


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

CONSULTANT: Zyscovich Architects		
PROJECT MANAGER: Brynt Johnson		
Address: 100 Biscayne Blvd. Suite 2700 Miami – Florida 33132		
Contract No. RFP #052819 Agreement Description: Continuing Professional Services Contract Effective Date: 09/18/2021 - 09/18/2023		Work Authorization No: Resolution #: <u>R-2021-107</u> (Required for expenditure \$25,000 or above) Effective Date: _____
P.O. # For Work Authorization:		Budget
Brief Task Description: City Hall – Design Development Phase		
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>\$ 70,500</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.		
Compensation elements are as follows:		
Task	Method of Compensation	Amount (\$)
Design Development	Fixed Fee	\$ 70,500
Total		\$ 70,500
Other Notes: 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.		
CITY of OAKLAND PARK Approval: <div style="display: flex; justify-content: space-between;"> <div> David Hebert, City Manager:* _____ (Signature) </div> <div> _____ (Date) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Brynt Johnson, Director Engineering & Building Services _____ (Signature) </div> <div> _____ (Date) </div> </div>		
CONSULTANT Acceptance: Anabella Smith – Partner <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> Zyscovich Architects Inc. _____ (Insert –Title & Company Name) </div> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: right;"> November 21, 2022 _____ (Date) </div> </div>		

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

City of Oakland Park Work Authorization No.:**FIRM/PROPOSAL No.:****[Work Authorization Title]:**

November 21, 2022

Jennifer Frastai
CITY OF OAKLAND PARK
Assistant City Manager
3650 NE 12th Avenue
Oakland Park, FL 33334

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 Schematic, Design Development and Construction Documents phases for the Project.

Scope of Work includes:**Interior Space**

-	Ground Floor	
▪	Office Space	9,340 SF
-	5 th Floor	
▪	Office Space	23,293 SF
	TOTAL:	32,633 SF

Outdoor Space

▪	Terraces	5,628 SF
▪	Courtyard	1,637 SF
	TOTAL:	7,265 SF

The work will be performed as follows:

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TASK

Design Development

Once the Test-fit presented to the City is approved and signed-off, Zyscovich will develop computer-generated floor plans indicating each program area, inclusive of proposed furniture layouts, lighting concepts, selection of colors, materials and finishes that support the culture and brand of the City of Oakland Park.

Zyscovich will coordinate with Engineers, consultants and the City during the Design Development Phase, preparing sketches, drawings, materials gathering and furniture samples, concept photos, and/or any other documentation necessary to further communicate the development of the design ideas, branding opportunities and communication of the design and culture strategies.

This Phase to include:

1. Design Development (DD) Set
 - Floor Plans & Floor Pattern Plans
 - Reflected Ceiling Plans
 - FFE Plans
 - Power/ Phone/ Data Coordination Plans with City of Oakland Park IT team
 - Custom design items (without detailing)
 - Interior Elevations
 - Finish Schedule/ Preliminary Finish Boards
2. Coordination with Signage Consultant
3. Coordination with The City's Security Consultant
4. FFE Budget coordination with City's selected Furniture Dealer

Consultant/Engineering Services

Zyscovich will assist the City in the selection of special consultants and engineers and will coordinate all consultant services appropriate to the work. If we hire the consultants we will treat them as a pass thru expense, with a 10% fee to cover the Architect's insurance and administrative costs.

Such proposed consultants and engineers are as follows:

1. **Mechanical, Electrical, Plumbing and Low Voltage** – Provided by The City
2. **Security Consultant** - Provided by The City
3. **Technology and AV** – Provided by The City
4. **Lighting Consultant** - MIAMI LIGHTING DESIGN
5. **EDG and Wayfinding** - MODULEX GROUP
6. **Acoustics Design and Specifications** - ED + A Acoustics
7. **Waterproofing Consultant** - Paramount Consulting and Engineering

Services Not Included

Additional services may include but are not limited to:

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- Design of offices other than those under this scope of services
- Interim plans for interim moves required by Phasing
- Detailed ID Cost estimating
- Any design revisions after Design Development approvals.
- Any Value Engineering after DD approvals.
- 3D professional Renderings
- Marketing materials
- Supplemental Change Management Support after the Construction Document Phase

CITY'S OTHER CONSULTANTS MAY INCLUDE:

1. Specialty Graphics to reinforce branding concepts
2. Food and Beverage Consultant
3. On-site Move Coordinator

Basic Services Compensation:

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

<u>TASK</u>	ARCHITECTURE	LIGHTING DESIGN	PARAMOUNT	MODULEX	ED+A ACOUSTICS	TOTAL
Design Development	\$ 46,200	\$9,600	N/A	\$3,200	\$11,500	
Total fee	\$ 46,200	\$9,600	N/A	\$3,200	\$11,500	70,500
Professional 3D Renderings	\$ 3,500 per unit					
In-House 3D Renderings	\$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.

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Consultant/Engineering Services

All consultant services mentioned above to be under the Architect of Record, unless otherwise noted in this proposal. Zyscovich will coordinate with Engineers and other consultants during the Design Development task.

Zyscovich will continue to coordinate with the City's MEP, Low voltage and Life Safety.

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 November 21, 2022.