

June 28, 2019

▪ MIAMI ▪ NEW YORK

**Jennifer Frastai**

Director of Engineering and Community Development  
 City of Oakland Park  
 5399 North Dixie Highway, Suite 3  
 Oakland Park, FL 33334  
 Email to [jenniferf@oaklandparkfl.gov](mailto:jenniferf@oaklandparkfl.gov)

Re: City of Oakland Park, Florida  
 TASK 1: CONCEPTUAL PLANNING, VISIONING AND DESIGN GUIDELINES RECOMMENDATIONS FOR  
 CITY FACILITIES

Dear Jennifer,

Zyscovich is pleased to submit this proposal for Conceptual Planning, Visioning and Design Guidelines Recommendations for City Facilities as identified herein.

We welcome the opportunity to develop conceptual designs for the Fire Station #9, Collins Central Community Center and the Public Works facilities that can be clearly communicated to residents and to selected contractors who will be required to follow the designs and guidelines recommendations. Our team's goal is to create achievable designs that can elevate the City's development and infrastructure resulting in a cohesive public realm with a focus on the City's established vision to provide state of the art design and guidance as well as benefit from examples and best practices focusing on the built environment including streets, parks, plazas, open spaces and places where people may gather.

In addition to the proposal breakdown, we have attached the scoping document reflecting our understanding of the scope of work, as discussed over the last week. The proposal breakdown is our analysis of the staff hours required to accomplish the tasks as we now understand them. The total fee proposed for all work of the project team is \$139,500.

Please let me know of any questions you may have. Also, please advise us of the form of Agreement that will be used.

We are excited to be able to assist the city in shaping the overall Aesthetic for the City's facilities for years to come. We sincerely look forward to working with you and the City as a whole, to ensure these critical projects move ahead successfully.

Sincerely,

**ZYSCOVICH ARCHITECTS**

Bernard Zyscovich, FAIA

**TASK ONE – UNIFORM VISION AND FAÇADES FOR CITY FACILITIES**

**Background.** Oakland Park is a City of approximately 45,000 residents located in Broward County. On November 6, 2018, City residents approved by a two-to-one margin \$40 million in General Obligation Bonds for the renovation and/or new construction of City Facilities. It is the City’s goal to partner with Zyscovich Architects to assist the City in creating a uniform architectural aesthetic vision, conceptual planning of different City sites to include community outreach, and provide services including conceptual design, project budgetary cost estimates, preparation of design guideline packages and related materials for inclusion in future RFP/RFQ solicitations for City buildings. All work will anticipate compliance with the current Florida Building Code in addition to City Zoning requirements codes and City and County Ordinances. Zyscovich Architects shall prepare all documents in the formats required by the City and meet in advance to discuss the City’s project deadlines.

Nationally recognized as award winning planners and designers, the Zyscovich team understands facility design in a way that transcends the conventional planning, design, and construction of buildings. Our team recognizes City of Oakland Park’s vision and, as such, the importance of delivering a quality, creative and sustainable design and construction solution to fit the project construction budget, schedule, and program.

Through our substantial experience, we have learned the importance of defining the design approach, project expectations, operational issues, team organization and schedule at the beginning of the project. **We promote innovation** by shifting the design process towards **creative solutions** that emerge from shared experiences and in-depth, cross disciplinary perspectives. As design team manager, we make use of **an integrated, collaborative process** that delivers creative, practical, affordable and sustainable results.

**Project Goals.** Create a uniform aesthetic for selected City of Oakland Park facilities. The Zyscovich Team will create architectural renderings of the selected building facades to express the look, feel, and caliber of development acceptable to the City. The Zyscovich Team will provide conceptual planning and designs, design guidelines, budgetary cost estimates, and by presentation of the work, obtain consensus through public presentations.

**ZYSCOVICH SCOPE OF WORK**

The following scope of work represents our project approach for the development of **CONCEPTUAL PLANNING, VISIONING, AND DESIGN GUIDELINES RECOMMENDATIONS FOR THREE (3) CITY FACILITIES:**

1. **Fire Station No. 9** – New building construction for a 13,500 SF fire/rescue station and central fire administrative/prevention facility to be located within the Collins Central Park site. Exact location to be determined.
2. **Collins Central Community Center** – New building construction for a +/- 8,000 SF facility. Planning for the Collins Community Center shall consider potential for expansion to include the Library which is estimated to be an additional 13,470 SF as part of a joint facility. The City estimates the decision of this approach will be determined by August 2019.
3. **Public Works Office Building** – New building construction for a +/- 12,800 SF office building located on the existing Public Works site, planned in context with 3 additional buildings (2 storage and 1 maintenance garage), and parking on identified 5-acre site.

