

# additional services authorization



1147 NE 7TH AVENUE,  
FORT LAUDERDALE, FL  
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<b>Date</b>	Jan 5, 2024	<b>Project</b>	Art and Culture Center/Hollywood Arts Education Expansion
<b>To</b>	Elisa (Alex) Iglesias EIGLESIAS@hollywoodfl.org Architectural Support Services Manager Design and Construction Management 2207 Raleigh Street Hollywood, FL 33020 Office: 954-921-3927 Cell: 786-382-1065	<b>Project No.</b>	01924.0
		<b>Via</b>	Email
<b>From</b>	Jeffrey Huber	<b>Subject</b>	Add Serv. for GMP Drawing Revisions and Cost Escalation for Construction Administration

<b>Requested By:</b>	City of Hollywood	<b>Add Service Date:</b>	Jan 5, 2024
<b>Request Date:</b>	Jan 5, 2024	<b>Add Service Project No.:</b>	01924.4
<b>Action Required :</b>	Approval	<b>Original Project No. :</b>	01924.0

<b>Additional:</b>	\$35,063.00	<b>Schedule Status:</b>	Pending Approval
<b>Fee Basis:</b>	Lump Sum		

## Scope of Work

1	<p>Drawing changes requested by the City of Hollywood addressing comments and to value engineer (VE) the design and revise the scope of the Construction Documents for Architectural, Landscape Architectural, Structural and MEP. Revisions consist of revision/removal of scope and updated details and schedules as required. This includes, but is not limited to revision of construction documents and engineering calculations.</p> <p>Brooks + Scarpa will coordinate and direct consultants in order to provide an updated drawing package to be "Issued for Construction" and for Building Permit.</p> <p>Brooks + Scarpa - \$17,500.00  MCE Structural Consultants - \$2,975.00  Hammond &amp; Associates Consulting Engineers - \$3,500.00  KEITH Landscape - \$3,580.00  <u>Brooks + Scarpa 15% x (\$10,055.00) Consultant Coordination Fee - \$1,508.00</u></p>
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	<p>TOTAL DRAWING REVISIONS ADDITIONAL SERVICES - \$29,063.00</p> <p>In addition to the above request, a total of \$6,000.00 is added to the original Construction Administration fee to cover market escalations. This is equal to a total of 16% increase of the original \$37,500.00 CA fee and brings the new CA fee total to \$43,500.00 and will be reflected in project billing upon commencement of the CA phase.</p> <p>TOTAL CONSTRUCTION ADMINISTRATION ADDITIONAL SERVICES - \$6,000.00</p> <p><b>TOTAL COMBINED - \$35,063.00</b></p>
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**Terms and Conditions**

Professional services for this additional service will follow and be bound by the original contract which is hereby incorporated by reference unless specifically modified by the additional service.

Brooks + Scarpa Architects, Inc.

City of Hollywood, Department of Design and Construction Management

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

## CONTRACT ADDENDUM

January 4, 2024

Mr. Jeffrey Huber  
BROOKS + SCARPA  
808 East Las Olas Boulevard, Suite 101  
Fort. Lauderdale. FL 33301  
Phone: 904-540-9135  
E-mail: huber@brooksscarpa.com

Project Name: City of Hollywood Cultural  
Arts Center  
Project Location: City of Hollywood  
KEITH Project Number: 10842.00  
Contract Addendum: 2  
Project Manager: Chris Phillips

### DESCRIPTION OF ADDITIONAL SERVICES

#### **Task 706 VE Landscape Architecture Construction Documents**

Per email from Brooks + Scarpa on December 19<sup>th</sup>, 2023, KEITH has been requested to revise the Landscape Architectural Construction Documents to Value Engineer (VE) the project. KEITH will coordinate the project consultant team and revise the Landscape Architectural Construction Documents as directed by Brooks + Scarpa in order to provide an updated drawing package to be 'Issued for Construction' and for Building Permit.

##### **Deliverables**

1. Revised 'Issued for Construction' Construction Documents Package to include revisions to:
  - a.) Hardscape & Layout Plan – Material type and layout.
  - b.) Hardscape Details – Modify limestone oolite bench to cast-in-place, update paving pattern detail.
  - c.) Landscape Plan
  - d.) Tree Disposition Plan – if required
  - e.) Irrigation Plans and Details

*NOTE: This task includes one (1) drawing "Issued for Construction (IFC)" or Building Permit package as outlined above. If additional revisions are required as a result of city, CLIENT and/or Design Team changes, a contract addendum will be submitted to the CLIENT.*

#### **Task 802 Additional Construction Administration**

Due to continued civil engineering revisions (4, four revisions) as directed by Brooks + Scarpa and the City of Hollywood after the completion the Construction Documents in October of 2019, KEITH has exhausted the fee for Task 801, Construction Administration. KEITH requests additional Construction Administration services as follows in a continuation of Task 801:

1. Construction Observation for Certification
2. Shop Drawing Reviews
3. Periodic Site Visits and Construction Observation
4. Issue Clarifications
5. Meetings and Conference calls
6. As-builts Review
7. Final Inspections
8. Final Certifications

