

December 31, 2025

City of Cooper City
Purchasing Division
Attn.: Tyrone White, Purchasing Manager
9090 SW 50th Place
Cooper City, FL 33328

RE: Scope of Services Narrative for Design Criteria Package for New Public Safety Complex

Dear Mr White:

Scope of Services Narrative

CPZ Architects, Inc will begin by leading a comprehensive programming and site evaluation effort to establish a clear, city-approved foundation for the Public Safety Complex. Working closely with City staff, the team will conduct meetings, site visits, and facility tours to confirm design principles, operational needs, staffing, vehicles, growth projections, and special requirements for administrative, police, and fire functions. Using City-provided data and field investigations, CPZ Architects will prepare a detailed program report, spatial relationship diagrams, and growth scenarios, alongside technical reviews of zoning, utilities, geotechnical conditions, and existing structures. Conceptual site options—evaluating renovation versus new construction, access, phasing, resiliency, and infrastructure—will be developed with cost opinions and reviewed through City and Commission meetings to select a preferred direction.

Building on the selected option, CPZ Architects will guide the project through the City’s preliminary site plan approval process and prepare a comprehensive Design Criteria Package (DCP). The DCP will define all technical, aesthetic, and performance requirements for the future facility without serving as permit documents, and will include coordinated narratives and support drawings across civil, landscape, architectural, structural, geotechnical, mechanical, electrical, plumbing, and fire protection disciplines. This package will address parking and traffic, drainage and utilities, flood elevations, building code compliance, sustainability goals, public art, security and technology needs, materials and systems expectations, and anticipated permits. CPZ Architects will also provide renderings, preliminary plans and elevations, cost benchmarks, phasing recommendations, and a milestone schedule to support a successful design-build procurement.

Following completion of the DCP, CPZ Architects will support the City through cost estimating, the design-build selection process, and project delivery. This includes preparing order-of-magnitude cost estimates, assisting with pre-qualification and RFP evaluations, and comparing proposals against the established criteria and budgets. During design and construction, CPZ Architects will act as the City’s advisor, reviewing documents and submittals for compliance, coordinating approvals, evaluating changes, conducting site visits, and reporting on adherence to the DCP. At project closeout, CPZ Architects will verify final compliance, review as-built documentation, and ensure the City receives complete records and warranties, providing confidence that the finished facility fully meets the original design intent and operational needs.

Respectfully,

Joseph J Barry, AIA
President, CPZ Architects, Inc.