## TASK 1: UNIFORM VISION AND FACADES FOR THREE (3) CITY FACILITIES

### 1.1 CONCEPTUAL PLANNING

During this task, the Zyscovich Team will engage in the following activities: Establish Objectives; Collect Data such as preliminary property surveys; Review Facility Assessments – provided by the City; Understanding of the Site and Jurisdictional Requirements; Code Analysis.

**Collect Data and Review Facilities Analysis.** The Zyscovich team together with the City of Oakland Park’s staff will discuss and define each project’s objectives. Our team will work collaboratively to arrive at the most efficient, cost-effective design solutions to meet or exceed the programmatic goals of the City of Oakland Park. Zyscovich will collect property survey data, to be provided by the City for each facility site. The 2010 Facility Master Plan and the Facilities Conditions Assessment will be analyzed as well as code and zoning regulations and parking requirements. The Zyscovich Team will rely on the City’s Public Works Department for information and scoping out of utilities and necessary infrastructure. All this information will be incorporated into our planning strategy for the three identified facilities.

**Understanding Site and Jurisdictional Requirements.** Our experience in previous planning projects dictates the necessity of thoroughly examining existing site conditions to accurately assess current conditions. This process will be comprehensive to avoid subsequent modifications to the program and to work around unanticipated site conditions or limitations.

### 1.2 VISIONING

Under this task, the Zyscovich design team will identify opportunities to create a sense of place and a sense of responsibility for the impact of building activities on the environment and the community. We understand the broad branding benefits to the community that new facilities bring to the City of Oakland Park. The vision for the new Fire Station, Collins Central Community Center and Public Works Office Building will support and enhance the strategic performance areas that have been identified by the City’s fundamental framework. These are:

- Public Safety and Security
- Financial Stability and Sustainability
- Infrastructure Needs
- Smart Growth and Redevelopment
- Maintaining Parks, Leisure Facilities, and Activities
- Focus on Oakland Park’s Image

The resulting vision for the design of the three (3) City facilities will identify major design principles with a character driven and design-based intent of creating a visual aesthetic for the City. The vision will also start to define the future approach and expectations for all new City facilities from the perspective of new construction and/or adaptive reuse (as applicable); scale transitions; building street presence; and architectural style.

### 1.3 PROGRAMMING

The conceptual plan will be dependent upon each site’s ability to fulfill the future needs of these new facilities for the City of Oakland Park. The program analysis, combined with a confirmation of existing site conditions, is an essential step in defining those needs. Before design begins, we collect the City’s specific needs and parameters for each project. This is a definition of the type of spaces and size requirements, as well as information on budget and schedule constraints for each facility type. We will interview City of Oakland Park

staff and administrative stakeholders to incorporate their expert perspective on what works and what could work better for the new facilities. We proactively engage the City and stakeholders in considering creative solutions to the spatial issues that arise when a list of needs and budgets are in conflict.

During this task, we will discuss and evaluate in conjunction with City staff, options that will affect the overall site and building program. To establish a new aesthetic for the City Facilities, our design team will consider the character-driven program and use components for each of the facilities to guide the development of concept designs and guideline recommendations. A facility program summary will be developed for City approval and address the following components for each facility:

- a. Building and site uses and programming;
- b. Aesthetic and branding design components;
- c. Public realm improvements, including access and gateways;
- d. Pedestrian and Bicycle mobility;
- e. Parking and circulation; and,
- f. Adjacencies and spatial relationships for future growth, as applicable.

We will provide revised plans that incorporate the comments and recommendations from design review and public meeting confirming site planning and programming.

Note the programming at this stage for each facility will not be tested with detailed architectural floor plans. The ‘space test fit’ study option will confirm whether the programmatic needs have been accurately stated and can be well-adapted to the selected sites.

**OPTIONAL TEST-FIT PLANS:** Once the Facility Program Report for each facility has been approved by the City, an optional phase could be considered – if requested, Zyscovich would develop dimensioned **space test-fit plans** reflecting through further testing and refinements how the selected concepts meet the site, program and building requirements. The objective of this study is to develop dimensioned space test-fit plans reflecting all programmatic needs. The preliminary space test-fit plans will illustrate options on office, workspace layouts, common areas, conference and meeting rooms, reception, file/storage rooms, workrooms, special purpose facilities and all other areas allocated during the programming phase. This will be documented reflecting departmental and room names, preliminary furniture layout, departmental adjacencies, and usable area, taking into consideration Fire/Life Safety requirements. During this phase, we will discuss and evaluate, in conjunction with City staff, options that will affect the overall space plan, including:

1. Evaluation/comparison of new technologies;
2. Conventional furniture versus more efficient furniture;
3. Hours of operation and their impact;
4. Conferencing and training strategies; and,
5. Culture and branding opportunities.

