



R.2019-272

**CITY OF HOLLYWOOD**  
**DEPARTMENT OF DESIGN AND CONSTRUCTION MANAGEMENT**

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410

**CONSULTANT'S AUTHORIZATION TO PROCEED**

To: Brooks and Scarpa Date: 10/30/2019

Facility Name: Arts and Culture Center Project No.: DCM-19-001214

Project Name: Arts and Culture Center Educational Facility ATP Sequence Number: 1  
Resolution No. R-2019-272

You are hereby authorized to proceed with the following services:



**Basic Services: Phase I & 2 Site Planning, ATLA Survey, Geotech, Schematic Design**



**Additional Services:**

See attached schedule dated:

Payment for these services shall be:



**Lump Sum**



**Actual Cost of Applications**

**AUTHORIZED DESIGN VALUE**

**CONSULTANT'S ESTIMATED COST**

Construction Budget:		\$ 1,900,000
Scope Increase:		
Total Construction Budget:		1,900,000

**BASIC SERVICES**

**ADDITIONAL SERVICES**

**TOTAL**

Total Estimated Fees:	\$	250,000		\$	250,000
Fee Authorized Through This ATP	\$	71,920	\$	\$	71,920
Less Fee Previously Authorized	\$	0	\$	\$	0
Fee Authorized This ATP: (Not to Exceed)	\$	71,920	\$	\$	71,920

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:

Submitted:  
Name:

Luis Lopez, P.E., Assistant Director, Department of Design & Construction Management 10/30/19

Recommended:

Armando Linares, Director, Department of Design & Construction Management 10/30/2019

Douglas R. Gonzales, City Attorney

Approved:

Josh Levy, Mayor

**Distribution:**

- 1 Original to Consultant (See Note Below)
- 1 Original to Project File
- 1 Original to City Clerk

Accepted:

Consultant

Note to Consultant: Please Sign All Originals and Return to the Department of Design and Construction Management



# DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

## CONSULTANT'S AUTHORIZATION TO PROCEED

To:	Brooks +Scarpa Architects, Inc.	Date:	5/5/2020
Facility Name:	Department of Design and Construction Management	Project No.:	DCM-19-001214
Project Name:	Art and Culture Center / Hollywood	ATP Sequence Number:	2
		Resolution No.	R-2019-272
You are hereby authorized to proceed with the following services:			
<input checked="" type="checkbox"/>	Basic Services: Design Development		
<input type="checkbox"/>	Additional Services		

Payment for these services shall be: ☒ Lump Sum ☐ See attached proposal dated:

### AUTHORIZED DESIGN VALUE CONSULTANT'S ESTIMATED COST

Construction Budget:		\$1,500,000
Scope Increase:		
Total Construction Budget:		\$1,500,000

BASIC SERVICES		ADDITIONAL SERVICES		TOTAL	
Total Estimated Fees:	\$ 250,000			\$ 250,000	
Fee Authorized Through This ATP	\$ 23,080	\$		\$ 23,080	
Less Fee Previously Authorized	\$ 71,920	\$		\$ 71,920	
Fee Authorized This ATP: (Not to Exceed)	\$ 23,080	\$		\$ 23,080	

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:

Submitted: 5/20/20  
Name: Luis Lopez, P.E., Assistant Director, Department of Design & Construction Management

Recommended: 5/27/2020  
Armando Linares, Director, Department of Design & Construction Management

Approved: Cintya Ramos  
Cintya Ramos  
Director of Financial Services

Approved: Dr. Wazir Ishmael, City Manager

Distribution:  
1 Original to Consultant (See Note Below)  
1 Original to Design Project File  
cc: Senior Acct.

