MCHARRYASSOCIATES

AE FEE PROPOSAL

Date: 10.20.26

To: **Abel Palacio, CGC**
Capital Projects Coordinator

Address: **City of Cooper City**
11791 SW 49th Street
Cooper City, Florida 33330
Phone: 954.434.4300 # 103
e-mail: apalacio@coopercity.gov

Re: **Task Order 2026-01 New Utilities Operations Building**

Dear Mr. Palacio:

M. C. Harry and Associates Inc., (MCHarry) proposes to provide the services identified below for the project entitled "**New Utilities Operations Building"** pursuant to RFQ No. 2024-1-PW Continuing Professional Consulting Service Agreement with the City of Cooper City (The City) for basic architecture and engineering services, dated 04/06/25.

I. GENERAL

The new Utilities Operations building is to be located at the eastern end of SW 49th Street in Cooper City, Florida, near the existing Public Works Fleet building. This project includes the scope identified below:

II. SCOPE OF WORK

The facility will function as an administrative and operations building for approximately 22 employees, with an anticipated building life of 40—50 years and flexibility for future operational changes.

The proposed facility is approximately 11,000 square feet and includes:

- Cubicles/Space for 16 employees
- (1) 20' High Bay Door
- (2) 14' High Bay Door
- Four private offices
- Two restrooms with showers
- Five workshops
- Server room
- Four storage rooms
- Two supply rooms
- Two locker rooms with bathrooms and showers
- Two locked cage storage areas
- Combined training and conference room
- Combined kitchen and breakroom

The facility will be secure, accessible, and provide parking for up to +50 vehicles. Final square footage will be determined during programming and concept design phases.

2780 S.W. DOUGLAS ROAD, SUITE 302, MIAMI, FLORIDA 33133. VOICE 305.445.3765. FAX. 305.446.9805. AR 0014445 ARCHITECTURE . PLANNING . INTERIOR DESIGN

The following tasks described below are to be performed by the AE:

A. Task 1 – Development of Objectives

Upon acceptance of the AE fee proposal and issuance of an authorization to proceed (ATP) from the City, a visit to the facility with the City's staff will be coordinated and conducted to further assessment of the existing site which may further refine specific site requirements.

The client will provide the following: an updated boundary, and topographic survey, include a tree survey documenting existing landscaping as necessary to confirm tree locations, size, and species, an underground survey for areas on and adjacent to the site. The services of a geotechnical engineer will also be required. Four (4) soil borings and preparation of a geotechnical report is to be performed to determine the soil bearing capacity and soil percolation. If it is determined that the portion of land where the project is to be developed will require environmental consulting services to test soils and address the remediation requirements, the client is also required to secure the services of an environmental engineer to perform the services required by the environmental agencies having jurisdiction to implement a Soil Management Plan and Dust Control Plan during site redevelopment activities that will involve the onsite management of impacted soils.

The AE can assist with securing a surveyor, arborist (if need), and Geotech professional. However, the cost and risk associated with such surveys, done on behalf of the client, will be the responsibility of the client.

A scope verification report will be generated for the City's review, comment and approval to ensure the team is in one accord with the detailed scope of the project. We will also present a preliminary project development schedule which will propose a completion date for each task of the project from design through final completion of the project.

B. Task 2 – Schematic Design

Based on approval of the information gathered from Task 1, a schematic design will be created for the City's consideration. A presentation in the form of one line sketches and diagrams which include site plans, floor layout, and simple conceptual sketches/perspective renderings to help the team visualize the path the project design could take. We will create a probable construction cost estimate based on unit cost of comparable buildings to aid the City in preparing/confirming the budget requirements for this project.

The City's comments are required to help refine and guide the design. The City comments will be incorporated until the design direction is approved. The City's approval is required to move to the next task.

C. Task 3 - Design Development

Based on City's approval of a schematic design and the project's construction cost approved by the City from Task 2, we will prepare and issue Design Development documents including drawings from the relevant AE design consultants. These will include computer generated renderings sufficient to describe the approved design, site plans, floor plans, elevations, sections, building structure, building systems, and critical construction details (if required). Floor plans will include a layout showing FF&E to show program functionality. Additional presentations to other stakeholder and interest groups as may be required to garner support for the project will be performed during this task under Additional Services and funded under allowance for same. During this phase of the project the recommendations from the geotechnical report will allow us to make certain determination on type of foundation and framing for the proposed structural system(s). MCHarry will meet with all AHJ to confirm project's requirements. At this

stage, the City in conjunction with MCHarry will conduct a constructability review of the propose design of the project.

