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May 13, 2025

Lazaro Quintero, MPA, PMP, CPRP
Capital Improvements Division Chief
City of Doral
8401 NW 53<sup>rd</sup> Terrace
Doral, Fl 33178
E. Lazaro.Quintero@cityofdoral.com
T. (305) 593-6600

Reference: Conceptual Design for future Police Building in the City of Doral | Architectural and Civil Services Proposal

Dear Mr. Quintero:

Thank you for the opportunity to present this proposal for the conceptual design for the future Police Building in the City of Doral, Florida. We are very excited about working with The City of Doral and the Police Department on this project. We are uniquely positioned to assist you and your team to realize this project. Our team has extensive experience in successfully delivering efficient and functional police departments.

# The project shall be inclusive of the following:

The target site is located at 3719 NW 97 Ave. Doral Fl. 33172. The building programing and conceptual design will be based on the allowable zoning floor area ratio and height. Parking spaces will be analyzed based on code requirements and the input provided by the Police Department in regard to current and potential future needs.

The Project shall be based on general program to be discussed with the City of Doral Police Department to identify the primary uses required for the new Police Department Building.

The following list includes some of the uses within the program but is not conclusive, a comprehensive analysis will be completed during the programing phase in conjunction with the stakeholders spatial needs and requirements:

- Entry Lobby and Reception
- Property and Evidence Unit
- Booking and Intake
- Detectives Division
- K-9 Unit



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# Reference: Police Department Building Conceptual Design | Doral, Florida

- Records Unit
- Crime Scene Unit
- Uniform and Traffic Unit
- Communications and Dispatch
- Internal Affairs
- Special Details Unit
- Property and Evidence Storage
- Quartermaster Area
- Fitness Area
- School Resource Program
- Real Time Operations Center
- Training Rooms
- Classrooms and Media Press
- Support Spaces: administration offices, male and female restrooms and lockers, break room, conference rooms, mail room, mechanical room, main electrical room, generator room, IT/Server room.

Once the primary uses are identified, a meeting within the design team and a representative of each Police Department Unit or Division will be scheduled to discuss the specific needs for the space and the end user, included but not limited to the number of personnel using the space, space layout requirements (enclosed rooms, open work areas, spatial and dimensional needs), adjacency requirements and general requirements.

The program development for the Police Department Building aims to create a comprehensive plan that outlines the scope, goals and objectives of the project. The program will serve as a guide for the design team ensuring the concept design meets the needs and expectations for the Police Department.

### **DESCRIPTION OF SERVICES AND SCOPES OF WORK**

Stantec shall perform all services and/or work necessary to complete the following tasks and/or provide the following items.

# Phase 1 - Program Verification

Our work in this phase will commence upon your authorization and signed service order. In this task we will meet with stakeholders to assess the current and projected needs of the project and develop a quantitative facilities spatial program and set target dates for critical project



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milestones.

# Phase 2 - Schematic Design

Schematic Design task shall establish the conceptual design of the project illustrating the scale and relationship of the project components. Two options will be included and presented for consideration. The Schematic Design Documents shall include:

Site Development Planning: including - project elements, existing facilities, and proposed projects pertinent to or interfacing with other projects. The site analysis will be coordinated with our inhouse Civil Department based on current site conditions, included but not limited to the relationship with the existing access road, existing city's training facility building and wetland area, verification for parking on grade or parking structure based on input provided by the Police Department in regard to current and potential future needs.

Architectural Schematic Design Documentation: including - conceptual building plan, preliminary sections and elevations, preliminary selection of building systems and materials, as applicable, development of approximate dimensions, areas, and volumes.

Civil Schematic Design Documentation: Research existing conditions, permits and regulatory requirements for the proposed site. Provide preliminary assessment of drainage requirements and availability of utility services to be outlined in preliminary Civil Plan Views.

Environmental Services Design Documentation: Research existing conditions, permits and regulatory requirements for the proposed site. Provide preliminary assessment and narrative of environmental conditions and permit requirements.

Landscape Schematic Design Documentation: Provide a preliminary assessment of the landscape requirements, included but not limited to mitigation, landscape trees and shrubs and irrigation. Provide a narrative along with preliminary plans for Tree Disposition and Plantings

Mechanical/Plumbing/Fire Protection Schematic Design Documentation: Make recommendations regarding basic mechanical materials and systems, analysis, and development of conceptual solutions for: energy source(s), energy conservation, Air conditioning, heating and ventilation, plumbing, fire protection, general space requirements and prepare mechanical design criteria narrative. Including two meetings, one to discuss the proposed systems and another to address any comments.

Structural Schematic Design Documentation: provide a structural design narrative which includes overall structural design criteria, general description of structural systems which can be used and general structural material specifications. Including two meetings, one to discuss the proposed systems and another to address any comments.



