

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: February 23, 2026

Presenter's Name and Title: Eric Francois, Senior Project Manager, on behalf of the Utilities Department, and Alicia Ayum, Director of Procurement on behalf of the Procurement Department

Prepared By: Eric Francois, Senior Project Manager of Utilities

Temp. Reso. Number: 8619

Item Description: Temp. Reso. #R8619 APPROVING AND AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE AGREEMENT WITH WALTERS ZACKRIA ASSOCIATES, PLLC (WZA) FOR ADDITIONAL DESIGN SERVICES, HVAC SYSTEM EVALUATION AND REPLACEMENT, AND CONSTRUCTION ENGINEERING SERVICES FOR THE WASTEWATER RECLAMATION FACILITY BUILDING "L" OFFICE RENOVATION, IN AN AMOUNT OF \$151,250; APPROVING A PROJECT ALLOWANCE OF \$50,000, FOR A TOTAL PROJECT AMOUNT NOT TO EXCEED \$201,250; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROPOSED AMENDMENT. (Utilities Senior Project Manager Eric Francois and Procurement Director Alicia Ayum)

Consent Resolution Ordinance Quasi-Judicial Public Hearing

Instructions for the Office of the City Clerk: N/A

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes No

REMARKS: Funding of \$201,250.00 is available in Utilities, GL- Account 410-55-800-535-000-606502-53037 – CIP-Plan/Design/Engineering

Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR8619**
 - **Exhibit A:** Proposed Contract Amendment 1 with Walters Zackria Associates, PLLC
- **Attachment(s)**
 - **Attachment 1:** Walters Zackria Associates, PLLC. proposal for Additional Design Services and Construction Engineering Service



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Francois A. Domond, P.E., Director of Utilities

DATE: February 12, 2026

RE: Temp. Reso. No. 8619 Amendment No 1 to Professional Design Services Contract for Wastewater Reclamation Facility Building “L” Office Renovations with Walters Zackria Associates, P.L.L.C.

RECOMMENDATION: The City Manager recommends approval of TR8619, approving and authorizing the execution of Amendment No. 1 to the existing Professional Design Services Agreement with Walters Zackria Associates, PLLC (“WZA”), to provide additional architectural and engineering design services, including evaluation and full replacement of the HVAC system for both floors of Wastewater Reclamation Facility Building “L,” and associated construction engineering services, in an amount not to exceed \$151,250, together with approval of a \$50,000 project allowance, for a total project amount not to exceed \$201,250.

ISSUE: City Commission approval is required for expenditures exceeding \$75,000 in accordance with City Code Section 2-412(a)(1).

BACKGROUND: The Utilities Department is responsible for the operation and maintenance of the City’s Wastewater Reclamation Facility (“WWRF”). Building “L” primarily houses Utilities Administration and related support functions. The renovation of the first-floor office spaces in Building “L” was included and funded in the approved Fiscal Year 2025 Capital Improvement Program.

On November 28, 2023, the Procurement Department issued Request for Letters of Interest (RLOI) No. 24-11-10, entitled “Wastewater Reclamation Facility Building ‘L’ Office Renovation,” to all firms listed under Category 2 of the City’s Architectural and Engineering Consulting Services Library. Five responses were received, and on February 4, 2024, the

evaluation committee determined Walters Zackria Associates, PLLC, to be the most qualified, responsive, and responsible firm.

On April 2, 2025, the City Commission approved a Professional Design Services Agreement with WZA in an amount not to exceed \$178,650 for architectural and engineering services associated with the Building "L" office renovation.

DISCUSSION: During the design development and evaluation phase of the project, it was determined that the existing heating, ventilation, and air conditioning (HVAC) system serving Building "L" is at or beyond its useful life and does not adequately support current operational needs, energy efficiency expectations, or indoor air quality standards.

Proceeding with interior office renovations without addressing the HVAC system would compromise the functionality and long-term value of the project, expose the City to near-term system failure, and likely require future corrective work at significantly higher cost and disruption. HVAC replacement is, therefore, a project-critical element necessary to deliver a fully functional, safe, and sustainable renovated facility.