Submittal will include an updated project development schedule and an updated Statement of Probable Construction Cost in CSI Format and broken down by project elements.

D. Tasks 4 - Construction Documents

From the City-approved Design Development Documents, we will prepare Final Construction Documents. This will be submitted at 50%, 90% levels of delivery for review and approval by the City. The Construction Documents will be considered 100% when the City's comments are incorporated. These Construction Documents will comprise a fully biddable, permit-able, constructible project. Submittal will include updated project development schedule and an updated statement of probable construction cost at both the 50% and 100% CDs levels of delivery.

E. Task 5 - Dry Run Permitting

We will electronically or manually file a 50% CD set and the 100% CD permit set to process the permit dry-run through all AHJs as required. We will respond to comments from the building department for approval of building permits from the City and all other authorities having jurisdiction over the project, including Broward County's Water and Wastewater Services, and the Environmental Permitting Division at the earliest practicable time during the performance of the Work and will, at the conclusion of this Task, obtain final approvals. We will update the Statement of Probable Construction Cost and advise the City of any substantial increases in costs caused by comments during the permitting process. Upon completion of dry run permitting, two (2) full size sealed copies of the latest drawings and specifications will be provided to building department for issuance of a building permit to the City select General Contractor. We will also provide digital versions of the drawings in .pdf format. The specification additional terms and conditions shall be provided in both .pdf and .doc formats. The City will provide the AE with their front-end specification documents for inclusion in the Construction Documents for the next task for the project.

F. Task 6 - Bidding and Award of Contract

Upon obtaining all necessary approvals of the Construction Documents, from authorities having jurisdiction, acceptance by the City of the 100% Construction Documents and latest Statement of Probable Construction Cost, we will assist the City in the preparation of the bid documents and the evaluation of bids. Services include assistance in the preparation of responses to bidders' requests for information, issuance of addenda, and attendance to a 'Pre-Bid Meeting'. If required, MCHarry will also assist the City in the review of bids.

G. Task 7 - Construction Contract Administration

Construction Contract Administration will begin upon construction contract award and continue through submission of project closeout documents to the City. Services include attending the construction kick-off and bi-weekly OAC meetings, preparing meeting minutes, conducting bi-weekly site observations and inspections during key construction events, and providing field reports with monthly payment requests. We will assist the City with reviewing contractor submittals, RFIs, shop drawings, samples, change orders, and payment requisitions, and prepare required change documentation. At completion, we will issue a Substantial Completion punch list and Final Completion Inspection Report, recommending issuance of the Certificate of Final Acceptance. Fees assume nine months from NTP to substantial completion plus 30 days for final completion.

III. SUB-CONSULTANTS

The below listed sub-consultants will compose the AE Design Team to assist in the performance of the tasks outlined above.

Sub-Consultant Name	Specialty or Expertise
ACcord Engineering Inc.,	Structural Engineer
R&D Engineers Inc.,	Mechanical, Electrical, & Plumbing Engineer
Robayna and Associates	Civil Engineer
Laura Llerena & Associates	Landscape Architect

IV. SCHEDULE OF WORK – TIME OF PERFORMANCE

Task No.	Task Description	Duration	Delivery Date* *(cumulative days)*
1	Development of Objectives	30 days	ATP + 30
	City's Review	14 days	ATP + 44
2	Schematic Design	30 days	ATP + 74
	City's Review	14 days	ATP + 88
3	Design Development	60 days	ATP + 148
	City's Review	14 days	ATP + 162
4	Construction Documents	90 days	ATP + 252
	City's Review	14 days	ATP + 266
5	Dry Run Permitting	90 days	ATP + 356
	Incorporation of Building Department's Comments	30 days	ATP + 386
6	Bidding and Award of Contract	90 days	ATP + 476
	Bid Review and Awards	30 days	ATP + 506
7	Construction Contract Administration	270 days*	ATP + 776*
	Close Out Period	30 days	ATP + 806

Durations are noted in calendar days. A 14-day duration is assumed for City's review periods
** An updated schedule will be provided to the City upon issuance of NTP to the general contractor.*

