

# Exhibit A

November 5, 2019



*McClaren, Wilson & Lawrie, Inc.*

8705 North Central Avenue

Phoenix, Arizona 85020

602.331.4141

Mr. Luis Lopez  
City Engineer  
City of Hollywood  
Department of Development Services  
PO Box 229045  
Hollywood, FL 33020-9045

Re: POL 19-012  
Professional Services Agreement  
Not-To-Exceed Scope and Fee  
Police Headquarters Architectural / Engineering  
Programming Concept Design & Technical Support

Dear Mr. Lopez,

McClaren, Wilson, and Lawrie, Inc. (MWL) appreciates this opportunity to be of service to the City of Hollywood.

We have prepared the following documents.

As requested, we have included:

- Exhibit A: MWL's Hourly charge rate
- Exhibit B: MWL's Certificate of Insurance  
(With Hollywood named as an additional insured).
- Exhibit C: Proof of licensure
- Exhibit D: MWL's scope and fee

With the approval of this not-to-exceed scope and fee proposal and a corresponding Agreement MWL stands ready to provide programming and technical advisory support for Hollywood's new Police Headquarters.

For 2.01A Phase I – Programming and Concept Design we have prepared a workplan with two tasks:

**Phase I**  
**Task 1: Space Needs Assessment. / Programming**  
**Task 2: Concept Design**

*Architects and Planners*

[www.mwlarchitects.com](http://www.mwlarchitects.com)

Arizona Illinois Virginia

## **2.01 A**

### **Phase I Task I**

#### **Space Needs Assessment (Programming)**

The following assumptions have been made in preparing this scope.

In Task 1 MWL will work closely with the City to discern short and long-term space and site needs.

Understanding that the nature of the site is very sensitive and that siting activities must fully understand and plan to carefully balance the present and future specialized needs of the Hollywood Police Department while protecting the future commercial value afforded and its value as a treasured community asset.

In Task I MWL's programming effort includes time and corresponding travel expenses to visit comparable recently completed police facilities accompanied by key members of the Hollywood City team. This benchmark effort will help PD staff in visualizing some of the newest concepts in law enforcement facility planning and design that we believe may prove valuable in Hollywood.

Our scope assumes that our programming efforts will include analysis of physical plan implications of re-centralization of key functions and any building implications of some potentially rapidly growing units (such as educational resource officers).

Our work will include:

- Requesting and review of relevant planning and operational data from the police department.
- A benchmark tour of a recently completed comparable police facility.
- Preparing and reviewing staff questionnaires.
- Assisting in public forums to solicit input on facility needs.
- Conducting on-site interviews with staff and a follow-up round of interviews.
- Presentation of the draft space needs.
- Addressing City questions regarding the draft.
- Issuance of a finale program document.

Our deliverable does not include determination of space / site needs for a dedicated Emergency Operations Center (EOC). Our scope does include determination of space / site needs for a fusion / real time crime center, drone port and computer crimes lab.

Our work effort does not include work to define, price and/or specify radio / dispatch equipment and radio tower needs for emergency communications. Normally these services are performed directly to you by your on-going radio services provider or providers (such as Harris or Motorola).

Our scope does not include space and site determination for non-Hollywood staff (such as regional task forces or non-police agencies) that could utilize space in the building. Any of these items that the City deems merit further study may be added, at an additional cost to this scope, if they are authorized in writing by the City.

Our deliverable for Task 1 will be a detailed space program. It will include an executive summary, space / site needs spreadsheets, adjacency diagrams, general building and site designer guidelines, and illustrations of the space standards used in the process.

MWL's not-to-exceed labor fee for Task I is \$121,070

In addition to our labor fee we anticipate \$11,215 will be required in direct cost reimbursable travel related expenses for Phase I, Task 1.

## **2.01 A**

### **Phase I Task 2**

#### **Concept Design**

In Phase I Task 2 MWL will prepare conceptual level floor and site plans based on the square footage and site data defined in Phase I Task 1.