Accepted: PRINCIPAL, BROOKS + SCARPA  
Consultant

Note to Consultant: Please Sign All Originals and Return to the Department of Design & Construction Management

Account No. 333.309901.57200.563010.001193.000.000

ATTEST:

Patricia A. Cerny  
Patricia A. Cerny, MMC  
City Clerk

Revised Mar. 2013



# DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

## CONSULTANT'S AUTHORIZATION TO PROCEED

<b>To:</b>	Brooks + Scarpa Architects, Inc.	<b>Date:</b>	12/02/2020
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM-19-001214
<b>Project Name:</b>	Art and Culture Center/ Hollywood	<b>ATP Sequence Number:</b>	3
		<b>Resolution No.</b>	R-2019-272
<b>You are hereby authorized to proceed with the following services:</b>			
<input type="checkbox"/>	Basic Services:		
<input checked="" type="checkbox"/>	Additional Services		

Payment for these services shall be: ☒ Lump Sum ☒ See attached proposal dated: 12/2/20

### AUTHORIZED DESIGN VALUE

### CONSULTANT'S ESTIMATED COST

Construction Budget:		
Scope Increase:		
Total Construction Budget:		

	BASIC SERVICES	ADDITIONAL SERVICES	TOTAL
Estimated Fees:	\$ 250,000	\$ 25,350	\$ 275,350
Fee Authorized Through This ATP	\$	\$ 25,350	\$ 25,350
Less Fee Previously Authorized	\$ 95,000	\$	\$ 95,000
Fee Authorized This ATP: (Not to Exceed)	\$	\$ 25,350	\$ 120,350

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:

Submitted: [Signature] 12/14/20  
Name: Luis Lopez, P.E., Assistant Director  
Department of Design & Construction Management

Recommended: [Signature] 12/14/20  
Jose Cortes, Director  
Department of Design & Construction Management

Approved: [Signature]  
MELISSA CRUZ, David Keller  
Director of Financial Services

Approved: [Signature]  
Dr. Wazir Ahmael, City Manager

Distribution:  
1 Original to Consultant (See Note Below)  
1 Original to Design Project File  
cc: Senior Acct.

Accepted: [Signature] PRINCIPAL, BROOKS + SCARPA  
Consultant

Note to Consultant: Please Sign All Originals and Return to the Department of Design & Construction Management

Print No. 333.309901.57200.563010.001214.000.000





# DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

## CONSULTANT'S AUTHORIZATION TO PROCEED

<b>To:</b>	Brooks + Scarpa Architects , Inc	<b>Date:</b>	02/03/2021
<b>Facility Name:</b>	Design and Construction Management Department	<b>Project No.:</b>	DCM-19-001214
<b>Project Name:</b>	Arts and Culture Center / Hollywood	<b>ATP Sequence Number:</b>	4
		<b>Resolution No.</b>	R-2019-272
<b>You are hereby authorized to proceed with the following services:</b>			
<input checked="" type="checkbox"/>	<b>Basic Services: Construction Documents</b>		
<input type="checkbox"/>	<b>Additional Services</b>		

Payment for these services shall be: ☒ Lump Sum ☐ See attached proposal dated:

### AUTHORIZED DESIGN VALUE

### CONSULTANT'S ESTIMATED COST

Construction Budget:		\$	1,900,000
Scope Increase:			
Total Construction Budget:			1,900,000

	BASIC SERVICES	ADDITIONAL SERVICES	TOTAL
Total Estimated Fees:	\$ 250,000	\$ 25,350	\$ 275,350
Fee Authorized Through This ATP	\$ 112,500	\$ 0	\$ 112,500
Less Fee Previously Authorized	\$ 95,000	\$ 25,350	\$ 120,350
Total Fee Authorized to date including this ATP	\$ 207,500	\$ 25,350	\$ 232,850

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:

Submitted:  
Name:

*Luis Lopez*

2.8.21

Luis Lopez, P.E., Assistant Director,  
Department of Design & Construction Management

Recommended:

*Jose Cortes*

2/8/2021

Jose Cortes, Director  
Department of Design & Construction Management

Approved:

*Melissa Cruz*

Melissa Cruz  
Director of Financial Services

Approved:

*Josh Levy*

Josh Levy  
Mayor

### Distribution:

1 Original to Consultant (See Note Below)  
1 Original to Design Project File  
cc: Senior Acct.

Accepted:

*Jeffrey Huber*

Jeffrey Huber, AIA  
Brooks + Scarpa Architects, Inc.