**OMITTED**

### SCHEDULE

Task 706	VE Landscape Architecture Construction Documents	3 Weeks
<del>Task 802</del>	<del>Additional Construction Administration</del>	<del>6 Months</del>

### COMPENSATION

Task 706	VE Landscape Architecture Construction Documents	\$ 3,580 (Lump Sum)
<del>Task 802</del>	<del>Additional Construction Administration</del>	<del>\$ 9,200 (Lump Sum)</del>

**Total Fee** ~~\$12,780~~ + reimbursables  
**\$ 3,580**

The CLIENT is required to execute this Addendum and return it to the CONSULTANT prior to commencement of the additional services described herein. All items, terms, and conditions of the original Agreement (as amended to include the scope defined herein) remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT  
KEITH

As to CLIENT  
BROOKS + SCARPA

\_\_\_\_\_  
Paul Weinberg, PLA, ASLA  
Executive Vice President  
DATED: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
DATED: \_\_\_\_\_





# HAMMOND & ASSOCIATES

## CONSULTING ENGINEERS

499 NW 70<sup>th</sup> Avenue Suite 201 Plantation, FL 33317 • 954-327-7111 • [hammondengineers.com](http://hammondengineers.com)

To: Mr. Jeffrey Huber, FAIA, ASLA, NCARB, LEED AP  
BROOKS + SCARPA

From: Stephen Farquharson  
Hammond Engineering, Inc.

Subject: Hollywood Arts & Cultural Center – Add Service – MEP Fee Proposal

Date: January 5, 2024

We are pleased to provide Engineering Services for Hollywood Arts & Cultural Center – VE Changes Add Services to include the following:

- Removal of Electrical power and lighting scope in the existing building.
- Removal of Fire Alarm scope in the existing building.
- Update details and schedules as required.

All work provided under Mechanical, Electrical, and Plumbing shall also include the following:

- a) The engineering calculations & construction documents shall be signed and sealed by a Professional Licensed Engineer
- b) Make all review submittals as required by the Prime Contract.
- c) Attend review meetings and incorporate review comments.
- d) Obtain all approvals, permits, etc., from applicable Federal, State and Local agencies having jurisdiction for the construction of the project.

Our fee to provide the design services for **Hollywood Arts & Cultural Center – VE Changes Add Services** is summarized below.

Design Fee Schedule	
VE Submittal Revision	\$3,500
Total	\$3,500

December 28, 2023

Mr. Jeffrey Huber, FAIA, ASLA, NCARB, LEEDap  
Brooks + Scarpa  
1147 NE 7<sup>th</sup> Avenue  
Fort Lauderdale, FL 33304

RE: Art & Culture Center (Additional Services)  
1650 Harrison St, Hollywood, FL 33020

Dear Mr. Huber:

Master Consulting Engineers, Inc. (MCE) was requested to value engineer (VE) the design and revise the scope of the structural drawings for the Art & Culture Center in Hollywood, Florida.

MCE Additional Services Description:

Based on the information provided, the following is MCE's understanding and assumptions of the required additional tasks for this project:

- a) The project is revising the scope from the design to value engineer the building.
- b) The tasks included in this value engineering process are the reduction of required allowances in materials, removal of details from drawings, revising engineering for new openings on the existing building, and addressing other comments on the drawings.

This additional work requires MCE to spend time in engineering and drafting that was not in our original budget, therefore we have estimated an additional fee in the amount of **\$2,975.00** for this additional work. Please see Appendix "A" for an hourly breakdown of the fee.

Should you be in agreement with this proposal, please signify by signing in the space provided below and return a copy to our office for our files.

Very truly yours,

**Master Consulting Engineers, Inc.**



Carolyn Vega-González  
South Florida Principal

Accepted by \_\_\_\_\_

\_\_\_\_\_ Title



## APPENDIX "A"

Task	Principal		Senior Project Engineer		Project Engineer		Structural CAD Technician		Line Item cost	Sub-total by Task
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate		
		\$225.00		\$125.00		\$105.00		\$85.00		

**Project: Art & Culture Center (Additional Services)**

Task 1 - VE Revision										
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Sub-total
1	Revise notes and delete details of the removed scope items from the VE process.	1	\$ 225.00	0	\$ -	2	\$ 210.00	2	\$ 170.00	\$605.00
2	Revise engineering and details for the new wall opening on the existing building.	1	\$ 225.00	0	\$ -	4	\$ 420.00	6	\$ 510.00	\$1,155.00
3	Coordinate drafting and adjust drawings per review comments.	1	\$ 225.00	0	\$ -	4	\$ 420.00	6	\$ 510.00	\$1,155.00
			\$ -		\$ -		\$ -		\$ -	\$0.00
										<b>\$2,915.00</b>

Engineering fee		\$2,915.00
Estimated Expenses, printing, delivery		\$59.76
Total Fee		<b>\$2,974.76</b>

Structural Engineering | Threshold Inspections | Forensic Engineering