MWL will commence Task 2 by conducting our 2-day police facility planning seminar. This is the current version of the program we presented on behalf of the International Association of Chiefs of Police (IACP) for nearly three decades.

We recommend that key members of the Police Department and City team participate in the entire seminar with other staffers participating just in the portions of the program that address their unique areas. We also welcome participation by members of the Architect of Record team.

Concept floor and site plan deliverables will be developed with sufficient detail to determine / illustrate:

- The optimum number of buildings required (potentially a main police station plus a support building).
- Potential options regarding parking (specifically the amount of surface versus secure structured parking).

- How key adjacencies defined in the building program are to be addressed site specific.
- Potential stacking options can be leveraged in the design.
- Sample building sections

MWL's Concept Design scope does not include development of building elevations or aesthetic treatments. We believe that effort should be the responsibility of your Architect of Record. We will offer consultation as requested associated with building cladding and fenestration relative to security issues.

After the concept floor and site plans are developed and approved, MWL will develop preliminary room data / criteria sheets. The room data / criteria sheets will be limited primarily to architectural issues.

All issues associated with special needs for mechanical, electrical and plumbing systems will be identified only to alert the Architect of Record's MEPS engineering team (mechanical engineer, electrical engineer, plumbing engineer and structural engineer) of issues they will need to investigate and address in the final design of the project.

Our scope does not include any costing effort of our concept design.

MWL's not-to-exceed labor fee for Phase I, Task 2 is \$67,810.

In addition to our labor fee \$14,400 will be required in reimbursable travel related expenses for Phase I, Task 2.

## **2.01 B**

### **Phase II**

### **Design Development**

The Design Development documents will be prepared by the Architect of Records.

During Design Development McClaren, Wilson & Lawrie, Inc. shall serve as Technical Advisor and resource to the Owner.

McClaren, Wilson & Lawrie, Inc. services during Design Development shall serve as resource to Owner. Services in this phase include assisting in Owners review as follows:

- Assure developing design conforms with room data sheets.
- Review of A/E's security plan
- Participate in one on-site DD progress meeting.
- Participate in 3 web-based progress meetings.
- Assist a/e in selection of specialty equipment items.

- Assist Owner in review of A/E specifications of specialties.
- Assist Owner in review of DD set.

MWL's not-to-exceed labor fee for Phase II Design Development is \$25,170.

In addition to our labor fee \$1,360 will be required in reimbursable travel related expenses for Phase II.

## **2.01 C**

### **Phase III**

### **Bidding & Construction**

The Construction Documents will be prepared by the Architect of Record.

During Construction Documents McClaren, Wilson & Lawrie, Inc. shall serve as Technical Advisor and resource to the Owner.

MWL services in this phase include assisting Owner in answering technical questions from a/e team. Assist Owner in final review prior to bidding.

MWL's not-to-exceed labor fee for Phase III Construction Documents is \$10,040.

There are no reimbursable travel related expenses anticipated for Phase III.

## **2.01 D**

### **Phase IV**

### **Administration of the Construction Contract**

### **Bidding and Construction**

During Bidding and Construction McClaren, Wilson & Lawrie, Inc. shall serve as Technical Advisor and resource to the Owner.

MWL services in this phase include assisting Owner answering technical questions from a/e team as required; Examples include:

- Assisting Owner if substitution requests are made by the contractor for specialty products.
- Assist Owner with Submittal reviews and RFI's of technical items.
- Assist Owner with one on-site construction observation and during the punchlist.

MWL's not-to-exceed labor fee for Phase IV Bidding and Construction is \$20,250.

In addition to our not-to-exceed labor fee \$2,720 will be required in reimbursable travel related expenses for Phase IV.

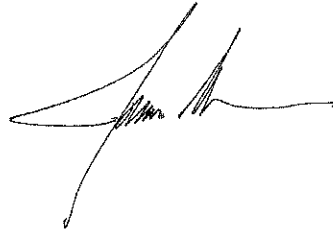
Staffing:

I will personally lead MWL's efforts in this project. A senior staff member (Leo McGill) will assist me in the field and in the office.

