



O'Donnell Dannwolf & Partners Architects, Inc
2432 Hollywood Blvd
Hollywood FL 33020
(954) 518-0833

T.954.518.0833 F.954.518.0131

Extra Services

Proposal #: 19

Proposal Date: 07/16/2025

To: City of Hollywood
Accounts Payable, Room 119
P.O. Box 229045
Hollywood FL 33022

Project: 536
Hollywood Police Dept.

The architect agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached ☐

Ordered By:

Customer Order:

Specifications Attached ☐

Description of Work	Amount
ODP - Extended CA	218,624.00
OCI - Extended CA	47,680.00
HOK - Extended CA	80,312.00
GFY - Extended CA	21,700.00
KH - Extended CA	16,025.00
ODP - Allowance - Additional design services	50,000.00

Notes

Please see attached proposal for Extended CA.

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

434,341.00

Owner: _____

Date: _____

Architect: E. C. O'Donnell

Date: 07-16-2025

Heather Baburek Guenot, P.E.
City of Hollywood
Design & Construction Management
P.O. Box 229045
Hollywood, FL 33022-9045

Sent Via Email: hguenot@hollywoodfl.org

RE: Change Order No. 19 – Design Team - Extended CA - Months 19 to 26
New Police Headquarters
ODP Project No: 536

Dear Ms. Guenot.

ODP Architects has been requested to provide an additional services proposal to the City of Hollywood Design & Construction Management, hereinafter referred to as the “Client”, for the above-referenced project for the task listed within the body of this proposal.

Proposed Scope of Work

The proposal outlines our understanding of the project and presents the scope of services with the associated cost to perform the work for the Additional Construction Administration time.

ODP originally entered the HPD agreement in 2019, with construction scheduled to start in July 2022. ODP has 18 months of CA per contract. The updated schedule is to start construction in August 2024 and 26 months of CA. This change order is for 8 additional months with a 4% per year cost increase due to cost escalation since 2019, covers all construction administration through completion, scheduled for October 2026.

The ODP contract specifies the construction duration to be 18 months, and with these additional services, that will extend the Construction Administration (CA) through a total of 26 months.

ODP Proposed Additional Work:

Proposal for Extended Construction Administration Services

This proposal outlines the scope and terms for extending Construction Administration (CA) services beyond the originally contracted period, in response to the extended duration of construction.

Base services for 6 months with optional services for the final 2 months.

- The final two months would be paid on an hourly basis for work performed, including documentation to support the worked hours.

ODP Scope of Services

The Consultant will continue to provide the following services throughout the extended construction period:

1. Site Visits and Construction Observation

The Consultant will perform site visits at least bi-weekly, or more frequently as necessary, including attendance at all key construction milestones. These visits are intended to:

- a. Observe the progress and quality of construction.
- b. Determine, in general, whether the work is proceeding following the Contract Documents.
- c. Provide timely input and clarification as required during site activities.

2. Coordination Meetings

The Consultant will participate in coordination meetings as needed during the extended CA period. This includes:

- a. In-person attendance at critical meetings.
- b. Remote participation via video conferencing for regular updates and coordination.
- c. Documentation and follow-up on action items as required.

Limitation of Responsibilities:

Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or any other individual or entity performing or furnishing the Work. The Consultant shall not have the authority or responsibility to stop the work of any Contractor.

Overall Optional Services Allowance:

As part of the proposal, we are allocating an Optional Services Allowance of \$50,000.00. This allowance is intended to cover potential costs for any unforeseen design changes or adjustments that may arise during the extended construction phase of the project. Such changes could be prompted by site conditions, owner requests, changes in the scope of work, or Building Department comments that are beyond the contract requirements. This allowance gives flexibility to accommodate necessary modifications without impacting the overall project budget.

Compensation:

ODP Architects agrees to perform the additional service tasks described above, and the Owner agrees to pay an additional fee **not to exceed \$218,624.00** (Two hundred eighteen thousand, six hundred twenty-four dollars), which will be added to the current contract fee.

The expected hourly rates for personnel involved in this scope are included as part of this proposal for reference and billing purposes. Actual billing will be tracked and invoiced accordingly, not to exceed the stated maximum.

