

## CONSULTING SERVICE AUTHORIZATION

DATE: \_\_\_\_\_

CONSULTANT: Walters Zackria Associates, PLLC

SERVICE AUTHORIZATION NO. 12-04 FOR CONSULTING SERVICES

CITY P.O. NO. \_\_\_\_\_ CITY EXPENSE CODE: 334-2311-522-64.90

CITY PROJECT NO. 16-012 CONSULTANT PROJECT NO. \_\_\_\_\_

**TITLE: Fire Station #3 Replacement  
Delray Beach, Florida**

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the Contract, dated March, 2012 between the City of Delray Beach and Walters Zackria Associates, PLLC

### **I. PROJECT DESCRIPTION**

City of Delray Beach would like to replace the existing Fire Station #3 Building located at 651 Linton Blvd., Delray Beach, FL 33483. Scope of work will include:

1. Full building and site demolition
2. New Fire Station Building, Site Upgrades, and Signalization on Linton Blvd.

### **II. SCOPE OF SERVICES**

The following scope of services is developed in accordance with the Standard Agreement for Architectural Services.

#### **Task 1 - Material Review and Needs Assessment**

WZA shall review available material provided by City, including site survey(s), previous studies and technical and environmental reports, existing building plans and existing site conditions. Consultant will interview the appropriate City staff to gather current and future needs regarding the Facility.

#### **Task 2 - Building Program**

Based on the Material Review and Needs Assessment, the Consultant will prepare a building program. Program will convert the City's needs into building areas with approximate spatial size, adjacency relationships, equipment requirements, occupancy requirements, and programmatic considerations, etc. The Consultant shall provide a draft building program report to the City. The City will review and provide comments on the draft report, and the Consultant shall address City comments and produce a final building program report.

Deliverables: The Consultant shall provide a draft building program report and a final building program report.

### **Task 3 – Conceptual Building Plans**

Based on the final building program report, Consultant will prepare a draft conceptual building plans illustrating a layout for the proposed Facility. Consultant will present the conceptual layout to City staff for discussion. The City will review and provide comments on the draft conceptual building plan, and the Consultant shall address City comments and produce a final conceptual building plan. Conceptual building plans will include a 2-story station design.

Deliverables: The Consultant shall provide a (1) draft conceptual building plans and (1) final conceptual building plans.

### **Task 4 – Conceptual Building Elevations**

Consultant will prepare a draft conceptual building elevations. Consultant will present the conceptual elevations to City staff for discussion. The City will review and provide comments on the draft conceptual elevations, and the Consultant shall address City comments and produce final elevations. Conceptual building elevations will include a 2-story station design.

Deliverables: The Consultant shall provide a (1) draft conceptual building elevations and (1) final conceptual building elevations.

### **Task 5 – Conceptual Site Plan**

In conjunction with the conceptual building plan, Consultant will prepare a conceptual site plan illustrating a layout for the proposed buildings and circulation walkways. Consultant will present the conceptual site plan to City staff for discussion. The City will review and provide comments on the draft conceptual site plan, and the Consultant shall address City comments and produce final site conceptual plan.

Deliverables: The Consultant shall provide (1) draft conceptual site plan and (1) final conceptual site plan.

### **Design Exclusions:**

Design Development Documents, Colored Plans and Renderings, Site Plan Approval (SPRAB), Construction Document Preparation, Permitting, Bidding, Construction Phase Services and LEED Design Services are excluded from the scope of this Service Authorization.

### **III. TIME OF PERFORMANCE**

Upon receipt of the executed service authorization, WZA shall proceed with the work as described above and complete all task as follows:

Task	Time to Complete from Notice to Proceed
Task 1	15
Task 2	15
City review and Comment	10*
Task 3	15
Task 4	15
Task 5	15
City review and Comment	10*
Task 3/4/5 Update	10
City review and Comment	10*
Total Time:	115 calendar days

\* City Review Period times are allowances – actual number of days will vary and are out of Consultant's control.

### **IV. COMPENSATION**

TASK	FEE
Task 1 - Material Review and Needs Assessment	\$ 3,136.26
Task 2 - Building Program	\$ 8,487.74
Task 3 - Conceptual Building Plans	\$ 16,003.94
Task 4 - Conceptual Building Elevations	\$ 12,528.46
Task 5 - Conceptual Site Plan	\$ 6,984.50
<b>TOTAL HOURLY AMOUNT</b>	<b>\$ 47,140.90</b>
REIMBURSABLES BUDGET	<b>\$ 1,000.00</b>

Work will be billed monthly on an hourly not to exceed basis based on hourly task breakdown and hourly rates shown in Exhibits A and C.

#### **Reimbursable Items**

Reimbursable items shall include site survey, soil borings, blueprinting, photography, copying, plotting, color renderings, material boards, etc. It is suggested that the CITY allocate a reimbursable budget of **\$1,000.**

## **V. DELIVERABLES**

Consultant shall submit the following as deliverables:

Consultant shall submit the following as deliverables:

- Three (3) copies of Building Programming documents for City staff's review and comment.
- Three (3) copies of draft conceptual building and site plans and building elevations for City staff's review and comment.
- Three (3) copies of final conceptual building and site plans and elevations for City use.