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### Reference: Police Department Building Conceptual Design | Doral, Florida

Electrical Schematic Design Documentation: make recommendations regarding basic electrical materials and systems, analysis, and development of conceptual solutions for: power service, lighting, fire detection, special electrical systems, general space requirements, emergency redundancy, prepare electrical design criteria narrative. Including two meetings, one to discuss the proposed systems and another to address any comments.

### The scope of work for this phase shall include the following:

- Production of design work to demonstrate compliance with the approved program.
- Compliance with current building and accessibility codes.
- Preliminary floor plans for each floor which illustrate core configurations and proposed layout for each department.
- Site area development based on civil engineering coordination for existing conditions and parking space requirements (parking on grade vs parking structure).
- Research existing permits, as-builts and existing development plans for existing conditions regarding drainage and utilities.
- Provide preliminary assessment of drainage requirements and availability of utility services.
- Verify environmental and permitting requirements based on any possible impacts to the existing wetland, included but not limited to dredging, filling and/or construction.

#### **Deliverables include:**

- Vicinity Map showing surrounding properties within 250 feet
- Architectural Color Site Plan
- Preliminary Civil Plans to include proposed Drainage and Utilities
- Preliminary Landscape Plans to include proposed Tree Disposition and Proposed Preliminary Landscaping
- Floor Plans of each Level
- Enlarged plans
- Building Efficiency Summary, program and computed areas.
- Zoning Summary and Development Summary
- Two (2) computer-generated 3D architectural massing views
- One (1) hand sketch of the architectural concept design

Two presentation meetings are included. One meeting to present the design concept and a second meeting to address any comments or observations.



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#### **ESTIMATE**

Stantec will provide Cost Estimating services through the use of a sub-consultant. A cost estimate will be provided at the end of the Programming Phase and an updated estimate will be provided at the end of the Schematic Design Phase.

# SERVICES NOT INCLUDED IN THIS PROPOSAL (CHANGE OF SERVICES)

Modifications necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages will be considered a Change of Services.

At your request, we can provide:

- Services beyond the Scope of Services described in this proposal
- Additional meetings outside those included in the Proposal
- Inventory of existing equipment / furniture and/or preparation of a plan for reuse of existing equipment/furniture.
- Preparation of digital or physical finish boards for presentation
- Specifications
- Selection and specification of custom furniture and/or individual/nonstandard office furniture.
- Signage, way-finding graphic design or environmental graphic design other than required by code
- Procurement coordination
- Bidding assistance
- Services related to data center, fitness center, kitchen and/or food service design
- Services related to audio visual, security, telecommunications and network design
- Coordination of professional renderings or models
- Marketing Materials
- Value Engineering services
- Environmental Services are for permit and regulatory research only and do not include field assessments, evaluations or testing.
- Changes or major documentation revisions after layout has been approved in previous
  phases may or may not result in an additional service. Depending on the implications of
  the change requested, if applicable, fee or schedule impacts will be presented for owner
  approval prior to proceeding with the change.
- Multiple bid or phased permit drawings not identified in the Proposal above.



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Reference: Police Department Building Conceptual Design | Doral, Florida

#### **OWNER RESPONSIBILITIES**

Our design concept work will be based on the approved program and any preliminary information provided. The Owner shall provide the following:

- Topographic surveys, SUE, and subsurface investigations reports necessary for the A/E design will be provided by the City of Doral.
- City of Doral will provide systems furniture vendor to be used as the basis of design prior to beginning Phase 1.

### **SCHEDULE**

We have assumed duration of two (2) month for programming, including four (4) meetings with the City of Doral and stakeholders and up to three (3) months to complete the Concept Design package for two options, this duration includes coordination with engineers to define the required systems. These durations assume that the stakeholders will be available for all programming sessions and the City of Doral will review and sign off on phase 1 programming prior to starting on Phase 2 – Concept Design.

# **FEE AND BILLING**

Services will be performed in accordance with City's Continuing Professional Services Agreement RFQ 2023-08 dated June 3, 2024. Stantec will accomplish the services outlined in this scope of services for the lump sum labor fee of \$ 370,376.26 as outlined below.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed and expenses incurred as of the invoice date. Payment will be due within 30 days of the date on the Stantec invoice.



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Fee proposal

Task	Fee
Architecture	
Phase 1 Program Verification	\$ 85,258.56
Phase 2 Schematic Design	\$ 162,058.46
Meetings	\$ 13,946.04
Civil	\$ 19,619.80
Environmental	\$ 3,657.60
Landscape Architecture	\$ 10,788.10
Structure	\$ 22,782.90
MEP	\$ 33,574.00
Cost Estimating	\$ 16,690.00
Reimbursable Expenses	\$ 2,000.00
Totals	\$ 370,376.26

# **REIMBURSABLE EXPENSES**

Reimbursable expenses are above and beyond the fees noted above. These fees are payable in response to monthly invoices based upon the number of Basic Services and Additional Services actually performed plus Reimbursable Expenses.



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### **TERMS AND CONDITIONS**

The attached "Continuing Professional Services Agreement" between City of Doral, Fl. And Stantec Consulting Services Inc. is included as an integral part of this proposal.