McClaren, Wilson, and Lawrie, Inc. takes great pride in the opportunity to provide consulting services to the City of Hollywood on this important project.

Please call if there are items that I need to revise or clarify.

Sincerely,

A handwritten signature in black ink, appearing to read 'James McClaren', with a stylized flourish extending to the right.

James Lewis McClaren, AIA, OAA, NCARB  
Senior Principal: McClaren, Wilson and Lawrie, Inc.

McClaren Wilson & Lawrie, Inc.

Exhibit D - Scope / Fee. November 5, 2019

City of Hollywood Florida Police Headquarters - Project Definition / Design - Owner's Advisor

	HOURS			TOTAL	Venue
	SR. PRINC McClaren	SR. ARCHT McGill	ARCH TECH Salazar / Spencer		
Consulting Architects - MWL					
Phase 1 - Programming (Space Needs Assessment) and Conceptual Design					
Phase 1 - Task 1: Space Needs Assessment (60 Days)					
The Consultant shall confer with representatives of the Dir. of Dept. of Dev. Services to establish the Program, consisting of a detailed listing of all functions, scope of work, inventory of existing conditions, project vision, requirements and goals, project limits and uses together with each assignable space, image, theme and design vocabulary.					
Kick-off meeting	2	2	4	8	WEB
Project set-up (files, scheduling, set goals / milestones etc.)	2	2	0	4	OFC
Assemble data request (current org chart, staff authorizations, fleet data, management studies, demographic data, specific plans etc.)	0	2	0	2	OFC
Review research data	1	6	0	7	OFC
Prepare detailed staff questionnaires	1	8	0	9	OFC
Review returned / completed q'aires.	1	8	0	9	OFC
Prepare program square footage template	1	8	0	9	
Schedule on-site interviews	1	4	0	5	OFC
Input data into square footage template	1	12	0	13	OFC
On-site staff interviews	40	40	0	80	Trip 1
• Tour existing Hollywood facilities					
• Conduct post questionnaire city / pd staff interviews					
Tour comparable facilities (locations tbd)	24	0	0	24	Trip 2
Prepare material for first community outreach meeting	16	4	4	24	OFC
Conduct follow-up staff / pd interviews	24	24	0	48	
Prepare for and conduct first community outreach meeting to familiarize community on process	32	16	16	64	Trip 3
Document community meeting take-aways	8	2	0	10	OFC
Prepare document narratives	60	80	32	172	OFC
• Cover art					
• Cover letter					
• Exec. summary					
• Goals and methodology					
• Adjacency diagrams					
• Space standards					
Assemble the draft space needs assessment document	24	40	24	88	OFC
Prepare draft presentation	16	4	0	20	OFC
Present draft space needs assessment to City	24	24	0	48	Trip 4
Respond to questions	16	8	0	24	OFC
Refine program from draft to final	8	12	0	20	OFC
TOTAL HOURS	302	306	80	688	
AVERAGED HOURLY RATE	\$220	\$155	\$90	\$176	
SUBTOTAL NOT-TO-EXCEED LABOR SERVICES COST		\$47,430	\$7,200	\$121,070	



**Plus Anticipated Reimbursable Travel Expenses (to be submitted at direct cost)**

Airfare (NS Economy 14 day advance purchase)	\$ 3,850
Hotels (Hampton Inn: Gov. Contractor Rate)	\$ 2,970
Rental Car	\$ 1,875
Per Diem (Meals)	\$ 770
Printing / Misc office	\$ 1,000
Airport Parking / Couriers Etc.	\$ 750
	<b>\$ 11,215</b>

**Phase 1 - Programming (Space Needs Assessment) and Conceptual Design****Phase 1 - Task 2: Concept Design (60-90 Days)**

The Consultant shall prepare and present, for approval by the City, a concept design report, comprising concept floor and site design studies, including an identification of special requirements affecting the Project as defined: "The Concept Design Studies shall consist of conceptual site and floor plans, section etc. as required by the Project Manager and shall show the scale and relationship of the parts and the design concept as a whole".

