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CITY OF Cooper City
Someplace Special

CITY COMMISSION
STAFF REPORT

DEPARTMENT: Utilities

DATE: October 27, 2026

SUBJECT: Motion to approve a Task Order number 2026-AAJJ-01 under Contract RFQ2024-1-PW with M.C. Harry and Associates, Inc. for architectural and engineering services for the proposed New Utilities Operations Building, in an amount not to exceed $359,282.00.

SUBMITTED BY: Signed by: Akin Ozaydin 88E88ECC7EF74DB... October 15, 2026

CITY MANAGER RECOMMENDATION:
The City Manager recommends that the City Commission approve Task Order AAJJ-01 under RFQ2024-1-PW with M.C. Harry and Associates, Inc., for architectural and engineering services for the proposed New Utilities Operations Building, including project programming, schematic design, design development, construction documents, permitting and bidding assistance, and construction contract administration, at a cost not to exceed $359,282.00.

BACKGROUND OF ITEM:
The City of Cooper City plans to construct a new Wastewater Treatment Plant (WWTP) to replace the existing treatment facilities and address the City's long-term wastewater treatment needs. As part of planning and developing the proposed WWTP, the City has identified a conflict between the proposed treatment facility improvements and the existing Utilities Operations Building, located within the Water Treatment Plant (WTP) and WWTP property at 11791 SW 49th Street, as illustrated in Exhibit A – Proposed Wastewater Treatment Plant Improvements.

To facilitate programming, layout, and future construction of the new WWTP, the City intends to relocate the Utilities Department staff and operations currently housed in the Utilities Operations Building to a new facility. The proposed Utilities Operations Building will be located at 11221 SW 49th Street, adjacent to the existing Public Works Fleet Building, as shown in Exhibit B – Project Location Map.

The proposed facility will accommodate some of the Department's operational functions, including offices, employee workstations, workshops, equipment storage, locker rooms, restrooms, training and conference spaces, and other support facilities necessary for daily operations.

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M.C. Harry and Associates, Inc. has submitted a proposal under the City's Continuing Professional Consulting Services Contract (RFQ2024-1-PW) for architectural and engineering services for the proposed Utilities Operations Building.

ANALYSIS:
The proposed Task Order provides the architectural and engineering services needed to design the new Utilities Operations Building and to facilitate the relocation of the Utilities Department's existing operations. As shown in Exhibit B, the existing Utilities Operations Building conflicts with the proposed WWTP improvements. Relocating these operations to the site identified in Exhibit A will allow the City to advance planning and development of the new WWTP while maintaining the Department's operational functions.

Major architectural and engineering services include:

- Project management, coordination, and programming to define the City's operational and facility requirements.
- Preparation of schematic design documents that identify the proposed building layout, site arrangement, and major building systems.
- Development of architectural and engineering designs that address the facility's functional and operational requirements.
- Preparation of construction drawings, technical specifications, and supporting documents required for permitting and competitive bidding.
- Civil engineering design for associated site improvements, utilities, drainage, and related infrastructure.
- Landscape architecture and coordination of applicable site development requirements.
- Preparation of opinions on probable construction cost during the design process.
- Coordination with applicable permitting and regulatory agencies.
- Bidding assistance, including responses to bidder questions and preparation of clarifications or addenda as needed.
- Construction contract administration, including submittal reviews, responses to requests for information, site observations, and construction closeout assistance.

The proposed scope includes basic architectural and engineering services, supplemental services, allowances for additional services, and reimbursable expenses, all subject to City authorization. The consultant's services will support the design, permitting, procurement, and construction of the proposed facility while enabling the City to continue advancing planning and development of the new WWTP.

PROCUREMENT:
On November 1, 2024, the City advertised Request for Qualifications No. RFQ2024-1-PW under full and open competition. The City opened proposals on January 24, 2025, and reviewed them for responsiveness and responsibility. The Evaluation Committee evaluated and ranked forty-five (45) proposals at the evaluation meeting on April 1, 2025. The City Commission selected and recommended thirteen (13) qualified consultants for award. On April 22, 2025, the City

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Commission approved the award of RFQ2024-1-PW for a five (5)-year term, including one (1) five (5)-year renewal option.

M.C. Harry and Associates, Inc. was selected under Contract No. RFQ2024-1-PW to provide professional consulting services. The selection for this Task Order was based on M.C. Harry and Associates, Inc.'s qualifications and experience in architectural and engineering design for municipal facilities.

Section 2-263(c) of the City's Procurement Code requires that applicable professional architectural and engineering services be procured in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes. Section 287.055(2)(g), Florida Statutes, authorizes the award of professional services under a continuing contract for individual construction projects within the applicable statutory construction-cost threshold, individual studies with professional services fees not exceeding $500,000, and work of a specified nature as provided in the continuing contract.

FISCAL IMPACT:
The proposed Task Order totals $359,282, comprising $338,782.00 for lump-sum professional design, engineering, and architectural services, $500 for reimbursable allowances, and $20,000.00 in contingency for additional architectural and engineering services billed on an hourly, not-to-exceed basis.

General Ledger Acct. Number	Budgeted Amount	Requested Amount	Remaining Amount
453-950-600000-003-MBREL	$500,000.00	$359,282.00	$140,718

ATTACHMENTS:
1. New Utilities Operations Building – Architectural and Engineering Scope of Services
2. RFQ2024-1-PW – Executed Continuing Professional Consulting Services Agreement – M.C. Harry and Associates, Inc.
3. Exhibit A – Proposed WWTP Improvements
4. Exhibit B – Project Location Map

Workflow History

User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	ATTORNEY'S OFFICE: Forward to City M…	10/15/26 02:41 PM
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	10/15/26 03:32 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	10/16/26 03:46 PM
Allen, Tedra	END WORKFLOW - APPROVED		10/16/26 04:25 PM