The evaluation, design, and coordination required for HVAC replacement exceed the scope of the original agreement and necessitate additional professional services. As the original design consultant, WZA is uniquely positioned to perform this work efficiently and cohesively, ensuring full integration with the architectural, electrical, and structural components of the project and minimizing the risk of design conflicts, change orders, and schedule delays.

On January 5, 2026, WZA submitted a proposal for additional architectural and engineering design services, including HVAC system evaluation and replacement for both floors of Building "L," and associated construction engineering services, in the amount of \$151,250. The proposed amendment also includes a \$50,000 project allowance to address unforeseen conditions that may arise during implementation.

ANALYSIS: Approval of Amendment No. 1 is necessary to ensure the successful completion of the Building "L" office renovation project, protect the City's capital investment, and address critical HVAC deficiencies in a coordinated and cost-effective manner. The amendment represents a prudent and proactive approach that supports operational continuity at a vital utility facility while maintaining consistency with the original procurement and contractual framework.

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**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE AGREEMENT WITH WALTERS ZACKRIA ASSOCIATES, PLLC FOR ADDITIONAL DESIGN SERVICES, HVAC SYSTEM EVALUATION AND REPLACEMENT, AND CONSTRUCTION ENGINEERING SERVICES FOR THE WASTEWATER RECLAMATION FACILITY BUILDING “L” OFFICE RENOVATION IN AN AMOUNT OF \$151,250; APPROVING A PROJECT ALLOWANCE OF \$50,000 FOR A TOTAL PROJECT AMOUNT NOT TO EXCEED \$201,250; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Miramar (“City”), through its Utilities Department, is responsible for the operation and maintenance of the City’s Wastewater Reclamation Facility (“WWRF”), including Building “L,” which primarily houses Utilities Administration and related support functions; and

WHEREAS, the renovation of the first-floor office spaces within Building “L” at the WWRF was included and funded in the approved Fiscal Year 2025 Capital Improvement Program; and

WHEREAS, on November 28, 2023, the City’s Procurement Department issued Request for Letters of Interest No. 24-11-10, entitled “Wastewater Reclamation Facility Building “L” Office Renovation,” to firms listed under Category 2 of the City’s Architectural and Engineering Consulting Services Library; and

Reso. No. _____

WHEREAS, following evaluation of the responses received, the City’s evaluation committee determined Walters Zackria Associates, PLLC (“WZA”) to be the most qualified, responsive, and responsible firm, subject to successful contract negotiations; and

WHEREAS, on April 2, 2025, the City Commission approved a Professional Design Services Agreement with WZA in an amount not to exceed \$178,650 for architectural and engineering services related to the renovation of Building “L” at the WWRF; and

WHEREAS, during the design development and evaluation phase of the project, it was determined that the existing heating, ventilation, and air conditioning (“HVAC”) system serving Building “L” is at or beyond its useful life and does not adequately support current operational needs, energy efficiency expectations, or indoor air quality standards; and

WHEREAS, the evaluation, design, and coordination required for replacement of the HVAC system serving both floors of Building “L” constitute additional architectural and engineering services beyond the scope of the original agreement; and

WHEREAS, replacement of the HVAC system is necessary to ensure the functionality, safety, and long-term performance of the renovated facility and to protect the City’s capital investment; and

WHEREAS, on January 5, 2026, WZA submitted a proposal to provide such additional architectural and engineering design services and associated construction engineering services for the Wastewater Reclamation Facility Building “L” Office

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Renovation Project in an amount not to exceed \$151,250, together with a proposed project allowance of \$50,000; and

WHEREAS, funding in a total amount not to exceed \$201,250 is available in the Utilities Department Capital Improvement Program, GL Account 410-55-814-533-000-606502-52092 – CIP Plan/Design/Engineering; and

WHEREAS, City Commission approval is required for this action pursuant to Section 2-412(a)(1) of the City Code, as the total amendment amount exceeds \$75,000; and