## 1.4 CONCEPTUAL DESIGN

The design process addresses site, structure, uses, aesthetic character and systems as a whole rather than a series of independent design challenges. This comes from the integration of sustainable site design and “green” initiatives which are at the core of our designs.

Following the programming stage, the design team will refine the principles identified during previous tasks to develop design concepts to support those principles. Our conceptual designs and image options will be presented

for feedback from the City regarding preferences for the organization of program areas on the site and within the building footprint. Concepts for building form and use for each facility will consider:

- a. Building variation and design
- b. Massing and building scale
- c. Compatibility with existing neighborhood context
- d. Lot coverage/Open Space
- e. Building separation and orientation
- f. Facades and Landscaping components
- g. Strategies for promoting interaction within the site and at street level
- h. Relationship of parking areas and drop off/pick areas to buildings

We work with 3-D modeling software that helps us visualize the actual space dynamics (architectural design aspects) at the initial stages. The visualization process is especially important so that the City of Oakland Park will **thoroughly understand the proposed design solutions**. To **meet and effectively use the project budget**, our consulting team will investigate cost effective, durable and spatially-flexible systems for the project. The design will also consider design solutions the public would find accessible and easy to navigate.

Deliverables at the conclusion of this task will include graphic depictions of the proposed site and facility programming and design options, a written narrative addressing the aesthetic vision and branding for the projects, and a conceptual cost estimate to be developed in parallel with this task and as defined under Task 1.5. We will provide revised plans that incorporate the comments and recommendations from the design review and public meeting confirming design imagery.

## 1.5 PRELIMINARY BUDGETS

As the architects of some of the most cost-efficient public facilities in Florida, our firm has pioneered design and construction techniques to reduce cost and time in the construction process. In general, our approach to design has built-in cost efficiencies as follows:

- The implementation of simple geometries in architecture to facilitate construction time and reduce complexities.
- Minimized building perimeter to achieve compact footprints; alternately, design circulation space outside under protective canopies.
- Utilize fast construction systems such as tilt-wall and other expediciencies to reduce construction duration and cost.
- Establish and develop a “team” project development approach where the City and the design team work together throughout the development of the project, building cost and time economies into the facility design.
- Recognize that the use of the building may change over time, and design flexibility into the solution.
- Most importantly, Zyscovich is dedicated to innovative and creative project solutions and committed to the incorporation of sustainable initiatives to create facilities that are responsive to their environment, conserve resources, and reduce overall maintenance and operational costs.

## 1.6 DESIGN GUIDELINES RECOMMENDATIONS

As architects, we are uniquely qualified to craft realistic standards that are applicable to numerous building types and ensure compatible building and development patterns. Our team’s goal is to create achievable recommendations that can elevate the City’s development and infrastructure resulting in a cohesive public

realm. We will focus on the City's established vision to provide state of the art design and construction guidance and benefit from examples and best practices focusing on the built environment and creating places where people may gather.

The deliverables for this task will establish new design guidelines recommendations to guide and help establish an **Urban Aesthetic for the three selected City Facilities** to promote the unique look and feel of the City of Oakland. The guidelines recommendations are intended to:

- Define how the buildings respond to the physical environment including building massing and building elements that address the patterns of urban form in the existing surrounding neighborhoods.
- Require Architectural Design elements that promote pedestrian interaction at the street level with supporting uses and activities. These requirements should ensure that sidewalk or parking plazas appear welcoming, and open to the public.
- Provide elements that define the sense of place with special elements on the facades, within public open spaces, or on the sidewalk to create a distinct, attractive, and memorable "sense of place" associated with the building.
- Incorporate architectural treatments and suitable landscaping to provide safety and comfort to those using and those walking by each facility.

Given our extensive knowledge in creating zoning and design guidelines, we understand how important it is to visualize proposed design solutions. We work with 3-D modeling software that will, in turn, speed the process of developing and finalizing designs. The result of this final task should be a user-friendly, intuitive, well-organized document that can be easily understood by design professionals, residents, building users and laypersons alike.

