



January 20, 2020

Mr. Luis Lopez
Assistant Director of Design and Construction
City of Hollywood, Florida
Department of Development Services
Architecture, Engineering & Mobility Division
2600 Hollywood Blvd Room 308
Hollywood, FL 33020

RE: Professional Architectural and Engineering Services for the City of Hollywood FL Police Headquarters

Dear Mr. Lopez,

The ODP/HOK team is pleased to provide the following lump sum fee proposal for architectural and engineering services for the new City of Hollywood Police Headquarters. We have provided our understanding of the scope of work and estimated construction cost of the facility which form the basis of our associated fees and professional services disciplines necessary to design, document and administer the construction for this very important project for the City.

We have provided comments related to the draft Agreement to align with more current terminology and acknowledgement of the standard of care associated with our services which we are hopeful can be resolved soon.

To provide context to the design approach ODP/HOK has included a Scope of Work and proposed Design Services Schedule whose timeline aligns with the City's draft schedule provided to our team at our October 10, 2019 meeting. While the project initiation date has adjusted, the timeline associated with each task and phase of work has remained as previously presented. The schedule outlines the time periods for various phases of the design team activities, which includes City of Hollywood review periods for the various submissions and presentations to various committees and stakeholders.

Our services are identified as Basic Services corresponding to the architectural, structural engineering, and MEP/FP engineering services and Additional Project Specific Services corresponding to the specialty disciplines necessary to complete the design services for this special facility.

The ODP/HOK Lump Sum Fee Proposal Summary of professional fees/services necessary for this project is summarized as follows:

| | |
|--|----------------|
| Basic Services (Arch/Structural/MEPFP) | \$2,752,900.00 |
| Additional Project Specific Services | \$1,078,600.00 |
| Total | \$3,831,500.00 |

Reimbursable Expenses Allowances have been tabulated in the attached spreadsheet and are in addition to the professional fee outlined above

The tasks identified in our scope of services and schedule fall under the broad tasks/phases commonly associated with our work efforts and deliverables such as concepts; schematic design; design development; 50% construction documents, 100% construction documents, and construction administration. Our fees have been apportioned to the efforts associated with these tasks/phases and are representative of the level of effort for each phase of work.

We look forward to reviewing this proposal with you, finalizing our Agreement, and beginning our project initiation and program verification efforts for this important project.

Sincerely,



Edward A. O'Donnell, AIA

Vice President, AR93533

O'Donnell Dannwolf and Partners Architects, Inc.

Hollywood Police Headquarters Scope of Work – Revised January 20, 2020

The ODP/HOK team is pleased to submit this following scope of architectural and engineering services for the land use entitlement, design, documentation and construction administration services for the City of Hollywood Police Headquarters and a land use entitlement, including, plotting of adjacent properties to be located on South Park Road, Hollywood FL.

Background

The new City of Hollywood Police Headquarters Facility will be constructed on City owned property immediately south of the existing police headquarters on land that is currently being used as a Golf Course Driving Range and dual use surface parking for the Police Department and Golf visitors. The current Police Facility will remain in use during construction; the driving range will be closed when construction starts. A new golf course clubhouse and the new Police Headquarters Building will anchor a redevelopment of the site with a new main entrance off South Park Road. The golf course will also be reconstructed with a new driving range reconstructed to the south under a separate design and construction contract. The clubhouse and driving range are intended to be situated immediately south of the current rectangular area making up the driving range and parking area.

The new Police Headquarters is anticipated to be multi-story approximately 110,000 SF to 120,000 SF in total size, with structured parking for approximately 350-450 vehicles and a high first floor bay for large vehicle storage. The facility will include all functions including training and gun range, property and evidence, quartermaster, patrol, holding cells, detective units, recruitment, administration and public information. A police memorial will be designed and integrated with the new facility.

This Scope of Work is for an Architect of Record to create an overall Site Development or Master Plan, Site Plan, Conceptual Design, Schematic Design, Design Development, Construction Plans and Specifications and Architectural Services during construction.

