

April 28, 2026; (Revised: 5/11/26, 5/29/26, 6/18/26)

**Dear Mr. Cala:**

I would like to take this opportunity to thank you for considering **Design2Form (D2F)** to provide Architectural and Engineering Design services for your proposed **New Pool Facilities, Sports Field and Site Improvements for City of Lauderhill's St. George Park**. Please find below our scope-of-work and fee proposal breakdown for the aforementioned project.

**PROJECT DESCRIPTION** – Design2Form shall provide the City of Lauderhill architectural and engineering design services (Pre-Design, Community Engagement, Schematic Design, Design Development, DRC/ASPR Submission, Construction Drawings through Construction Administration) for the proposed St. George Park new pool facilities, sports field and site improvements (detailed below) located at 3501 NW 8th Street, Lauderhill, FL 33311, per the City provided conceptual site plan attached (exhibit A).

### **Site Improvements:**

1. New multi-purpose sports field (oriented north and south) with artificial turf and storm drainage.
  - a. New aluminum bleacher with fabric shade canopy to accommodate 200 persons and be located on each side of field.
  - b. New sports lighting shall be designed for the sports field.
2. Existing parking lots (southwest and southeast) shall be resurface, restriped, new landscaping, irrigation and light fixtures.
3. Existing decorative metal picket perimeter fencing shall be reconfigured to enclose the southwest parking lot, The fence shall be inspected to determine if the existing fence should be replaced or repaired, primed and painted.
4. Existing walking path shall be extended to create a full loop around the park.
5. The entire (new and existing) walking path shall have new low LED pathway lighting fixtures. Existing light fixtures to be removed.
6. Provide a handicap accessible route from pool facility to the parking lot and public right-of-way.
7. Existing playground structure and impact surfacing shall remain.
8. The option to convert the existing basketball courts (uncovered) into a pickleball court (existing drainage structures and inlets shall remain) shall be explored.
9. The existing courtyard area (adjacent to building) shall be redesigned with new seating, lighting, landscaping and future public art.
10. Provide drinking fountain(s) with integrated conceal hose bibb. Location to be determined.
11. Install CCTV security camera system throughout the park and pool facility to be coordinated with City I.T. Department.
12. Existing irrigation system to be evaluated. If needed, existing irrigation system shall be upgraded to a commercial system.

### **Building Improvements:**

1. Design a free-form recreational pool (size to be determined) with integrated water features bench, and beach-style entry/exit. Pool shall include the following:
  - a. Integrated shade canopy or landscaping to provide shading.
  - b. Portable handicap lift or a ramp for handicap access.
  - c. Pool equipment shall be designed adjacent to the pool (exterior) and screened with a chain link fence with privacy slats.
  - d. Pool enclosure with 6'-0" chain link fence.
2. New pool facility building containing a lifeguard/staff office with check-in area and a separate restroom building with showers and locker rooms shall be designed to serve the new pool.
  - a. Building shall have separate male and female facilities.
  - b. Ventilation shall via natural ventilation (No HVAC or Air conditioning).
  - c. Min. 10'-0" ceiling height
  - d. LED light fixtures
  - e. Janitor's closet
  - f. Storage for pool supplies
  - g. CMU interior and exterior walls
  - h. To allow more natural light inside.

The Scope of services to be provided by **Design2Form** shall include and be limited to the following:

### **PHASE I - DESIGN**

#### **Pre-Design Phase:**

- Design2Form shall engage the Owner and Stakeholders (i.e.: funding sources) in order to formalize a building program.
- The Owner shall provide Design2Form with a survey of the property in AutoCAD.
- Design2Form shall assist the Owner with commissioning any required geotechnical testing (such as soil borings).
- Design2Form shall perform a site visit to verify existing conditions. During said site visit, we shall also take note of the context, character, scale, etc. of the neighboring community in order to inform the design.
- Said phase shall include a zoning and site analysis.
- (2) meetings are included in this phase. More meetings may be requested for an additional fee.

#### **As-built Drawings Phase:**

- Field verify existing conditions and review original drawings to develop base plans to be used as a base for design and construction documents phases. A floor plan and reflected ceiling plan shall be provided. Base drawings shall be created in Autocad.

**Community Engagement / Meetings:**

- Design2Form shall prepare visual aids and related illustrations for community Engagement.
- Design2Form shall conduct and participate in two (2) community meetings.
- Engage City staff. Design2Form shall present project design, provide project updates and timeline. Design2Form shall also document community feedback. Design2Form shall also discuss project goals such as visual appeal, landscaping, security, lighting, streetscape design, amenities, signage, art installations and paving, etc.

