



December 31, 2025

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

**RE: Proposal for Design Criteria Package for New Public Safety Complex**

Dear Mr White:

The City of Cooper City has requested our office to prepare a proposal to provide a Design Criteria Package for the development of a new Public Safety Complex.

**Project / Program Context**

1. City population 35k – project growth 38k
2. There is no community desire to grow via change to zoning to allow mid-rise development
3. Fire and Police services provide by BSO currently
  - a. Fire – sleeping quarters not adequate and does not currently accommodate female employees
  - b. EOC - City needs to incorporate an EOC in this project
4. Admin (optional) – includes Clerk, Water and Finance - may or may not be moved to this site
  - a. More admin offices are needed
  - b. New Commission Chambers (optional)
5. Site – project can’t extend south of James Dickinson Dr.
6. Basketball courts on East side of project area can be relocated
7. Create an open campus

**DCP Scope of Services:**

**Task 1 – Programing**

1. Host initial meetings with the City staff to discuss and determine design principles and elements to incorporate in the project. Assume (2) two meetings for this Task.
2. City to provide a list of all the requirements for the new Public Safety Complex – This is to include Administrative (Clerk, Water, Finance and Commission Chambers), Fire and Police
  - a. Program needs for the facility, eg. Number of spaces, types of spaces, sizes of spaces necessary to perform intended services / activities.
  - b. An organizational chart for all divisions and personnel to be housed in the new Public Safety Complex
  - c. Future anticipated growth that we are to plan for.
  - d. Listing of all City vehicles to be at this facility.
  - e. Any special requirements the new building and site need to have space for.
  - f. Complete the questionnaire provided by CPZ for each division, if applicable.
  - g. City to provide all existing building and site information: Original drawings, renovation drawings, CAD files, surveys, etc.
  - h. After this is received then CPZ will do the following:
3. Site Visit and tour the existing buildings to understand programs and facilities to be housed in the

**CPZ ARCHITECTS, INC.**



- new Public Safety Complex. Assume (2) two for this Task
4. Create a program report for review by the city. Revise as required until the final report and requirements are agreed on. The report will include proposed growth expectations that the city would like us to consider, 5 years, 10 years or other. This includes all offices, working spaces, vehicles, parking, facility amenities, etc. This will be a spreadsheet that will help determine building area and site area.
  5. Create a diagram of spatial relationships indicating areas that need to be close to each other or can be located away from each other.
  6. Follow-up virtual meeting, as necessary, for review, discussion, and revisions of the program. Assume (2) two for this Task.
  7. Commission Meetings – Assume (1) one for this Task

### **Task 2 – Site Review and Options**

1. Review existing records of site, such as existing parcels zoning designation, approved use-types, required setbacks, maximum building size based on building coverage and floor-to-area (FAR) requirements, site ingress/egress, parking regulations, etc.
2. Review documentation provided by the City, such as topographical surveys, easements, environmental reports, geotechnical and percolation tests, existing underground utilities (e.g. water, sewer, storm, electrical), environmental assessment reports, etc., as they may impact the site. This will aid in the programing phase of the project as well.
3. Provide MEP and Structural assessments of existing Police and Fire buildings.
4. Provide a full topographical survey of the site with easements and underground utility locations. This will aid in the programing phase of the project as well.
5. Utility Locates -
6. Perform site visit to identify existing civil, landscape and irrigation, electrical, and structural conditions of the site.
7. Geotechnical - Provide enough boring and test to acquire a general understanding of the site.
8. Develop two (2) conceptual site diagrams of the site
  - a. Consider renovating existing buildings vs new buildings
  - b. Site Access (vehicular and pedestrian)
    - i. Vehicular ingress/egress, parking (traffic study not included)
    - ii. Opportunities for physical connection to adjacent facilities
  - c. Existing Tree Evaluation and Mitigation
  - d. Hardening review of existing buildings
  - e. Floor Plan Drawings
  - f. Phasing Diagram (if required)
  - g. Finish Floor Elevation Review
  - h. Develop an Opinion of Construction Costs
  - i. Utility Review
  - j. Drainage Review
  - k. Zoning Review
  - l. Structural input for new building
  - m. MEP Engineering review of the new buildings.
9. Virtual meetings with City – Assume (8) four for this Task.
10. Commission Meetings – Assume (1) one for this Task

