



ADDITIONAL SERVICE REQUEST FOR PROFESSIONAL SERVICES

April 23, 2026

March 24, 2026

City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, FL 33009
Attn: Dr. Jeremy Earle | City Manager

**RE: Additional Service Request for Maintenance Building Redesign
City of Hallandale EV Bus Charging Stations
Located at 630 NW 2nd Street, Hallandale Beach, FL, 33009
SMA #2022-184 AS05**

Dear Dr. Earle,

Please accept this letter as our request for authorization to provide additional services for the redesign of the maintenance building for the EV charging bus facility in the City of Hallandale Beach. The work listed below is beyond the original scope of work and shall be treated as additional fees:

I. SCOPE OF WORK:

1. The construction project for the EV Bus charging and maintenance facility has been split into two separate projects.
 - a. One is for the sitework and a second for the building. The preparation of documents for the sitework is already underway.
2. This proposal is for the preparation of the construction documents to be submitted for permit for the construction of the building.
3. The building type shall be changed from a cargo container design to a premanufactured metal building design to reduce the construction cost.
4. The massing of the building and the interior layout will be modified to maximize the cost effectiveness of the modular metal building system.

II. DELIVERABLES:

Based upon the aforementioned, our new deliverables will be:

1. Schematic Design

- a. Our schematic design submittal will include creating initial design sketches that establish the conceptual layout, scale, and relationships between building components, serving as the foundation for our design. The design team will prepare up to three conceptual designs for the Client's final

THOUGHTFUL ARCHITECTURE

AR0009976

Initial: SMA CM Client: _____

approval to proceed with Design Development. At the conclusion of this phase, a Schematic set of drawings and outline specifications will be provided to confirm the design is tracking the client's program. This phase will include:

Duration: 15 Calendar Days from receipt of NTP.

Deliverables:

- Conceptual Design sketches for client's approval
- Schematic Design set of drawings and outline specifications

Meetings:

- Weekly Design Team Coordination Meetings (up to 2 meetings)
- Biweekly Client progress meetings (up to 1 meetings)
- The Final Schematic Design will be presented for Client's approval. (1 meeting)

b. Design Development:

- After written approval from the City, and based on the approved Schematic Design Documents, the SMA Team will prepare design development drawings. The main purpose of this Design Development Phase is to refine all elements of the design. Furniture, fixtures and equipment will be chosen, building systems will be defined, and a fitment plan will be prepared to confirm that all equipment and systems fit into the designated spaces. The drawings will be developed to clearly explain the design of the space, and a finishes color palette will be prepared. The Architect will prepare an Opinion of Probable Construction Cost and will coordinate with the LEED consultant to achieve LEED Gold Status. Once approved, the design team will be ready to move on to the Construction Documents Phase.

Duration: 21 Calendar Days from Schematic Design Written Approval.

Deliverables:

- By the end of the Design Development phase, SMA team will have produced a final design of the project with progress drawings and descriptions of all elements and systems.
- Design Team will present the Design Development Documents to the Client.
- An Opinion of Probable Construction Cost will be provided.

Meetings:

- Weekly Design Team Coordination Meetings (up to 3 meetings)
- Biweekly Client Progress meetings (up to 2)
- The Final Design Development Documents will be presented for approval to Client.

c. 100% Construction Documents:

Upon Client's written approval of Design Development Documents, SMA shall prepare construction drawings to include Architectural, Civil, Structural, MEP and Fire



Protection Engineering drawings necessary for building permit and construction. The requirements for LEED approval will be defined and coordinated on the documents. This fee includes delivery of a 50% progress construction document set and a 100% construction document set. Each of these submissions shall include an updated schedule and Opinion of Probable Cost. At the end of this phase, we will submit the 100% construction documents to the building department for permit review and approval.

Duration: 60 Calendar Days from written approval of Design Development

Deliverables:

- SMA will provide 50% and 100% Construction Document Sets and submit them to Client for review and approval.
- An in-house Opinion of Probable Construction Cost will be provided based on the 50% Construction Documents and our experience with costs of similar construction projects.
- Upon approval of the 50% Construction Documents package, we shall develop the construction documents to the 100% completion and prepare an updated Opinion of Probable Cost.
- Upon completion of 100% construction drawings, we shall issue a set of digitally signed and sealed PDF documents for building permits and for construction.
- Consultant will provide response to building department's permit review comments including a narrative of all revisions to acquire building permit.

Meetings

- Biweekly progress meeting with Client. (total of 4 meetings)
- Weekly Design team coordination meetings (up to 8 meetings)
-

d. Construction Administration:

The additional services for construction administration will be in addition to the amounts previously approved by the client. This providing construction administration services for two phases of construction.

Duration: Not to Exceed 12 months.

Services to be provided:

- Respond to contractor's Requests for Information (RFIs).
- Review, comment and approve shop drawings as required
- Review, comment and approve contractor's pay applications and construction schedule
- Attend biweekly meetings and prepare meeting minutes for each
- Participate in a Substantial Completion walk through, provide punch list and attend a Final Completion walk through.