Consultant

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

Account No. 333.309901.57200.563010.001214.000.000



**DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

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Phone (954) 921-3410 Fax (954) 921-3405

**CONSULTANT'S AUTHORIZATION TO PROCEED**

<b>To:</b>	Brooks + Scarpa Architects, Inc.	<b>Date:</b>	12/15/2021
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM 19-001214
<b>Project Name:</b>	Art and Culture Center/ Hollywood	<b>ATP Sequence Number:</b>	5
		<b>Resolution No.</b>	R-2019-272
<b>You are hereby authorized to proceed with the following services:</b>			
<input type="checkbox"/>	<b>Basic Services:</b>		
<input checked="" type="checkbox"/>	<b>Additional Services - Structural Engineering Services Additional Scope of Work</b>		

Payment for these services shall be: ☒ Lump Sum ☒ See attached proposal dated: October 13, 2021

**AUTHORIZED DESIGN VALUE**

**CONSULTANT'S ESTIMATED COST**

<b>Construction Budget:</b>		\$
<b>Scope Increase:</b>		
<b>Total Construction Budget:</b>		

**BASIC SERVICES**

**ADDITIONAL SERVICES**

**TOTAL**

<b>Total Estimated Fees:</b>	\$	250,000	\$	28,800	\$	278,800
<b>Fee Authorized Through This ATP</b>	\$	0.00	\$	3,450	\$	3,450
<b>Less Fee Previously Authorized</b>	\$	207,500	\$	25,350	\$	232,850
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	207,500	\$	28,800	\$	236,300

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:**

**Submitted:**

**Name:**

DocuSigned by:

*Nicole Heran*  
A826C6A82CE2429...

**Nicole Heran, Deputy Director**

**Department of Design & Construction Management**

**Recommended:**

DocuSigned by:

*Jose Cortes*  
C069F87040BD40B...

**Jose Cortes, Director**

**Department of Design & Construction Management**

**Approved:**

DocuSigned by:

*David E. Keller*  
06308F098721496...

**Douglas R. Gonzales**  
City Attorney

**Approved:**

DocuSigned by:

*Wazir Ishmael*  
5F048EA2A14D446...

**Dr. Wazir Ishmael, City Manager**

**Distribution:**

1 Original to Consultant (See Note Below)

1 Original to Design Project File

cc: Senior Acct.

**Accepted:**

**Jeffrey E. Huber, FAIA, ASLA**  
Principal, Brooks + Scarpa

**Consultant**

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

**Account No. 333.309901.57200.563010.001214.000.000**



# DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

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Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

## CONSULTANT'S AUTHORIZATION TO PROCEED

<b>To:</b>	Brooks + Scarpa Architects, Inc.	<b>Date:</b>	6/13/2023
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM 19-001214
<b>Project Name:</b>	Art and Culture Center / Hollywood	<b>ATP Sequence Number:</b>	6
		<b>Resolution No.</b>	R 2019-272
<b>You are hereby authorized to proceed with the following services:</b>			
<input checked="" type="checkbox"/>	<b>Basic Services: Bidding Phase</b> In accordance with executed Continuing Services Agreement with Brooks & Scarpa Architects, Inc. dated August 5, 2019 pursuant to Resolution No. <b>R-2019-272</b> and based upon Brooks + Scarpa Architects, Inc proposal, for subject project, dated July 23, 2019.		
<input type="checkbox"/>	<b>Additional Services:</b>		

Payment for these services shall be: ☐ Lump Sum ☒ See attached proposal dated: 8/5/2019

### AUTHORIZED DESIGN VALUE

### CONSULTANT'S ESTIMATED COST

<b>Construction Budget:</b>		
<b>Scope Increase:</b>		
<b>Total Construction Budget:</b>		

### BASIC SERVICES

### ADDITIONAL SERVICES

### TOTAL

<b>Total Estimated Fees:</b>	\$	250,000	\$	28,800	\$	278,800
<b>Fee Authorized Through This ATP</b>	\$	5,000	\$	0.00	\$	5,000
<b>Less Fee Previously Authorized</b>	\$	207,500	\$	28,800	\$	236,300
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	212,500	\$	28,800	\$	241,300

APPROVED AS TO FORM

Submitted:

Name:

Nicole Heran, Deputy Director  
Department of Design & Construction Management

Douglas R. Gonzales  
City Attorney

Recommended:

Jose Cortes, Director  
Department of Design & Construction Management

Approved:

David E. Keller  
Director of Financial Services

Approved:

Josh Levy, Mayor

### Distribution:

- 1 Original to Consultant (See Note Below)
- 1 Original to Design Project File
- cc: Senior Acct.

