



SYNALOVSKI ROMANIK SAYE
Architecture • Planning • Interior Design

Luis Lopez, Assistant Director of Design and Construction
City of Hollywood
Design and Construction Management
P.O. Box 229045
Hollywood, FL 33022-9045

PROPOSAL : 1572-190518:
PROJECT : Hollywood Beach Golf Club
LOCATION : 1600 Johnson Street - Hollywood, FL

PROPOSED DATE : 04.28.20

The undersigned proposes to provide professional services necessary to complete the following work: Synalovski Romanik Saye (SRS) to provide complete Architectural, Engineering and Landscape Architecture design services for the Hollywood Beach Golf Course Renovation and Clubhouse Construction, located at 1650 Johnson Street, Hollywood, FL 33021. The project includes the design of a new Golf Course clubhouse, perimeter path and its accessory buildings within the parcel. An environmental assessment of the site will need to be conducted as the first item of work under this contract, and a remediation plan developed if necessary.

The Consultant shall furnish the following professional Architectural and Engineering Design Services: environmental assessment of the site and buildings; survey; site plan; architectural design; engineering design; programming and scheduling; observations; a risk mitigation plan; cost estimates/opinions of probable construction cost; complete design services including preparation of construction and bid documents; permitting with all governing agencies; construction contract administration; review of work prepared by other professional consultants; engineering analysis; field tests; laboratory tests. Per the Hollywood Code of Ordinances, all new construction of City-owned buildings shall be certified to meet the silver standards of the Florida Green Building Council (FGBC) rating system (or an equivalent certification through another nationally recognized Green Building rating system) at a minimum. The City would like to pursue the highest level of certification that is determined to be practicable for this project. All work required to secure the desired level of Green Building certification is included in this scope of work.

The Golf Course buildings anticipated to be designed under this contract shall consist of a minimum 6,000 SF multi-use clubhouse incorporating a pro shop, dining room and meeting room, a new 5,000 SF cart barn (pre-manufactured metal building), a new 5,000 SF golf course maintenance building (pre-manufactured metal building), and a remote restroom building. The design consultant will perform research on the appropriate size of the Clubhouse meeting area for the operation of a similarly sized Golf Course with Multipurpose functions, including Civic Association meetings occupant load. Recommendations of the latter will be presented to the GOB Advisory Committee and the City Commission to obtain consensus and approval as a basis for design and construction. The study, evaluation and consensus meetings will be in addition to a regular TAC, Historic Preservations Board, Civic Associations, and the City Commission meeting required for Site Plan approval.

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To reiterate, development of the project will require presentations to be made a several board meetings, including General Bond Oversight Board (2 meetings), Parks, Recreation and Cultural Arts (PRCA) Advisory Board (2 meetings), Pre-Application Conceptual Overview (1 meeting) and Technical Advisory Board (2 meetings), Planning Advisory Board (2 meetings) and City Commission Board (1 meeting). Power point presentations, boards will be required for these meetings to be provided by consultant. Total of 10 public meetings have been included.

The utilities to the new buildings must be established and existing buildings demolished. A new 10' wide perimeter trail located in the north and west right of way is to be designed by consultant, with required drainage landscaping, exercise equipment for the entire trail, pedestrian scale lighting for the entire trail. As the work in the right of way for the trail may be funded from other sources these plans must be submitted in a separate set of drawings.

The eastern quarter of the golf course is very low and remains wet following heavy rains, the scope shall include raising the course to mitigate and extend playing time, adding drainage facilities to assist in this effort.

Right of way improvements will be limited to the trail and associated improvements, utility connections and driveway connections, a new monument sign will be required.

The golf course is in need of improvement and realignment as required to accommodate the new clubhouse location in the southwest corner of the property. Course work will include drainage, irrigation system, putting greens, tee boxes, fairways, bunkers and cart paths.

Golf Course parking areas and signage will also be designed under this contract. A new Golf Course parking lot will be designed for the facility.

