

April 24, 2019 (Revised May 3, 2019) (Revised May 13, 2019)

Horacio Danovich City of Pompano Beach CIP & Innovation District Director 100 West Atlantic Boulevard Pompano Beach, FL 33060

RE: Project #19375 / RFQ E-55-18

Design and Consulting Services Scope and Fee Proposal for the Renovation of the Public Safety Complex: Broward Sheriff Office Building and Fire Station 63 Building located at 100 SW 3rd Street, Pompano Beach, FL 33060.

Horacio,

Cartaya and Associates Architects is pleased to submit the Architectural and Engineering Services Scope and Fee Proposal to the City of Pompano for the above referenced project.

Project Background and Description:

The City recently passed a General Obligation Bond for Public Safety Projects to enhance the safety of the public and improve emergency response time. To begin one of the sequences of the projects are the improvements to the existing public safety complex which includes the renovation and upgrades of the Broward Sherriff's Office Building and the Fire Station #63, as advertised for the above referenced project. Cartaya and Associates Architects has been requested to prepare an Architectural/Engineering Fee Proposal for the design, execution of construction documents and to perform construction administration services for the renovation project.

We understand the Project Scope of Work includes the interior renovation of two buildings: BSO Building and Fire Station 63 Building, as follows:

General Scope of Work for BSO Building:

Since the facility was designed and built, the evolving needs and spatial requirements have resulted in a necessity to reconfigure and examine a more efficient use of space.

Building square footage according to the CAD provided by the City:

First Floor: 39,603 square feet.

Second Floor: 19,309 square feet (Shooting Range is not included) Total Square Footage: 58,912 square feet.

Architectural:

- 1. Field verification of the as-built CAD dimensions of the existing facility provided by the City.
- 2. Provide a non-destructive visual observation and investigation of water intrusion. and include a written report of findings of water intrusion in the existing report. Any further destructive investigation and repairs are not included in the proposal.
- 3. Space programming: Space reconfiguration according to space programming to identify a more effective use of space.
- 4. To minimize construction cost, structural alteration will be avoided.
- 5. Review for ADA Compliance of entrance and interior spaces.

QUALITY ARCHITECTURE AND SERVICE SINCE 1979



- 6. Provide new construction and interior finish plan, including general furniture layout, millwork where required, as needed.
- 7. New ceiling plan layout. Keep existing grid if possible, replace tiles and lighting and diffusers.
- 8. New interior wayfinding signage.
- 9. Furniture selection shall be included.

Survey

10. Prepare a Topographic Survey of a portion of the site in support of the ADA compliance for accessibility to the facility.

Landscape

11. Provide minor landscape improvement/beautification in the vicinity of the entrance.

Civil

12. Design, locate and connect a grease trap to the sewer system only.

13. ADA compliance for accessibility to the facility, if needed.

Structural

14. Modify the existing structure to accommodate a commercial exhaust hood.

15. Design equipment tie-downs, if applicable.

Mechanical

- 16. Visual verification of existing as-built and provide a Report/Analysis.
- 17. Reconfigure air distribution according to the new layout.
- 18. It is presumed the existing HVAC systems have sufficient capacity for the building renovation scope.
- 19. The existing chillers operation results in a frequent compressors failure, need to investigate and provide a solution.
- 20. Upgrade and replace the existing DOA unit for the occupancy and facility air balance.
- 21. All indoor AHU's appeared to be in good condition, shall remain.
- 22. Design kitchen exhaust hood, fire suppression system, make up air, etc. associated with the new kitchen to comply with code requirements.

Electrical

- 23. Visual verification of existing as-built and provide a Report/Analysis.
- 24. Replace existing and reconfigure lighting according to the new layout. Lighting layout shall comply with the current standard for lighting levels with occupancy/vacancy controls.
- 25. It is presumed the existing Electrical systems have sufficient capacity for the building renovation scope.
- 26. Replace outdated switch gear, surge protection and transfer switches.
- 27. Add Transient Voltage Surge Suppressor (TVSS).

Plumbing

- 28. Visual verification of existing as-built and provide a Report/Analysis.
- 29. Design for Kitchen new scope and reconfigure the plumbing system for restrooms, kitchen, janitor closets, drinking fountains, etc. for affected and/or remodeled scope.

Fire Protection

AAC001388

QUALITY ARCHITECTURE

AND SERVICE

SINCE 1979

- 30. Visual verification of existing as-built and provide a Report/Analysis.
- 31. Reconfigure the fire protection system according to the new layout.