WHEREAS, the City Commission finds that approval of Amendment No. 1 to the Professional Design Services Agreement with Walters Zackria Associates, PLLC is in the best interest of the City and its residents in order to ensure the successful completion of the Wastewater Reclamation Facility Building “L” Office Renovation Project; and

WHEREAS, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to approve additional engineering services for the Wastewater Reclamation Facility Building “L” Office Renovations with Walters Zackria Associates, PLLC, and to authorize the City Manager to execute the proposed Amendment in substantial conformity with Exhibit “A,” attached hereto. Manager to execute the proposed agreement in substantial conformity with Exhibit “A,” attached hereto.

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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2: The City Commission approves the Amendment No. 1 for additional engineering services for the Wastewater Reclamation Facility Building “L” Office Renovations, to Walters Zackria Associates, PLLC., in the amount not-to-exceed \$151,250.

Section 3: The City Commission of the City of Miramar hereby approves Amendment No. 1 to the Professional Design Services Agreement with Walters Zackria Associates, PLLC, for additional architectural and engineering design services, including evaluation and replacement of the HVAC system for both floors of Wastewater Reclamation Facility Building “L,” and associated construction engineering services, in an amount not to exceed \$151,250.

Section 4: The City Commission hereby approves a project allowance of \$50,000 for unforeseen conditions and necessary ancillary work associated with the Wastewater Reclamation Facility Building “L” Office Renovation Project, for a total project amount not to exceed \$201,250, inclusive of Amendment No. 1 professional services and the approved project allowance.

Section 5: That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

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PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Vice Mayor Yvette Colbourne	_____
Commissioner Carson Edwards	_____
Mayor Wayne M. Messam	_____



**AMENDMENT No. 1 TO THE PROJECT AGREEMENT
 FOR WASTEWATER RECLAMATION FACILITY BUILDING “L” OFFICE
 RENOVATION SERVICES
 BETWEEN
 THE CITY OF MIRAMAR
 AND
WALTERS ZACKRIA ASSOCIATES, PLLC.**

THIS AMENDMENT No. 1 (the “Amendment”) is made effective on the last date of execution herein, between the **CITY OF MIRAMAR, FLORIDA**, a Florida municipal corporation with its principal offices located at 2300 Civic Center Place, Miramar, Florida 33025 (the “City”), and **WALTERS ZACKRIA ASSOCIATES, PLLC.**, a Florida Limited Liability Company, (the “Consultant”), whose principal place of business is 5813 N. Andrews Way, Fort Lauderdale, Florida 33309.

WHEREAS, on April 2, 2025, by Resolution No. 25-108, the City Commission approved the award of the Project Agreement for Wastewater Reclamation Facility Building “L” Office Renovation Services between the City of Miramar and Walters Zackria Associates, PLLC., in the amount of \$178,650 (“Original Agreement”), (see “Attachment 1”); and

WHEREAS, during the design and evaluation phase of the project, it was determined that the building’s existing heating, ventilation, and air conditioning (“HVAC”) system is beyond it’s useful life, effecting both floors in the building; it does not adequately support the current building needs; and the evaluation and replacement of the HVAC system requires additional professional design services beyond the scope of the original agreement; and

WHEREAS, the Consultant, as the current design professional, is qualified and familiar with the HVAC system, and can provide the necessary additional evaluation, design and coordination services (“Additional Services”); and

WHEREAS, on January 5, 2026, Consultant submitted a proposal to the City for the additional services in the amount of \$151,250.00, (see “Attachment 2”); and

WHEREAS, funding for the additional services is available in Utilities, GL-Account: 410-55-814-533-000-606502-52092 – CIP-Plan/Design/Engineering.