The Master Site Plan will include potential development areas along Hollywood Blvd and South Park Road for retail, office space; and hotel use along the south edge adjacent to the golf course clubhouse. Development rights for the future uses will be obtained by platting for future phases, but no Site Plan will be created.

The Site Plan, Plat, Conceptual Design, Schematic Design, Design Development, Construction Plans will include the new Police Headquarters, new South Park Road entrance, access road to Police Headquarters and Clubhouse, Structured Parking for the Police uses, demolition, site utilities and any required off site work. The Public Safety radio tower will be studied to determine if it will remain in place or if it can be relocated. A new radio communications room will be provided in the new facility.

The Project design is to follow the schedule by ODP/HOK dated 10/22/19 or as revised and approved by the City of Hollywood Contract Administrator.

Introduction

Our team understands the City has retained the services of McLaren, Wilson & Lawrie, Inc. to study staffing and growth projections suitable to develop a Facility Space Needs Assessment and Space Program. Following this effort MWL will provide initial concept design elements to identify key relationships of the facility.

During the early stages of the design the A/E services will parallel some of the work performed by MWL. This includes a Program Verification and Concept Design Phase described in detail below. Concurrent with the Program Verification and Concept Design effort, the ODP/HOK team will begin to develop information about the project site through a boundary, topographic, and site survey, site evaluation, and master plan studies. To understand the best and most marketable uses for the adjacent property our team will perform an adjacent land use study. Part of that study will necessitate a radio tower relocation study addressing the radio tower located directly adjacent to the existing Police Headquarters to determine if it can be relocated, with the potential of identifying candidate sites for its relocation. With the disposition of the radio tower determined and the appropriate land area for a marketable commercial use a Platting effort of the property will be undertaken. Three (3) presentations to members of the community will be made as part of these early studies to solicit citizens' input and address their concerns. Presentations will be made to the General Obligation Bond Advisory Committee at 100% Schematic Design or Concept Design as required and 60% Construction Documents.

The schematic design phase will follow the concept and master plan whereby the elements of the new City of Hollywood Police Headquarters will be defined. This phase will be followed by the design development and construction document phases which will further define the requirements of the project in progressively greater detail to allow agency review for building and site permits followed by the Construction Manager packaging and bidding the elements of the project for construction. A/E construction administration services will be performed for the duration of the construction phase.

Following is a summary of the scope of services for each of the major phases and tasks to be performed by the A/E team:

1. Project Initiation

The project will be initiated with a one day goal setting and visioning session whereby representatives of the police department and city stakeholders will articulate their goals and vision for the project, identify their priorities and discuss items not specifically identified in the program that would be beneficial to their efficient operation, assist in retaining staff and instill pride in their organization and workspace. Fundamental issues of facility and site security will be discussed and initial strategies for accommodating them will be reviewed.

2. Program Verification/Concept Design

During the program verification phase the design team will meet with the police department representatives to review the spaces identified in the space program developed by MWL to discuss its accuracy, intended uses and relationship between spaces and facility components. We will develop

functional diagrams where we believe they are warranted to further clarify the relationships and operations of each facility component/department. We will prepare a program verification report upon completion identifying any changes to the space program, operations and functional relationships.

The concept design phase will develop 3 design concepts for the facility organization and placement on the site. Site development issues discovered during the site analysis and master planning efforts will inform the placement and organization of the headquarters buildings, ancillary building and parking areas on the site. Through meetings with the Police Department representatives and the City stakeholders, the attributes of each site plan and conceptual design will be reviewed until a consensus on a site and design concept is achieved for advancement into the schematic design. The ODP/HOK team concept design will study blocking and stacking of the major facility components based on the verified program relationships and area requirements together with primary circulation elements, initial structural bays, and strategies for accommodating building engineering systems. A final report will be prepared that documents the concept design effort. Periodic progress/design review meeting with the Police representatives and City stakeholders will occur as identified in the project schedule. Concept Design Renderings (2) will be provided to the City for use on website project information page.

3. Site Survey

Site Survey will include four items required for Site Analysis;

- a. A boundary, topographic and site survey will be performed. The scope and limits of the survey are to be determined.
- b. Geotechnical borings will be taken analyzed and a soils report issued.
- c. An Environmental Survey will be conducted of the existing sites and a report issued.
- d. A Traffic and analysis of existing conditions will be conducted and a report issued.