Kick-off meeting to organize team and set schedule	2	2	4	8	WEB
Prepare 2-3 initial site and building stacking options.	40	32	40	112	
<b>Concept Design Workshop #1</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>80</b>	
• Conduct 2-day police facility planning seminar					Trip #5
• Review 2-3 initial site and building stacking options					
Finalize preferred site / stack option	40	8	40	88	OFC
Assist with second community outreach meeting to illustrate project to date and solicit input on preferred siting	16	0	0	16	Trip 6
Prepare outline specifications for recommended police specialties	1	24	0	25	OFC
Prepare preliminary room data sheets for initial pricing of specialty areas. MWL will prepare room data to identify special needs for finishes, specialty systems (example: suicide res. sprinkler heads, interview rooms data etc.), specialty security equipment and other recommendations.	8	40	0	48	OFC
Assist in (Architect of Record's) phase-end on-site SD presentation	24	0	0	24	OFC / Trip 7
TOTAL HOURS	171	146	84	401	
AVERAGED HOURLY RATE	\$220	\$155	\$90	<b>\$169</b>	
SUBTOTAL NOT-TO-EXCEED LABOR SERVICES COST	\$37,620	\$22,630	\$7,560	<b>\$67,810</b>	

**Plus Anticipated Reimbursable Travel Expenses (to be submitted at direct cost)**

Airfare (NS Economy 14 day advance purchase)	\$ 3,300
Hotels (Hampton Inn: Gov. Contractor Rate)	\$ 3,960
Rental Car	\$ 2,250
Per Diem (Meals)	\$ 990
Printing / Misc office	\$ 3,000
Airport Parking / Couriers Etc.	\$ 900
	<b>\$ 14,400</b>



**2.01 B Phase 2 - DD Design Development**

The Consultant shall serve as resource to Owner. Services in this phase include assisting in Owners review as follows: 1. Assure developing design conforms with room data sheets. 2. Review of A/E's security plan. 3. Participate in one on-site DD progress meeting. 4. Participate in 3 web based progress meetings. 5. Assist a/e in selection of specialty equipment items. 6. Assist Owner in review of A/E specifications of specialties. 7. Assist Owner in review of DD set.

Assist Owner in review for conformance with room data sheets.	4	24	0	28	OFC
Review A/E plans of specialized areas: lab, 911, real time crime center, evidence & bag tag, armory, interview, drone port etc.	4	32	0	36	OFC
Assist Owner in review of A/E security plan: location of cameras, door access devices, duress alarms, evidence overtemp alarms, intrusion alarms, interview room recording devices.	16	8	0	24	OFC
Assist Owner by participating in on-site progress meeting to review progress of DD documents.	16	0	0	16	Trip #7
Assist Owner in answering questions posed by a/e team - as final refinement of the plan occurs.	8	0	0	8	OFC
Assist Owner in review of a/e team specs (specialties) Review of staff lockers, specialty equipment, ballistic specialties and glazing, k-rated bollards, evidence equipment and lab equipment.	1	12	4	17	OFC
Participate in (3) web based design progress meetings.	6	6	0	12	WEB
TOTAL HOURS	55	82	4	141	
AVERAGED HOURLY RATE	\$220	\$155	\$90	\$179	
SUBTOTAL NOT-TO-EXCEED LABOR SERVICES COST	\$12,100	\$12,710	\$360	\$25,170	

**Plus Anticipated Reimbursable Travel Expenses (to be submitted at direct cost)**

Airfare (NS Economy 14 day advance purchase)	\$ 550
Hotels (Hampton Inn: Gov. Contractor Rate)	\$ 330
Rental Car	\$ 225
Per Diem (Meals)	\$ 165
Airport Parking / Couriers Etc.	\$ 90
	<b>\$ 1,360</b>

### 2.01 Phase 2 - CD Construction Documents

The Consultant shall serve as resource to Owner. Services in this phase include assisting Owner in answering technical questions from a/e team. Assist Owner in final review prior to bidding.

