



March 31, 2026 (*revised 4/13/26r*)

Anderson Slocombe
City of Boynton Beach
100 E. Ocean Ave.
Boynton Beach, Florida 33435

**RE: Proposal for Design Criteria Package for Boynton Beach Police Department –
 New Public Safety Training Center**

Dear Mr. Slocombe:

The City of Boynton Beach has requested our office to prepare a proposal to provide a Design Criteria Package for the development of a new Public Safety Training Center. Project defined in attached SCOPE OF WORK for DESIGN/ BUILD CRITERIA PACKAGE, prepared by the city date February 11, 2026.

Preliminary Project Programmatic Requirements:

The proposed programmatic requirements for this project include but are not limited to the following

A. Firearms Training:

- Entrance/ Lobby area
- Firearms range (12 lanes x 50 yd) w/ side vehicle entrance
- Target/ Firearms cleaning area
- Range equipment storage
- Armory/ Weapons storage
- Ammunition Storage
- Mechanical Room
- Electrical Room
- Comm/ IT room
- Janitor’s closet
- General Storage
- Control Room
- Dressing/ Prep Area
- Conference Room
- Open Office
- Copy/ Breakroom
- Restrooms (Male/ Female)
- Circulation



B. Reality based Training / Admin:

- Entrance/ Lobby
- Scenario Based Training Area (open area w/ high ceilings)
- Weapon Storage Area w/ lockers (prior to scenario/ DT/VR)
- Defensive Tactics Room – (w/ mats)
- DT Storage
- Virtual Reality Room (w/ mats)
- Classrooms (center partition)
- Men’s Restrooms.
- Women’s Restrooms
- Sargent’s Office
- Training Admin. Office
- Trainer’s Office
- Conference Room
- Breakroom
- Equipment Storage
- Storage Room
- Mechanical/ Electrical / IT Rooms
- Janitor’s closet
- Circulation
- Staged Apt.

C. Vehicle Storage:

- Vehicle Storage Area

D. Site Elements/ Features:

- Parking
- Security Fencing
- Dumpster
- “Hook-up” outlet for a portable generator.

DCP Scope of Services:

Task 1 – Programing

1. Host initial meetings with the City staff to discuss and determine design principles and elements to incorporate in the project. Assume (2) two meetings for this Task. CPZ
2. City to provide a list of all the requirements for the new Public Safety Training Center
 - a. Program needs for the facility, eg. Number of spaces, types of spaces, sizes of spaces necessary to perform intended services / activities.
 - b. An organizational chart for all divisions and personnel to be housed in the new Public Safety Training Center



- c. Future anticipated growth that we are to plan for.
 - d. Listing of all City vehicles to be at this facility.
 - e. Any special requirements the new building and site need to have space for.
 - f. Complete the questionnaire provided by CPZ for each division, if applicable.
 - g. City to provide all existing building and site information: Original drawings, renovation drawings, CAD files, surveys, etc.
 - h. After this is received then CPZ will do the following:
3. Create a program report for review by the city. Revise as required until the final report and requirements are agreed on. The report will include proposed growth expectations that the city would like us to consider, 5 years, 10 years or other. This includes all offices, working spaces, vehicles, parking, facility amenities, etc. This will be a spreadsheet that will help determine building area and site area. CPZ
4. Create a diagram of spatial relationships indicating areas that need to be close to each other or can be located away from each other. CPZ
5. Provide a full topographical survey of the site with easements. This will aid in the programing phase of the project as well. Eng
6. Provide tree survey of the project area. Eng
7. Follow-up virtual meeting, as necessary, for review, discussion, and revisions of the program. Assume (2) two for this Task. CPZ

Task 2 – Site Review and Options

1. Review existing records of site, such as existing parcels zoning designation, approved use-types, required setbacks, maximum building size based on building coverage and floor-to-area (FAR) requirements, site ingress/egress, parking regulations, etc. CPZ
2. Review any available site related documentation provided by the City. CPZ, DG, MUE, CDI
3. Provide an Environmental Site Assessment Phase I Report Env
4. Utility Locates - Eng
5. Geotechnical and Percolation Test. Provide enough boring and test to acquire a general understanding of the site. Geo
6. Develop two (2) conceptual site diagrams of the site
 - a. Site Access (vehicular and pedestrian) CPZ CDI
 - i. Vehicular ingress/egress, parking (traffic study not included)
 - ii. Opportunities for physical connection to adjacent facilities
 - b. Existing Tree Evaluation and Mitigation BD
 - c. Structural review of bridge leading to property to determine load capacity assuming complete structural record permit documents of the original bridge design are available, if FDOT inspection records are available (if FDOT Bridge) and if we can get full access to the bridge. - MUE
 - d. Floor Plan Drawings CPZ
 - e. Finish Floor Elevation Review CDI
 - f. Develop Construction Costs Estimate CMS
 - g. Utility Review CDI DG
 - h. Drainage Review CDI
 - i. Zoning Review CPZ



