

# CITY OF OAKLAND PARK

## CONTINUING PROFESSIONAL SERVICES WORK AUTHORIZATION

This Work Authorization is solely for the processing of agreements under the Consultants' Competitive Negotiation Act (CCNA) and is issued to authorize the Consultant to perform professional services for the City of Oakland Park in accordance with the terms and conditions of the Continuing Professional Services Agreement, RFQ-100323, and Resolution No. R2024-057. This Work Authorization incorporates all applicable provisions of the Agreement and establishes the specific scope of work, associated compensation, and project-specific requirements.

### PROJECT INFORMATION

PROJECT TITLE: Public Works Above Ground Fuel & DEF System Feasibility Study  
PROJECT MANAGER: Sebastian Arango  
CONSULTANT: Currie Sowards Aguila Architects  
CONSULTANT ADDRESS: 185 NE 4th Avenue, Suite 101, Delray Beach, FL 33483

### COMMISSION AUTHORIZATION (Expenditures of \$25,000 or greater require City Commission Approval)

Commission Approval Required?  Yes  No Resolution No. (if approved) \_\_\_\_\_  
Schedule Commission Date (if pending) 5/20/2026

Note: If Commission approval is required and not yet obtained, this Work Authorization shall not be deemed valid until such approval is granted.

### SCOPE OF WORK & COMPENSATION

Consultant shall perform the following professional services as directed by the City in accordance with the Agreement and this Work Authorization. The total amount or the limiting amount of the compensation is outlined below, unless additional services are authorized by the City in writing.

TASK No.	DESCRIPTION	METHOD OF COMPENSATION	AMOUNT (\$)
1	Feasibility Study	Lump Sum	\$ 24,750.00
2	Cost Estimating Phase	Lump Sum	\$ 5,224.00
3	Reimbursables	Allowance	\$ 500.00
4			
5			
6			
TOTAL COMPENSATION			\$ 30,474.00

### ACKNOWLEDGEMENT & EXECUTION

The undersigned acknowledges and agrees to comply with all requirements, conditions, and responsibilities associated with this Work Authorization, which is issued pursuant to the Continuing Professional Services Agreement (RFQ-100323) and Resolution No. R2024-057, both of which are incorporated herein by reference as if fully set forth. The Consultant agrees to perform all services in accordance with the standards and requirements established in the Agreement, this Work Authorization, and all applicable laws, codes, and regulations. No modification or amendment to this Work Authorization shall be valid unless made in writing and signed by all parties.

#### CONSULTANT:

JESS M. SOWARDS  
AUTHORIZED REPRESENTATIVE

[Signature]  
SIGNATURE

5-5-26  
DATE

#### CITY OF OAKLAND PARK APPROVAL

Brad Ostroff

[Signature]

05/06/26

DIRECTOR OF ENGINEERING & COMMUNITY DEVELOPMENT

SIGNATURE

DATE

David Hebert

CITY MANAGER

SIGNATURE

DATE

**Exhibit A**  
**Scope of Services**



*Jess M. Sowards, AIA, LEED AP, Principal*  
*José F. Jaramillo, AIA, LEED AP, Principal*

March 4, 2026

Ms. Sierra Marrero, Assistant City Manager/COO  
City of Oakland Park  
1100 Park Lane East  
Oakland Park, FL 33334

[sierra.marrero@oaklandparkfl.gov](mailto:sierra.marrero@oaklandparkfl.gov)

**Re: Oakland Park Public Works Above Ground Fuel & DEF Systems Feasibility Study**  
**Project No: 260205**

Dear Ms. Marrero:

In accordance with your request herein please find our proposal for professional services under our CCNA contract with the City of Oakland Park, executed on February 7, 2024

Below please find our proposal for services regarding the Oakland Park Public Works Complex Above Ground Fuel & DEF Systems Feasibility Study.

**I. PROJECT DESCRIPTION**

1.1 The City of Oakland Park has requested assistance in providing a feasibility study for the proposed location of a new dual unleaded/diesel fuel tank and fuel dispenser. Evaluations will include showing proposed fuel tank and dispenser locations on site and evaluating truck turning radius. The city is requiring a new fuel tank and dispenser location as their existing fuel tank/dispenser location will be demolished due to another proposed design project. The City of Oakland Park will utilize this feasibility study for future budgeting purposes and to finalize fuel tank and dispenser location. Once the city agrees on proposed fuel tank/dispenser location, CSA will provide a separate proposal for design/bid/build delivery method.