NOW THEREFORE, for good and valuable consideration of the mutual covenants set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant and agree to amend the Original Agreement, as follows:

1. The City and the Consultant, herein referred to as, “the Parties”, have agreed to the amount of \$151,250.00 for the provision of additional services by the Consultant.
2. The Consultant’s proposal for additional services shall become part of and be incorporated into the terms and conditions of the original agreement, contract documents and any amendment for all purposes.
3. The parties agree that all other services, terms and conditions, as stated under the original agreement and contract documents are to remain in effect.
4. Except to the extent expressly set forth herein, this Amendment does not impact, modify or abridge any term, right or obligation under the Original Agreement or the Contract Documents. Any terms used in this Amendment have the same meaning as those used in the Original Agreement, unless expressly noted otherwise herein.
5. No term of this Amendment may be modified except in writing executed by all parties to this Amendment.
6. If any term of this Amendment is found by a legal forum of competent jurisdiction to be void or unenforceable, said finding shall not affect the enforceability of the remaining terms of this Amendment.

[REMAINDER INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective duly authorized representatives the day and year written below.

ATTEST:

Denise Gibbs, City Clerk

FOR CITY:

CITY OF MIRAMAR

By: _____
Dr. Roy L. Virgin,
City Manager

Dated: _____

Approved as to form and legal sufficiency
for the use of and reliance by the City of
Miramar only:

City Attorney
Austin Pamies Norris Weeks Powell, PLLC

WITNESS:



Print Name: YAREITZA RODRIGUEZ

FOR CONSULTANT:

WALTERS ZACKRIA ASSOCIATES, PLLC.

By: 

Abbas H. Zackria
President

Dated: 2/2/26

January 5, 2026

Ronnie S. Navarro, Assistant Director
City of Miramar Utilities Department
13900 Pembroke Road
Miramar, Florida 33027
(954) 883-6825
Email: rnavarro@miramarfl.gov

Re: Design Services Proposal – Amendment 1 HVAC Evaluation and Replacement
City of Miramar WWRF – Building L, 1st Floor Office Renovation
13900 Pembroke Road, Miramar, FL 33027

Dear Mr. Navarro,

The firm of Walters Zackria Associates, PLLC (Consultant) proposes the following scope of work and fee schedule for Additional Design Services and Evaluation and Replacement of the HVAC system for both floors in Building L at the WWRF.

Per discussion during a site visit with Michelle, Ronnie and team on October 16, 2025, the first floor renovations are to include the existing break room, adjacent restroom, lobby, and exterior entry which will be part of the construction documents described in the previous contract.

Regarding the HVAC, it is our understanding that the evaluation and replacement shall be for all associated units, including the cooling tower located on site adjacent to the building, upgraded equipment and control systems to improve efficiency and performance. The basic project scope will generally include examination and an evaluation report documenting the deficiencies of the existing building HVAC system. HVAC design to replace the existing system, Construction Documents, Permitting and Bidding.

A report will be written and include the following:

1. Description of the existing systems and conditions.
2. List of deficiencies and/variations between what is built, the original design and the present operating conditions.
3. Recommendations for replacement and/or modifications to the equipment and the operating sequences of control.

ITEMS NOT INCLUDED:

1. Testing & measuring to determine actual water flow rates.
2. Conditions assessment of concealed ductwork or interior of duct work.
3. Conditions assessment of existing water piping that cannot be observed.
4. Detailed cost estimates.

Consultant will prepare HVAC Design and Construction Documents, including technical specifications for the project with the following scope:

1. Provide HVAC redesign of entire Building L including replacement of all units, with new cooling tower, upgraded equipment, and modern control system for improved efficiency and performance.
2. Provide power distribution design modifications for upgraded HVAC system.
3. Load calculations to size ductwork.

Consultant will provide Permitting Assistance and Bid Assistance.

Future services may include Shop Drawing Review and Limited Construction Administration (NIC).

Development Review Committee, Community Appearance Board, Planning and Zoning Board, and Commission approvals are excluded from the project scope.

The project will include the following service tasks:

BASIC SERVICES:

PHASE 1 - SCHEMATIC DESIGN SERVICES (INCLUDING EVALUATION)

Once a Notice to Proceed is received, Consultant will proceed with Schematic Design Phase Services.