4. Site Analysis/Investigations

The project site; limited to the parcel bounded by Hollywood Boulevard to the north and the limit of the driving range to the south; South Park Road to the west and Entrada Drive to the east will be analyzed for the following:

Technical Investigation

Engineering aspects of the site including availability and capacity of utilities, adequate water supply for fire protection and domestic use; type and capacity of electrical service upgrade requirements and time constraints associated with upgrades will be identified.

Analytical Investigation

Land use; zoning designation; topography; access; traffic patterns; potential road improvement requirements; buffers; views; right-of-ways; environmental considerations; natural features; vegetation, streams and flood-plains; buildable area designation.

Our team will develop diagrams to illustrate the analysis which will inform the master planning effort. We will present the analysis of the site at an appropriate time during the early stages of the program verification/concept design.

5. Adjacent Land Use Planning/Site Plan

The Adjacent Land Use/Site Plan will study commercial development options on the northernmost parcel of the government property located on Hollywood Boulevard and the site of the existing police headquarters. Our design team and planners will work with the City and their development representatives to assess low-rise commercial development options, their associated parking requirements, and vehicular and pedestrian access to and through the site. These studies will seek to establish the southern limits of the commercial development which will also establish the northern limits of the property to accommodate the new police headquarters. Through a series of studies and review meetings with the City and stakeholders identified in the project schedule we will refine the marketable site configurations to accommodate the commercial development. This effort will be performed simultaneously with the Radio Tower Relocation Study. The Design Team will prepare documents to apply for and manage land use plan amendment to city and county.

6. Radio Tower Relocation Study

Our team will work with the City and Police Department representatives to identify the uses of the existing radio tower and the constituents it serves. The goal of the study is to identify the issues associated with the tower's relocation and the impact on the commercial development of the site if the tower is to remain in its current location.

We understand the tower does not serve the emergency communications or radio system of the existing police headquarters. If requested our study can include identifying alternate site for the relocation of the radio tower and the design of the radio tower at its new location. ODP/HOK will coordinate the location of the radio tower and equipment with Owner provided vendors. All Construction Documents and Permit Plans for the Radio Tower will be provided by Owner supplied vendors. Radio tower equipment design to be provided by Owner.

7. Site Development/Master Plan

Based on the information being generated in the concept design and adjacent land use study our team will develop a site master plan that establishes the location of the major components of the new police headquarters, demonstrates separation of public, private, and secure vehicle and pedestrian access; identifies proposed ingress and egress points to the adjacent roads; illustrates the relationship between the police headquarters property and the adjacent commercial properties; and incorporates the latest planning option for the adjacent commercial property along Hollywood Blvd. and the inclusion or exclusion of the existing radio tower.

8. Platting

Our design team will provide drawing exhibits for the re-platting or rezoning of the parcel containing the existing Police Headquarters and the new parcel containing the new facility, and any parcels being created for future development.

9. Schematic Design

Following review and approval of the concept design and master plan our team will further develop the design of the Hollywood Police Headquarters, parking garage and site. The schematic design phase will incorporate the spaces identified in the verified program into the building floor plans including major horizontal and vertical circulation elements, initial building structural systems, and accommodations for engineering systems at a schematic level. Through a series of meetings with the Police Department representatives and City Stakeholders identified in the project schedule we will refine the design and share the progress; demonstrating how stakeholder review comments have been addressed. The schematic design will show the scale and relationships of the parts of the design concept through a site plan, floor plans, building elevations, 3D renderings (3 views) (Revit on BIM) and a building section.

The location for a police memorial will be designated for further development as the design progresses.

A design narrative will be developed to describe the major building components and engineering systems proposed to serve the facility. We will conduct one on-board informational review/presentation and round-table discussion with the local regulatory agencies to familiarize them with the project design and solicit their informal observations and comments.

A detailed cost estimate will be developed and a final schematic design report will be prepared.