The scope of work for the project will be expected to include, but is not limited to:

Phase One – Programming and Schematic Design

- Kickoff Meeting attendance
- Public Meetings
 - o Attendance at 1 PRCA Board Meeting and 1 GOB Advisory Board meeting following project kickoff
 - o Attendance at 1 PRCA Board Meeting and 1 GOB Advisory Board meeting progress update meeting
 - o Attendance at 1 Pre-Application Conceptual Overview
 - o Attendance at 2 Technical Advisory Board
 - o Attendance at 2 Planning Advisory Board
 - o Attendance at 1 City Commission Board
 - o Consultant to prepare and present PowerPoint presentation of project including at least 2 renderings and to answer questions about the project.
 - o Consultant to record comments and suggestions, prepare meeting minutes, and provide written responses to all comments, including information about why the



comment/suggestion was or was not incorporated into the design. These responses will be included in the 60% plans presentation.

- The Golf Course buildings anticipated to be designed under this contract shall consist of a minimum 6,000 SF multi-use clubhouse incorporating a pro shop, dining room and meeting room, a new 5,000 SF cart barn (pre-manufactured metal building), a new 5,000 SF golf course maintenance building (pre-manufactured metal building), and a remote restroom building. The design consultant will perform research on the appropriate size of the Clubhouse meeting area for the operation of a similarly sized Golf Course with Multipurpose functions, including Civic Association meetings occupant load. Recommendations of the latter will be presented to the GOB Advisory Committee and the City Commission to obtain consensus and approval as a basis for design and construction.
- Project Survey Alta
- Utility Coordination. Analysis of capacity of existing utility connections, and determination whether upgrades are needed
- Geotechnical Investigation
- Environmental Assessment
- Document detailing or Florida Green Building Council certification goals and outline of how to achieve desired certification level
- Preliminary Project Design & Permitting Schedule
- Project Rendering(s) for use in meetings, presentations, City website
- Attendance at bi-weekly design progress meetings. These meetings will be held via conference call unless the City determines that an in-person meeting is required to address a particular concern. No additional compensation will be provided if any meetings are held in-person.
- Regular written project updates, submitted bi-weekly at a minimum, to Project Manager for informational purposes and for use in updating project information on the City website
- A bi-monthly updated Project Design Phase Schedule
- All work required for Site Plan Approval
- Re-Platting, Re-Zoning and/or Land Use Plan amendments of the site will be an additional services, if required.

Phase Two – Design Development:

- 30% (Design Development) plans
 - o 30% design plans for the renovated golf course design including but not limited to, plans, sections, elevations, review of construction systems, including structural, mechanical, electrical and plumbing and any other specialized conditions.
 - o Updated Project Design & Permitting Schedule
 - o Utility Clearance Document and/or Utility Work Schedule



- o Written responses to Schematic Design plan comments
- 60% (Design Development) plans
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 - o Preliminary Specifications
 - o Preliminary Bid forms
 - o Updated Project Design & Permitting Schedule
 - o List of Permit applications submitted and summary of permit coordination meetings held.
 - o Updated Project Renderings for use in meetings, presentations, website
 - o Written responses to 30% (Design Development) plan comments
- Attendance at bi-weekly design progress meetings. These meetings will be held via conference call unless the City determines that an in-person meeting is required to address a particular concern. No additional compensation will be provided if any meetings are held in-person.
- Regular written project updates, submitted bi-weekly at a minimum, to Project Manager for informational purposes and for use in updating project information on the City website
- A bi-monthly updated Project Design Phase Schedule
- All required preliminary submittals for project permitting, including any required permit coordination meetings, plan revisions, and re-submittals.
 - o For City of Hollywood permits, DCM will pay through interoffice transfer
 - o For outside agencies, the Consultant will pay any review fees and will be reimbursed upon submittal and approval of expense documentation
- All required Utility Coordination.
- Value Engineering beginning at 30% plans if construction cost estimate is more than 95% of construction budget.
- Consultant to provide recommendations for sustainability strategies and minimize future environmental impacts due to the project at the 30% design phase.
 - o A summary of the sustainability elements that were considered, whether they were adapted, and the reasons for inclusion or exclusion will be provided with the 60% plan submittal.
 - o FGBC Certification plan and documents

Phase Three – Construction Documents

- 50% Construction Documents
 - o 50% Construction Document plans
 - o Final specifications package
 - o Final Bid Forms
 - o Written responses to 60% (Design Development) plan comments
- 100% Final Construction Documents plans



