TASK ORDER No. 11

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

NEW CARTER PARK MULTIPURPOSE CENTER

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") is pursuant to the Agreement for Architectural Consulting Services dated August 19, 2014, extended by City Commission on April 24, 2017 and expiring on February 14, 2019. ("MASTER AGREEMENT").

PROJECT BACKGROUND

CITY plans to construct a new multipurpose center, approximately 8,800 net square feet with capacity of 350 participants in the area at Joseph C. Carter Park, located at 1450 W. Sunrise Boulevard, Fort Lauderdale, FL 33311 (**Exhibit A**). The subject project consists of demolition of the existing one-story building, approximately 2,000 square feet, and construction of the new facility for the use of citizens in this community. The new multipurpose center includes the following occupancy areas with gross area approximately 12,000 square feet not including Courtyard:

1. Reception Area/Lobby
2. Hallway / Gallery
3. Men's and Women's Restrooms / Lockers / Showers
4. Storage Rooms
5. Catering Kitchen
6. Office
7. Social Hall
8. Wellness Center
9. Music Studio (shell only)
10. Two (2) Multi-Purpose Rooms
11. Central Courtyard
12. Mechanical Room

The services required include, but are not necessarily limited to, architectural and engineering services including Site Evaluation, Schematic Design, DRC Submittal, Construction Documentation, Permitting, and Bidding. Shop Drawing Review and Limited Construction Administration Services are not part of the proposed services. CONSULTANT is responsible for working in cooperation with officials of CITY, or their 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.

Permitting

CONSULTANT shall coordinate with CITY, regulatory agencies, and any other government entity 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 Development Review Committee (DRC)
- CITY' s Department of Sustainable Development (DSD)

SPECIFIC SCOPE OF SERVICES

The project requires professional architectural and engineering services. CONSULTANT (architectural), along with their sub-consultants (civil, structural, mechanical, electrical, plumbing, fire protection), shall develop contract documents to address the required design of new multipurpose center as described above. CONSULTANT shall also develop contract documents to address the demolition of the existing one-story building. The landscaping and irrigation design will be completed by CITY staff.

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

Task 1 – Field Verification and Documentation

- CONSULTANT shall attend Kick off meeting and prepare and distribute an agenda and meeting minutes for the project.
- CONSULTANT shall review and verify available existing building documents.
- CONSULTANT shall conduct the site survey(s) and accurately record the existing conditions of the building and the site, as necessary, to proceed with design electronically using DWG format.
- CONSULTANT shall provide quality assurance reviews for the project.

Task 2 - Schematic Design Services

CONSULTANT, along with its sub-consultants, shall develop the schematic floor plan, elevations, site plan, and renderings to comply with current building program to present to CITY. CONSULTANT shall apply sustainable design principals.

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

- One (1) electronic copy of the Schematic Design floor plan, elevations, site plan, and renderings for CITY staff review and approval. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.
- One (1) electronic copy of the agenda and minutes of all meetings.

Task 3 - DRC Submittal Services

- CONSULTANT shall submit the building plan, elevations and renderings to CITY's Sustainability Division for DRC review and approval.

Task 4 - Construction Document Services

CONSULTANT shall provide architectural, civil, structural, mechanical, electrical, plumbing, fire protection engineering design services necessary to secure a building permit. Bid specifications shall be prepared in conjunction with the drawings. Documents will be LEED compliant with a LEED NC 3.0 scorecard to document possible credits achieved. Building will NOT be submitted to USGBC for LEED certification and related services are excluded from the scope of services. Music Studio shall be shell only with interiors designed by others.

CONSULTANT shall submit to CITY 75%, and 100% design drawings of the subject facility for CITY review and approval. Upon approval of Task 4.1 - 75% construction document submission, CONSULTANT shall proceed to Task 4.2 - 100% construction document submission.

Task 4.1 - 75% Construction Document Submission

- CONSULTANT shall identify key constructability issues.
- CONSULTANT shall submit the plans, and specifications, for CITY review. The design drawings shall be submitted in 24" x 36" plan sheets. CITY shall provide comments to CONSULTANT within 14 days of receiving the submittal.