The design team will develop presentation material and make presentations to the General Obligation Bond Oversight Committee, Technical Advisory Committee, Planning and Zoning Board, City Commission and other Public entities as identified in the project Agreement. Material required for site plan review will be prepared and submitted for approval. Revisions will be incorporated as required.

10. Design Development

Following review and approval of the Schematic Design and identified construction cost, the Design Development phase will advance the elements of the design and building systems. Through a series of meetings with the Police Department representatives and City Stakeholders and General Obligation Bond Oversight Committee identified in the project schedule we will refine the design through the development of details, identification of millwork locations, and initial schedules depicting anticipated room finishes, door and door frame types. The design development documents will consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems,

electronic security systems, and such other elements as may be appropriate. The design development documents will include outline specifications that identify major materials and systems and establish in general their quality levels.

Initial furniture plans will be developed to indicate the type, size, and layout of furniture anticipated to be included in the project.

The results of the site studies outlined above including environmental, traffic, parking, topography and boundaries will be incorporated into the design development documentation.

Design development to include site development, architectural, structure, mechanical, electrical, plumbing, fire protection, voice/data, security, CCTV, card access, server room, radio room, Audio visual, DAS for emergency and cell phone providers, communication center, property and evidence room, training equipment, redundant systems, coordination of radio system, public address system, and lightning protection.

A police memorial will be designed to reflect the aspirations of the department and the officers it wishes to commemorate. We anticipate the memorial will be an exterior element; with certain interior spaces being designed to feature artifacts or other elements of law enforcement which expresses the history of the law enforcement community and demonstrates their commitment to public safety.

Three dimensional drawings and 2 contextual perspective renderings will be prepared.

At 100% Design Development, we will conduct one on-board informational review and round-table discussion with the local regulatory agencies to share the advancement of the design and demonstrate how it addresses the life safety requirements of the project design. Once again we will solicit their informal observations and comments.

Initial furniture plans will be developed to indicate the type, size, and layout of furniture anticipated to be included in the project.

Material and finishes selections will be reviewed with the Police Department Representative and City stakeholders for comment and approval.

The detailed cost estimate will be updated to the design development level will be developed and reviewed against the cost estimate prepared by the Construction Manager. Adjustment to the estimates and project scope will be made until the 2 estimates are reconciled. A design development phase document package will be prepared and submitted for review and approval.

The design team will develop presentation material and make presentations to the community and other interested parties. We anticipate 4 presentations will be made at this level of the development of the project.

11. Construction Documents

Following review and approval of the Design Development phase documents and identified construction cost, the Construction Document phase will be developed in three levels of completion; 30% Construction Documents; 60% Construction Documents and 90% Construction Documents in accordance with the requirements of the Agreement. Through a series of meetings with the Police Department representatives and City Stakeholders identified in the project schedule we will further refine the design. The Construction Documents will illustrate and describe the further development of the approved Design Development Documents and will consist of drawings and specifications setting forth in detail the level of materials and systems and other requirements for the construction of the Work.

At the 30% Construction Documents issuance, 60% Construction Documents issuance and again at 90% Construction Documents, an estimate of probable construction costs will be developed and reviewed against the cost estimate prepared by the Construction Manager. Adjustment to the estimates and project scope will be made until the 2 estimates are reconciled

Furniture plans and specifications will be prepared to indicate the type, size, and layout of furniture anticipated to be procured for the project.

Material and finishes selections will be refined and reviewed with the Police Department Representative and City stakeholders for final approval.

Details of the police memorial for construction will be developed.

Graphics and Signage will be developed to depict facility identity, room identification, code required signage and wayfinding that is coordinated with the interior design and material finishes.

ODP/HOK will provide monthly schedule updates, require MS project schedules or integration to city data.

At 60% Construction Documents and prior to permit submission, we will conduct one on-board informational review and round-table discussion with the local regulatory agencies to share the advancement of the design and demonstrate how it addresses the life safety requirements of the project design. Once again we will solicit their informal observations and comments. We will advise them of the anticipated date of the formal permit submission.

We will coordinate and review the details of the construction cost estimate prepared by the Construction Manager at the 60% and 100% Construction Document phases.