## **VI. SUPPORT SERVICES BY THE CITY**

The following is a summary of the support needed from the City to successfully complete this project:

1. Consolidate and provide review comments to Consultant in a timely fashion.
2. Provide any available existing building and site utility drawings.
3. City will pay for all permit fees.
4. City will provide a Current Cad Site Survey before Consultant begins Task 3.
5. City will provide Soil Borings.
6. City will provide Asbestos Survey.

This Service Authorization is approved contingent upon the City's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed by the previous service authorization. If the City in its sole discretion is unsatisfied with the services provided in the previous phase or service authorization, the City may terminate the contract without incurring any further liability. The CONSULTANT shall commence work on any service authorization approved by the City to be included as part of the contract without a further notice to proceed.

Approved by:

CITY OF DELRAY BEACH:

Date \_\_\_\_\_

Cary D. Glickstein  
Mayor

WALTERS ZACKRIA ASSOCIATES, PLLC

Date 7/14/16

By: [Signature]

(Seal)

Witness (Signature)

Witness (Printed)

Attest: \_\_\_\_\_

Approved as to Legal Sufficiency

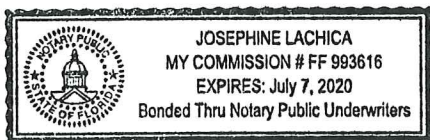
Janice Rustin, Interim City Attorney

BEFORE ME, the foregoing instrument, this 14 day of JULY, 2016, was acknowledged by Abbas Zackria on behalf of Walters Zackria Associates, PLLC, and said person executed the same free and voluntarily for the purpose there-in expressed.

Witness my hand and seal in the County and State aforesaid this 14 day of JULY, 2016.

Notary Public  
State of Florida

My Commission Expires: 7/7/20



## Exhibit A

### HOURLY BREAKDOWN

<b>FIRE STATION 3 - HOURLY TASK BREAKDOWN 7-8-16</b>								<b>TOTAL =</b>	<b>\$47,140.90</b>
		Principal Architect (Registered)	Professional Engineer (Registered)	Project Manager	Asst. Project Manager / Site Inspector	CAD Operator Level 1	Administrative		
<b>TASK 1 - MATERIAL REVIEW AND NEEDS ASSESSMENT</b>									
	Total Hours for Task 1	4	0	12	4	0	2		
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21		
	Total	\$783.12	\$0.00	\$1,695.72	\$469.00	\$0.00	\$188.42	<b>\$3,136.26</b>	<b>Total</b>
<b>TASK 2 - BUILDING PROGRAM</b>									
	Total Hours for Task 2	4	0	20	40	0	2		
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21		
	Total	\$783.12	\$0.00	\$2,826.20	\$4,690.00	\$0.00	\$188.42	<b>\$8,487.74</b>	<b>Total</b>
<b>TASK 3 - CONCEPTUAL BUILDING PLANS</b>									
	Total Hours for Tasks 3	4	0	40	80	0	2		
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21		
	Total	\$783.12	\$0.00	\$5,652.40	\$9,380.00	\$0.00	\$188.42	<b>\$16,003.94</b>	<b>Total</b>
<b>TASK 4 - CONCEPTUAL BUILDING ELEVATIONS</b>									
	Total Hours for Tasks 4	4	0	32	60	0	2		
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21		
	Total	\$783.12	\$0.00	\$4,521.92	\$7,035.00	\$0.00	\$188.42	<b>\$12,528.46</b>	<b>Total</b>
<b>TASK 5 - CONCEPTUAL SITE PLAN</b>									
	Total Hours for Tasks 5	4	0	16	32	0	2		
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21		
	Total	\$783.12	\$0.00	\$2,260.96	\$3,752.00	\$0.00	\$188.42	<b>\$6,984.50</b>	<b>Total</b>

Exhibit B

PROJECT LIMITS



# Exhibit C

## WALTERS ZACKRIA ASSOCIATES, PLLC SALARY COSTS

TITLE	RAW SALARY (\$/HR)	FRINGE	OVERHEAD	PROFIT	2016 HOURLY RATES
		AT	AT	AT	
		60.00%	110.00%	10.00%	
		(\$/HR)	(\$/HR)	(\$/HR)	
Principal Architect (Registered)	\$65.92	\$39.55	\$72.51	\$17.80	\$195.78
Professional Engineer (Registered)	\$56.64	\$33.98	\$62.30	\$15.29	\$168.22
Project Manager	\$47.58	\$28.55	\$52.34	\$12.85	\$141.31
Assistant Project Manager/Site Inspector	\$38.95	\$24.00	\$44.00	\$10.80	\$117.75
Cad Operator Level I	\$31.72	\$19.03	\$34.89	\$8.56	\$94.21
Administrative	\$31.72	\$19.03	\$34.89	\$8.56	\$94.21

FRINGE (\$/HR): RAW SALARY X FRINGE 60.00%

OVERHEAD (\$/HR): RAW SALARY X OVERHEAD 110.00%

PROFIT (\$/HR): (RAW SALARY + FRINGE + OVERHEAD) X PROFIT 10.00%

ABOVE COMPUTATIONS RESULT IN AN OVERALL MULTIPLIER OF 2.83