Accepted:

Jeffrey Huber, FAIA  
Brooks + Scarpa Architects, Inc.

Consultant

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

**Account No.** 333.309901.57200.563010.001214.000.000



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Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

**CONSULTANT'S AUTHORIZATION TO PROCEED**

<b>To:</b>	Brooks + Scarpa Architects, Inc	<b>Date:</b>	2/12/2024
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM 19-001214
<b>Project Name:</b>	Art and Culture Center / Hollywood	<b>ATP Sequence Number:</b>	7
		<b>Resolution No.</b>	R 2019 272 & R 2024 083
<b>You are hereby authorized to proceed with the following services:</b>			
<input checked="" type="checkbox"/>	<b>Basic Services:</b> Construction Administration Phase		
<input checked="" type="checkbox"/>	<b>Additional Services:</b> In accordance with executed Continuing Services Agreement with Brooks and Scarpa Architects, Inc. dated August 5, 2019 pursuant to Resolution No. <b>R-2019-272</b> and based upon Consultant's proposal, for subject project, dated January 5, 2024.		

Payment for these services shall be: ☐ Lump Sum ☒ See attached proposal dated: 01/05/2024

**AUTHORIZED DESIGN VALUE**

**CONSULTANT'S ESTIMATED COST**

<b>Construction Budget:</b>		
<b>Scope Increase:</b>		
<b>Total Construction Budget:</b>		

**BASIC SERVICES**

**ADDITIONAL SERVICES**

**TOTAL**

<b>Total Estimated Fees:</b>	\$	<b>250,000</b>	\$	<b>63,863</b>	\$	<b>313,863</b>
<b>Fee Authorized Through This ATP</b>	\$	<b>37,500</b>	\$	<b>35,063</b>	\$	<b>72,563</b>
<b>Less Fee Previously Authorized</b>	\$	<b>212,500</b>	\$	<b>28,800</b>	\$	<b>241,300</b>
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	<b>250,000</b>	\$	<b>63,863</b>	\$	<b>313,863</b>

**APPROVED AS TO FORM**

**Submitted:**

**Name:**

Nicole Heran, Deputy Director  
Department of Design & Construction Management

Douglas R. Gonzales  
City Attorney

**Recommended:**

Jose Cortes, Director  
Department of Design & Construction Management

**Approved:**

Stephanie P. Rinaldi  
David E. Rinaldi  
Director of Financial Services

**Approved:**

Josh Levy, Mayor

**Distribution:**

1 Original to Consultant (See Note Below)  
1 Original to Design Project File  
cc: Senior Acct.

**Accepted:**

Jeffrey Huber, Principal  
Brooks + Scarpa Architects, Inc.

**Consultant**

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

**Account No.** 333.309901.57200.563010.001214.000.000



**DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

**CONSULTANT'S AUTHORIZATION TO PROCEED**

<b>To:</b>	Brooks + Scarpa Architects, Inc	<b>Date:</b>	6/04/2024
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM 19-001214
<b>Project Name:</b>	Art and Culture Center / Hollywood	<b>ATP Sequence Number:</b>	8
		<b>Resolution No.</b>	R 2019 272
<b>You are hereby authorized to proceed with the following services:</b>			
<input type="checkbox"/>	<b>Basic Services:</b>		
<input checked="" type="checkbox"/>	<b>Additional Services:</b> In accordance with executed Continuing Services Agreement with Brooks and Scarpa Architects, Inc. dated August 5, 2019 pursuant to Resolution No. <b>R-2019-272</b> and based upon Consultant's proposal, for subject project, dated June 04,2024.		

Payment for these services shall be: ☐ Lump Sum ☒ See attached proposal dated: 06/04/2024

**AUTHORIZED DESIGN VALUE**

**CONSULTANT'S ESTIMATED COST**

<b>Construction Budget:</b>		
<b>Scope Increase:</b>		
<b>Total Construction Budget:</b>		

	<b>BASIC SERVICES</b>		<b>ADDITIONAL SERVICES</b>		<b>TOTAL</b>	
<b>Total Estimated Fees:</b>	\$	250,000	\$	78,863.00	\$	328,863.00
<b>Fee Authorized Through This ATP</b>	\$	0.00	\$	15,000.00	\$	15,000.00
<b>Less Fee Previously Authorized</b>	\$	0.00	\$	63,863.00	\$	63,863.00
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	250,000	\$	78,863.00	\$	328,863.00