Task 1.0 - Field Documentation and Prepare Cad As-Built

WZA will send staff to document the existing building HVAC and additional first floor renovation areas, and prepare CAD as-built. Field measurements and documentation will be limited to areas with proposed construction / renovation.

Task 1.1 - Schematic Phase Meetings

Consultant shall attend up to 1 meeting during this phase.

Task 1.2 - Schematic Floor Plans and Elevations

Consultant will prepare a schematic HVAC plan. In addition, Consultant will prepare an exterior plan and elevation study illustrating the look and feel for the proposed exterior entry renovation. Consultant will present the Schematic Design to City staff for discussion. City staff will review and provide comments on the draft design, and the Consultant shall address comments and produce design.

Task 1.3 - Existing Building Mechanical Field Review and Documentation

Consultant to visually evaluate condition of existing building mechanical systems based on accessible equipment and ductwork.

Task 1.4 - Prepare Mechanical Assessment & Evaluation Report

Consultant will prepare a written assessment and recommendations, with descriptions of existing mechanical system and condition, deficiencies as per the current FBC 2023 Mechanical, and recommendations to upgrade or replace the equipment. Items that cannot be assessed are equipment that is hidden and is not described on the existing drawings.

PHASE 2 - CONSTRUCTION DOCUMENT SERVICES

Task 2.0 - Construction Document Phase Meetings

Consultant will attend up to (1) Construction Document meeting with City staff to review submittal at the 75% stage.

Task 2.1 to 2.2 - Construction Document Services – 75% and 100%

Once the evaluation and schematic design is reviewed and accepted the City, Consultant and its subconsultants will proceed with Construction Document Services. WZA will provide complete building Construction Documents to include Architectural, Mechanical and Electrical.



Architectural scope of work shall include plans, elevations and details for interior renovations and exterior entry areas, including required finishes.

Electrical Engineering scope of work shall include power distribution design modifications for any new/upgraded equipment. We do not expect more power to be required for the renovation.

Mechanical Engineering scope of work shall include reconfiguration of the existing mechanical ventilation supply and return to accommodate the new layout and all new equipment.

Bid specifications will be prepared using CSI masterformat.

At each construction document submittal, concurrent with the City review, WZA principal will review the drawings and specifications and mark up construction documents.

Structural engineering is not included for this project.

Civil engineering scope is not included for this project; existing utilities are provided to the building and the MEP Engineers will include describing connections in their scope of work.

Landscape and Irrigation Design is not included for this project.

Deliverables: Consultant shall provide electronic AutoCAD, Word, Excel, PDF, files to the City for each review submittal - 75% and 100% stages.

Task 2.3 – Probable Construction Cost Estimate

Consultant shall develop an opinion of probable cost of construction based on the evaluation and 100% mechanical design milestone stages of the project. Consultant shall provide a budget level opinion of probable cost. An estimate of this type is normally expected to be accurate within +15% and -15%.

PHASE 3 - PERMITTING SERVICES

Task 3.0 to 3.1 - Permitting Phase Meetings and Coordination – in previous contract

Task 3.2 - Building Department Preliminary Plan Review

Consultant shall submit the contract documents to the City Building Department for a preliminary review. All technical comments received in a timely manner will be addressed by inclusion into the Bid Documents or by inclusion through an addendum to the Bid Documents.

PHASE 4 - BIDDING SERVICES – in previous contract

Task 4.0, 4.1 - Bidding Phase Meetings and Coordination – in previous contract

Task 4.2 - Preparation of Final Bid Documents

Task 4.3 - Pre-Bid Conference and Job Walk Through – in previous contract

Task 4.4 - Issue Bid Documents and Addenda – in previous contract

Task 4.5 - Bid Evaluation – in previous contract



PHASE 5 - CONSTRUCTION PHASE SERVICES

Task 5.0, 5.1 - Progress Meetings and Coordination

WZA will monitor the progress of project throughout the construction phase with the City and its Contractor. WZA will attend bi-weekly progress meetings and provide any direction required so the project remains consistent with the Construction Documents.