- CONSULTANT shall attend one (1) coordination meeting with CITY to address review comments. CONSULTANT shall prepare the agenda, record, and submit meeting minutes to CITY.

Deliverables: The following deliverables shall be provided under Task 4.1:

- One (1) electronic copy of the 75% construction documents package is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.
- One (1) copy of the agenda and minutes of all meetings.

Task 4.2 – 100% Construction Document Submission

- CONSULTANT shall incorporate the review comments from 75% design submission in the 100% design submission. The 100% design submission shall be complete.
- CONSULTANT shall submit the 100% design submission for CITY review. The design drawings shall be submitted in 24" x 36" plan sheets. CITY shall provide comments to CONSULTANT within 10 business days of receiving the submittal.
- CONSULTANT shall attend one (1) coordination meeting with CITY to address review comments. CONSULTANT shall prepare the agenda, record and submit meeting minutes to CITY.
- CONSULTANT shall provide an updated schedule in Microsoft Project as part of this submittal package for CITY review and approval.
- 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 by CITY. CONSULTANT shall provide three (3) original signed and sealed sets of the Final Design Package (24" x 36" plan sheets), together with an electronic copy.

Deliverables: The following deliverables shall be provided under Task 4.2:

- Three (3) original sets of the 100% construction documents package (24" x 36" plan sheets).
- Three (3) original sets signed and sealed of the Final Plans and Specifications 100% construction documents package (24" x 36" plan sheets), together with an electronic copy of the 100% construction documents package is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.
- One (1) electronic copy of the design drawings is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.
- One (1) copy of the agenda and minutes of all meetings.

Task 5 - Construction Budget Estimate Services

- CONSULTANT will provide an order of magnitude budget estimate for building elements.

Deliverables: The following deliverables shall be provided under Task 5:

- One (1) electronic copy of the itemized construction cost estimate at the Schematic Design phase is required. The deliverables need to include PDF, WORD, and Excel files as required.

- One (1) electronic copy of the itemized construction cost estimate at the 75% Construction Document Submission is required. The deliverables need to include PDF, WORD, and Excel files as required.
- One (1) electronic copy of the itemized construction cost estimate at the 100% Construction Document Submission is required. The deliverables need to include PDF, WORD, and Excel files as required.

Task 6 - Permitting Services

- CONSULTANT shall obtain all required building permits from CITY, regulatory agencies, and authorities having jurisdiction, for this project.
- CONSULTANT shall respond to all building permit comments from 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 7 - Bidding Services

- CONSULTANT shall provide all documentation required for bidding and execution of construction services, including incorporating CITY's front-end documents.
- CONSULTANT shall prepare the bid specifications package and attend the pre-bid meeting.
- CONSULTANT shall respond to questions from prospective bidders by answering bid questions, providing supplemental information as required during the bidding process through the issuance of the clarification or drawings/addendums as needed, participating in pre-bid conference.
- 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.

PROJECT ASSUMPTIONS

- CITY shall provide access to site.
- CITY shall provide current site CAD survey and soil boring reports.
- CITY shall be responsible for Landscape / Irrigation Design documents.
- CITY shall be responsible for all permitting fees.

ADDITIONAL SERVICES

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

PERFORMANCE SCHEDULE

CONSULTANT shall perform the services identified in Tasks 1 - 5 within 180 calendar days of the written Notice to Proceed, as identify in the **Exhibit C** – Project Tentative Schedule. Task 6 and 7 schedules shall be determined based on permitting agencies, the bid dates, and construction award period. Schedule does not include CITY review times. Task 3 – DRC Submittal Services is assumed at 40 days. CONSULTANT has no control over this timeframe.