### **Task 3 – Site Plan Approval Process**

1. Prepare and hold pre-application meeting with AHJ's



2. Prepare and submit the selected option for Site Plan Approval
  - a. Package Coordination and Submission
  - b. Site Lighting
  - c. Colored Renderings and Site Plan
  - d. Site Plan Drawings
  - e. Landscape & Irrigation Drawings
  - f. Architectural Drawings
  - g. Public Art
  - h. Attendance at DRC Meetings (Allow 3)
3. Include a separate added fee if Administration Building is to be incorporated into Site Plan Approval

**Task 4 – Design Criteria Package**

2. This package will specify all items required from the entire facility. This is not a set of permit documents. It is a specifications narrative with support drawings.
3. Civil Engineering
  - a. Parking analysis to identify requirements vs existing conditions
  - b. Traffic Study will be required if Administration building moves to the site
  - c. Drainage requirements & standards
  - d. Potential connection areas to existing infrastructure; water and Sewer requirements & standards
  - e. Street Access
  - f. Easements requirements
  - g. Proposed flood elevations
  - h. Traffic flow (cars, equipment, and semi-trucks).
  - i. Parking description and accessibility requirements narrative
  - j. Identify potential areas that may need to be demolished.
  - k. Develop anticipated permits required for horizontal site improvements of the project that must be secured by the Civil Engineering firm for the project.
  - l. Permitting outline for site plan review and requirements.
4. Landscape and Irrigation
  - a. Tree Mitigation
  - b. New Landscape requirements
  - c. Irrigation System specifications
5. Architectural
  - a. Develop building aesthetic to ensure fits in with context of Cooper City – include renderings
  - b. Program requirements and adjacency matrices.
  - c. Floor plans
  - d. Building elevations
  - e. General building sections
  - f. Materials, products and finish specifications
  - g. FBC and FPPA Code Review and Classification
  - h. Public Art
  - i. Division 01 CSI specifications.
6. Structural
  - a. Structural systems narrative for buildings
  - b. Building load classification
  - c. Narrative of building code requirements



- d. Preliminary framing plans
- e. Foundation expectations
- f. Specifications of expected structural materials
- 7. Geotechnical
  - a. Provide Geotechnical borings and Geotechnical Report.
  - b. Geotechnical Report will describe minimum suggested geotechnical expectations for load bearing and percolation testing for drainage.
- 8. Mechanical Engineering
  - a. System requirements
  - b. System performance specifications
  - c. Proposed equipment locations and requirements narrative
    - i. City shall identify any desired energy saving initiatives and requirements for integration.
- 9. Electrical Engineering
  - a. System Requirements
  - b. Parking illumination requirements narrative.
  - c. System performance specifications
  - d. Generator requirements
  - e. Lighting requirements
  - f. Proposed utility equipment locations
  - g. FPL Coordination and Information, and connection points diagram / plan.
  - h. Specialty electrical requirements narrative.
  - i. Descriptions of basic technology, security, and surveillance needs, such as Wi-Fi Coverage, A/V systems, and public interface features.
  - j. City shall identify access control requirements.
- 10. Plumbing and Fire Protection Engineering
  - a. System Requirements
  - b. Equipment and fixtures descriptions or requirements
  - c. System performance specifications
  - d. Coordination of service with Civil Engineer.
- 11. Package Coordination
  - a. Proposed cost estimate and key design milestone schedule for future Design-Build Team
  - b. Recommended construction phasing
- 12. Meetings with City – Assume (4) four for this Task.
- 13. Include a separate added fee if Administration Building is to be incorporated into DCP

#### **Task 5 – Cost Estimates**

- 1. Provide Rough of Magnitude construction cost
- 2. Include a separate added fee if Administration Building is to be incorporated into Cost Estimate

#### **Task 6 – Selection Process**

- 1. Be present at the pre-proposal meeting.
- 2. Step 1 - Pre-Qualification
  - a. Respond to questions.
  - b. Review the submitted proposals.
  - c. Provide summary of qualifications.
- 3. Step 2 - RFP
  - a. Respond to questions.