**Schematic Design Phase:**

- Design2Form shall further develop the preliminary design schemes created during the design charrette and based on the Community/City approved park program. A maximum of 2 revisions are included. More revisions may be requested for an additional fee.
- (2) meetings are included in this phase. Additional meetings may be requested for an extra fee.

**Stakeholder Meeting(s) / Presentation(s):**

- Design2Form shall prepare a presentation site plan, floor plans, elevations and related illustrations. The plans and elevations shall be rendered (in 2D).
- Design2Form shall attend and participate in (2) meetings / presentations.

**PHASE II - DESIGN**

**Design Development Phase:**

- During this phase, the layout shall be finalized and drawings shall be further developed.
- Material and finish selection, heights, overall dimensions, etc. shall be reflected on the Design Development drawings.
- A color elevation, conceptual sections and of the proposed design shall be developed.
- Optional 3D Renderings (total of 1 for community meetings and commission meetings).
- (2) meetings are included in this phase. More meetings may be requested for an additional fee.

**Construction Estimate Services:**

- Develop a preliminary probable cost of construction budget.
- Construction estimate shall be formatted in the CSI 16 Division Construction Specifications.

**Site Plan (DRC Submittal) (30% Construction Doc's):**

- Attend and participate in a pre-application meeting with zoning to review proposed requirements / improvements.
- Design2Form shall prepare presentation boards / drawings of proposed project along with any supplemental engineering drawings which may be required.
- Attend and present in the DRC / Site Plan Review Meeting.
- Prepare meeting notes of requirements / suggestions discussed during meeting.
- Revise drawings to address suggestions / requirements (1 round).

**Construction Documents (Permit Drawings) Phase:**

- Provide and develop architectural, life safety, electrical, structural, civil, mechanical, landscaping plumbing and fire alarm drawings for the project described above. Note, drawings shall not be a part of the proposed scope of work.
- Drawings shall entail customary plans, elevations, sections, calculations, construction details and illustrations to seek a permit and provide a standard description for construction (one (1) meeting).
- 60% and 100% construction document submittal shall be provided.

**Standard Permit Processing:**

- Standard Plans Processing Phase - Submission of construction drawings to building department (i.e. Building, Zoning, Fire, Mechanical, Electrical, Plumbing, Environmental, W.A.S.A. and Impact Fees).
- Standard Plans Processing Phase – Submission to Broward County.

**Bidding Phase:**

During bidding, Design2Form shall provide the following services:

- Work with the Owner/Owner's Representative to prepare the bid package and solicit bids.
- Conduct a pre-bid meeting. Review RFIs and issue addendums.
- Attend bid opening.
- Evaluate bids and make a formal recommendation.
- Review Owner/Contractor Agreement prepared by Owner's attorney.

**Construction Administration Phase:**

- Perform bi-weekly construction site visits/meetings and construction observation reports for 12 months.
- Attend intermediate bi-weekly virtual meetings.
- Architect and Engineer shall review shop drawing submittals and respond to RFIs.
- Architect shall perform a substantial completion inspection, develop a punchlist and perform a final completion inspection.
- Review GC's monthly application for payments.

**SUBMITTAL SCHEDULE** – The above phases shall be submitted on the following schedule:

**PHASE I**

Pre-Design and Field Verification	2 weeks after execution of contract
As-built Drawings	1 week after completion of previous phase
Schematic Design	5 weeks after completion of previous phase
Community Engagement/Meetings	To be determined
Stakeholder Meetings	To be determined
<b>Sub total</b>	<b>8 weeks (2 months)</b>

**PHASE II**

Design Development	5 weeks after approval of previous phase
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Architectural Site Plan Review (DRC) Submittal	6 weeks after approval of previous phase
Construction Estimate	1 week after approval of previous phase
<b>Sub total</b>	<b>12 weeks (3 months)</b>
<b>PHASE III</b>	
Construction Documents	16 weeks after approval of previous phase
Permitting	+/- 12 weeks after approval of previous phase
Bidding	4 weeks after approval of previous phase
Construction Administration	12 months
<b>Sub total</b>	<b>84 weeks (19 months, 9 days)</b>
<b>Total</b>	<b>104 weeks (23 months, 28 days)</b>