Up to 3 additive bid alternatives will be prepared to permit flexibility with the construction procurement.

12. Green Services

Develop strategies for Gold certification US green building council, fundamental commissioning and COPS (System commissioning services) for critical operation facilities.

LEED commissioning to be provided enhanced commissioning.

13. Permitting

In conjunction with the Construction Manager at Risk (CMAR) our design team will assist in the filing of the permit documents to the authorities having Jurisdiction. Once the AHJ has reviewed, our design team will respond and resubmit clarifications as required for the CMAR to obtain the required permits.

14. Bidding

Our team will assist the City in their selection process of a Construction Manager at Risk (CMAR). Once a CMAR is selected the design team will assist in bidding process, issuing clarifications, addenda, and bulletins as needed to clarify the requirements of the Construction Documents.

15. Construction Administration

During the Construction Phase, our team will assist the City in the administration of construction including periodic site visits, attendance at weekly Owner-Architect-Contractor meetings, Review and issuance of Contractor's Application for Payment as required, and review and response to Contractor Requests for Information (RFI) including issuance of sketches and drawing revisions as needed for clarification. Construction Administration services to be provided as below for an anticipated 18 month construction period including review of close out documents, final inspection, procedure lists.

16. Existing Police Headquarters Demolition

The design team will prepare a construction documents sufficient for a licensed demolition contractor to be able to obtain the required permits to demolish the existing Police Headquarters once the new facility is operational.

17. Non-Collusion and Fair Pricing Certification

Consultant shall execute Non-Collusion and Fair Pricing Certification.

January 20, 2020

ODP / HOK FEE PROPOSAL SUMMARY

Hollywood Police Department Headquarters

Hollywood, FLORIDA

| FEE SUMMARY | | FEE |
|--|-----------|-------------|
| A. BASIC FEE | | \$2,752,900 |
| B. PROJECT SPECIFIC SERVICES | | \$1,078,600 |
| Civil Engineering | \$126,000 | |
| Landscape Architecture / Hardscape | \$100,000 | |
| BISC / Security / AV | \$95,000 | |
| Program Verification | \$25,000 | |
| Detailed Cost Estimating | \$115,000 | |
| Master Planning (site plan submission) | \$60,000 | |
| Site Development/Master Plan | \$42,500 | |
| Site Lighting Design | \$15,000 | |
| Interior Design/Furniture | \$165,000 | |
| LCCA Analysis | \$8,000 | |
| Energy Model | \$8,000 | |
| LEED Consultation / Certification (Silver) | \$75,000 | |
| Building Commissioning | \$70,000 | |
| Signage | \$50,000 | |
| Platting / Zoning | \$28,000 | |
| Survey | \$27,500 | |
| Geotechnical Investigation | \$15,000 | |
| Environment Study | \$24,000 | |
| Traffic | \$20,000 | |
| Scheduling - Design Phase | \$9,600 | |
| TOTAL STIPULATED SUM | | \$3,831,500 |

| | | |
|-----|-----------------------------|----------|
| All | Reimbursable Expense Allow: | \$20,000 |
| | travel | \$65,000 |
| | renderings | \$20,000 |
| | Leed registration | \$15,000 |
| | Printing and Postage | \$15,000 |

January 20, 2020
 team fee distribution
 Hollywood Police Department Headquarters
 Hollywood, FLORIDA