Meetings

- Biweekly progress meeting with Client. (up to 26 meetings)



- Substantial Completion and Final Completion Walk throughs (up to 2 meetings)

III. ASSUMPTIONS:

- The deliverables outlined above, once reviewed and approved by the Client, will serve as the foundation for all subsequent work performed by the design team. Any Client-initiated changes made after the written approval of the design development phase that require the design team to revise or redo work will be classified as Additional Services. In such cases, the design team will provide an Additional Service Fee Proposal for the Client's review and approval prior to proceeding with any revisions.
- This fee proposal includes the following disciplines: Architectural, LEED, Civil, Structural, MEP and Fire Protection Engineering. If work by other disciplines is found to be necessary, it will be performed as an additional service.
- Professional Construction Cost Estimate provided by a Third Party is not included. Should the Client require one, it will be provided as an additional service.
- Bidding and Construction Administration Phases are covered under the original purchase order and remain in place – however, construction administration phase is expected to be completed within 12 months per original contract. If construction administration phase exceeds 12 months, and additional service will be submitted for client's approval.
- Additional meetings required beyond those listed above will be charged on an hourly basis as an Additional Service.
- LEED-related services are provided to support the project's sustainability goals. The design team will work diligently to achieve LEED Gold certification, however there are construction factors that are beyond our control that will ultimately impact the issuance of the certification.

IV. FEES:

Redesign of Maintenance Building					
Phase	SD	DD	100% CDs	CA	Total:
Architecture	\$26,855.00	\$28,070.00	\$67,070.00	\$60,055.00	\$182,050.00
MEP/IT/FP	\$4,820.00	\$5,710.00	\$9,470.00	\$7,500.00	\$27,500.00
Structural	\$1,100.00	\$8,000.00	\$13,500.00	\$7,200.00	\$29,800.00
Civil		\$15,000.00	\$20,856.91	\$7,339.69	\$43,196.60
Subtotal	\$32,775.00	\$56,780.00	\$110,896.91	\$82,094.69	\$282,546.60
			LEED Base Consulting		\$4,000.00
			Energy Modeling		\$8,000.00
			LEED Fundamental Commissioning		\$5,710.00
			Additional Service Total:		\$300,256.60



IV. SCHEDULE:

Phase	Days
Schematic Design	15 Calendar Days
Design Development	21 Calendar Days
City Review & Comments	15 Calendar Days
SMA Revision	7 Calendar Days
50% Construction Documents Set	30 Calendar Days
City Review & Comments	15 Calendar Days
SMA Revision	7 Calendar Days
100% Construction Documents Set	30 Calendar Days
Permitting	TBD
Bidding and Negotiations	TBD
Construction Administration	Not to Exceed 12 months

Dr. Earle, as always, we are committed to delivering quality work, while also maintaining communication throughout the process. Kindly review the fee structure and let us know your thoughts at the earliest convenience. We value our partnership with the City of Hallandale Beach and look forward to the successful completion of this project.

Thank you for your trust in SMA. Please do not hesitate to reach out if you have any questions or require further clarifications. If the above meets your approval, please sign below and return to our offices at your earliest convenience.


 04/23/26
 Seliz Michelson Architects Date

_____ City Of Hallandale Beach

Charles A. Michelson, AIA, ACHA, LEED AP
 President

 Print Name & Title

Dr. Jeremy Earle
 City Manager

 Print Name & Title

RH:as S:\Projects\2022\2022-184\Agreements\ASA\AS 05

Saltz Michelson Architects
 3501 Griffin Road
 Fort Lauderdale, FL 33312
 (954) 266-2700

CDs

Task by Person		Schematic Design		Design Development		100% Construction Documents		Construction Administration		Grand Total	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
Principal	Charles Michelson	1	\$ 375.00	1	\$ 375.00	1	\$ 375.00	1	\$ 375.00	4	\$ 1,500.00
Principal	Robert Halula	4	\$ 1,500.00	5	\$ 1,875.00	8	\$ 3,000.00	8	\$ 3,000.00	25	\$ 9,375.00
Senior Project Manager/QC	Sheff Devier		\$ -		\$ -	8	\$ 1,960.00		\$ -	8	\$ 1,960.00
Senior Project Manager	Maday Gutierrez	40	\$ 9,800.00	40	\$ 9,800.00	95	\$ 23,275.00	80	\$ 19,600.00	255	\$ 62,475.00
BIM Manager	Bruno Freitas Senna da Silva	4	\$ 840.00	4	\$ 840.00	20	\$ 4,200.00		\$ -	28	\$ 5,880.00
Director of Interiors	Frida Dunayer		\$ -	4	\$ 840.00	4	\$ 840.00		\$ -	8	\$ 1,680.00
Assistant Project Manager	Stacy Fortin	24	\$ 4,440.00	24	\$ 4,440.00	60	\$ 11,100.00	120	\$ 22,200.00	228	\$ 42,180.00
Project Specialist II	Jennyfer Hernandez	60	\$ 9,900.00	60	\$ 9,900.00	120	\$ 19,800.00	80	\$ 13,200.00	320	\$ 52,800.00
Administrative Assistant	Adrienne Spatafora		\$ -		\$ -	24	\$ 2,520.00	16	\$ 1,680.00	40	\$ 4,200.00
		133	\$ 26,855.00	138	\$ 28,070.00	340	\$ 67,070.00	305	\$ 60,055.00	916	\$ 182,050.00