Fire Alarm

32. Existing Fire Alarm system is understood to be functioning properly and was recently updated. Scope will be limited to any additional devices or relocation of existing devices as needed to accommodate the renovation.

Security/Low Voltage

- 33. Low Voltage scope will be limited to conduit and boxes for components identified by City Specialty Contractor.
- 34. Security and card readers by Owner. Consultant shall coordinate the upgrade of security and key/card reader with owner's vendor.
- 35. The existing phone system shall remain. Coordination the existing phone system with owner's IT Department. Need to investigate if the existing phone board can be removed.

Kitchen

- 36. Design a new commercial kitchen with a walk-in cooler/freezer to serve 300 meals during emergency will be located at the first floor. Exact location will be proposed.
- 37. In conjunction with the Mechanical Engineer, design a kitchen exhaust hood to comply with code requirements.
- 38. Convert and design the existing kitchenette on the second floor to be a 'warm up and serving' kitchen

Cost Estimates

39. Provide Cost Estimate for Schematic Design (30%) and review GMP cost for Design Development (60%) and Construction Documents (90%, 100%).

General Scope of Work for Fire Station 63:

Approximately 3,205 square feet space currently designated for Administration use in the existing facility shall be reprogrammed and re-designated for the Fire Station use.

Building square footage according to the CAD provided by the City:

First Floor: 10,492 square feet. Second Floor: N/A Total Square Footage: 10,492 square feet.

Architectural:

- 1. Field verification of the as-built CAD dimensions of the existing facility provided by the City.
- 2. Space programming: Space reconfiguration according to space programming to identify a more effective use of space.
- 3. Reconfigure and enlarge the dormitory.
- 4. Explore a new secured vestibule at the main entrance.
- 5. To minimize construction cost, structural alteration will be avoided.
- 6. Furniture selection shall be included.

Survey

7. Prepare a Topographic Survey of a portion of the site in support of the ADA compliance for accessibility to the facility.

Landscape

8. Provide minor landscape improvement/beautification in the vicinity of the entrance.

AAC001388 QUALITY ARCHITECTURE AND SERVICE SINCE 1979



Civil

- 9. Design and connect a grease trap to the sewer system if applicable.
- 10. ADA compliance for accessibility to the facility, if needed.

Structural

- 11. Modify the existing structure to accommodate a commercial exhaust hood if applicable.
- 12. Design equipment tie-downs, if applicable.

Mechanical

- 13. Visual verification of existing as-built and provide a Report/Analysis.
- 14. Investigate and provide a solution for the elevated humidity throughout the building, several spaces experience high indoor temperature (lack of thermal comfort).
- 15. Investigate and provide a solution to the condensate drainage system form AHU's not functioning properly.
- 16. Reconfigure air distribution according to the new layout.
- 17. The mechanical system shall be designed to typically 10 occupants and 20 occupants during emergency.
- 18. Design kitchen exhaust hood, fire suppression system, make up air, etc. associated with the new kitchen to comply with code requirements.

Electrical

- 19. Visual verification of existing as-built and provide a Report/Analysis.
- 20. Reconfigure lighting, air distribution, fire protection, according to the new layout. Lighting layout shall comply with the current standard for lighting levels with occupancy/vacancy controls.
- 21. It is presumed the existing Electrical systems have sufficient capacity for the building renovation scope.

Plumbing

- 22. Visual verification of existing as-built and provide a Report/Analysis.
- 23. Reconfigure the plumbing system for restrooms, kitchen, janitor closets, drinking fountains, etc. if required.

Fire Protection

24. No existing fire sprinkler in this facility.

Fire Alarm

25. Investigate and propose a solution, and possibly a new system to replace the fire alarm which is not functioning property.

Security/Low Voltage

- 26. Low Voltage scope will be limited to conduit and boxes for components identified by City Specialty Contractor.
- 27. Security and card readers by Owner. Consultant shall coordinate the upgrade of security and key/card reader with owner's vendor.
- 28. The existing phone system shall remain. Coordination the existing phone system with owner's IT Department. Need to investigate if the existing phone board can be removed.

Kitchen

- 29. Completely renovate the existing kitchen.
- 30. In conjunction with the Mechanical Engineer, design a kitchen exhaust hood to comply with code requirements.



Cost Estimates

31. Provide Cost Estimate for Schematic Design (30%) and review GMP cost for Design Development (60%) and Construction Documents (90%, 100%).

Project Phases:

Phase 1: Predesign Analysis Phase

Phase 2: Schematic Design.

Phase 3: Design Development.