## **PUBLIC MEETINGS**

Zyscovich has specific and extensive experience working with city officials and key stakeholders to develop clear Visions and implementable Master Plans and Design Solutions. By collaborating with stakeholders and staff, and forming a true partnership, we can identify the most important issues in a community and develop realistic and feasible solutions. As part of the visioning efforts, Zyscovich favors building consensus by presenting ideas which motivate the community to embrace a comprehensive vision. They have successfully conducted thousands of stakeholder meetings, community workshops, and presentations

Following the project kick-off, a schedule of public meetings will be established to coincide with critical milestones of the planning process. Dependent on the City's approach, Zyscovich assumes there will be up to two (2) Public Meetings and one (1) Commission Meeting. The public meetings will be (1) meeting to confirm site planning and programming; and, (1) meeting to confirm design imagery. These meetings are applicable and inclusive of all three (3) projects at the same time.

Meeting notes document communication at project-related and design meetings and electronic distribution of these notes helps avoid wasted time and effort. In a complex project it is essential that the building blocks of **clear and timely communication** be firmly in place as the project progresses. We also have significant experience in conducting interviews with administrative and facility representatives and facilitating design workshops, to develop consensus. **Design is an interactive and consensus building process.** These meetings provide a forum for staff, administration, and/or other key players to provide input as the project develops.

**OAKLAND PARK | Conceptual Planning, Visioning and Design Guidelines Recommendations for City Facilities**

**Task 1 Fee Proposal - Work Order No. 1 - June 28, 2019**

TASKS	DESCRIPTION	Work Order No. 1				TOTAL
		New Fire Station #9	New Collins Community Center	Public Works Buildings (4)	Public Meetings	TASK 1
<b>See Scope of Work</b>	<b>Uniform Vision and Facades for City Facilities</b>					
<b>Task 1.1</b>	<b>Conceptual Planning</b>					
	TASK 1.1 - Subtotal Hours =	8	36	8		52.0
	TASK 1.1 - Subtotal Fees =	\$ 2,000.00	\$ 9,000.00	\$ 2,000.00		\$ 13,000.00
<b>Task 1.2</b>	<b>Visioning</b>					
	TASK 1.2 - Subtotal Hours =	8	24	8		40.0
	TASK 1.2 - Subtotal Fees =	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00		\$ 10,000.00
<b>Task 1.3</b>	<b>Programming</b>					
	TASK 1.3 - Subtotal Hours =	20	64	20		104.0
	TASK 1.3 - Subtotal Fees =	\$ 5,000.00	\$ 16,000.00	\$ 5,000.00		\$ 26,000.00
<b>Task 1.4</b>	<b>Conceptual Design</b>					
	TASK 1.4 - Subtotal Hours =	32	72	28		132.0
	TASK 1.4 - Subtotal Fees =	\$ 8,000.00	\$ 18,000.00	\$ 7,000.00		\$ 33,000.00
<b>Task 1.5</b>	<b>Preliminary Budgets</b>					
	TASK 1.5 - Subtotal Hours =	14	36	12		62.0
	TASK 1.5 - Subtotal Fees =	\$ 3,500.00	\$ 9,000.00	\$ 3,000.00		\$ 15,500.00
<b>Task 1.6</b>	<b>Design Guidelines Recommendations</b>					
	TASK 1.6 - Subtotal Hours =	26	60	22		108.0
	TASK 1.6 - Subtotal Fees =	\$ 6,500.00	\$ 15,000.00	\$ 5,500.00		\$ 27,000.00
	<b>Public Meetings (a)</b>					
	Subtotal Hours =				60	60.0
	Subtotal Fees =				\$ 15,000.00	\$ 15,000.00
	<b>TOTAL HOURS =</b>	<b>108</b>	<b>292</b>	<b>98</b>	<b>60</b>	<b>558.0</b>
	<b>TOTAL FEES =</b>	<b>\$ 27,000.00</b>	<b>\$ 73,000.00</b>	<b>\$ 24,500.00</b>	<b>\$ 15,000.00</b>	<b>\$ 139,500.00</b>
	<i>Space Test-Fit (Optional) - TBD</i>	\$ -	\$ -			\$ -
	<i>Subconsultants - Civil Engineering &amp; Landscaping - TBD</i>	\$ -	\$ -			\$ -
	<b>GRAND TOTAL =</b>	<b>\$ 27,000.00</b>	<b>\$ 73,000.00</b>	<b>\$ 24,500.00</b>	<b>\$ 15,000.00</b>	<b>\$ 139,500.00</b>

(a) Applicable and inclusive of all three (3) projects at the same time. Assumes Two (2) Public Meetings and One (1) Commission Meeting with (1) public community meeting intended to confirm site planning and programming for all three projects; and, (1) public community meeting to confirm design imagery for all three projects.