### **BILLING**

Invoices will be submitted on a monthly basis. The invoices will be identified with the work number and including the phase of the estimated percentage of the work completed.

We are eager to begin to work on this project and are looking forward to building a successful relationship with The City of Doral.

Sincerely,

Stantec Consulting Services, Inc.

Jeffrey Crews PE

Senior Principal

Stantec Architecture, Inc.

Gustavo Alberti AlA NCARB Principal Senior Architect

City of Doral

Attn: Lazaro Quintero

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Project Billing Rate (T&M)	\$257.80	\$205.01	\$157.70	\$157.70	\$199.85	\$199.85	\$199.85	\$199.85	\$94.13	\$152.40	\$238.40	\$199.85	\$180.10	\$157.70	\$1.00	\$1.00	Fixed Fee
Total Units (T&M)	224.00	364.00	220.00	583.00	66.00	56.00	46.00	114.00	24.00	24.00	32.00	60.00	24.00	41.00	2,000.00	16,690.00	Time & Mate
Fee (T&M)	\$57,747.20	\$74,623.64	\$34,694.00	\$91,939.10	\$13,190.10	\$11,191.60	\$9,193.10	\$22,782.90	\$2,259.12	\$3,657.60	\$7,628.80	\$11,991.00	\$4,322.40	\$6,465.70	\$2,000.00	\$16,690.00	Total
Escalation (T&M)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Fee (T&M)	\$57,747.20	\$74,623.64	\$34,694.00	\$91,939.10	\$13,190.10	\$11,191.60	\$9,193.10	\$22,782.90	\$2,259.12	\$3,657.60	\$7,628.80	\$11,991.00	\$4,322.40	\$6,465.70	\$2,000.00	\$16,690.00	

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	1,878.00	\$351,686.26	\$0.00	\$16,690.00	\$368,376.26
Time & Material	0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Total	1,878.00	\$351,686.26	\$2,000.00	\$16,690.00	\$370,376.26

WBS Table Name											
Code Task Name	Units					Task Type	Hours	Labour	Expense	Subs	Total
1 Architecture			· · · · · · · · · · · · · · · · · · ·			Fixed Fee	1,415.00	\$261,263.06	\$0.00	\$0.00	\$261,263.06
1.1 Programing- Architecture	100.00 100.00 100.00 140.00		12.00			Fixed Fee	452.00	\$85,258.56	\$0.00	\$0.00	\$85,258.56
1.2 Concept Design	100.00 240.00 120.00 425.00		12.00			Fixed Fee	897.00	\$162,058.46	\$0.00	\$0.00	\$162,058.46
1.3 Meetings	24.00 24.00 18.00					Fixed Fee	66.00	\$13,946.04	\$0.00	\$0.00	\$13,946.04
2 Civil Engineering								\$19,619.80	\$0.00	\$0.00	\$19,619.80
2.1 Existing Documentation Research				8.00			8.00	\$1,907.20	\$0.00	\$0.00	\$1,907.20
2.2 Preliminary Designs and Plans				16.00 60.00			76.00	\$15,805.40	\$0.00	\$0.00	\$15,805.40
2.3 Narrative				8.00			8.00	\$1,907.20	\$0.00	\$0.00	\$1,907.20
3 Environmental								\$3,657.60	\$0.00	\$0.00	\$3,657.60
3.1 Existing Permit and Regulation Research				16.00			16.00	\$2,438.40	\$0.00	\$0.00	\$2,438.40
3.2 Narrative				8.00			8.00	\$1,219.20	\$0.00	\$0.00	\$1,219.20
4 Landscape Architecture								\$10,788.10	\$0.00	\$0.00	\$10,788.10
4.1 Existing Conitions				8.00	16.00		24.00	\$3,964.00	\$0.00	\$0.00	\$3,964.00
4.2 Preliminary Plans				8.00	25.00		33.00	\$5,383.30	\$0.00	\$0.00 \$0.00	\$5,383.30
4.3 Narrative				8.00			8.00	\$1,440.80	\$0.00	\$0.00	\$1,440.80
5 Structure								\$22,782.90	\$0.00	\$0.00	\$22,782.90
5.1 Narrative Structure			98.00				98.00	\$19,585.30	\$0.00	\$0.00	\$19,585.30
5.2 Meetings			16.00				16.00	\$3,197.60	\$0.00	\$0.00	\$3,197.60
6 MEP								\$33,574.80	\$0.00	\$0.00	\$33,574.80
6.1 Narrative MEP		60.00	50.00 40.00				150.00	\$29,977.50	\$0.00	\$0.00	\$29,977.50
6.2 Meetings		6.00	6.00 6.00				18.00	\$3,597.30	\$0.00	\$0.00	\$3,597.30
7 Cost Estimating 16,690.00								\$0.00	\$0.00	\$16,690.00	\$16,690.00
8 Expenses					2.000.00	Time & Material	0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00