Phase 4: Construction Documents.

Phase 5: Permitting Assistance.

Phase 6: Bidding Assistance.

Phase 7: Construction Administration

Architectural and Engineering Fees:

Phase 1: Predesign Analysis Phase

- Building Code Study
- As-Built Verification
- Space Programming
- Topographic Survey of a portion of the site in support of the ADA Accessibility Analysis
- Analysis Report
- One review meeting with one attendee from Cartaya, Louis Berger, and other disciplines.
- Subtotal Predesign Analysis: \$113,092.50

Phase 2: Schematic Design (30%)

- Conceptual Phasing Outline
- Conceptual Project Floor Plans
- Conceptual Kitchen Layout
- Conceptual HVAC Plans and Load Calculations
- Conceptual Electrical Plans Load Calculations
- Conceptual Plumbing Plans
- Conceptual Reflected Ceiling Plans
- Order of Magnitude Cost Estimate
- 2 Conceptual Design Renderings
- One review meeting with one attendee from Cartaya, Louis Berger, and other disciplines.
- Subtotal Schematic Design: \$ 85,735.23

Phase 3: Design Development (60%)

- Conceptual Demolition Plan
- Design Development Phasing Plan
- Design Development Floor Plans 1 Option with 2 Alternates (if applicable)
- Design Development Kitchen Layout and Details
- Design Development Reflected Ceiling Plans
- Design Development of Elevations, Section and Details (as applicable)
- Design Development HVAC Plans
- Design Development Electrical Plans
- Design Development Plumbing Plans
- Coordination with Owner's Security/Low Voltage vendor
- Conceptual Fire Protection Plans.
- Conceptual Structural Plan and Details



AND SERVICE SINCE 1979



- Material and Color Selection.
- Outline Specifications
- One review meeting with one attendee from Cartaya, Louis Berger, and other disciplines.
- Subtotal Design Development: \$ 80,700.00

Phase 4: Construction Documents (90%, 100%)

Construction Documents for Bidding shall include the following:

- Life Safety Plan
- Demolition Plan
- Phasing Plans
- Floor Plans
- Kitchen Plans, Elevations and Details
- Reflected Ceiling Plans
- Elevations, Sections and Details
- HVAC Plans
- Electrical Plans
- Plumbing Plans
- Security and Low Voltage Plans
- Fire Protection Plans.
- Structural Plan and Details
- Technical Specifications
- One review meeting with one attendee from Cartaya, Louis Berger, and other disciplines.
- Subtotal Construction Document:_____\$ 121,250.00

Phase 5: Permitting Assistance

- Submit signed and sealed plans
- Respond to Permitting Comments
- Subtotal Permitting Assistance:
 _____\$ 15,075.00

Phase 6: Bidding Assistance

- Respond to RFI's
- Issue Addenda
- Review Bid Cost
- Subtotal Bidding Assistance: \$ 16,075.00

Phase 7: Construction Administration

- Respond to RFI's
- Shop Drawing Review
- Site Observation (Weekly)
- Bi-weekly meeting attendance and Minutes
- As-equal Review
- Material Color Review
- Change Order Review and Recommendation
- Pay Requisition Review and Recommendation
- One Punchlist
- Closeout Documents review

AAC001388 QUALITY ARCHITECTURE AND SERVICE

SINCE 1979



- Construction Administration Fee is based on 8 months construction, 169 workdays with average of 3 hours per day, which equals to 507 hours.
- Ten (10) site inspection/meetings for Louis Berger.

•	Subtotal Construction Administration:	\$	87,860.00
---	---------------------------------------	----	-----------

Subtotal Architectural and Engineering Fees: \$519,937.73

Reimbursable Expenses:

- Limited to Courier and Reproduction Expenses:_____\$ 10,000.00
- Owner's Contingency:
 5 5 5 5 7BD

Total Architectural and Engineering Fees:	\$ 529,937.73
---	---------------

OPTIONAL SERVICES: Asbestos Survey and Report

AirQuest will perform a survey for the purpose of documenting the various homogeneous areas of materials suspected of containing asbestos. Samples will be collected, analyzed by Polarized Light Microscopy at a National Voluntary Laboratory Accreditation Program (NVLAP) laboratory and incorporated into the report.

The asbestos survey will be undertaken to detect the presence of accessible and visible Asbestos Containing Materials (ACM), and to assess the friability of any such ACM. A report will be generated and signed by a Florida Licensed Asbestos Consultant. At the request of the Client, the scope of the inspection will be limited to the building materials that will be impacted by the upcoming renovation activities as depicted in the client provided diagrams.