**FEE PROPOSAL** - Compensation for services identified and provided to the Architect.

**PHASE I**

Pre-Design and Field Verification	\$ 4,500.00
As-built drawings	\$ 2,500.00
Schematic Design	\$ 25,000.00
Community Engagement/Meetings	\$ 5,000.00
Stakeholder (Owner/Architect) Meetings	\$ 7,500.00
<b>Subtotal (PHASE I)</b>	<b>\$44,500.00</b>

**PHASE II**

Design Development	\$ 25,000.00
Civil – Construction Documents (Part I)	\$ 33,500.00
Landscaping – Construction Documents (Part I)	\$ 19,000.00
Architectural Site Plan/DRC Submittal/Review	\$ 9,700.00
Construction Estimate	\$ 9,000.00
<b>Subtotal (PHASE II)</b>	<b>\$ 96,200.00</b>

**PHASE III - DESIGN -**

Architectural - Construction Documents	\$138,200.00
Mechanical - Construction Documents	\$ 9,500.00
Electrical - Construction Documents	\$ 12,000.00
Electrical (Sports Field Lighting) - Construction Documents	\$ 20,000.00
Plumbing - Construction Documents	\$ 12,000.00
Structural - Construction Documents	\$ 18,000.00
Civil – Construction Documents (Part II)	\$ 28,000.00
Landscaping – Construction Documents (Part II)	\$ 11,700.00
Irrigation – Construction Documents	\$ 14,500.00
Green/LEED Certifying Consultant	Not Included
Interior Design	Not Included
Permit Processing (Master Permit)	\$ 6,000.00
Permit Processing (Broward County)	\$ 2,500.00
Permit Processing (Broward County Surface Water)	\$ 3,500.00
Bidding	\$ 8,200.00

Construction Administration - Structural	\$ 8,000.00
Construction Administration – Civil	\$ 10,000.00
Construction Administration – Mech./Elec./Plumb.	\$ 9,500.00
Construction Administration – Architectural	\$ 48,000.00
Construction Administration – Landscape / Irrigation	\$ 5,400.00
<b>Subtotal (PHASE III)</b>	<b>\$365,000.00</b>

**Allowances:**

Geotechnical Testing	By Owner
Site (Boundary) Survey	By Owner
Asbestos Testing	By Owner
Lighting Study	By Owner
Sports Field Consultant	\$ 25,000.00
Pool/Aquatic Consultant	\$ 25,000.00
Reimbursable Expenses	\$ 2,800.00
3D Renderings (optional)	\$ 7,200.00
<b>Subtotal</b>	<b>\$ 60,000.00</b>
<b>Grand total</b>	<b>\$565,700.00</b>

**REIMBURSABLE EXPENSES** - The Architect shall be reimbursed for printing, express mail, reproductions and miscellaneous expenses incurred in the interest of this project. An administration fee multiplier shall be applied to reimbursable expenses per City's Continuing Services Agreement.

**ADDITIONAL SERVICES** – Compensation to Architect for services above and beyond general architectural / engineering services.

**Additional Meetings / Inspections Phase**

**Pre-Negotiated Hourly Rates**


- Provide additional design services, meetings and/or construction inspections at Owner's request.

**OTHER PROVISIONS / EXCLUSIONS:**

1. Architect shall not be responsible for any off-site improvements.
2. The existing utilities connections (electrical, water, sewer and gas) are adequately sized for the proposed use.
3. Per City request, an emergency call/signal station shall not be a part of scope.

If you have any questions or require any additional information, please do not hesitate to contact me at 954-885-7885.

