



January 29, 2026

Akin Ozaydin, P.E.G.C.  
Utilities Director/City Engineer  
City of Cooper City  
9090 SW 50<sup>th</sup> Place  
Cooper City, FL 33328

**Re: Cooper City Citywide Entrance Monuments  
Scope of Services for Professional Design Services**

Dear Mr. Ozaydin:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant” or “We”), in connection with the City of Cooper City’s “Continuing Professional Consulting Services- Civil Engineering, Landscape Architecture, Transportation, Water, Wastewater, Stormwater Engineering, and Other Engineering”; RFQ 2024-1-PW is pleased to submit this proposal to the City of Cooper City, (hereinafter referred to as “City”) to provide professional services. Our project understanding, scope of services, schedule, and fees are below.

**PROJECT UNDERSTANDING**

The City intends to implement a coordinated system of primary, secondary, tertiary entrance monuments consistent with the *Cooper City Design Guidelines Manual*, adopted on October 22, 2024. The Consultant will prepare comprehensive entrance monument design packages and provide limited bid-phase services.

The City has identified **seventeen (17) intersections** for the proposed entrance monuments, listed as follows:

1. SW corner of N. University Drive & Stirling Road
2. NW corner of N. University Drive & Sheridan Street
3. NW and NE corners of Pine Island Road & Sheridan Street
4. NW and SW corners of Pine Island Road & Stirling Road
5. SW corner of Pine Island Road & Griffin Road
6. SW and SE corners of Griffin Road & 90th Avenue
7. NW, NE, SW, and SE corners of Stirling Road & 90th Avenue
8. SW and SE corners of Griffin Road & Palm Avenue
9. NW, NE, SW, and SE corners of Stirling Road & Palm Avenue
10. SW and SE corners of Griffin Road & SW 106th Avenue
11. SW, SE, and NE corners of Stirling Road & SW 106th Avenue
12. NW and NE corners of Palm Avenue & Sheridan Street
13. NW and NE corners of Hiatus Road & Sheridan Street
14. NW, NE, SW, and SE corners of Hiatus Road & Stirling Road
15. SW and SE corners of Griffin Road & Flamingo Road
16. NW, NE, SW, and SE corners of Stirling Road & Flamingo Road
17. NE corner of Sheridan Street & Flamingo Road

**SCOPE OF SERVICES**

Kimley-Horn will provide the services described below.

**Task 1 – Site Investigation****Task 1.1 – Topographic Survey**

The Consultant will retain a sub-consultant (licensed surveyor) to prepare a Topographic Survey meeting the Standards of Practice established by The Board of Professional Surveyors and Mappers within the State of Florida. The survey will include the following:

- Establish horizontal and vertical control points to support the survey efforts
- Vertical control (elevations) will be based on North American Vertical Datum of 1988 (NAVD88)
- Horizontal control will be based on the Florida State Plane Coordinates System, East Zone, North American Datum of 83/2011
- Limited spot elevations will be provided within the subject areas.
- Locate surface features within the survey limits as follows: utility poles, guy wires, street lighting, median, walls, trees, storm sewer structures, sanitary sewer structures, wire pull boxes, cable enclosures, utility cabinets, valves, valve boxes, meter boxes, backflow preventers, fire hydrants, and overhead utilities.
- Measure the rim and invert elevation of sanitary and storm sewer structures that are accessible. Determine pipe types, size, and flow direction, when possible.
- Locate road pavement striping.
- Calculate and depict on the survey property lines and right of way lines adjacent to the survey area based on found monumentation or available right of way maps.
- The drafting scale of the survey will be 1" = 40' unless otherwise specified by the City.
- Calculation of Digital Terrain Model (DTM) surface/Object Surface or Contours are not included.

The Consultant will coordinate directly with the surveyor to ensure the appropriate data is gathered during the completion of the topographic survey. Consultant will review topographic data upon completion of the survey and provide the comments to the surveyor, if necessary. Consultant will utilize the AutoCAD version of the topographic survey and establish the base plans for the project. All work under this task will be billed on a lump sum basis.

**Task 1.2 – Utility Designating**

The Consultant will retain a sub-consultant to provide utility location and verification services within the intersections discussed above, using AWP standards for marking. A subsurface ground penetrating radar (GPR) unit will be used in addition to electromagnetic induction (EM) to perform/verify horizontal locations of existing utility lines within the identified intersections. Marks will be painted, or pin flags set to delineate the utilities on the surface. Survey crews will locate said mark and add result to the survey as provided in Task 1.1.