Task 5.2 - Shop Drawing Review

Consultant will provide one (1) shop drawing review per submittal for the City and the General Contractor to review for compliance with the Construction Documents. Additional reviews for incorrect or incomplete submittals will be billed as additional services.

Task 5.3 - Construction Administration

During the construction phase of the project, WZA shall provide Limited Construction Administration services for the City and awarded contractor. WZA will provide RFI, request for information review. Limited Construction Administration services shall include bi-weekly on-site meetings with the general contractor, the subcontractors, and owner's representative. WZA will review the construction when requested, review payment applications, review change order requests, review actual progress with construction schedule, and make any decisions required to clarify the construction documents. Construction administration services are based on an hourly allowance of 168 hours for 6-months of construction duration plus 1-month of pre-construction and 1-month for final completion. Additional time exceeding the hourly allowance will be billed as additional services.

Limited Construction Administration services shall include up to (16) meetings (pre-con, site meetings, final walkthrough).

Task 5.4, 5.5 - Substantial and Final Completion

After the project is complete, WZA shall prepare punch lists and certify that the project has attained substantial and final construction.

COMPENSATION

Compensation for professional consulting Architectural and Engineering services as described herein shall be on a lump sum basis and paid on percent completed in accordance with the AGREEMENT. The fee breakdown is as follows:

BASIC SERVICES BY PHASE	FEE
PHASE 1 - SCHEMATIC DESIGN SERVICES (INCLUDING EVALUATION)	\$6,290.00
PHASE 2 - CONSTRUCTION DOCUMENT SERVICES	\$43,500.00
PHASE 3 - PERMITTING SERVICES	\$5,890.00
PHASE 4 - BIDDING SERVICES (in previous contract)	\$0.00
PHASE 5 - CONSTRUCTION PHASE SERVICES	\$95,570.00
TOTAL BASIC SERVICES	\$151,250.00



PROJECT SCHEDULE – Calendar Days

PHASE 1 - SCHEMATIC DESIGN SERVICES (INCLUDING EVALUATION)	30 days
PHASE 2 - CONSTRUCTION DOCUMENT SERVICES	90 days
PHASE 3 - PERMITTING SERVICES	45 days
PHASE 4 - BIDDING SERVICES	90 days
PHASE 5 – CONSTRUCTION PHASE SERVICES	240 days

AGREEMENT

Additional services - If requested by the City, shall include additional tasks not specifically mentioned above. All additional services requested by the City shall be billed at the firm's hourly rates included in Attachment 'B'. Additional services may include:

- Major redesign effort due to change in overall project scope, budget, or programming criteria after Schematic Design Submittal.
- Interior Design and Furnishing Design Services
- LEED Services excluded in the scope of services
- Specialty Engineering Services excluded in the scope of services:
 - Voice/data system design
 - Information Technology
 - Redundant Power Systems
 - Public Announcement Systems
 - New electrical feed from FPL
 - New emergency power generator/fuel tank.
- Public Meetings and Presentations
- Civil Engineering, Landscape Design, and associated Permitting
- Renderings

Existing Conditions - Please note that Consultant cannot be held liable or responsible for undocumented or concealed existing site conditions.

Owner Requirements -

- Consultant shall be responsible for permit fees to all agencies having jurisdiction.
- City will provide existing site Asbestos Survey and Report.

Thank you for the opportunity to provide design services. We will initiate work upon receipt of Purchase Order or Notice to Proceed. Please contact our office if you have any questions regarding this proposal.

