



May 25, 2022

Mr. Charles F. Dodge
City Manager
City of Pembroke Pines
601 City Center Way
Pembroke Pines, FL 33025

RE: Professional Services Proposal
Pembroke Pines Police Department
995-1.21

Dear Mr. Dodge:

Architects Design Group / ADG Inc. respectfully submits for your review the following proposal for the update to the Conceptual Design Package for the Pembroke Pines Police Department project. The proposal is based on our discussions during our meeting on April 26, 2022, and our subsequent meetings with the PPPD team.

The attached document outlines the specific tasks which will be required for the update to the previously completed conceptual design package, including the services which the City will need to provide, the information that ADG will require from the City, and the fees for performing the work.

The total fee for the Phase One update is \$24,880.00. We are available to review the proposal at your convenience and appreciate the opportunity to continue our relationship with the City on this important project.

Respectfully submitted,

Ian A. Reeves, AIA, IALEP
President

EXHIBIT "A"

Scope of Services:

Pembroke Pines Police Department

Pembroke Pines, FL

May 25, 2022

General Description:

The project, and related Scope of Services, is generally described as an update to the Detailed Spatial Needs Assessment, Site Analysis, Master Plan, and Conceptual Building Design for the Pembroke Pines Police Department.

The Phases of Services are herein identified as follows:

Phase One Scope of Services:

- I-A: Update to the Detailed Spatial Needs Assessment** to verify the Police Department's building program. This report will include a room-by-room assessment of each operational space necessary to serve the functions of the department.
- I-B: Update to the Site Analysis** services to include the review of the existing aerial and underground utilities, roadways, ingress and egress locations for vehicular and pedestrian access, site features, trees, buffer zones, stormwater management requirements, etc. for the site.
- I-C: Update to Conceptual Architectural Site Master Planning** of the designated site. All known building and site amenity features shall be identified including future expansion considerations. These documents will also be used in the community outreach presentations noted below if this service is requested.
- I-D: Update to the Conceptual Building Design:** The A/E team will update the conceptual building design approach incorporating the information developed and will utilize these documents to prepare and present to the city the final report summarizing the defined scope of services.

Services to be Provided by the City:

- I-E: Geotechnical Engineering:** The city shall obtain the services of a Professional Geotechnical Engineering firm for purposes of sub-surface soils investigation, percolation testing, and foundation recommendations for the consensus preferred site, if necessary.
- I-F: Site Surveying:** The city shall obtain the services of a Registered Land Surveyor, acceptable to the client, for a site boundary and topographic survey for the subject property. If the city requests the A/E planning team to provide this service, it will be provided with the acknowledgement that this is a pass-through service, and the A/E team shall retain no liability for this service.
- I-G: Subsurface Existing Utility Locations:** The city shall obtain the services of a Registered Land Surveyor for a Subsurface Utilities survey for the subject property. If the city requests the A/E planning team to provide this service, it will be provided with the acknowledgement that this is a pass-through service, and the A/E team shall retain no liability for this service.

Note: These phases are in sequential order.

EXHIBIT “B”

Information Requested

Pembroke Pines Police Department

Pembroke Pines, FL

May 25, 2022

The information that Architects Design Group (ADG) would need from the city of Pembroke Pines in order to complete this project include:

1. The city shall submit to the consultant, any existing documentation relative to the proposed site(s) that has been previously identified and investigated; including, but not limited to:
 - 1.1. Survey(s)
 - 1.2. Aerial maps
 - 1.3. Floodplain maps
 - 1.4. Topographic maps
 - 1.5. Benchmark data
 - 1.6. Previous Site Geotechnical Studies (If available)
2. When the project proceeds past the planning stage, the city is to provide the Design Team any existing land development regulations that the Design Team will need to comply with.
3. The city is to provide the Design Team a list of the existing Permitting Agencies that will be involved in reviewing and/or permitting the project.
4. The city is to provide the Design Team with the City’s project management team composition, contact information, and chain of communications command.

EXHIBIT "C"
Spatial Needs Assessment and Site Feasibility Study
Pembroke Pines Police Department
Pembroke Pines, FL
May 25, 2022

Fee Allocation:

The following is the professional fee allocation for the various services defined in Exhibits "A" and "C".

1. **Summary:**

Phase One Services:

| | | |
|------------|--|---------------------|
| 1.1 | I-A: Detailed Spatial Needs Assessment Update..... | \$ 5,200.00 |
| 1.2 | I-B: Site Analysis Update | \$ 3,800.00 |
| 1.3 | I-C: Conceptual Architectural Site Master Planning Update..... | \$ 7,200.00 |
| 1.4 | I-D: Conceptual Building Design Update..... | \$ 7,880.00 |
| 1.5 | Community Outreach Program | \$ TBD |
| 1.6 | Phase I Subtotal: | \$ 24,080.00 |
| 1.7 | Phase I Reimbursable Expense Allowance:..... | \$ 800.00 |
| 1.8 | Total Phase One Fee | \$ 24,880.00 |

Services to be Provided by the City:

- 1.9 I-E: Geotechnical Engineering
- 1.10 I-F: Site Surveying
- 1.11 I-G: Subsurface Existing Utility Locations

ARCHITECTS DESIGN GROUP, INC.
ADDITIONAL SERVICES HOURLY RATES
Effective 05/01/2022 through 04/30/2023

Per hour rates of the Architects, Interior Designers and other personnel are established as follows:

| | |
|---|------------|
| Principals..... | 205.00/hr. |
| Studio Department Principals/Project Architects | 182.00/hr. |
| Associates | 152.00/hr. |
| Project Managers | 145.00/hr. |
| Designers..... | 87.00/hr. |
| Computer Draftsperson I..... | 65.00/hr. |
| Computer Draftsperson II | 65.00/hr. |
| Computer Supervisor | 95.00/hr. |
| Threshold Inspector (Certified)..... | 83.00/hr. |
| Construction Administrators | 102.00/hr. |
| Specification Writer | 98.00/hr. |
| Senior Draftsperson | 87.00/hr. |
| Draftsperson I..... | 73.00/hr. |
| Draftsperson II | 65.00/hr. |
| Accounting Services | 83.00/hr. |
| Staff (Word Processor I) | 50.00/hr. |
| Graphic Designer | 72.00/hr. |
| Interior Design Principal..... | 105.00/hr. |
| Interior Design Designer..... | 77.00/hr. |
| Interior Design Specification Writer..... | 76.00/hr. |
| Interior Design Draftsperson I | 66.00/hr. |

Note: Any changes in the above noted hourly rates, after April 1, 2023 shall be provided to the Owner thirty (30) days prior to said date.