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 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 CITY's approved pay application request form. CONSULTANT shall submit the pay application request to CITY's Project Manager for review and approval. Once CITY's Project Manager approves CONSULTANT's pay application request, CONSULTANT may submit it to 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:

		Labor Fees							
Task No	Task Title	Architectural Consultant	Structural Consultant	MEP Consultant	Civil Consultant	Cost Estimating	Survey	Landscaping/ Irrigation	Total
1	Field Verification and Documentation	$ 2,284.74	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,284.74
2	Schematic Design (SD)	$ 31,505.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 31,505.41
3	DRC Submittal (DRC)	$ 13,659.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,659.32
4.1	Construction Documentation 75% (CD75)	$ 63,113.38	$ 8,400.00	$ 14,557.50	$ 8,111.43		$ -		$ 94,182.31
4.2	Construction Documentation 100% (CD100)	$ 24,500.06	$ 4,852.50	$ 2,800.00	$ 2,703.81	$ -	$ -	$ -	$ 34,856.37
5	Construction Budget Estimate (CBE)	$ 7,595.85	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,595.85
6	Permitting (P)	$ 4,587.86	$ -	$ 2,500.00	$ -	$ -	$ -	$ -	$ 7,087.86
7	Bidding (B)	$ 4,587.86	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,587.86
11	Reimbursable Expenses	$ 4,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,000.00
	Discipline Totals	$ 135,062.91	$ 13,252.50	$ 17,357.50	$ 10,815.24	$ -	$ -	$ -	
								All tasks	$ 199,759.72
								TOTAL	$ 199,759.72

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 CITY's Project Manager. All other correspondence and submittals should be directed to the attention of Danica Grujicic, Project Manager II, at the address shown below. **Please be sure that all correspondence refers to CITY project number and title as stated above.**

Danica Grujicic
Project Manager II
Public Works
City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301
(954) 828-5055
dgrujicic@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
itokar@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

CITY

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

ATTEST:

_____
JEFFREY A. MODARELLI
City Clerk

By: _____
LEE R. FELDMAN
City Manager

Date: _____

(CORPORATE SEAL)

Approved as to form:

_____
_____
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

_____
Print Name

_____

_____
Print Name

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this __ day of ____ , 2018 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)

_____
Name of Notary Typed, Printed or Stamped

Personally known ____ or Produced identification _____

Type of Identification _____

Exhibit A – Location Map

Task Order No.: 11
Project No.: 12097
Consultant: Walters Zackria Associates, PLLC