**II. SCOPE OF SERVICES**

- 2.1 Meet with city staff members to review proposed fuel tank and dispenser location options.
- 2.2 Develop site plan options showing proposed fuel tank and dispenser location
- 2.3 Coordination with fuel tank manufacturers.
- 2.4 Coordination with consultants
- 2.5 Dual unleaded/diesel fuel tanks and fuel dispenser specifications
- 2.6 Coordination with cost estimator

*Architecture, Planning, Interiors, Sustainable Design*

III. **DELIVERABLES**

3.1 Deliverables may include as requested:

- (2) Schematic site plan options and (1) site plan revision
- (2) Schematic Civil Plan options and (1) civil plan revision
- Code research
- (2) Meetings to review site plan options with city
- Electrical Site plans
- Narrative/Specifications for fuel tank and dispenser
- Narrative/Specifications for Fuel Management/Monitoring System
- Narrative/Specifications for Generator hook-up
- Narrative/Specifications for Electrical Requirements
- Cost Estimate

IV. **FEES**

Professional **fees** for the services described herein will be on a fixed fee basis as follows:

**4.1 Feasibility Study:** This phase includes bidding assistance with the City of Oakland Park. This phase is to be performed on a fixed fee amount of **Twenty-Four Thousand Seven Hundred and Fifty Dollars and No Cents (\$24,750.00)**

**4.2 Cost Estimating Phase:** This phase includes cost estimating upon completion on feasibility phase(Phase "4.1"). This phase to be performed on a fixed fee amount of **Five Thousand Two Hundred and Twenty-Four Dollars and No Cents (\$5,224.00).**

**4.3 Reimbursables:** We have a not exceed amount of **Five Hundred Dollars and No Cents (\$500.00).**

**Total Fees (Phases 4.1 through 4.3):** **\$30,474.00**

V. **SCHEDULE**

Upon receipt of Notice-To-Proceed for each task the Architect and Subconsultants will complete the services identified above with the schedule outlined:

**FEASABILITY STUDY SERVICES**

**60 DAYS**



**NOTE: Please note work cannot commence until an updated topographic and boundary survey is completed for the property.**

## **VI. DELIVERABLES**

Deliverables may include as requested:

- (2) Schematic site plan options and (1) site plan revision
- (2) Schematic Civil Plan options and (1) civil plan revision
- Code research
- (2) Meetings to review site plan options with city
- Electrical Site plans
- Narrative/Specifications for fuel tank and dispenser
- Narrative/Specifications for Fuel Management/Monitoring System
- Narrative/Specifications for Generator hook-up
- Narrative/Specifications for Electrical Requirements
- Cost Estimate

Direct project expenses (reimbursable expenses) are in addition to compensation described above and include, but are not limited to, actual expenditures made by the Architect or its consultants in the interest of the Project as follows:

- 1) Reproductions at cost plus ten (10%) percent.
- 2) In-house black and white plotting at the rate of \$1.15 per sheet
- 3) In-house color plotting at the rate of \$12.00 per sheet
- 4) Half-scale black & white copies at the rate of \$0.25
- 5) Half-scale color copies at the rate of \$1.75
- 6) Mail, shipping and courier service at cost plus ten (10%) percent.
- 7) Permit fees or agency review fees
- 8) Automobile travel at the rate of \$0.70 per mile, plus tolls if applicable.

Any change or additional services shall be invoiced at an agreed Lump Sum Fee for the work described, or in the absence of an established fee, the current fee structure shall apply. The firm's hourly rates as established in the CCNA are as follows:

1) Principal	\$225.00
2) Project Architect	\$185.00
3) Architect/Engineer/L'scape	\$165.00
4) Project Manager	\$160.00
5) Jr. Project Manager	\$135.00
6) CADD Technician	\$100.00
7) Administrative Staff	\$ 75.00



The following items are not included in the proposed fees above but may be added upon request:

- 1) Site Plan Approval
- 2) Cost Estimating
- 3) MEP Engineering
- 4) Design Development
- 5) Any off-site work.
- 6) Site Planning
- 7) Book Specifications
- 8) Landscape architecture
- 9) Structural engineering
- 10) Surveying
- 11) Programming
- 12) Design Development
- 13) Construction Documents
- 14) Construction Administration

Sincerely,

CURRIE SOWARDS AGUILA ARCHITECTS

  
Jess Sowards, AIA, LEED AP  
Principal

