

CONSULTING SERVICE AUTHORIZATION

DATE: _____

CONSULTANT: Walters Zackria Associates, PLLC

SERVICE AUTHORIZATION NO. 12-03 FOR CONSULTING SERVICES

CITY P.O. NO. _____ CITY EXPENSE CODE: 334-4126-572-63.90

CITY PROJECT NO. 16-006 CONSULTANT PROJECT NO. _____

**TITLE: Veterans Park Renovations
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 renovate or replace the Existing Community Center Building located at the City of Delray Veterans Park, 802 NE 1st St, Delray Beach, FL 33483. Scope of work will include:

1. Partial or full building demolition
2. New Community Center or an addition

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, community center current and future staffing plans, programs, classes, and growth projections.

Consultant will interview the appropriate City staff to gather current and future needs regarding the Facility. Consultant will provide to the City a draft Needs Assessment Summary to City staff reporting findings and present the analysis, opportunities, constraints and potential program. The City will review and provide comments on the draft Needs Assessment Summary, and the Consultant shall address City comments and produce a final Needs Assessment Summary.

Deliverables: The Consultant shall provide a draft Needs Assessment Summary and a final Needs Assessment Summary.

Task 2 - Building Program

Based on the Needs Assessment Summary, 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 Plan

Based on the final building program report, Consultant will prepare a draft conceptual building plan illustrating a layout for the proposed Facility. WZA 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 a final conceptual building plan.

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

Task 4 – 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. WZA 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.

Task 5 – Colored Building and Site Plan, Renderings

Consultant will provide colored floor plans, site plan, and renderings in preparation for the Commission Presentation.

Task 6 – Commission Presentation

Consultant will prepare a PowerPoint presentation and present the project to the City Commission.

Task 7 – Statement of Probable Cost

Consultant shall prepare an estimate of probable cost for the project and submit with the conceptual plan set. Cost estimate will be based on internal firm database. Services of outside cost estimating consultant are not included in the scope.

Design Exclusions:

Design Development Document Preparation, Construction Document Preparation, Permitting, Bidding, and Construction Phase Services are excluded from the scope of this Service Authorization.

Evaluation of the existing seawall is being perform by the City and is excluded from the scope. The existing lift station has already been upgraded and any required future upgrades are excluded from the scope.

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	30
City review and Comment	15*
Task 2	30
City review and Comment	15*
Task 3	30
Task 4	30
City review and Comment	15*
Task 3/4 Update	30
City review and Comment	15*
Task 5	15
Task 6	30*
Task 7	15
Total Time:	270 calendar days

* City Review Period and Commission Presentation times are allowances – actual number of days will vary and are out of WZA’s control.

IV. COMPENSATION

TASK	FEE
Task 1 - Material Review and Needs Assessment	\$ 3,042.05
Task 2 - Building Program	\$ 8,393.53
Task 3 - Conceptual Building Plan	\$ 12,434.25
Task 4 - Conceptual Site Plan	\$ 6,890.29
Task 5 - Colored Site Plan and Renderings	\$ 6,871.49
Task 6 - Commission Presentation	\$ 3,054.75
Task 7 - Statement of Probable Cost	\$ 3,948.55
SUBTOTAL AMOUNT	\$ 44,634.91
REIMBURSABLE BUDGET	\$ 6,000.00
GRAND TOTAL AMOUNT	\$ 50,634.91

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, blueprinting, photography, copying, plotting, color renderings, material boards, etc. It is suggested that the CITY allocate a reimbursable budget of **\$6,000.**

V. DELIVERABLES

WZA shall submit the following as deliverables:

Consultant shall submit the following as deliverables:

- Three (3) copies of Needs Assessment document set for City staff's review and comment.
- Three (3) copies of Building Programming documents for City staff's review and comment.
- Three (3) copies of draft conceptual building and site plans, renderings, and statement of probable cost for City staff's review and comment.
- Three (3) copies of final conceptual building and site plans, renderings, and statement of probable cost for City staff's review and comment.
- City Commission PowerPoint Presentation on disc.

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 WZA in a timely fashion.
2. Provide any available existing building and site utility drawings.
3. City will pay for all permit fees.

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:

WALTERS ZACKRIA ASSOCIATES, PLLC

Date _____

Date 7/8/16

Cary D. Glickstein

By: AA

Abbas H. Zackria
President & Managing Member

Mayor

Alvin Felter
Witness (Signature)
ALVIN FELTER
Witness (Printed)

Attest: _____

Approved as to Legal Sufficiency

City Attorney

BEFORE ME, the foregoing instrument, this 8 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 8 day of JULY, 2016.

