

## CONSULTING SERVICE AUTHORIZATION

DATE: November 1, 2017

CONSULTANT: Carnahan Proctor and Cross, Inc.

SERVICE AUTHORIZATION NO. 17-01 FOR CONSULTING SERVICES

CITY P.O. NO. \_\_\_\_\_ CITY EXPENSE CODE: \_\_\_\_\_

CITY PROJECT NO. 17-080 CONSULTANT PROJECT NO. \_\_\_\_\_

**TITLE: Police Headquarters Evaluation for Renovation or Replacement Delray Beach, FL Professional Services**

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the Contract, dated August 31, 2017, between the City of Delray Beach and Carnahan Proctor and Cross, Inc.

### **I. PROJECT DESCRIPTION**

City of Delray Beach would like to renovate or replace the existing Police Department Headquarters Building located at 300 W Atlantic Ave, Delray Beach, FL 33444. Scope of work will include:

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

The following scope of services is developed in accordance with the Standard Agreement for Professional Services (CCNA) dated August 31, 2017.

#### **TASK 1 .01 TOPOGRAPHIC SITE SURVEY**

Consultant shall perform a boundary and topographic survey on the Public Safety Facility located at 300 West Atlantic Avenue, Delray Beach, Florida (Exhibit "B"). The boundary will be determined by existing platted lines, recovered monumentation, supplied information and physical features. In completion of the topography all visible improvements, visible utilities, fences, and ground shots will be located. Topography features will extend offsite to the edge of pavement or back of curb on adjacent roadways. Vertical and horizontal datum to be used will be determined prior to project start.

#### **TASK 1 .02 EXISTING STRUCTURAL ASSESSMENT ELEMENT**

Consultant shall review the existing building drawings for the main police building to determine the structural capacity of the building. This review shall compare the existing structure to the current building code, as required for essential facilities. Then the assessment will determine if the building can be hardened to meet these requirements. In addition, the consultant shall also review the building to see if there is built in capacity to add a third floor to the existing building. Mechanical, Electrical and Plumbing Systems are not included in this review.

### TASK 1.03 MATERIAL REVIEW AND NEEDS ASSESSMENT

Consultant shall review available material provided by City, including site survey(s), previous studies and technical and environmental reports, existing building plans, Police Department current and future staffing plans, and growth projections. The assessment will be limited to personnel, equipment and general spaces. A detailed needs assessment of individual spaces is not included.

Consultant will hold a 2-day workshop with City staff to gather current and future needs. Consultant will develop a baseline needs assessment for all police department facilities. 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. Building floor plans or drawings are not included in this task.

### TASK 1.04 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 1.05 CONCEPTUAL FACILITY PLAN

Once an approval is received for building program from the City, Consultant will develop conceptual building floor plans. Multi-story building plan will be developed. The conceptual plan will lay out all departments and areas, as well as the general circulation through the building. A detailed floor plan showing all offices and spaces is not included. Specialty PD space design will be gathered and incorporated into the overall building design. Consultant will present the conceptual layout to City staff for discussion. The City will review and provide comments on the draft conceptual Facility plan, and the Consultant shall address City comments and produce a final conceptual Facility plan. Consultant will attend up to 2 schematic design meetings with City staff.

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

### TASK 1.06 CONCEPTUAL SITE PLAN

Based on the final conceptual Facility plan, Consultant will prepare one conceptual site plans illustrating a layout for the proposed buildings, parking, circulation, secure and public areas, etc. Site plan will consider existing building location, new building size, building

massing, parking location, exterior site functions, ingress and egress, pedestrian and vehicular traffic flows, sally port layout, HVAC systems and emergency generator locations, secured parking design, etc.

Consultant will present the conceptual site plans to City staff for discussion. The City will review and provide comments on the draft conceptual site plans, and the Consultant shall address City comments and produce final site conceptual plans.

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

#### **TASK 1.07      CONCEPTUAL ELEVATIONS**

Based on the final conceptual Facility plan, Consultant will prepare two public street view elevations illustrating a basic look and feel for the proposed buildings. Consultant will present the conceptual elevations to City staff for discussion. The City will review and provide comments on the draft elevations, and the Consultant shall address City comments and produce final elevations. Elevations will be black and white conceptual line drawings.

Deliverables: The Consultant shall provide (2) draft elevations and (2) final elevations.

#### **TASK 1.08      BUDGET ESTIMATE**

Based on the final conceptual site plan, Consultant will provide the City budget estimates for the construction of the Facility. This conceptual budget estimate for the building is based on square footage costs of similar past projects and does not include a detailed cost estimate. The City will review and provide comments on the budget estimates. Budget estimates shall provide for owner's contingency and possible inflation adjustment for the project construction a few years out.

Deliverables: The Consultant shall provide a conceptual budget estimate.

#### **TASK 1.09      CITY COMMISSION PRESENTATIONS**

Consultant will attend one (1) City Commission meetings and will present the project concepts to the City of Delray Beach City Commission.

Deliverables: The Consultant shall provide PDF PowerPoint presentation on a disc.

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

Upon receipt of the executed service authorization, Consultant shall proceed with the work as described above and complete all tasks within 120 days.

**Note:** Proposed schedule is in calendar days. City Review Periods are time allowances, actual number of days will vary and are out of Consultant's control.

#### **IV. COMPENSATION**

TASK	FEE
Task 1.01— Topographic Site Survey	\$ 9,800.00
Task 1.02— Existing Structural Assessment Element	\$ 16,803.00
Task 1.03— Material Review and Needs Assessment	\$ 23,616.00
Task 1.04— Building Program	\$ 30,775.00
Task 1.05.1 — Conceptual Facility Plan –draft (60%)	\$ 22,520.00
Task 1.05.2 — Conceptual Facility Plan - final	\$ 15,013.00
Task 1.06— Conceptual Site Plan	\$ 13,537.00
Task 1.07.1 — Conceptual Elevations –draft (60%)	\$ 5,773.00
Task 1.07.2— Conceptual Elevations - final	\$ 3,795.00
Task 1.08— Budget Estimate	\$ 5,619.00
Task 1.09— City Commission Presentations	\$ 2,249.00
<b>TOTAL LUMP SUM LABOR AMOUNT</b>	\$ 149,500.00
<b>Reimbursables (Not To Exceed)</b>	\$ 500.00
<b>TOTAL CONTRACT AMOUNT</b>	\$ 150,000.00

Work will be billed monthly on a lump sum basis based on percent complete.

#### **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 \$500.

#### **V. DELIVERABLES**

Consultant shall submit the following as deliverables:

- Three (3) copies of Needs Assessment documents 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 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.
- Budget Estimate

#### **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.

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:

CONSULTANT:

Date \_\_\_\_\_

Date 11-1-17

\_\_\_\_\_

By: [Signature]

Cary D. Glickstein, City Mayor

Dan A. Tintner, PE, Senior Vice President

(Seal)

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

[Signature]  
Witness (Signature)

Katerri Johnson, City Clerk

LAKSHMI KUTTIARAMBIL  
Witness (Printed)

Approved as to Legal Sufficiency

\_\_\_\_\_  
R. Max Lohman, City Attorney

BEFORE ME, the foregoing instrument, this 1<sup>st</sup> day of November, 2017, was acknowledged by Dan Tintner 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 1<sup>st</sup> day of November, 2017.

[Signature]  
Notary Public  
State of Florida



My Commission Expires: June 10, 2018

**Exhibit B**

**PROJECT LIMITS**

