


**CITY OF OAKLAND PARK  
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

<b>CONSULTANT:</b> Zyscovich Architects		
<b>PROJECT MANAGER:</b> Sierra Marrero		
<b>Address:</b> 100 Biscayne Blvd. Suite 2700 Miami – Florida 33132		
<b>Contract No.</b> RFP #052819 <b>Agreement Description:</b> Continuing Professional Services Contract <b>Effective Date:</b> 09/18/2021 - 09/18/2023		<b>Work Authorization No:</b> <b>Resolution #:</b> <u>R-2021-107</u> (Required for expenditure \$25,000 or above) <b>Effective Date:</b> _____
<b>P.O. # For Work Authorization:</b>		<b>Budget</b>
<b>Brief Task Description:</b> City Hall Spatial Planning		
In accordance with the above referenced agreement, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All required services will be completed on or before: <u>See Exhibit "C"</u>		
The total amount or the limiting amount of the compensation will be: <u>\$ \$36,300</u> unless additional services are authorized by the CITY in writing. Hourly not to exceed (NTE) items will be paid against detailed invoices describing the work performed, by whom, work dates and number of hours worked on project. Lump Sum (LS) items will be paid based upon the percent of work that is actually complete.		
<b>Compensation elements are as follows:</b>		
<b>Task</b>	<b>Method of Compensation</b>	<b>Amount (\$)</b>
Task 1 – Test Fit	Fixed Fee	\$36,300
<b>Total</b>		<b>\$36,300</b>
<b>Other Notes:</b> This Work Authorization is subject to the same terms and conditions of the <u>Continuing Professional Services Contract</u> approved by the City Commission on September 11, 2019. Please acknowledge receipt of, and agreement with, this Work Authorization by signing and dating and returning two (2) original signed copies to the City Manager <u>via the appropriate Department Director</u> . The CITY will send you one fully executed copy.		
<b>CITY of OAKLAND PARK Approval:</b>		
David Hebert, City Manager:*	_____	_____
	(Signature)	(Date)
Brynt Johnson, Director Engineering & Building Services	_____	_____
	(Signature)	(Date)
<b>CONSULTANT Acceptance:</b> Anabella Smith – Partner		
Zyscovich Architects Inc.		_____
_____	_____	<u>August 9, 2022</u>
(Insert –Title & Company Name)	(Signature)	(Date)

*\*Expenditures \$25,000 or greater require City Commission Approval  
Expenditures \$7,500 of greater require City Manager Approval*

**City of Oakland Park Work Authorization No.:**  
**Firm/Proposal No.:**  
**[Work Authorization Title]:**

## EXHIBIT A – SCOPE OF SERVICES

**RE: OAKLAND PARK SQUARE – ARCHITECTURE AND DESIGN BASIC SERVICES OF THE NEW CITY HALL**

Zyscovich (Zyscovich/The Interior Designer) is pleased to present this scope and fee proposal for the Design of the New City Hall, to be located at Oakland Park Square.

The following is our proposed scope of work, based on our previous analysis and data collected during the previous phase – Programming and Visioning

The Space Program and Visioning established serves as the basis of design for Test-Fit, Schematic, Design Development and Construction Documents phases for the Project. This proposal only includes the implementation of the Test-fit based on information gathered during our Programming, Visioning and Concept Design ask.

### Scope of Work includes:

#### Interior Space

-	Ground Floor	
	▪ Office Space	9,340 SF
-	5 <sup>th</sup> Floor	
	▪ Office Space	23,293 SF
	<b>TOTAL:</b>	<b>32,633 SF</b>

#### Outdoor Space

▪	Terraces	5,628 SF
▪	Courtyard	1,637 SF
	<b>TOTAL:</b>	<b>7,265 SF</b>

**The work will be performed as follows:**

#### Test-Fit Design

During this phase, Zyscovich will continue collaborating with the City to understand more in depth the space utilization, identify design, management, and interaction opportunities, and define spatial and functional concepts that will facilitate the change management strategy and determine how to communicate the City's workplace new culture to all end-users.

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This Phase includes:

1. Workstations, Private Offices, Collaboration Spaces and Support Spaces relationships
2. Translate Block Plans into actual Departmental Workspaces
3. Design Concept/Quality Definition of FFE & Interior Finishes
4. Programming Update
5. Workplace culture strategy
6. Coordination with MEP Engineers (provided by the City)
7. Final Approval of Test-fit Phase

## **Consultant/Engineering Services**

At this time Zyscovich will be working closely with the City's Mechanical, Electrical, Plumbing and Life Safety consultant and will coordinate services appropriate to the work.

Such consultants and engineers are as follows:

- 1. Mechanical, Electrical, Plumbing and Low Voltage – Provided by The City**
- 2. Security Consultant - Provided by The City**

## **Services Not Included**

The following services are not included in this agreement:

- Design of offices other than those under this scope of services
- Interim plans for interim moves required by Phasing
- Detailed ID Cost estimating
- 3D professional Renderings
- Marketing materials
- Revisions to drawings when such revisions are inconsistent with instruction or approvals previously given.

## **CITY'S OTHER CONSULTANTS MAY INCLUDE:**

1. Specialty Graphics to reinforce branding concepts
2. Food and Beverage Consultant

## **Services Compensation:**

Basic Compensation shall be as follows (based on approximate 32,633 SF - Interior Space and 7,265 SF Outdoor Space):

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<u>TASKS</u>	<u>ARCHITECTURE</u>
Task I –Test-Fit	\$ 36,300
<b>Total fee</b>	<b>\$ 36,300</b>
Professional 3D Renderings (if needed)	\$ 3,500 per unit
In-House 3D Renderings (if needed)	\$950 per unit

These fees will be invoiced monthly based on percentage of completion or hourly as noted above.

## **Reimbursable Expenses**

City approval is required in advance before incurring reimbursable expenses; such approval shall only be valid if accompanied by a revised purchase order reflecting the value to the proposed reimbursable expense. Reimbursable expenses might include renderings, 3D modeling, scale models, printing, photographic expenses, travel-related costs, mileage etc.

## **The Owner’s Responsibilities**

The City shall provide full information regarding his requirements and budget for the project.

The City shall furnish the required information and shall render decisions as expeditiously as necessary for the orderly progress of the Architect’s services and the work.

## **Consultant/Engineering Services**

Zyscovich will coordinate with the City’s selected MEP, Low voltage and Life Safety Engineers during the Test-fit Task, to finalize the distribution of spaces.

## **EXHIBIT B - WORK AUTHORIZATION TERMS**

All terms and conditions shall be in conformance with the Agreement between the City of Oakland Park and Zyscovich Architects, dated August 9, 2022