Sample Analysis

This proposal includes the collection and Polarized Light Microscopy (PLM) analysis of suspect material. Some samples with multiple layers (e.g. vinyl floor tile and mastic, wallboard, tape and joint compound) may be analyzed by layer, resulting in additional sample analysis costs.

The point counting method for quantification is recommended by the EPA for samples identified as having less than ten (10) percent asbestos by PLM. Based upon the PLM results, the client may elect to point count samples.

Client Acknowledgement - Asbestos Sampling Will Be Destructive and Cause Damage

The Client acknowledges that a pre-renovation asbestos survey will be destructive in nature and will require the removal of building materials. The Client accepts such risks. AirQuest shall not be liable for any effect, alteration or damage arising out of such collection. The cost of building material repairs because of sampling damage has not been calculated nor included in AirQuest's fees.

Survey Disclosure

This survey will reflect AirQuest's best intentions based upon the prevailing standard of care in the environmental industry. It is conceivable that in some instances, it may not be possible and/ or dangerous for personnel to access a suspect building material(s). Suspect building material(s) that cannot be collected will be assumed positive for asbestos in the report.

AAC001388 QUALITY ARCHITECTURE AND SERVICE SINCE 1979



& AVATSA ASSOCIATES ARCHITECTS P.A.

Cost for Asbestos Survey and Report

•

AirQuest_____\$ 3,888.75

Asbestos PLM and Asbestos Point Count Laboratory Analysis included shall be • invoiced as a pass-through cost in the amount of \$1,210.95 for the estimated 120 Units of Asbestos PLM Laboratory Analysis and 6 units of Asbestos Point Count Laboratory Analysis.

Air Quality Testing

At the client's request AirQuest will perform a baseline indoor air quality (IAQ) survey at the site. AirQuest will perform a walkthrough of the subject area of the building for the purpose of documenting areas of potential indoor air quality concerns. Relative humidity, temperature, carbon dioxide CO₂), carbon monoxide (CO), Volatile Organic Compounds (VOCs) and respirable particulates will be measured using field instruments with real-time digital displays. Readings will be collected indoors and outdoors to assist in data evaluation.

HVAC Inspection

AirQuest will conduct a limited visual inspection of the heating, ventilation and air conditioning (HVAC) system. AirQuest will inspect the diffusers and return, general condition of the air handler and the coils if they are accessible through simple filter removal. AirQuest will not open the air handler unit to inspect the coils and condensate pan. However, if facility personnel or the building's HVAC contractor provide access, the coils and condensate pan will be inspected and reported as part of the investigation.

Mold and Moisture Survey

Based upon visual observations, AirQuest will collect moisture readings of representative porous building materials within the site utilizing a moisture meter in measure or search mode. Measurements of water content will be made of potentially wet or contaminated material (walls, ceilings, etc.). Moisture presence may also be evaluated with a thermal imaging camera.

Sample Locations

Sampling will be conducted in locations representative of all occupied spaces. Sampling probes will be placed within the breathing zone (between three and six feet above the floor), during normal occupied hours, under typical ventilation conditions. The number of sample locations is based building size. Typically, for baseline indoor air quality investigations, one sample is collected for every 1,000 ft² of space. It is expected that it will take 8 days to complete this investigation.

Report

•

The procedures and results of the investigation will be incorporated into an Indoor Air Quality report, outlining the findings of the sampling and recommendations for additional sampling and/or corrective action if warranted by the results.

Cost for IAQ Survey

- AirQuest_____\$ 13,358.79 Air-O-Cell Spore Trap Samples included above shall be invoiced as a passedthrough cost in the amount of \$2,457.44.

40 Year Certification Report for BSO Building

Louis Berger (MEP,Structural): \$ 15,525.00



SINCE 1979



40 Year Certification Report for Fire Station Building

• Louis Berger (MEP,Structural): \$ 8,625.00

Please refer to the attached fee proposals for each consultant.