**Task 1.3 – Vacuum Excavation**

The Consultant will engage a sub-consultant to provide utility location and verification services within the intersections discussed above, using AWP standards for marking. A subsurface ground penetrating radar (GPR) unit shall be used in addition to electromagnetic induction (EM) to perform/verify horizontal locations of existing utility lines within the identified intersections

- Subsurface Utility Engineering (SUE) will be provided on a per test hole basis
- A CAD deliverable will be provided showing test hole number, location (x,y,z) for each utility and direction of lines. Test holes will be added to the base provided under Task 1.3.
- A standard table of verified utility locations will be provided showing all test hole information including number, location, utility line type, size, elevation, depth of cover, utility owner (if known).

Basic Maintenance of Traffic (MOT) is included in the scope of services, if lane closures, permits, or MOT plans area needed, additional services will be required.

Up to 40 Vacuum Excavation holes are included in the scope of services, located in green area (5 excavation holes minimum per mobilization).

#### Task 1.4 – Site Visit and Documentation Research/Review

Consultant will perform up to two (2) site visits to observe the project area and make note of existing entrance monument/signage locations while also reviewing for optimal proposed entrance monument locations within the project limits. The purpose of the site visit is to observe the as-built condition of the roadway and to confirm a location suitable for the proposed entrance monuments.

The Consultant will review readily available topographic surveys, atlas/as-built drawings, design drawings, record drawings, and permit documents relevant to the project limits. Consultant will use this information to determine and verify the configuration of existing conditions along with limitations on the proposed improvements. Consultant will contact the Sunshine State One Call Service to determine the existing utilities which are located in the project area. Consultant will coordinate directly with the utility providers with existing infrastructure within the project area to obtain available system maps. Consultant will incorporate the approximate location of the existing underground utilities into the design plans based on readily available drawings.

#### **Task 2 – Entrance Monuments Feasibility**

Consultant will attend one (1) kick-off meeting with the City to discuss project goals, aesthetic preferences, schedule expectations, budget constraints, and findings from site evaluations.

Services include:

- Identification of appropriate monument size and scale at each location.
- Feasibility evaluation considering right-of-way constraints, electrical service availability, visibility, and available physical space.
- Preparation of a Preliminary Entrance Monument Location Plan and Entrance Message
- Schedule identifying:
  - Monument type
  - General placement
  - Proposed messages and graphics
- Submittal of concept exhibits for City review, with revisions based on reasonable City comments.

Deliverables include up to three (3) distinct monument concepts.

### **Task 3 – Preparation of Construction Documents**

Following City approval of the entrance monument locations, the Consultant will prepare construction documents for up to 39 entrance monuments at the 17 intersections. The construction documents area anticipated to consist of the following sheets:

- Cover Sheet
- General Notes
- Demolition Plan (if required)
- Site Plans (for each entrance monument) includes monument message schedule
- Construction Details (includes entrance monument details for each entrance monument type including dimensions, letter heights, material specifications, general mounting methods, and color specifications.
- Landscape/Irrigation Plans (if required)
- Landscape/Irrigation Details (if required)
- Structural Details
- Structural Notes
- Electrical Plans and Notes

Consultant will provide construction documents for up to three (3) entrance monuments. The Consultant will provide the following services, based on the entrance monument locations selected as part of Task 2:

- Site plans for each entrance monument that will depict required limits of clear sight FDOT standard index 546 and roadway offset (index 700), along with horizontal dimensioning to locate the entrance monument within the right-of-way.
- Construction documents for the entrance monument will be developed to identify dimensions, materials, colors, finishes, and general specifications for constructing the monument. Monument copy and graphics to be provided by the City.
- Planting plans (if required) for this package will delineate plant material, plant quantities, and plant schedules. Planting specifications and details will reference FDOT design standards.
- Irrigation plans (if required) and details for an irrigation system designed to provide 100% irrigation coverage for landscape areas associated with the project.

### **Structural Engineering**

Consultant will analyze and design the proposed entrance monuments as part of this task. It is assumed that up to three (3) types of entrance monuments will be analyzed and will be

constructed with masonry wall and shallow concrete foundations. Analysis will be performed in accordance with Florida Building Code. Additional entrance monument geometries aside from the assumed three (3) can be performed as additional services.

Consultant will develop a structural design package, signed and sealed by an engineer registered in the State of Florida and construction drawings suitable for bid and permit.

#### Electrical Engineering

Consultant will prepare the electrical and landscape lighting plans for illuminating the proposed entrance monuments. The landscape lights for the proposed entrance monuments will be permanently mounted, focused, and shielded to avoid conflicts with motorists. The scope includes preparation of a site plan with electrical and lighting details, photometric analysis for the entrance monument, coordination with the lighting vendor, and coordination with the local power company to obtain electrical service,

It is our understanding that the City will provide front-end bid specifications for the bid set and the Consultant will provide technical specifications (on plan drawings) and the bid form.