- Final Signed & Sealed Plans
 - Final Signed & Sealed Specifications
 - Final Bid Forms
 - Written responses to 50% plan comments
- Attendance at bi-weekly design progress meetings. These meetings will be held via conference call unless the City determines that an in-person meeting is required to address a particular concern. No additional compensation will be provided if any meetings are held in-person.
- Regular written project updates, submitted bi-weekly at a minimum, to Project Manager for informational purposes and for use in updating project information on the City website
- A bi-monthly updated Project Design Phase Schedule
- All required project permitting, including any required permit coordination meetings, plan revisions, and re-submittals.
 - For City of Hollywood permits, DCM will pay through interoffice transfer
 - For outside agencies, the Consultant will pay any review fees and will be reimbursed upon submittal and approval of expense documentation
- All required Utility Coordination; Consultant to provide updated Utility Work Schedules if changes have occurred since original submittal.
- Value Engineering if construction cost estimate is more than 95% of construction budget.
- FGBC Certification plan and documents
- Prepare and submit signed and sealed construction drawings to the Hollywood Building Division and any other applicable agencies for review and provide the construction documents necessary to bid the project identified, in accordance with City requirements, and assist the City in the bidding and bid review process. Drawings are typically requested in AutoCAD, and the technical specifications in CSI format.

Phase Four – Administration of the Construction Contract

- Architecture/Engineering during Construction
 - Assist City during bidding and negotiation process
 - Attending pre-bid conferences, preconstruction conferences and bi-weekly construction meetings.
 - Performs inspections as needed to be able to respond to projects RFI's, shop drawings, pay requests, permit requirements and as built certifications.
 - Provide prompt responses to RFIs within no more than 5 business days
 - Provide prompt review of Shop Drawings, samples, and other submittals for compliance with the contract documents and conformance with the design concept in no more than 10 business days.



- Golf Course Architect Consultant shall conduct field observations twice a week, resolving on site problems and answering technical questions as construction progresses, handling change order and performing payment request reviews.
- Provide City with a written report of all observations made during site visits
- Consultant shall conduct a Final Inspection and provide a written report of any deficiencies or areas of concern that deviate from the construction documents.
- Monitor construction progress of FGBC Certification plan items; ensure that project is on track to meet all expected FGBC requirements. File all required certification and application documents, and remain involved in the FGBC process until project receives agreed-upon level of FGBC certification.
- Upon completion of construction, deliver to the City one set of reproducible “As-Built” drawings, incorporating into the permit plans all permit and field revisions, and specifications, along with electronic copies on computer disks, incorporating any changes that were made during the construction process.
- Review of Close-out Documents

Payments to be made as follows:

Description	Fee
Pre-Design Services	
Survey	\$ 30,000.00
Environmental Assessment	\$ 22,000.00
Asbestos Survey	\$ 4,000.00
Geotechnical Report	\$ 8,000.00
Phase One - Schematic Design	\$ 121,500.00
Phase Two - Design Development /Site Plan Approval	\$ 162,000.00
Phase Three – Construction Documents	\$ 324,000.00
Phase Four A – Bidding/Permitting	\$ 40,500.00
Phase Four B – Administration of the Construction Contract	\$ 162,000.00
Sustainability Certification (FGBC)	\$ 50,000.00

PROFESSIONAL DESIGN SERVICES TOTAL

\$ 924,000.00

Payment due upon invoice at monthly intervals.

Any alteration or deviation from the aforementioned will be executed only upon written orders. Services not included in the above scope will be invoiced hourly as additional services and are not included in the above fees.

*Reimbursable expenses such as copies, courier, enhanced system(s)/equipment design services, faxes, UPS, long distance calls, mileage, permit expediting, permit fees, photography, postage, printing, processing fees, renderings, surveying, asbestos surveys, testing, threshold/special inspections and traffic studies and any additional services provided by sub-consultants.



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Architectural Hourly Billing Rates:

Principal	\$ 205.00
Project Manager	\$ 135.00
Project Architect	\$ 125.00
Job Captain	\$ 95.00
CAD Operator	\$ 75.00
Administrative Assistant	\$ 65.00

Respectfully submitted,

Manuel Synalovski, AIA, NCARB, LEED AP

You are hereby authorized to provide services required to complete the work described in the above proposal, for which the undersigned agrees in representation of the City of Hollywood pay the amount stated in said proposal and according to the terms thereof. All collection costs inclusive of attorney's fees shall be the responsibility of the undersigned.

Approved

Date

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