Commercial Kitchen Design and Estimated Construction Budget (Order of Magnitude)

Architectural/Engineering Fee

Tota	Total Fees with all Options listed above:\$704,205.27		
•	Total Kitchen Consultant Fee:	_\$ 1	42,870.00
•	Commercial Kitchen Planners:	\$	26,450.00
•	Chen Moore (Civil):	\$	45,770.00
	 (see breakdown) 	. •	,
•	Louis Berger (MEP.FP):	\$	35.650.00
•	Cartaya and Associates (Architectural):	\$	35,000.00

Estimated Construction Cost (Order of Magnitude) for Commercial Kitchen

- Kitchen Equipment:
 \$175,000.00

 Cooler/Freezer:
 \$25,000.00

 Kitchen Renovation:
 \$240,000.00

 Grease Trap BSO:
 \$25,000.00

 Grease Trap BSO:
 \$25,000.00

 Misc. Civil:
 \$15,000.00

 Inflation/Contingency:
 \$50,000.00
- Estimated Kitchen Construction Cost Total:_____\$555,000.00

Estimated Schedule:

Architect and Engineering Delivery Schedule for City Review and Comment (does not include City Review time)

- Phase 1: ______12 weeks

 As-Built Verification ______4 weeks
 Programming ______4 weeks
 Analysis/Report ______4 weeks

 Phase 2: Schematic Design (30%): ______8 weeks
 Phase 3: Design Development (60%): ______8 weeks
 Phase 4: Construction Documents (90%, 100%): ______12 weeks
- Phase 5: Permitting Assistance: ______TBD
- Phase 7: Construction Administration: 8 months

Fee Proposal Qualifications:

- Scope of Services are rendered to both BSO Building and Fire Station 63 Building simultaneously, without time gaps. Said scope shall remain below threshold in order to avoid triggering entire facility upgrade to current code compliance.
- No exterior work is included, other than the grease trap connection to the sewer system.
- As-built drawings provided may require contractor's investigation and report, i.e. tracing of electrical feeders and circuits, ductwork sketches, etc.

AAC001388 QUALITY ARCHITECTURE AND SERVICE SINCE 1979



• Field verification of existing building conditions only pertains to visual observation. It doesn't include any destructive exploratory measures.

Services Not Included:

- Exterior Renovation
- Destructive testing and investigation
- BIM/Revit Drawings
- Renderings
- LEED Services
- Permit Fees
- Landscape
- Geotechnical Investigations
- Asbestos testing and abatement
- Changes to approved design
- Value Engineering after approval
- As-builts

Services not included in the Project Scope of Work above can be provided as additional service at the owner's digression. Also refer to the consultant's hourly rates for each discipline.

Project Team:

Cartaya and Associates Architects, P.A. *(Prime Consultant, Architectural)* 2400 E. Commercial Blvd., Suite 201 Fort Lauderdale, FL 33308

Louis Berger (*MEP, Fire Protection, IT/Security Engineering*) 470 South Andrews Avenue, Suite 206

Pompano Beach, FL 33069

Chen Moore & Associates (Civil Engineering)

500 W. Cypress Creek Road, Suite 630 Fort Lauderdale, FL 33309

Commercial Kitchen Planners, Inc. (Food Facilities Consultants)

P.O. Box 25984 Tamarac, FL 33320

Keith (Survey, Landscape)

301 East Atlantic Blvd. Pompano Beach, FL 33060

CMS (Cost Estimate)

10 Fairway Drive #301 Deerfield Beach, FL 33441

AirQuest Environmental, Inc. (Asbestos and IAQ Survey) 6851 SW 45th Street Fort Lauderdale, FL 33314



Standard Hourly Rates: Cartaya and Associates, P.A.

•	Principal:	\$150.00/Hour
•	Project Manager:	\$130.00/Hour
•	CAD Draftsman:	\$ 70.00/Hour
•	Clerical:	\$ 55.00/Hour
		-

Louis Berger

•	Senior Project Manager:	\$225.00/Hour
•	Project Manager:	\$185.00/Hour
•	Project Engineer:	\$135.00/Hour
•	Computer Aided Design:	\$ 85.00/Hour

Chen Moore & Associates

•	Project Director:	\$220.00/Hour
•	Project Manager:	\$180.00/Hour
•	Project Engineer:	_\$125.00/Hour

Keith

•	Senior Project Manager:	\$225.00/Hour
•	Project Surveyor I:	\$125.00/Hour
•	Survey Party (2) Person:	\$110.00/Hour

Commercial Kitchen Planners, Inc.

•	Project Manager:	\$185.00/Hour
---	------------------	---------------

CMS

•	Principal:	\$191.28/Hour
•	Project Manager:	\$127.87/Hour
•	CAD Draftsman:	\$111.20/Hour
•	Clerical:	\$ 98.00/Hour
		- 2

Should you have any questions, please contact us at your convenience. We are looking forward to working with your team again. We shall begin immediately upon your approval of our proposal.

Thank you.

Sincerely,

Mario M. Cartaya Cartaya and Associates, P. A.