Josephine Lachica
Notary Public
State of Florida

My Commission Expires: 7/7/20

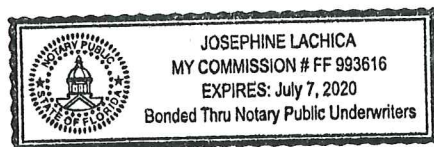


Exhibit A

DELRAY VETERANS PARK - HOURLY TASK BREAKDOWN 6-14-16							TOTAL =	\$44,634.91
		Principal Architect (Registered)	Professional Engineer (Registered)	Project Manager	Asst. Project Manager / Site Inspector	CAD Operator Level 1	Administrative	
TASK 1 - MATERIAL REVIEW AND NEEDS ASSESSMENT								
	Total Hours for Task 1	4	0	12	4	0	1	
	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	\$94.21	\$3,042.05 Total
TASK 2 - BUILDING PROGRAM								
	Total Hours for Task 2	4	0	20	40	0	1	
	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	\$94.21	\$8,393.53 Total
TASK 3 - CONCEPTUAL BUILDING PLAN								
	Total Hours for Tasks 3	4	0	32	60	0	1	
	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	\$94.21	\$12,434.25 Total
TASK 4 - CONCEPTUAL SITE PLAN								
	Total Hours for Tasks 4	4	0	16	32	0	1	
	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	\$94.21	\$6,890.29 Total
TASK 5 - COLORED BUILDING AND SITE PLAN, RENDERINGS								
	Total Hours for Task 5	2	0	12	40	0	1	
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
	Total	\$391.56	\$0.00	\$1,695.72	\$4,690.00	\$0.00	\$94.21	\$6,871.49 Total
TASK 6 - COMMISSION PRESENTATION								
	Total Hours for Task 6	6	0	6	8	0	1	
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
	Total	\$1,174.68	\$0.00	\$847.86	\$938.00	\$0.00	\$94.21	\$3,054.75 Total
TASK 7 - STATEMENT OF PROBABLE COST								
	Total Hours for Task 7	4	4	12	6	0	1	
	Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
	Total	\$783.12	\$672.00	\$1,695.72	\$703.50	\$0.00	\$94.21	\$3,948.55 Total

Exhibit B

WORK LIMITS

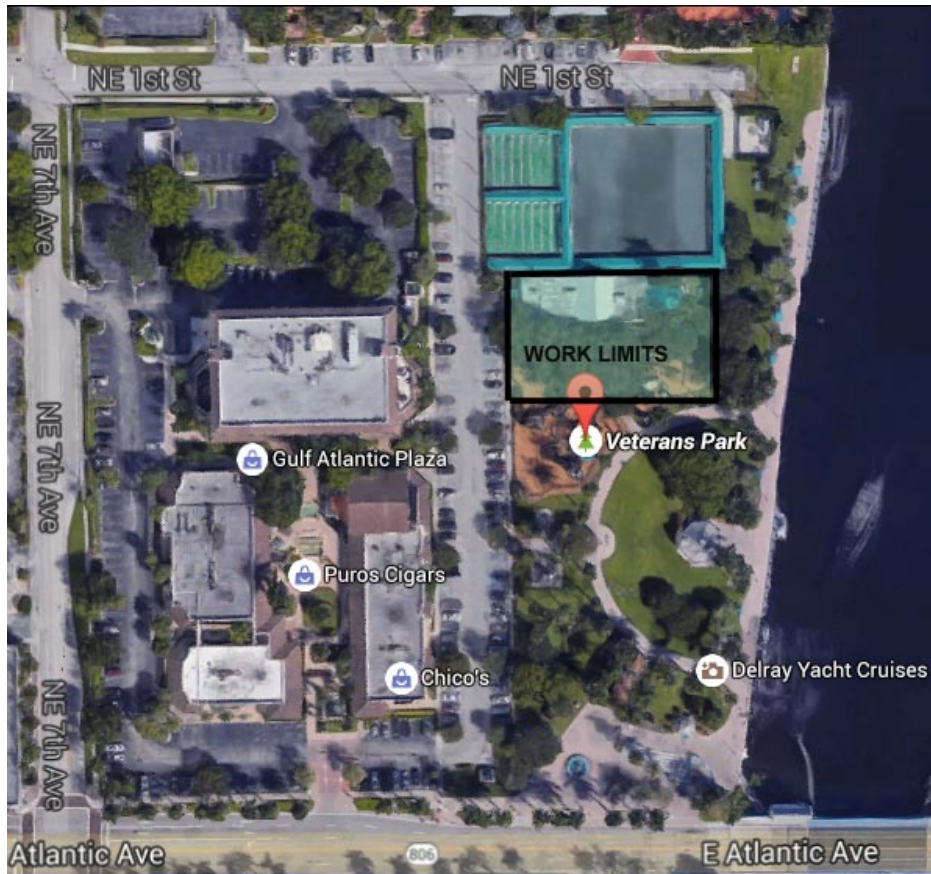


Exhibit C

**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