V. LIST OF DELIVERABLES

Task No.	Task Description	Deliverables
1	Development of Objectives	Program Validation Report outlining scope with Conceptual Site and Space Planning Diagrams. Preliminary Project Schedule.
2	Schematic Design	Initial Code and Life Safety Analysis. One-liner Architectural Site Plan, Floor Plan, Roof Plan, Building Elevations, Building Sections, Life Safety Plans. Outline Architectural Specifications. Preliminary Opinion of Probable Cost of Construction. Updated Project Schedule.
3	Design Development	Confirmed Code and Life Safety Analysis. Developed Architectural Site Plan, Floor Plan, Roof Plan, Ceiling Plan, Building Elevations, Building Sections, Life Safety Plans, Preliminary Details and Schedules, Finishes /Color Boards. Civil, Grading, Drainage, and Utility Plans. Structural Foundation and Framing Plans. Mechanical, Electrical, Plumbing, and Fire Protection Plans. Updated Outline Specifications. Updated Opinion of Probable Cost of Construction. Updated Project Schedule.
4	Construction Documents	Final Code and Life Safety Analysis. Complete Architectural Construction Drawings. Complete Civil, Grading, Drainage, and Utility Drawings. Complete Structural Drawings. Complete Mechanical, Electrical, Plumbing, and Fire Protection Plans. Complete Specifications for all

		disciplines. Updated Opinion of Probable Cost of Construction

The above is a list of typical deliverables, projects may vary slightly depending on nuances with scope and project requirements as the design develops.

VI. COMPENSATION

The AE basic service sub-total is based on the level of effort associated with a project of this magnitude with a construction budget of $3,465,000 for a total lump sum fee of **Three Hundred Fifty-Nine Thousand, Two Hundred and Eighty-Two Dollars ($359,282).**

SUMMARY OF COMPENSATION			
Task No.	***Task Description***	***Fee Amount***	***Fee Basis***
1	Development of Objectives	$ 5,080	Lump Sum
2	Schematic Design	$ 20,319	Lump Sum
3	Design Development	$ 50,797	Lump Sum
4	Construction Documents	$101,594	Lump Sum
5	Dry Run Permitting	$ 12,699	Lump Sum
6	Bidding and Award of Contract	$ 12,699	Lump Sum
7	Construction Contract Administration	$ 50,797	Lump Sum
	SUBTOTAL – BASIC SERVICES FEES	**$253,985**	**Lump Sum**
	Civil Engineering Services	$ 50,797	Lump Sum
	Landscape Architecture	$ 27,000	Lump Sum
	Opinion of Probable Construction Cost	$ 7,000	Lump Sum
	SUBTOTAL – SUPPLEMENTAL SERVICES FEES	**$ 84,797**	**Lump Sum**
	Contingency for Additional AE Services *(authorization req'd)*	$ 20,000	Allowance
	Reimbursable *(authorization req'd)*	$ 500	Allowance
	SUBTOTAL – ALLOWANCES	**$ 20,500**	**Allowance**
	GRAND TOTAL	**$359,282**	

VII. SUPPLEMENTARY SERVICES

The following services are included in this proposal:

- Civil Engineering
- Landscape Architecture
- Opinion of Construction Cost

These services will be provided at the supplemental fee included in the fee summary above.

VIII. ADDITIONAL SERVICES

The following services are not included in the above mentioned basic and supplementary services and if requested by the City will be provided at an additional fee:

1. Any services not listed in this proposal.
2. Dedicated field representation.
3. LEED or other 'green building' certification.
4. Detailed Building Information Modeling (BIM) above level 300.
5. Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.
6. Significant services associated with securing public agency agreements.
7. Providing services made necessary by the default of the Contractor.
8. Providing services in connection with a public hearing or legal proceeding except where the Architect/Engineer is party thereto or said services are required by law.
9. Additional attendance to construction by-weekly meetings beyond the specified period listed in the Time of Performance above will be charged as an additional service at the rate as per the approved labor rates in RFQ No. 2024-1-PW PSA.

IX. ALLOWANCES

Allowances allocated for continencies additional AE services and reimbursables shown in the fee summary above require authorization from the client accompanied by explicit rational for its use. Additional services will be performed only on authorization and approval by the client.

X. DATA PROVIDED BY CITY

The following information or documents are to be provided by the City:

- City's design guidelines and standards.
- Boundary and topographic survey
- Geotechnical field and lab testing
- Sub-surface utility investigation
- Arborist services (if required)
- Traffic study (if required)

This proposal and fee schedules are based on the acceptance within thirty (30) days of the date of preparation. If not accepted within that period, we reserve the right to re-evaluate the terms and conditions contained herein. We will begin work a day after the receipt of the owner's Work Authorization.

Thank you for considering MCHarry Associates. We look forward to working with you on this project.

Submitted by: _____

Craig Aquart, AIA, NOMA, CSI, DHT
Principal
MC Harry Associates Inc

Reviewed and approval in concept
recommended by:

_____

Alex Rey, City Manager
City of Cooper City