By SCOPE

| By SCOPE | | | | By PHASE | | | | | | | | | | | |
|--|---|-----------------------|-----------|----------|-----|-------------|-----------|-----------|-----------|-----------|-----------|---------|-------------|-----|--------------|
| | | | | Concepts | 5% | SD | 12.50% | DD | 20% | 50% CD | 18.75% | 100% CD | 18.75% | CA | 25% |
| | | | | HOK | .90 | | .90 | 0.75 | | .45 | | .25 | 18.75% | .25 | |
| | | | | ODP | .1 | | .1 | .25 | | .55 | | .75 | | .75 | |
| Basic services fee is above - these are check values | Arch | | \$994,835 | HOK | | \$89,535 | \$223,838 | | \$298,451 | | \$167,878 | | \$93,266 | | \$121,867.00 |
| | Arch | | \$994,835 | ODP | | \$9,948 | \$27,358 | | \$99,484 | | \$205,185 | | \$279,797 | | \$373,063 |
| | | SLS - Fire Protection | 40000 | | | \$5,000 | \$10,000 | | \$15,000 | | \$10,000 | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | MEPFP | | \$459,380 | OCI | | | \$80,392 | | \$91,876 | | \$86,134 | | \$86,134 | | \$114,845 |
| | Structural | | \$263,850 | Osborn | | \$5,000 | \$41,400 | | \$62,100 | | \$51,800 | | \$51,800 | | \$51,750 |
| | | | | | | | | | | | | | | | |
| Additional Design Services | | | | | | | | | | | | | | | |
| | Civil Engineering | | \$126,000 | K-H | | | \$22,050 | | \$25,200 | | \$23,625 | | \$23,625 | | \$31,500 |
| | Landscape Architecture / Hardscape/Irrigation | | \$100,000 | HOK | | \$5,000 | \$32,000 | | \$25,000 | | \$11,500 | | \$11,500 | | \$15,000 |
| | BISC / Security / AV | | \$95,000 | OCI | | | \$16,625 | | \$19,000 | | \$17,813 | | \$17,813 | | \$23,750 |
| | Program Verification | | \$25,000 | HOK | | \$25,000 | | | | | | | | | |
| | Detailed Cost Estimating | | \$115,000 | G+T | | | \$20,000 | | \$35,000 | | \$35,000 | | \$25,000 | | |
| | Master Planning (site plan submission) | | \$60,000 | ODP | | \$20,000 | \$25,000 | | \$15,000 | | | | | | |
| | Site Development/Master Plan | | \$42,500 | ODP | | \$27,500 | \$15,000 | | | | | | | | |
| | Survey | | \$27,500 | Langan | | \$27,500 | | | | | | | | | |
| | Platting/Zoning | | \$28,000 | Langan | | \$28,000 | | | | | | | | | |
| | Traffic | | \$20,000 | Langan | | \$20,000 | | | | | | | | | |
| | Environmental | | \$24,000 | Langan | | \$24,000 | | | | | | | | | |
| | Geotechnical Investigation | | \$15,000 | Langan | | \$15,000 | | | | | | | | | |
| | Site Lighting Design | | \$15,000 | OCI | | | \$2,625 | | \$3,000 | | \$2,813 | | \$2,813 | | \$3,750 |
| | Interior Design & Furniture | | \$165,000 | HOK | | | \$28,875 | | \$33,000 | | \$30,938 | | \$30,938 | | \$41,250 |
| | LCCA Analysis | | \$8,000 | OCI | | | \$4,000 | | \$4,000 | | | | | | |
| | Energy Model | | \$8,000 | OCI | | | \$4,000 | | \$2,000 | | \$2,000 | | | | |
| | LEED Consultation / Certification (Silver) | | \$75,000 | HOK | | | \$13,125 | | \$15,000 | | \$14,063 | | \$14,063 | | \$18,750 |
| | Building Commissioning | | \$70,000 | OCI | | | | | | | | | \$20,000.00 | | \$50,000.00 |
| | Signage | | \$50,000 | HOK | | | | | | | \$20,000 | | \$20,000 | | \$10,000 |
| | Schedulling - Design | | \$9,600 | G+T | | | \$2,400 | | \$2,400 | | \$2,400 | | \$2,400 | | |
| Total Design Services Fee | | | | | | \$3,831,500 | \$301,484 | \$568,687 | \$745,510 | \$681,147 | \$679,147 | | \$855,525 | | |
| | | | | | | | | | | | | | | | |
| | Reimbursable Expense Allow: | | | | | | | | | | | | | | |
| | travel | | \$5,000 | ODP | | | | | | | | | | | |
| | | | \$60,000 | HOK | | | | | | | | | | | |
| | renderings | | \$20,000 | | | | | | | | | | | | |
| | LEED registration | | \$15,000 | | | | | | | | | | | | |
| | Printing and Postage | | \$15,000 | | | | | | | | | | | | |