



November 15, 2021

Carlos Vega

Community Development Director
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33329-0910

**Subject: City Hall Expansion Programming & Feasibility Study
CMA Proposal No. P21.016.004**

Dear Mr. Vega:

Chen Moore and Associates (CMA) is grateful for the opportunity to submit the attached Proposal for Professional Services to assist you with the City Hall Expansion programming and feasibility study.

I. PROJECT BACKGROUND

City Hall is located on 9090 SW 50th Place, Cooper City, FL 33328. The City wants to expand the City Hall building by approximately 2,500 sf to provide additional office space for staff. The new expansion is anticipated along the north side and/or east side (south) of the current structure.

CMA will provide the City with an initial proposal to perform a Programming and Feasibility Study that will further define the project scope and requirements. Once the Feasibility Study is complete, CMA will provide a complete scope of services for the design of the improvements.

I. SCOPE OF SERVICES

The Feasibility Study will include evaluation of the site and building requirements and it will be developed by Chen Moore and its subconsultant CPZ Architects.

Task 1 – Preliminary Site Investigations

CMA will perform the following services:

1. Meetings with City staff as necessary to gather existing documentation, as-builts and information that pertains to the project scope.
2. Site visits to assess the site and potential site impacts, drainage and utility impacts due to expansion.
3. Review of existing available documentation, as-builts, permits and site plans on file.
4. Meeting with Planning and Zoning division to determine DRC requirements, parking requirements, regulatory process and potential variances.
5. Review City Land Development Code.
6. Meeting and/or coordination with Central Broward Water Control District (CBWCD) to determine drainage requirements due to parking lot enlargement and elimination of existing retention areas or green areas.



Task 2 – Architectural Programming and Concept Plans

CMA's subconsultant, CPZ Architects, will perform the following services:

a) Programming / Conceptual Building Plan

1. Meeting with City Staff to determine program requirements. We will help to identify project scope, e.g., number of offices, size of offices, how internal circulation / connection is made to existing building, review of existing restroom facilities for Code Compliance – Assumes 2 meetings.
2. Perform Building Codes review for proposed expansion.
3. Prepare conceptual floor plan sketches of potential expansion areas – Assumes 3 floor plans.
4. Meeting with City to review plans and obtain feedback.
5. Revise plans based on feedback from City – Assumes 1 round of revisions

b) Existing Conditions Documentation of Building Expansion Areas

1. On site verification of existing conditions / measurements of two identified expansion areas only.
2. Develop AutoCAD base plans of the two expansion areas.

c) Structural Assessment

1. Perform site visit with Structural Engineer to observe existing building. This presumes structural plans of the buildings are not available.
2. Provide written narrative on existing structure and viability of expansion to a 2nd story.

Task 3 – Feasibility Report

CMA will perform the following services:

1. Develop site exhibits to include conceptual site plan with the proposed expansion. The exhibits will show parking lot expansion based on information by Planning and Zoning.
2. Summary report with City and CBWCD regulatory requirements for the expansion of the project.
3. Report shall include concepts, recommendations and will include information from Architectural Programming.

OPTIONAL TASKS

Task 4 – Additional As-Built Documentation of Remaining Building Areas

It is understood that the City does not have CAD plans for the building, therefore, an additional fee will be provided to perform existing conditions documentation for the entire building to generate a total building floor plan. CMA's subconsultant, CPZ Architects, will perform the following services:

1. Complete on-site verification of existing conditions / measurements of entire building.
2. Develop AutoCAD floor plans of the entire building for the City's records.



The basis for the above scope of services and associated fee(s) are based on the following:

1. A report will be provided with preliminary exhibits and concepts. Design plans are not included.
2. Permitting is not included.
3. The Feasibility Study will serve as a basis to determine the design and construction requirements for the project.

Information to be provided by client

1. Copies of all relevant data, including correspondence, reports, plans, or information in its possession which may be beneficial to the work effort performed by the Consultant.
2. Any available as-built information of the existing utilities.
3. Access to the site.
4. Facilitate meetings with City departments that have jurisdiction over the project.

II. FEES

Consultant shall schedule work upon receipt of signed approval for this project as required. The total lump sum fee for this project will be divided as follows:

| <u>Task(s)</u> | <u>Task Description</u> | <u>Lump Sum Fees</u> | <u>Hourly Fees</u> | <u>Total Fees</u> |
|----------------|--|----------------------|--------------------|--------------------|
| Task 1 | Preliminary Investigations | \$5,935.00 | \$0.00 | \$5,935.00 |
| Task 2 | Architectural Programming and Concept Plans | \$22,710.00 | \$0.00 | \$22,710.00 |
| Task 3 | Feasibility Report | \$12,450.00 | \$0.00 | \$12,450.00 |
| | PROJECT TOTAL | \$41,095.00 | \$0.00 | \$41,095.00 |
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| | OPTIONAL SERVICES | | | |
| Task 4 | As-Built Documentation of Remaining Building Areas | \$9,010.00 | \$0.00 | \$9,010.00 |
| | PROJECT TOTAL WITH OPTIONAL SERVICES | \$50,105.00 | \$0.00 | \$50,105.00 |

Should you have any questions, please do not hesitate to contact me at, my cell phone at 772-361-9759 or send me an electronic message at ddavila@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
 Daniel Davila, P.E.
 Branch Manager

DED