Exhibit B – Work Break Down Fee Schedule

Fee Schedule

Labor Category		Principal		Project Manager		Assistant Project Manager		Subconsultant Subtotal		-		-		Administrative Support		Total Reimbursables ($)	Total Hours	Labor Cost ($)
Percent Utilization		3%		4%		9%		0%		0%		0%		0%				
Labor Rate		$229.39 /hr		$151.40 /hr		$116.22 /hr		$0.00 /hr		$0.00 /hr		$0.00 /hr		$91.76 /hr				
Task No	Task Title	Hours	Subtotal ($)	Hours	Subtotal ($)	Hours	Subtotal ($)	Hours	Subtotal ($)	Hours	Subtotal ($)	Hours	Subtotal ($)	Hours	Subtotal ($)			
1	Field Verification and Documentation																	
	Field Verification and Documentation	6	$ 1,376.34	6	$ 908.40	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		12	$ 2,284.74
2	Schematic Design (SD)																	
	SD - Prepare Floor Plans and Elevations	8	$ 1,835.12	24	$ 3,633.60	40	$ 4,648.80	0	$ -	0	$ -	0	$ -	2	$ 183.52		74	$ 10,301.04
	SD - Prepare Site Plan	8	$ 1,835.12	12	$ 1,816.80	40	$ 4,648.80	0	$ -	0	$ -	0	$ -	2	$ 183.52		62	$ 8,484.24
	SD - Prepare Renderings	3	$ 688.17	8	$ 1,211.20	80	$ 9,297.60	0	$ -	0	$ -	0	$ -	0	$ -		91	$ 11,196.97
	SD - Meetings (1)	4	$ 917.56	4	$ 605.60	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		8	$ 1,523.16
3	DRC Submittal (DRC)																	
	DRC - Architectural	8	$ 1,835.12	16	$ 2,422.40	40	$ 4,648.80	0	$ -	0	$ -	0	$ -	2	$ 183.52		66	$ 9,089.84
	DRC - Civil	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	DRC - Meetings (3)	12	$ 2,752.68	12	$ 1,816.80	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		24	$ 4,569.48
4	Construction Documentation (CD)																	
4.1	Construction Documentation 75% (CD75)																	
	CD75 - Architectural	30	$ 6,881.70	105	$ 15,897.00	300	$ 34,866.00	0	$ -	0	$ -	0	$ -	3	$ 275.28		438	$ 57,919.98
	CD75 - MEP	0	$ -	0	$ -	0	$ -	0	$ 14,557.50	0	$ -	0	$ -	0	$ -		0	$ 14,557.50
	CD75 - Structural	0	$ -	0	$ -	0	$ -	0	$ 8,400.00	0	$ -	0	$ -	0	$ -		0	$ 8,400.00
	CD75 - Civil	0	$ -	0	$ -	0	$ -	0	$ 8,111.43	0	$ -	0	$ -	0	$ -		0	$ 8,111.43
	CD75 - Meetings (1)	4	$ 917.56	4	$ 605.60	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		8	$ 1,523.16
	CD75 - QA/QC	16	$ 3,670.24	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		16	$ 3,670.24
4.2	Construction Documentation 100% (CD100)																	
	CD100 - Architectural	10	$ 2,293.90	35	$ 5,299.00	100	$ 11,622.00	0	$ -	0	$ -	0	$ -	1	$ 91.76		146	$ 19,306.66
	CD100 - MEP	0	$ -	0	$ -	0	$ -	0	$ 4,852.50	0	$ -	0	$ -	0	$ -		0	$ 4,852.50
	CD100 - Structural	0	$ -	0	$ -	0	$ -	0	$ 2,800.00	0	$ -	0	$ -	0	$ -		0	$ 2,800.00
	CD100 - Civil	0	$ -	0	$ -	0	$ -	0	$ 2,703.81	0	$ -	0	$ -	0	$ -		0	$ 2,703.81
	CD100 - Meetings (1)	4	$ 917.56	4	$ 605.60	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		8	$ 1,523.16
	CD100 - QA/QC	16	$ 3,670.24	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		16	$ 3,670.24
5	Construction Budget Estimate (CBE)																	
	CBE - Architectural	4	$ 917.56	20	$ 3,028.00	20	$ 2,324.40	0	$ -	0	$ -	0	$ -	2	$ 183.52		46	$ 6,453.48
	CBE - MEP	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	CBE - Structural	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	CBE - Civil	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	CBE - Meetings (1)	3	$ 688.17	3	$ 454.20	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		6	$ 1,142.37
6	Permitting (P)																	
	P - Architectural	6	$ 1,376.34	20	$ 3,028.00	0	$ -	0	$ -	0	$ -	0	$ -	2	$ 183.52		28	$ 4,587.86
	P - MEP	0	$ -	0	$ -	0	$ -	0	$ 2,500.00	0	$ -	0	$ -	0	$ -		0	$ 2,500.00
	P - Structural	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	P - Civil	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
7	Bidding (B)																	
	B - Architectural	6	$ 1,376.34	20	$ 3,028.00	0	$ -	0	$ -	0	$ -	0	$ -	2	$ 183.52		28	$ 4,587.86
	B - MEP	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	B - Structural	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
	B - Civil	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -		0	$ -
8	Reimbursable Expenses	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	$ 4,000.00	0	$ 4,000.00
	Totals	**23**	**$ 5,275.97**	**48**	**$ 7,267.20**	**160**	**$ 18,595.20**	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**	**4**	**$ 367.04**	**$ -**	**235**	$ 199,759.72

Exhibit C – Project Tentative Schedule

Task 1 – Field Verification and Documentation	10 Calendar days
Task 2 - Schematic Design Services	30 Calendar days
Task 3 - DRC Submittal Services	40 Calendar days
Task 4.1 - 75% Construction Document Submission	60 Calendar days
Task 4.2 – 100% Construction Document Submission	30 Calendar days
Task 5 - Construction Budget Estimate Services	10 Calendar days
Task 6 - Permitting Services	TBD
Task 7 – Bidding Services	TBD
Total	180 Calendar days

Note: CONSULTANT shall perform the services identified in Tasks 1 - 5 within 180 days of the written Notice to Proceed. Tasks 6 and 7 shall be determined based on permitting agencies, the bid dates, and construction award period. Schedule does not include CITY review times. Task 3 – DRC Submittal Services is assumed at 40 days. CONSULTANT has no control over this timeframe.