ODP Architects — Hourly rates for additional services:

Classification CO#19 - Extended CA per month	Hourly Rate	Hour	Estimated budget
Principal	\$250.00	2	\$500.00
Director / Project Executive	\$225.00	0	\$0.00
Law Enforcement Operational Consultant	\$250.00		\$0.00
Sr. Associate / Job Captain / Project Manager	\$200.00	88	\$17,600.00
Associate	\$175.00		\$0.00
Draftsman	\$125.00	26	\$3,250.00
Clerical	\$45.00		\$0.00
	Sub-Total Monthly		21,350.00
	4% Escalation/year (2019-2026)		5,978.00
	Total Monthly		27,328.00
	Total Extended CA		218,624.00

Other information requested and further revisions and options beyond the scope of work as described in the contract and this change order will be provided at an additional cost. The Additional Services Request herewith only includes efforts to make minor design revisions and excludes the cost of major design revisions. At the Consultant's discretion, additional minor changes may be welcome without incurring additional fees. However, if a requested revision at that point is considered by the Consultant to be significant, major, a new direction, etc., then the Consultant will discuss such with the Client, as this may incur additional fees, billed at the standard hourly rate defined in the Contract. The owner will be notified before executing any additional requests.

Sincerely,

Marbella M.R.

Marbella M. Raposo

Associate | Project Manager

O'Donnell Dannwolf & Partners Architects Inc.

2432 Hollywood Boulevard Hollywood, Florida 33020

01/29/2025

Ms. Marbella Raposo
O'Donnell Dannwolf & Partners Architects, Inc.
2432 Hollywood Boulevard
Hollywood, FL 33020

RE: Professional Service Fee Proposal – Additional Services Fee Request
MEPF Engineering for Additional CA services
Hollywood Police Station, Hollywood, FL

Dear Marbella:

The original contract was for 18 months. The new construction schedule is now extended to 26 months. Add is for a total of 8 more months.

CA to include but not limited to RFI's, submittals, meetings, site visits and closeout documents. This extension will take OCI through to the end of the project, close out documents, punch list and commissioning.

Our fee for Additional CA services will be \$38,800.00, (See monthly man hour break down attached).

CA services \$4850.00 x 8 = \$47,680.00

If you find this proposal acceptable, please return to us one signed copy so we can schedule this project. Should you have any question, please do not hesitate to give us a call.

Accepted by:
OCI Associates, Inc.



Randy Stewart
Principal

Accepted by:
O'Donnell Dannwolf & Partners

Signature

Name (Print)

Date



January 28, 2025

Edward O'Donnell
ODP Architecture and Design
2432 Hollywood Boulevard
Hollywood, Florida 33020

RE: Additional Service Request 08 - Revision 2
Extended Construction Administration Support Services
Hollywood Police Headquarters

Dear Mr. O'Donnell,

Per our discussions with the ODP team and the City of Hollywood, we are pleased to submit the following proposal for extended Construction Administration (CA) support services. Currently, the HOK team is contracted to provide 18 months of CA services, and this proposal increases the period of performance for these services by 8 months. Upon acceptance of this proposal, HOK would be contracted to provide CA services for a total of 26 months, which coincides with the current construction schedule. This proposal outlines the assumptions and services HOK will provide to complete this scope of work.

Additional Service Description:

The City of Hollywood Police Department has requested the HOK team perform 8 months of additional CA services in support of the Hollywood Police Department Headquarters project. The extension of the following services is included in this proposal:

- Attend virtual construction meeting required by the pace and progress of the construction.
- HOK assumes that assistance with or review of additional RFIs or submittals will not be required during the extended construction period. If additional assistance or review is required by the City or ODP Teams, additional services and fee may be required.
- In-Person Travel for the HOK Architecture and Landscape Teams at two points during construction. In addition, HOK will complete observation reports associated with these visits:
 - Trip #1: **Mid-Point of Construction, or at a Select Progress Point**, to observe construction progress. Travel to visit the CM-selected plant nursery to select plants for the Landscape Team is included in this travel.
 - Trip #2: **Substantial Completion** to complete building and site walk-throughs for punch list activities.
 - It is assumed that travel expenses, such as lodging, airfare, etc., will be reimbursable by the City as per the prime contract. This proposal only includes the fee associated with the time needed to travel and complete the site visits.



Hollywood Police Headquarters Add Service Request 08 – Revision 2
Extended Construction Administration Support Services
January 28, 2025

Schedule:

Upon Notice-To-Proceed (NTP) for these services, the CA services currently under scope will be extended by 8 months for a total CA Phase duration of 26 months.

Fee:

Refer to Attachment A for specific tasks, contract rates, and time for personnel associated with these additional services. The HOK team will complete and proceed with the additional services described in this proposal for the following lump sum fee:

ADDITIONAL CA SERVICES FEE	
Architecture	\$52,216
Interior Design	\$7,160
Landscape	\$11,696
Sustainability	\$8,120
Graphics/Signage	\$1,120
Total Additional CA Fee	\$80,312

We continue to work closely with you to make this project a success. Please do not hesitate to contact me if you have any questions or comments regarding this.