**APPROVED AS TO FORM**

**Submitted:**

**Name:**

**Nicole Heran, Deputy Director**  
 Department of Design & Construction Management

**Douglas R. Gonzales**  
 City Attorney

**Recommended:**

**Jose Cortes, Director**  
 Department of Design & Construction Management

**Approved:**

**Stephanie Tinsley**  
 Director of Financial Services

**Approved:**

**Josh Levy, Mayor**

**Distribution:**

1 Original to Consultant (See Note Below)  
1 Original to Design Project File  
cc: Senior Acct.

**Accepted:**

**Jeff Huber 06/05/2024**

**Consultant**

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

**Account No.** 333.309901.57200.563010.001214.000.000





# DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

## CONSULTANT'S AUTHORIZATION TO PROCEED

<b>To:</b>	Brooks + Scarpa Architects, Inc	<b>Date:</b>	12/5/2024
<b>Facility Name:</b>	Department of Design and Construction Management	<b>Project No.:</b>	DCM-19-001214
<b>Project Name:</b>	Arts & Culture Center	<b>ATP Sequence Number:</b>	9
		<b>Resolution No.</b>	R-2024-263
<b>You are hereby authorized to proceed with the following services:</b>			
<input checked="" type="checkbox"/>	<b>Basic Services:</b> In accordance with the executed Continuing Services Agreement with <b>Brooks + Scarpa Architects, Inc.</b> , dated <b>November 13th, 2024</b> , pursuant to <b>Resolution No. R-2024-263</b> . The existing contract balance being transferred to the new agreement is comprised of Construction Administration under Basic Services, Additional Services 3 and 4 previously approved through ATP 7 and 8 from previous CSA agreement that expired August 5, 2024.		
<input type="checkbox"/>	<b>Additional Services:</b>		

Payment for these services shall be: ☐ Lump Sum ☒ See attached proposal dated: 12/5/2024

### AUTHORIZED DESIGN VALUE

### CONSULTANT'S ESTIMATED COST

<b>Construction Budget:</b>		\$	
<b>Scope Increase:</b>			
<b>Total Construction Budget:</b>			

### BASIC SERVICES

### ADDITIONAL SERVICES

### TOTAL

<b>Total Estimated Fees:</b>	\$	23,945.92	\$	0.00	\$	23,945.92
<b>Fee Authorized Through This ATP</b>	\$	23,945.92	\$	0.00	\$	23,945.92
<b>Less Fee Previously Authorized</b>	\$	0.00	\$	0.00	\$	0.00
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	23,945.92	\$	0.00	\$	23,945.92

### APPROVED AS TO FORM

### Submitted:

Name:

DocuSigned by:

Nicole Heran

AS26C6A06CE3429

Nicole Heran, Deputy Director

Department of Design & Construction Management

DocuSigned by:

Douglas R. Gonzales

31020A9047F142A

Douglas R. Gonzales  
City Attorney

### Recommended:

DocuSigned by:

Jose Cortes

C089F87A40BD40B...

Jose Cortes, Director

Department of Design & Construction Management

### Approved:

DocuSigned by:

Stephanie Tinsley

A62888D179E834E3

Stephanie Tinsley  
Director of Financial Services

### Approved:

DocuSigned by:

Josh Levy

E3E0786F0A34FA

Josh Levy, Mayor

### Distribution:

1 Original to Consultant (See Note Below)

1 Original to Design Project File

cc: Senior Acct.

### Accepted:

Jeffrey Huber, Principal,  
Brooks + Scarpa Architects, Inc.

Consultant

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

**Account No.** 333.309901.57200.563010.001214.000.000, 333.309801.57200.560003.001214.000.000,  
111.309801.57200.563030.001214.000.000, 111.309801.57200.563010.001214.000.000,  
334.179901.51900.563010.001592.000.000, 337.309901.57200.563010.001214.000.000,



**DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

2207 Raleigh Street

Hollywood, FL 33020

Phone (954) 921-3410 Fax (954) 921-3405

**CONSULTANT'S AUTHORIZATION TO PROCEED**

166.668602.55200.563010.001214.000.000