Sincerely,

City of Miramar

Date Approved



Abbas H. Zackria, RA CDT LEED AP
Principal Architect

Attachment B

**WALTERS ZACKRIA ASSOCIATES, PLLC
HOURLY RATE SCHEDULE
FY 2023 - 2024**

	HOURLY
TITLE	RATE
Principal Architect	\$ 295.00
Registered Architect	\$ 225.00
Project Manager 1	\$ 200.00
Project Manager 2	\$ 170.00
Project Manager 3 / Site Inspector	\$ 140.00
Cad Operator Level 1	\$ 125.00
Administrative	\$ 110.00



Amendment 1 - HVAC Evaluation and Replacement City of Miramar WWRF – Building L, 1st Floor Office Renovation Architectural/Engineering Services - HOURLY TASK BREAKDOWN							TOTAL = \$151,250.00	
1/5/2026	Principal Arch/Engineer	Project Architect	Project Manager 2	Project Manager 3 / Site Inspector	CAD Operator Level 1	Administrative	Totals	
PHASE 1 - SCHEMATIC DESIGN SERVICES (INCLUDING EVALUATION)							Phase Total	\$6,290.00
Task 1.0	Field Documentation and Prepare Cad As-Builts	0	2	0	0	0	1	
Task 1.1	Schematic Phase Meetings	0	0	0	0	0	0	
Task 1.2	Schematic Floor Plans and Elevations	0	4	0	0	0	1	
Task 1.3	Existing Building Mechanical Field Review and Documentation	0	4	0	0	0	1	
Task 1.4	Prepare Mechanical Assessment & Evaluation Report	0	4	0	0	0	1	
Total Hours for Tasks 1.0 through 1.4		0	14	0	0	0	4	
Rate		\$295.00	\$225.00	\$170.00	\$140.00	\$125.00	\$110.00	
Total		\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$440.00	
Subconsultants Tasks 1.0 through 1.4								
MEP Engineering								\$2,700.00
PHASE 2 - CONSTRUCTION DOCUMENT SERVICES							Phase Total	\$43,500.00
Task 2.0	Construction Document Phase Meetings	5	8	0	0	0	1	
Task 2.1	Construction Document Services – 75%	5	12	0	0	10	2	
Task 2.2	Construction Document Services – 100%	5	12	0	0	10	2	
Task 2.3	Probably Construction Cost Estimate	4	5	0	0	0	2	
Total Hours for Tasks 2.0 through 2.3		19	37	0	0	20	7	
Rate		\$295.00	\$225.00	\$170.00	\$140.00	\$125.00	\$110.00	
Total		\$5,605.00	\$8,325.00	\$0.00	\$0.00	\$2,500.00	\$770.00	
Subconsultants Tasks 2.0 through 2.3								
MEP Engineering								\$26,300.00
PHASE 3 - PERMITTING SERVICES							Phase Total	\$5,890.00
Task 3.0	Permitting Phase Meetings	1	3	0	0	0	1	
Task 3.1	Permitting Phase Coordination	1	0	0	0	0	1	
Task 3.2	Building Department Preliminary Plan Review	1	0	0	0	0	1	
Total Hours for Tasks 3.0 through 3.2		3	3	0	0	0	3	
Rate		\$295.00	\$225.00	\$170.00	\$140.00	\$125.00	\$110.00	
Total		\$885.00	\$675.00	\$0.00	\$0.00	\$0.00	\$330.00	
Subconsultants Tasks 3.0 through 3.2								
MEP Engineering								\$4,000.00
PHASE 4 - BIDDING SERVICES - in previous contract							Phase Total	\$0.00
PHASE 5 - CONSTRUCTION PHASE SERVICES							Phase Total	\$95,570.00
Task 4.0	Progress Meetings	16	48	0	0	0	1	
Task 4.1	Shop Drawing Review	12	56	0	0	0	1	
Task 4.2	Construction Administration	24	144	0	0	0	1	
Task 4.3	Substantial Completion	4	12	0	4	0	1	
Task 4.4	Final Completion	4	12	0	4	0	1	
Total Hours for Tasks 4.0 through 4.4		60	272	0	8	0	5	
Rate		\$295.00	\$225.00	\$170.00	\$140.00	\$125.00	\$110.00	
Total		\$17,700.00	\$61,200.00	\$0.00	\$1,120.00	\$0.00	\$550.00	
Subconsultants Tasks 4.0 through 4.4								
MEP Engineering								\$15,000.00