On behalf of HOK,

Eric Zeldis

Eric.Zeldis@hok.com

Canal House, 3223 Grace Street NW | Washington, DC 20007 USA

Attachments:

- Attachment A - HOK Extended CA Support Services Fee Proposal

Discipline		Architecture			Interiors		Landscape		Sustainability		Signage/ Graphics	
Title		Principal	Senior Proj Designer	Project Manager	Director of Interior Design	Interior Designer	Sr. Landscape Arch	Landscape Architect	Sustainability Leader (Specialist Rate)	Sustainability Specialist	Senior Graphic Designer	Comments
		Robert Karamitsos	Yuntaek Hyun	Eric Zeldis	Nita Tuvesson	Jenna Lenz	Xingye Pan	Cecilia Huang	Erin Ezell	Kendall Turner	Jeffrey Wotowiec	
Contract Rate		\$ 250.00	\$ 197.00	\$ 197.00	\$ 250.00	\$ 129.00	\$ 197.00	\$ 140.00	\$ 145.00	\$ 145.00	\$ 140.00	
Extended CA Services Tasks												
Project Oversight/Contract Administration		4		8								
Internal Team Progress Meetings (Virtual)		24	12	4	4	32	4	8	4	32	4	Internal meetings discussing RFIs/Submittals, Coordination, etc. Assumes (1) per (1) weeks; (1) hour in length per meeting.
CA OAC Progress Meetings (Virtual)		24	12	4	4	8	4	8	4	16	4	Virtual meeting with Owner, Contractor, ODP to discuss construction issues, RFIs, and submittals. Assumes (1) per (1) week; (1) hour in length per meeting.
CA Progress Travel/Nursery Travel (In-Person Travel)		24	24	24	0	0	16	0	0	0	0	Assumes (2-3) day trip to review construction progress and visit nursury to select plants (Landscape)
Progress Travel Observation Report		8	8	4	0	0	4	0	0	0	0	Documenting progress travel, what was observed on site, and nursery visit.
Punchlist Travel (In-Person Travel)		16	16	0	0	0	16	0	0	0	0	Assumes (2) day trip
Punchlist		8	8	4	0	0	4	0	0	0	0	Preparing punchlist notes, photographs; transmitting to ODP
Extended CA Services Tasks Hours		108	80	48	8	40	48	16	8	48	8	
Extended CA Services Tasks Cost		\$ 27,000.00	\$ 15,760.00	\$ 9,456.00	\$ 2,000.00	\$ 5,160.00	\$ 9,456.00	\$ 2,240.00	\$ 1,160.00	\$ 6,960.00	\$ 1,120.00	

Architecture:	\$ 52,216.00
Interiors:	\$ 7,160.00
Landscape:	\$ 11,696.00
Sustainability:	\$ 8,120.00
Signage/Graphics:	\$ 1,120.00

TOTAL: \$ 80,312.00



Additional Services Authorization

ARCHITECTURE | CIVIL ENGINEERING | ECOLOGY | GIS | LANDSCAPE ARCHITECTURE | PLANNING | SURVEYING | SUBSURFACE UTILITY ENGINEERING
August 21, 2024

Project Name: Hollywood Police Headquarters & Parking Garage
Project Number: 23003500TT
Client: ODP Architects

1. GFY is hereby authorized to perform the following additional services as related to the above project:
Extension of structural engineering support during Construction Administration period from 18 months to 26 months.
2. The estimated fee for the above Additional Service(s) is: \$21,700
3. The additional service(s) are required for the following reasons: Means and methods modification requested by Moss (contractor)

The above work cannot be initiated until this form has been signed and returned by the Client.

The above work is subject to the terms and conditions of our agreement executed for this project on:
11/20/2023

Authorized by Client as Owner or Authorized Representative of the Owner:

Authorized Signature: _____

Name: Edward A O'Donnell

Title: Vice President

Date: 8/21/2024

Distribution:

(X) Client
() Accounting

(X) Project File
(X) Principal in Charge



Marbella Raposo <mraposo@odparchitects.com>

RE: Preliminary city comments on additional services proposals

1 message

Diaz, Daniel <ddiaz@georgefyoung.com>

Thu, Oct 17, 2024 at 2:07 PM

To: Marbella Raposo <mraposo@odparchitects.com>

Cc: Carlos Echeverria <cecheverria@odparchitects.com>, Zahraa Tuama <ztuama@odparchitects.com>

Marbella,

Understood. Please see below split and let me know if this will suffice. Thanks for your help with this hiccup.