Sincerely,



**Zamarr T. Brown, RA, LEED AP**  
 Principal Architect

# EXHIBIT A

ATTACHMENT A – MAN-HOUR ESTIMATE

May 11, 2026

<b>DESIGN2FORM (Architecture)</b>	<b>Zamarr Brown</b>	<b>Joelle Flowers</b>	<b>Crispin Walsh / Ivonne Sanchez</b>	<b>Amaya Cameron</b>	<b>Ketlene Pierre Brenda Shuler</b>	<b>Total</b>
	Prin. Architect	Proj. Architect	Proj. Manager	Tech. / Prod.	Clerical / Adm.	
Raw Hourly Rate						
Multiplier						
Hourly Rates						
Negotiated Billable Hourly Rate	\$280.00	\$250.00	\$180.00	\$110.00	\$92.00	
<b>TASK 1 - PRE-DESIGN AND AS-BUILT DRAWINGS</b>						
Project Kick-Off Meeting	2	2	2	2		8
Site Visit and Request Site Survey	0.5	2	2	2		6.5
Code Research and Meeting with (Zoning)	0.5	1	2			3.5
Spatial / Building Program	1	3	2		6.5	12.5
As-Built Drawings (Floor Plan, Exterior Elevations, Roof and Site Plan)		0.5	0.5	2		3
Meeting (Review of Spatial Program)	1	1	1			3
Prepare invoices (monthly)	0.5				1.2717	1.7717
<b>Subtotal</b>	<b>\$1,540.00</b>	<b>\$2,375.00</b>	<b>\$1,710.00</b>	<b>\$660.00</b>	<b>\$715.00</b>	<b>\$7,000.00</b>
<b>TASK 2 - SCHEMATIC DESIGN</b>						
Bubble Diagrams / Sketches / Massing Plans	3	8	4	16		31
SD - Plans (Floor, Roof and Site) & Elevations (Bldg. Exterior)	3	18	4	30		55
SD - Incorporate Owner / Stakeholder Comments	3	9	4	14		30
Code Research (Building and Fire Code)	1	2	2			5
Architectural Summary / Write Up	0.5	1	2			3.5
Progress Meetings (2 Owner / Architect Meetings)	4	4	4		0.087	12.087
Prepare Invoices (Monthly)	0.5				1	1.5
<b>Subtotal</b>	<b>\$4,200.00</b>	<b>\$10,500.00</b>	<b>\$3,600.00</b>	<b>\$6,600.00</b>	<b>\$100.00</b>	<b>\$25,000.00</b>
<b>TASK 3 - DESIGN DEVELOPMENT</b>						
DD - Plans (Site Plan, Floor Plan, Roof Plan, RCP, Etc.)	4	8	4	60		76
DD - Exterior Elevations and Building Sections	4	8	4	20		36
DD - Coordination with Engineers and Utility Companies	4	4	4	4		16
DD - Code Research (Building and Fire Code)	1	1	1			3
DD - Review Meeting	2		2			4
Incorporate DD Review Comments	2	4	4	10		20
Prepare invoices (monthly)	0.5				0.9783	1.4783
<b>Sub total</b>	<b>\$4,900.00</b>	<b>\$6,250.00</b>	<b>\$3,420.00</b>	<b>\$10,340.00</b>	<b>\$90.00</b>	<b>\$25,000.00</b>
<b>TASK 4 - ARCHITECTURAL SITE PLAN / DRC SUBMITTAL</b>						
Pre-Application Meeting	1	1	2			4
Prepare Formal Submittal and Application	2	3	8	18	1	32
Formal Submittal Meeting		2	2			4
Prepare Revision to Address Review Comments	1	2	4	9		16
Submittal of Revisions or Meeting with Review for Clarifications		1	1			2
Prepare invoices (monthly)	0.5				0.7391	1.2391
<b>Sub total</b>	<b>\$1,260.00</b>	<b>\$2,250.00</b>	<b>\$3,060.00</b>	<b>\$2,970.00</b>	<b>\$160.00</b>	<b>\$9,700.00</b>