- j. Structural input for new building **MUE**
- k. MEP Engineering review of the new buildings. **DG**
- 7. Virtual meetings with City – Assume (4) four for this Task.
- 8. Commission Meetings – Assume (1) one for this Task **CPZ**

Task 3 – Site Plan Approval Process

- 1. Prepare and hold pre-application meeting with AHJ’s for Civil Permitting, including coordination as required with FDOT. **CPZ BD CDI**
- 2. Prepare and submit the selected option for Site Plan Approval
 - a. Package Coordination and Submission
 - b. Site Lighting
 - c. Colored Renderings and Site Plan
 - d. Site Plan Drawings
 - e. Landscape & Irrigation Drawings
 - f. Architectural Drawings including plans, elevations, preliminary sections and renderings.
 - g. Public Art – define criteria requirements
 - h. Attendance at DART Meetings (Allow 3)

Task 4 – Design Criteria Package

- 2. This package will specify all items required from the entire facility. This is not a set of permit documents. It is a specifications narrative with support drawings.
- 3. Civil Engineering **CDI**
 - a. Drainage requirements & standards
 - b. Potential connection areas to existing infrastructure; water and Sewer requirements & standards
 - c. Street Access
 - d. Easements requirements
 - e. Proposed flood elevations
 - f. Traffic flow (cars, equipment, and semi-trucks).
 - g. Parking description and accessibility requirements narrative
 - h. Identify potential areas that may need to be demolished.
 - i. Develop anticipated permits required for horizontal site improvements of the project that must be secured by the Civil Engineering firm for the project.
 - j. Permitting outline for site plan review and requirements.
- 4. Landscape and Irrigation **BD**
 - a. Tree Mitigation
 - b. New Landscape requirements
 - c. Irrigation System specifications
- 5. Architectural **CPZ**
 - a. Develop building aesthetic to ensure fits in with context of City standards – include renderings
 - b. Program requirements and adjacency matrices.
 - c. Floor plans



- d. Building elevations
- e. General building sections
- f. Materials, products and finish specifications
- g. FBC and FFPA Code Review and Classification
- h. Public Art
- i. Division 01 CSI specifications.
- 6. Structural **MUE**
 - a. Structural systems narrative for buildings
 - b. Building load classification
 - c. Narrative of building code requirements
 - d. Preliminary framing plans
 - e. Foundation expectations
 - f. Specifications of expected structural materials
- 7. Geotechnical / Environmental **Geo Env**
 - a. Provide Geotechnical borings and Geotechnical Report.
 - b. Geotechnical Report will describe minimum suggested geotechnical expectations for load bearing and percolation testing for drainage.
 - c. Wildlife endangered species assessment.
- 8. Mechanical Engineering **DG**
 - a. System requirements
 - b. System performance specifications
 - c. Proposed equipment locations and requirements narrative
 - d. Coordination with Action Target for shooting range
- 9. Electrical Engineering **DG**
 - a. System Requirements
 - b. Parking illumination requirements narrative.
 - c. System performance specifications
 - d. Generator requirements – connection for portable generator hood-up
 - e. Lighting requirements
 - f. Proposed utility equipment locations
 - g. FPL Coordination and Information, and connection points diagram / plan.
 - h. Specialty electrical requirements narrative.
 - i. Descriptions of basic technology, security, and surveillance needs, such as Wi-Fi Coverage, A/V systems, and public interface features.
 - j. City shall identify access control requirements.
 - k. Coordination with Action Target for shooting range
- 10. Plumbing and Fire Protection Engineering **DG**
 - a. System Requirements
 - b. Equipment and fixtures descriptions or requirements
 - c. System performance specifications
 - d. Coordination of service with Civil Engineer.
- 11. Package Coordination **CPZ**
 - a. Proposed cost estimate and key design milestone schedule for future Design-Build Team
- 12. Meetings with City – Assume (4) for this Task. **CPZ**



Task 5 – Cost Estimates / Construction Schedule CMS

1. Provide a class 3 cost estimate and a preliminary project schedule for the construction phase.

DELIVERABLES

CPZ Architects shall provide the City with a Design Criteria Package to facilitate the City in soliciting for a Design Build Firm.

COMPENSATION

Compensation for architectural and engineering services shall be on a stipulated basis. See attached spreadsheet.