ASA 3 Fee: \$21,700

Proposed split of time needed over 3 months:

Principal Engineer @ \$235/hr	----- 4 hours -----	\$940
Structural PM @ \$160/hr	-----23.5 hours-----	\$3,760
Structural I @ \$125/hr	----- 136 hours -----	\$17,000
Total	-----	\$21,700

**Daniel Diaz, PE**

Vice President Engineering/Structural

Phone: (813) 223-1747 ext 2250

AMENDMENT NUMBER 3 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

This is Amendment number 3 dated November 22, 2024 to the agreement between **O'Donnell Dannwolf & Partners Architects, Inc.** ("Client") and **Kimley-Horn and Associates, Inc.** ("Consultant") dated January 15, 2020 ("the Agreement") concerning the police headquarters development known as Hollywood Police Headquarters to be located at 3250 Hollywood Boulevard, in the City of Hollywood (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Project Understanding

The original scope of services for the proposed Police Headquarters included an anticipated 18-months construction schedule with defined construction phase services as set forth in the original agreement. The current expected construction schedule has increased from 18 to 26 months due to the increased scope of work. This Amendment scope is for the additional construction phase services associated with the additional duration of construction. The Consultant shall perform the following Additional Services:

Task 9.10 – Additional Site Visit and Observation of Construction

Consultant will provide additional on-site construction observation services during the construction phase. Consultant will make an additional five (5) site visits (which shall be inclusive of all site visits outlined in this amendment). Additional site construction observations requested by Client can be provided as additional services. Such visits and observations by consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress.

Task 9.11 – Additional Clarifications and Interpretations

Consultant will respond to additional reasonable and appropriate Contractor requests for information due to 90 and 100% plan differences and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by Client.

Task 9.12 – Additional Change Orders Review

Consultant may recommend additional Change Orders to Client and will review and make recommendations related to Change Orders submitted or proposed by the Contractor If requested by the Client.

Task 9.13 – Additional Inspections and Test

Consultant will observe construction of off-site improvements as required by the applicable agencies for certification of completion as follows:

- a) Conduct one (1) site visit observe tap of reclaim water system.
- b) Conduct two (2) site visits to observe construction of off-site paving, base and subgrade (including sidewalks and curbs) as required by the City of Hollywood and Broward County.
- c) Review record drawings of off-site improvements as required for certification to applicable agencies. Record drawing information will be provided by the Contractor's registered Florida Surveyor during and after completion of construction.
- d) Prepare final certification and requests for release to place utility systems into service to the applicable agencies for off-site improvements.

Limitation of Responsibilities: Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Consultant shall not have the authority or responsibility to stop the work of any Contractor.

Fee and Expenses

Kimley-Horn will perform the services in **Task 9.10 to 9.13** for the total lump sum labor fee below, exclusive of expenses. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client. Please refer to **Exhibit 1** for Hourly Rates from the original agreement, and **Exhibit 2** for Staff Hour Estimate for each task listed below.

Task 9.10	Additional Site Visit and Observation of Construction	\$3,700
Task 9.11	Additional Clarifications and Interpretations	\$5,175
Task 9.12	Additional Change Orders	\$2,175
Task 9.13	Additional Inspections and Test	\$4,975
Total Estimated Labor Fee		\$16,025

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

CLIENT:
O'Donnell Dannwolf & Partners
Architects, Inc.

CONSULTANT:
Kimley-Horn and Associates, Inc.

By: _____

By:  _____
Stefano Viola

Title: _____

Title: Vice President

Date: _____

Date: November 22, 2024

Exhibit 1: KHA Hourly Rates from Original Agreement

Kimley Horn -

Classification	Rate
Support Staff / Clerical	\$93.00
Senior Support Staff	\$140.00
CADD Technician	\$115.00
Senior CADD Technician	\$180.00
Analyst	\$180.00
Professional	\$200.00
Senior Professional	\$235.00
Principal	\$250.00

Exhibit 2: Staff Hour Estimate per Task

PROJECT: Hollywood PD - Amendment #3									
CLIENT: City of Hollywood									
ESTIMATOR: Stefano Viola & Sebastian Vittorino									
DESCRIPTION:	DIRECT LABOR (MAN-HOURS)								
	Principal	Senior Professional	Professional	Analyst	CADD Tech	Field Representative	Administrative/ Clerk	Expenses	Line Total
Construction Phase Services (CPS) - Amendment 3									
Task 9.10: Additional Site Visit and Observation of Construction			5	15					\$3,700.00
Task 9.11: Additional Clarifications and Interpretations		5	20						\$5,175.00
Task 9.12: Additional Change Orders		5	5						\$2,175.00
Task 9.13: Additional Inspections and Test		5	10	10					\$4,975.00
TOTAL HOURS	0	15	40	25	0	0	0	\$0.00	
LABOR (\$/HOUR)	250.00	235.00	200.00	180.00	115.00	180.00	93.00		
SUBTOTAL	\$0.00	\$3,525.00	\$8,000.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
PAGE TOTAL	\$16,025.00								\$16,025.00