



February 25, 2022

SENT VIA E-MAIL (ARPAManager@coopercityfl.org)

Horace McHugh
ARPA Manager
City of Cooper City
9090 SW 50th Place
Cooper City, Florida 33329-0910

**Subject: Cooper City – Police Station AC Replacement
CMA Proposal No. P22.016.010**

Dear Mr. McHugh:

Chen Moore and Associates (CMA) is grateful for the opportunity to submit the attached Proposal for Professional Services to assist you with the replacement of the HVAC equipment for the Police Station.

I. PROJECT BACKGROUND

The Broward Sheriff's Office of Cooper City is located at 10580 Sterling Road, Cooper City, FL 33026. Due to longstanding performance issues with the air handling unit (AHU-2N), the City will be replacing the Air Conditioning (AC) equipment supplying HVAC to the eastern portion of the building.

CMA will provide the City with a proposal to perform architectural, mechanical, and structural services, based on a site walk which occurred on January 6th, 2022 and the provided test and balance report that was prepared by Air Logic Inc., dated September 2016. The design scope is limited to only the items that relate to the mechanical and electrical systems associated with AHU-2N.

I. SCOPE OF SERVICES

The scope of services include mechanical and electrical design, and structural evaluation of the HVAC equipment, and will be developed by Chen Moore and its subconsultants.

Task 1 – Engineering Design Services

CMA and its subconsultants will perform the following services:

1. Create CAD base plans from pdf's provided, to be used for all disciplines during design.
 - a. Architectural: Base plans of the facility and design coordination between MEP and Structural. Confirmation of existing conditions and coordinate all communication between client and design team.
 - b. MEP: Specify a new packaged RTU that will replace the existing AHU-2N and CU-2N. The new RTU system will include the outside air that was originally designed to be supplied by outside air fan SF-OA-2N (not installed) and B2N-O/A terminal unit (does not appear to be installed). The new work is planned to be confined to Room 172 and the design effort will include all mechanical and electrical work to facilitate these revisions. This design will address many of the deficiencies noted in the test and balance report.



- c. Structural: Review structural record drawings and determine if the structure is adequate to support the new equipment or if structural roof framing components need to be strengthened to be adequate to support the additional equipment loads. Perform structural design related to new roof openings and potential strengthening of the existing roof structure around the new openings and existing roof framing components to support the new mechanical roof equipment.
2. One (1) site visit to gather information on existing conditions for the basis of proposed design.
3. Provide a 75% Construction Document set for review by all parties allowing Cooper City to review and provide feedback.
4. Provide a complete set of signed and sealed Construction Documents for permitting in accordance with the current building code. Construction Documents shall include Architectural, Mechanical, Electrical, and Structural disciplines.
5. Participation during the bidding process, including one (1) pre-bid meeting, RFI responses, bid review, and bid award assistance.
6. Review and responses to City reviewer and Building Department comments.
7. Review Submittals and RFI's, provide responses and comments as required.
8. Attend one (1) Pre-Construction meeting and attend construction observation meetings as required, for up to five (5) meetings.
9. Review and process pay applications.
10. Assist owner during project close out process.

Submittals:

1. 75% Construction Documents.
2. Permit Set of Plans and Specifications.

Task 2 – Engineering Coordination Services

CMA will perform the following services:

1. Project Management throughout all phases of design and construction.
2. Quality Control
3. Engineering coordination, as required.
4. Attend meetings with the City, as needed during design and construction.

Exclusions/Assumptions

The following items are excluded from this proposal:

1. Interior alterations due to potential structural reinforcement needs.
2. Roof screening for equipment if deemed necessary.
3. Permit Expediting unless as Additional Services.
4. No low voltage system design (Security, Internet, Cameras, etc.)
5. No Audio and Visual Design, Signage.
6. Cost Estimating not included.

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	Engineering Design Services	\$25,935.00	\$0.00	\$25,935.00
Task 2	Engineering Coordination Services	\$5,045.00	\$0.00	\$5,045.00
	PROJECT TOTAL	\$30,980.00	\$0.00	\$30,980.00

The total fees quoted in this proposal constitute a guaranteed price for the scope of services set forth herein. CMA commits that the scope of services shall be completed for the quoted price and that no change orders or additional compensation shall be requested by CMA during the performance of its duties and responsibilities pursuant to this proposal.

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.
Principal Engineer

DED