Provided By: Bildwory Design
 Project Name: Hallandale Beach Elect Bus Facility - Phase II

Title	Hourly Rate	Schematic Design		Design Development		Construction Documents		Building Department Comments		Construction Administration		Total	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
Senior Mechanical Engineer	\$ 250.00	6.0	\$ 1,500.00	7.0	\$ 1,750.00	8.0	\$ 2,000.00	5.0	\$ 1,250.00	10.0	\$ 2,500.00	36.0	\$ 9,000.00
Senior Electrical Engineer	\$ 250.00	6.0	\$ 1,500.00	8.0	\$ 2,000.00	6.0	\$ 1,500.00	5.0	\$ 1,250.00	10.0	\$ 2,500.00	35.0	\$ 8,750.00
Senior Plumbing & Fire Protection Engineer	\$ 250.00	6.0	\$ 1,500.00	6.0	\$ 1,500.00	6.0	\$ 1,500.00	5.0	\$ 1,250.00	10.0	\$ 2,500.00	33.0	\$ 8,250.00
Electrical / Mechanical Designer	\$ 80.00	4.0	\$ 320.00	5.8	\$ 460.00	6.0	\$ 480.00	3.0	\$ 240.00	0.0	\$ -	18.8	\$ 1,500.00
Total		22.0	\$ 4,820.00	26.8	\$ 5,710.00	26.0	\$ 5,480.00	18.0	\$ 3,990.00	30.0	\$ 7,500.00	122.8	\$ 27,500.00

BNI
 3501 Griffin Road
 Fort Lauderdale, FL 33312
 (954) 266-2700

CITY OF HALLANDALE BEACH
 E.V. BUS CHARGING FACILITY - BUILDING

Title		Task by Person		Schematic Design		Presentation Board & Materials		Design Development		100% Construction Documents		Building Department Comments		Construction Administration		Grand Total	
		Hours	Rate	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
Principal	William Caycedo	2	\$ 250.00	0	\$ 500.00	0	\$ -	8	\$ 2,000.00	8	\$ 2,000.00	4	\$ 1,000.00	6	\$ 1,500.00	28	\$ 7,000.00
Project Engineer	Carlos Lombana	4	\$ 150.00	0	\$ 600.00	0	\$ -	24	\$ 3,600.00	24	\$ 3,600.00	6	\$ 900.00	30	\$ 4,500.00	88	\$ 13,200.00
CAD Operator	Ramiro Baca	0	\$ 85.00	0	\$ -	0	\$ -	16	\$ 2,400.00	32	\$ 4,800.00	8	\$ 1,200.00	8	\$ 1,200.00	64	\$ 9,600.00
		6	\$ 1,100.00	0	\$ -	0	\$ -	48	\$ 8,000.00	64	\$ 10,400.00	18	\$ 3,100.00	44	\$ 7,200.00	180	\$ 29,800.00

DDs

CDS

Burns & McDonnell

Title	Bill Rate	Design Hours	Design Fee	CA Hours	CA Fee	Total Fee
Project Manager	\$294.55	16	\$4,712.74	4	\$1,178.19	\$5,890.93
Civil Engineer Mid	\$184.72	46	\$8,921.98	9	\$1,745.61	\$10,667.59
Civil Engineer Jr	\$147.85	48	\$7,096.83	10	\$1,478.51	\$8,575.34
Electrical Engineer Sr	\$285.23	31	\$8,842.21	6	\$1,711.40	\$10,553.61
Designer/CAD Jr	\$153.25	41	\$6,283.15	8	\$1,225.98	\$7,509.13
	Totals	183	\$35,856.91	36	\$7,339.69	\$43,196.60



SUMMARY OF FEES

LUMP SUM ("LS") PHASE	LEED		ENERGY		LEED FCx		TOTAL
	Item	LS	Item	LS	Item	LS	LS
Contract Documents ("CD") Phase	A-1	\$3,150	B-1	\$8,000	C-1	\$3,200	\$14,350
Construction Administration Phase <i>Functional Performance Testing based on: 25% Sampling – 20% Failure rule, includes up to 10 hours</i>	A-2	\$850	-	-	C-2	\$2,510	\$3,360
TOTAL		\$4,000		\$8,000		\$5,710	\$17,710