- b. Review the submitted GMP proposals.
- c. Provide summary of bid review – level against CPZ (CMS) cost estimate

**Task 7 – Review of Design-Build contractor for adherence to Design Criteria Package**

1. During Design
  - a. Design review: Reviewing the detailed design documents and shop drawings submitted by the selected design-build firm to ensure they conform to the original design criteria package.
  - b. Approvals and permits: Collaborating with the city and design-build firm to coordinate approvals from applicable city staff and obtain necessary permits.
  - c. Design modifications: Providing expert consultation and advice on modifications to the original design that may become necessary.
2. During construction:
  - a. Construction oversight: Providing ongoing review and evaluation of the project's construction to ensure the work is performed in compliance with the design criteria package and contract documents.
  - b. Field consultations: Conducting site visits and providing consultation in the field to address issues that arise during construction.
  - c. Submittal review: Reviewing and evaluating shop drawings, schedules, samples, and other submittals from the design-build firm for conformance with the criteria.
  - d. Change orders: Assisting the city in evaluating and documenting potential change orders and preparing proper documentation for approval.
  - e. Compliance reporting: Informing the city of the design-build firm's compliance or non-compliance with the design criteria
3. Project Closeout:
  - a. Documentation and review: Assembling and transmitting final project documentation to the city, including operation and maintenance manuals, warranties, and as-built drawings.
  - b. Final evaluation: Evaluating the completed construction to verify compliance with all criteria and critical design features before final approval.

**CONCEPTUAL SCHEDULE**

Conceptual Schedule - Cooper City Public Safety Facility																	
	2025					2026											
Item	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Task 1 - Programming																	
Task 2 - Site Review Options																	
Task 3a - Site Plan Approval (Estimated, will depend on City process)																	
Task 3b - Conceptual ERP Permit							Pre-App				1st rnd			re-submit			
Task 4 - Design Criteria Package																	
Task 5 - Cost Estimate																	
Task 6 - Selection Process											Pre-Qual		Design-Build				
Task 7 - Review of Design-Build Contractor for adherence to DCP																	



**DELIVERABLES**

CPZ Architects shall provide the City with a Design Criteria Package to facilitate the City in soliciting for a Design Build Firm.

**COMPENSATION**

Compensation for architectural and engineering services shall be on a stipulated basis. See attached spreadsheet.

1. Reimbursable Expenses
  - a. Reproductions and Prints
  - b. Fees paid to municipalities.
2. Additional Services not included in the estimate above:
  - a. Permitting and additional information required by governing authorities not outlined above.
  - b. Preparing of full As-Built Drawings
  - c. Environmental Services, except as outlined above.
  - d. Attendance at Community Meetings and Public Hearings, except as outlined above.
3. Compensation for additional architectural/engineering Services shall be computed on a per hour basis as follows:

a. Principal Architect	\$285
b. Senior Project Manager	\$220
c. Architectural Associate	\$150
d. Technician	\$110
e. Administrative Support	\$100

We thank you for the opportunity to offer you these services. If you have any questions, please contact me at 954-792-8525.

