	8	0	0		1		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$458.78	\$0.00	\$929.76	\$0.00	\$0.00	\$91.76	\$0.00	\$1,480.30	\$1,480.30
TASK 2 - CONSTRUCTION DOCUMENTS 75%									
ARCHITECTURAL	9	0	60				3		
MEP (NIC)								\$0.00	
INTERIORS (NIC)									
MEETING (1)	2		2						
Total Hours for Task 2	11	0	62	0	0		3		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$2,523.28	\$0.00	\$7,205.64	\$0.00	\$0.00	\$275.28	\$0.00	\$10,004.21	\$10,004.21
TASK 3 - CONSTRUCTION DOCUMENTS 100%									
ARCHITECTURAL	3	0	30				1		
MEP (NIC)								\$0.00	
INTERIORS (NIC)									
MEETING (1)	2		2						
Total Hours for Task 3	5	0	32	0	0		1		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$1,146.95	\$0.00	\$3,719.04	\$0.00	\$0.00	\$91.76	\$0.00	\$4,957.75	\$4,957.75
TASK 4 - PERMITTING									
ARCHITECTURAL	3	0	8				2		
MEP (NIC)								\$0.00	
Total Hours for Task 4	3	0	8	0	0		2		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$688.17	\$0.00	\$929.76	\$0.00	\$0.00	\$183.52	\$0.00	\$1,801.45	\$1,801.45
TASK 5 - BIDDING									
ARCHITECTURAL	3	0	8	0	0		2		
MEP (NIC)								\$0.00	
Total Hours for Task 5	3	0	8	0	0		2		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$688.17	\$0.00	\$929.76	\$0.00	\$0.00	\$183.52	\$0.00	\$1,801.45	\$1,801.45
TASK 6a - SHOP DRAWING REVIEW									
ARCHITECTURAL	3	0	8	0	0		2		
MEP (NIC)									
INTERIORS (NIC)									
Total Hours for Task 6a	3	0	8	0	0		2		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$688.17	\$0.00	\$929.76	\$0.00	\$0.00	\$183.52	\$0.00	\$1,801.45	\$1,801.45
TASK 6b - CONSTRUCTION ADMINISTRATION									
ARCHITECTURAL	3	0	16	0	0		2		
MEP (NIC)								\$0.00	
INTERIORS (NIC)									
Total Hours for Task 6b	3	0	16	0	0		2		
Rate	\$229.39	\$151.40	\$116.22	\$107.05	\$91.76	\$91.76			
Total	\$688.17	\$0.00	\$1,859.52	\$0.00	\$0.00	\$183.52	\$0.00	\$2,731.21	\$2,731.21
Overall Total							\$0.00		\$24,577.82

Exhibit B - Fee Schedule

Task Order No.: 8
 Project No.: 10107
 Consultant: Walters Zackria Associates, PLLC