Assist Owner with a/e questions regarding technical equipment and detailing.	1	8	4	13	OFC
Team internet coordination meetings (2)	4	4	0	8	WEB
Red-line review of progress documents	8	32	0	40	OFC
TOTAL HOURS	13	44	4	61	
AVERAGED HOURLY RATE	\$220	\$155	\$90	\$165	
SUBTOTAL NOT-TO-EXCEED LABOR SERVICES COST	\$2,860	\$6,820	\$360	\$10,040	

### Phase 3 - Bidding & Construction

#### Bid Out

Assist Owner w/review of substitution requests / answer bidder questions	4	6	0	10	OFC
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#### Construction

Assist Owner in responses to contractor's field information requests (2 Mo X 14 Months)	1	24	0	25	OFC
Assist Owner in review of developer team submittal's on items police specifically items.	1	24	0	25	OFC
Assist Owner in monitoring constr progress: 1 site visit prior to installation of gypsum board.	24	0	0	24	Trip #8
Participate w/Owner in punch list: participation limited to one (1) punchlist	24	0	0	24	Trip #9
TOTAL HOURS	54	54	0	108	
AVERAGED HOURLY RATE	\$220	\$155	\$90	\$188	
SUBTOTAL NOT-TO-EXCEED LABOR SERVICES COST	\$11,880	\$8,370	\$0	\$20,250	

#### Plus Anticipated Reimbursable Travel Expenses (to be submitted at direct cost)

Airfare (NS Economy 14 day advance purchase)	\$550	\$ 1,100
Hotels (Hampton Inn: Gov. Contractor Rate)	\$165	\$ 660
Rental Car	\$75	\$ 450
Per Diem (Meals)	\$55	\$ 330
Airport Parking / Couriers Etc.	\$30	\$ 180
		<b>\$ 2,720</b>

Total Services	Labor	Expenses	Total
PHASE I			
• TASK 1 Program / Space Needs Assessment	\$121,070	\$11,215	\$132,285
• TASK 2 Concept Design	\$67,810	\$14,400	\$82,210
PHASE 2 Design Development			
• Design Development	\$25,170	\$1,360	\$26,530
• Construction Documents	\$10,040	\$0	\$10,040
PHASE 3			
• Bidding and Construction	\$20,250	\$2,720	\$22,970
Total Proposed Services:	<b>\$244,340</b>	<b>\$29,695</b>	<b>\$274,035</b>

Notes:

1. All travel requires 14-day advance notice. If City is unable to provide such notice, resulting in higher than anticipated travel related costs, the consultant will be entitled to compensation for the additional travel costs incurred.
2. This fee does not include additional studies such as survey, utility locates, geotechnical / subsurface investigations, traffic studies, value engineering studies etc.
3. Consultant assumes in the fee above that our work effort is based on sequentially identifying space needs, preparing conceptual level site and floor plans and then conducting a pricing study to establish a corresponding budget. If the City instead has a specific building or site size and / or target project budget the Consultant must design to, we can work instead to prioritize the best design options to address the predetermined budget and building size. The above fee assumes that direction of which option the City prefers will be provided to the Consultant before the project commences.
4. Consultant assumes the Concept Design effort does not include building elevation studies or determination of building aesthetics. Our effort will be limited to establishing recommendations for size, position and mass of the building. Elevations and building and aesthetic design will be established by, and remain the full responsibility of, the Architect of Record. We reserve the right to note where aesthetic decisions may result in a compromise to security or function

Abbreviations:

Architect of Record = design architect and their engineering team, a/e = design architect and their engineering team, MWL = McClaren Wilson & Lawrie, NTE = Not to Exceed, OFC = office, SF = square feet, tbd = to be determined, ve = value engineering