Respectfully,

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



Cooper City DCP Public Safety Complex									
Task	CPZ Architects	Kimley Horn Civil Eng.	Kimley Horn Survey	TRC Structural	CMTA MEP	Terracon Geotech	CMS Cost Estimator	Sub-Total	
1 Programming	\$ 74,055.00	\$ 5,080.00						\$	79,135.00
2 Site Review and Options	\$ 113,155.00	\$ 8,955.00		\$ 11,460.00	\$ 14,763.00	\$ 37,900.00		\$	186,233.00
			\$ 16,250.00					\$	17,430.00
Subsurface Utility Exploration Surveying	\$ -							\$	-
Subsurface Utility Exploration Soft Digs	\$ -							\$	-
Phase I ESA	\$ 1,465.00					\$ 50,500.00		\$	51,965.00
4 Design Criteria Package	\$ 100,540.00	\$ 14,900.00		\$ 5,980.00	\$ 83,657.00			\$	205,077.00
Administration Building	\$ 41,275.00	\$ 1,160.00		\$ 5,260.00				\$	47,695.00
5 Cost Estimates	\$ 3,940.00	\$ 7,680.00					\$ 12,144.00	\$	23,764.00
6 Selection Process	\$ 22,310.00	\$ 2,640.00		\$ 4,960.00				\$	29,910.00
Sub-Total	\$ 357,920.00	\$ 40,415.00	\$ 16,250.00	\$ 27,660.00	\$ 98,420.00	\$ 88,400.00	\$ 12,144.00	\$	641,209.00
3 Site Plan Approval	\$ 77,020.00	\$ 16,340.00						\$	93,360.00
Admin Building - Add'l Traffic Study	\$ 41,275.00	\$ 4,600.00						\$	45,875.00
7 Review D-B Contractor Adherence to DCP	\$ 108,020.00							\$	108,020.00
Total	\$ 584,235.00	\$ 61,355.00	\$ 16,250.00	\$ 27,660.00	\$ 98,420.00	\$ 88,400.00	\$ 12,144.00	\$	888,464.00



*CPZ Hourly Breakdown Estimate of Hours*

Phases Description of work	CPZ Architects				
	Principal	Sr Proj Mngr	Arch Assoc 3	Arch Assoc 1	Admin
	\$ 285.00	\$ 220.00	\$ 150.00	\$ 110.00	\$ 100.00
<b>Task 1 - Programming</b>					
SUB-TOTAL	15	204	166	0	0
	\$ 4,275.00	\$ 44,880.00	\$ 24,900.00	\$ -	\$ -
					\$ 74,055.00
<b>Task 2 – Site Review and Options</b>					
SUB-TOTAL	47	298	228	0	0
	\$ 13,395.00	\$ 65,560.00	\$ 34,200.00	\$ -	\$ -
					\$ 113,155.00
SUB-TOTAL	0	4	2	0	0
Survey	\$ -	\$ 880.00	\$ 300.00	\$ -	\$ -
					\$ 1,180.00
SUB-TOTAL	0	0	0	0	0
Subsurface Utility Exploration	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -
SUB-TOTAL	0	0	0	0	0
Soft digs	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -
SUB-TOTAL	1	4	2	0	0
Phase 1 ESA	\$ 285.00	\$ 880.00	\$ 300.00	\$ -	\$ -
					\$ 1,465.00
<b>Task 3 - Site Plan Approval Process</b>					
SUB-TOTAL	8	202	202	0	0
	\$ 2,280.00	\$ 44,440.00	\$ 30,300.00	\$ -	\$ -
					\$ 77,020.00
SUB-TOTAL	15	100	100	0	0
Admin Building - Traffic Study	\$ 4,275.00	\$ 22,000.00	\$ 15,000.00	\$ -	\$ -
					\$ 41,275.00
<b>Task 4 - Design Criteria Package</b>					
SUB-TOTAL	52	226	240		0
	\$ 14,820.00	\$ 49,720.00	\$ 36,000.00	\$ -	\$ -
					\$ 100,540.00
SUB-TOTAL	15	100	100	0	0
Admin Building	\$ 4,275.00	\$ 22,000.00	\$ 15,000.00	\$ -	\$ -
					\$ 41,275.00
<b>Task 5 - Provide Contruction Cost Opinion</b>					
SUB-TOTAL	4	10	4	0	0
	\$ 1,140.00	\$ 2,200.00	\$ 600.00	\$ -	\$ -
					\$ 3,940.00
<b>Task 6 - Selection Process</b>					
SUB-TOTAL	10	68	30		0
	\$ 2,850.00	\$ 14,960.00	\$ 4,500.00	\$ -	\$ -
					\$ 22,310.00
<b>Task 7 - Review of Design Build Contractor for Adherence to DCP</b>					
	0	491	0	0	0
	\$ -	\$ 108,020.00	\$ -	\$ -	\$ -
					\$ 108,020.00
CPZ Arch Subtotal					\$ 584,235.00