1. Reimbursable Expenses
 - a. Reproductions and Prints
 - b. Fees paid to municipalities.
2. Additional Services not included in the estimate above:
 - a. Permitting and additional information required by governing authorities not outlined above.
 - b. Preparing of full As-Built Drawings
 - c. Developing concept plans or otherwise coordinating proposed development plans of storage yard with FPL.
 - d. Environmental Services, except as outlined above.
 - e. Attendance at Community Meetings and Public Hearings, except as outlined above.
3. Compensation for additional architectural/engineering Services shall be computed on a per hour basis as defined in Continuing Services Agreement.

We thank you for the opportunity to offer you these services. If you have any questions, please contact me at 954-792-8525.

Respectfully,

Joseph J Barry, AIA
President, CPZ Architects, Inc.



CPZ Fee Breakdown

Task	CPZ Architects	Civil Design Inc Civil Eng.	Engenuity Group Survey	Bortak Design Landscape	MU Engineers Structural	Delta G MEP	Terracon Geotech & Environ.	CMS Cost Estimator	Sub-Total	Task Sub-Totals	Task
1	Programming	\$ 34,620.00							\$ 34,620.00	\$ 68,194.00	1
	boundary, Topo & Tree Survey	\$ 1,100.00	\$ 32,474.00						\$ 33,574.00		
2	Site Review and Options	\$ 68,995.00		\$ 2,280.00		\$ 3,500.00			\$ 95,175.00	\$ 124,180.00	2
	Geotechnical Engineering	\$ 1,000.00					\$ 19,720.00		\$ 20,720.00		
	Listed Species Assessment	\$ 400.00					\$ 3,600.00		\$ 4,000.00		
	Phase I ESA	\$ 1,085.00					\$ 3,200.00		\$ 4,285.00		
	Bridge Structural Assessment	\$ 1,770.00			\$ 18,270.00				\$ 20,040.00		
3	Site Plan Approval	\$ 17,180.00		\$ 6,080.00					\$ 48,860.00	\$ 48,860.00	3
4	Design Criteria Package	\$ 107,770.00	\$ 25,600.00	\$ 3,400.00	\$ 14,572.50	\$ 16,000.00			\$ 160,742.50	\$ 160,742.50	4
5	Cost Estimates / Construction Schedule	\$ 1,770.00							\$ 12,250.00	\$ 12,250.00	5
	Sub-Total	\$ 235,690.00	\$ 32,474.00	\$ 11,760.00	\$ 32,842.50	\$ 19,500.00	\$ 26,520.00	\$ 10,480.00	\$ 434,266.50		



CPZ Hourly Breakdown Estimate of Hours

Phases	CPZ Architects					
	Principal	Project Manager	Arch Assoc 3 (Designer)	Arch Assoc 1 (Arch CADD Tech)	Admin	
Description of work	\$ 285.00	\$ 200.00	\$ 150.00	\$ 110.00	\$ 100.00	
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Task 1 - Programming						
SUB-TOTAL	12	66	120	0	0	
	\$ 3,420.00	\$ 13,200.00	\$ 18,000.00	\$ -	\$ -	\$ 34,620.00
SUB-TOTAL	0	4	2	0	0	
Survey Coordination	\$ -	\$ 800.00	\$ 300.00	\$ -	\$ -	\$ 1,100.00
Task 2 – Site Review and Options						
SUB-TOTAL	27	158	198	0	0	
	\$ 7,695.00	\$ 31,600.00	\$ 29,700.00	\$ -	\$ -	\$ 68,995.00
SUB-TOTAL	0	5	0	0	0	
Geotechnical Engineering Coordination	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
SUB-TOTAL	0	2	0	0	0	
Listed Species Assessment Coordination	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
SUB-TOTAL	1	4	0	0	0	
Phase 1 ESA	\$ 285.00	\$ 800.00	\$ -	\$ -	\$ -	\$ 1,085.00
SUB-TOTAL	2	6	0	0	0	
Bridge Structural Assessment	\$ 570.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,770.00
Task 3 - Site Plan Approval Process						
SUB-TOTAL	8	34	54	0	0	
	\$ 2,280.00	\$ 6,800.00	\$ 8,100.00	\$ -	\$ -	\$ 17,180.00
Task 4 - Design Criteria Package						
SUB-TOTAL	42	254	300		0	
	\$ 11,970.00	\$ 50,800.00	\$ 45,000.00	\$ -	\$ -	\$ 107,770.00
Task 5 - Provide Contruction Cost Opinion						
SUB-TOTAL	2	6	0	0	0	
	\$ 570.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,770.00
CPZ Arch Subtotal						\$ 235,690.00