ATTACHMENT A – MAN-HOUR ESTIMATE

May 11, 2026

<b>TASK 5 - SPECIALTY AND COMMUNITY MEETINGS / PRESENTATIONS</b>						
Attend Two (2) Community Meetings or Project Update & Information Mtgs.	6.5	6.5	6.5	3.5		23
Attend Six (6) Owner / Architect or Stakeholder Meetings	13	4	13	4	0.8696	34.8696
<b>Sub total</b>	<b>\$5,460.00</b>	<b>\$2,625.00</b>	<b>\$3,510.00</b>	<b>\$825.00</b>	<b>\$80.00</b>	<b>\$12,500.00</b>
<b>TASK 6 - CONSTRUCTION ESTIMATE</b>						
Quantities and Take-offs	0.5		18	4		22.5
Review Indexes	1		4			5
Prepare Estimaes and Descriptions	0.5	2	4		10	16.5
Incoporate Owner / Stakeholder Revisions	1		6	2	3.4783	12.4783
<b>Sub total</b>	<b>\$840.00</b>	<b>\$500.00</b>	<b>\$5,760.00</b>	<b>\$660.00</b>	<b>\$1,240.00</b>	<b>\$9,000.00</b>
<b>TASK 7 - ARCHITECTURAL CONSTRUCTION DOCUMENTS (60% and 100% CDs)</b>						
Production of CDs - Plans (Site, Demo, Floor, RCP, Roof, Finish, Enlarged)	15	30	40	225	2	312
Production of CDs - Vertical (Ext. & Int. Elev's, Sections, Typ. Wall Sect's)	15	30	40	183	2	270
Production of CDs - Details and Schedules (Doors, Windows, Walls, Roof)	15	30	40	125	2	212
Production of CDs - General Sheets, Index, Coversheet, NOA's & Specifications	4	22	4	4	16	50
Review and Coordination Meetings with Owner (Total of 4)	8	8	8	8		32
Prepare Revisions and Written Responses to address Owner Comments	4	4	8	20	4	40
Prepare invoices (monthly)	1				1.0652	2.0652
<b>Sub total</b>	<b>\$17,360.00</b>	<b>\$31,000.00</b>	<b>\$25,200.00</b>	<b>\$62,150.00</b>	<b>\$2,490.00</b>	<b>\$138,200.00</b>
<b>TASK 8 - PERMIT PROCESSING CITY of LAUDERHILL and BROWARD COUNTY)</b>						
City of LH - Prepare Application & Submission and Track Review Process	1	1	8	6	3	19
Broward C. - Prepare Application & Submission and Track Review Process	1	1	5	3	3	13
Prepare Resubmission (Revision #1) and Track Review Process	1		5	3	3	12
Prepare Resubmission (Revision #2) and Track Review Process	1		5	3	2.8478	11.8478
<b>Sub total</b>	<b>\$1,120.00</b>	<b>\$500.00</b>	<b>\$4,140.00</b>	<b>\$1,650.00</b>	<b>\$1,090.00</b>	<b>\$8,500.00</b>
<b>TASK 9 - BIDDING</b>						
Work with City to Prepare Bidding Package and Solicitation	1	2	4	2	2	11
Conduct Pre-Bid Meeting and Site Walk-through			4			4
Respond to RFI(s) and Issue Addendum(s)	1	2	4	2	2	11
Attend Bid Opening, Evaluate Bids and Make Recommendation	1.5	3	8		2	14.5
Review Owner / Contractor Agreement Prepared by City Attorney	0.5	1	2		1.3913	4.8913
<b>Sub total</b>	<b>\$1,120.00</b>	<b>\$2,000.00</b>	<b>\$3,960.00</b>	<b>\$440.00</b>	<b>\$680.00</b>	<b>\$8,200.00</b>
<b>TASK 10 - CONSTRUCTION ADMINISTRATION</b>						
A/E Attend Construction Kick-Off Meeting	4		10		1	15
A/E Respond to RFI(s) (Total of 40)	30	10	60	10	5	115
A/E Review of Shop Drawings (Total of 20)	20	10	50	10	5	95
Arch Attend Bi-weekly Construction Meetings and Site Visits (Total of 24)	24	8	62		3	97
MEP, C and L to Perform Site Visit at Important Intervals (Total of 8)	4		16			
Review GC's Monthly Application for Payment (Total of 12)	6		12		3	21
Arch. Perform Substantial Completion Insp., Prepare Punch List & Final Insp.	4		10		4	18
MEP, S, C & L Perform Substantial Completion Insp., Prepare Punch List	6		12		6.1739	24.1739
<b>Sub total</b>	<b>\$27,440.00</b>	<b>\$7,000.00</b>	<b>\$41,760.00</b>	<b>\$2,200.00</b>	<b>\$2,500.00</b>	<b>\$80,900.00</b>
<b>Architectural total</b>	<b>\$65,240.00</b>	<b>\$65,000.00</b>	<b>\$96,120.00</b>	<b>\$88,495.00</b>	<b>\$9,145.00</b>	<b>\$324,000.00</b>

ATTACHMENT A – MAN-HOUR ESTIMATE  
May 11, 2026

<b>Subconsultants</b>	
M.E.P.	\$53,500.00
Civil	\$61,500.00
Broward County Surface Water Permit (Civil)	\$3,500.00
Landscaping	\$30,700.00
Irrigation	\$14,500.00
Structural	\$18,000.00
<b>Allowances</b>	
Sports Field Consultant	\$25,000.00
Pool/Aquatic Consultant	\$25,000.00
Reimbursable Expenses	\$2,800.00
3D Renderings (optional)	\$7,200.00
<b>Sub total</b>	<b>\$241,700.00</b>
<b>GRAND TOTAL</b>	<b>\$565,700.00</b>

# EXHIBIT B