Consultant will work with the city to provide qualification language requiring experienced entrance monument fabricators with recent entrance monument references to participate in the bid process.

Consultant will assist the City in issuing the electronic bid package.

Consultant will make revisions to the bid documents up to two times, responding to two rounds of City staff's reasonable review comments.

The Consultant will prepare an Opinion of Probable Construction Cost for the proposed improvements to support the City's budgetary planning. Because the Consultant does not control the cost of labor, material, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgement as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposal, bids or actual costs will not vary from its opinions of cost. If the City wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the City will be paid for as Additional Services.

#### **Task 4 – Permitting**

The Consultant will prepare and submit applications, supporting documents and plans for review by the following agencies:

Florida Department of Transportation: Right of Way construction permits and/or Community Aesthetic Feature (CAF) permit applications, up to two reasonable responses to comments to the permit application and associated plans.

Broward County: Highway Construction and Engineering Division plan review, up to two reasonable responses to comments to the permit applications and associated plans.

City of Cooper City: Prepare entrance monument map, entrance monument schedule, design details, and structural design for construction permit review. Two rounds of reasonable review comments will be addressed and will be incorporated into the construction documents.

All permitting fees will be the responsibility of the City.

### **Task 5 – Limited Bidding Assistance**

It is our understanding that the City will use a competitive bidding process to award the contract to a qualified contractor to construct the improvements. Consultant will provide the following services:

- Issue up to two addenda in response to interested contractor questions or requests for information during the bid process, during the established question period. All responses by the Consultant will be approved by the City prior to issuance. The addenda response are limited to 20 hours.
- Tabulate the bids received and evaluate compliance of bids with the bidding documents.
- Prepare a written summary of this tabulation and evaluation. The City will be responsible in making the bid award.

### **Task 6 – Meetings**

The Consultant will participate in the following meetings, associated with Tasks 1-5.

#### **Entrance Monument Feasibility**

- Kick-off meeting: meeting with City staff
- Progress meeting with City staff
- Progress meeting with City staff
- Concept Final: Presentation to City staff

#### **Preparation of Construction Plans**

- Progress meeting with City staff
- Progress meeting with City staff

#### **Permitting**

- Up to three (3) technical meetings with regulatory staff

#### **Limited Bidding Assistance**

- Pre-bid meeting attendance

### **Task 7 – Miscellaneous Services**

Miscellaneous services as requested by the City outside of items defined within the scope above, including but not limited to additional engineering services, environmental services, or additional design services. All work under this task will be billed on an hourly not to exceed basis.

### **PROJECT ASSUMPTIONS**

- The City will provide all available reports and/or other relevant to the project area.
- This scope does not include any services required for easement or right-of-way acquisitions
- Drainage analysis and modeling are not included in the scope of services.
- Reimbursable expenses for mileage for any site visits have been included in the lump sum fees
- Technical specifications will be reflected on the construction plans as notes and details
- Utility Relocations of any sort is not included in the scope of services
- The following items are not included in the scope of services: Designing or developing
  - (custom icons, logos, maps and directory artwork, donor recognition sign or sign elements, interior wayfinding signage for any parking decks/garages, presentation materials for use in education or promotion of the signage program, electronic interactive or web-based signage applications)
- Building logic or providing consulting services for soliciting funding, whether by developing formulas or identifying potential sources for implementation funds
- Acquiring photography or illustration, or providing photo direction for use in this project
- Construction phase services
- Geotechnical services not
- Consultant assumes the entire scope will be bid as a single package
- City shall pay for all permit applications or fees

### **PROJECT SCHEDULE**

Consultant will start work immediately upon receipt of Notice to Proceed and an official authorization from the City of Cooper City.

**METHOD OF COMPENSATION**

Task	Task Description	Lump Sum Fees	Hourly NTE Fees
1	Site Investigation	\$128,470	N/A
1.1	• Topographic Survey		
1.2	• Utility Designating		
1.3	• Vacuum Excavation		
1.4	• Site Visit and Documentation Research/Review		
2	Entrance Monuments Feasibility	\$24,400	N/A
3	Preparation of Construction Documents	\$72,050	N/A
4	Permitting	\$46,050	N/A
5	Limited Bidding Assistance	\$4,210	N/A
6	Meetings Task	\$13,900	N/A
7	Miscellaneous Services	N/A	\$10,000
	Subtotal	\$289,080	\$10,000
<b>Total</b>		<b>\$299,080</b>	

**CLOSURE**

The terms and conditions of the City of Cooper City’s Request for Qualifications (RFQ) City of Cooper City’s “Continuing Professional Consulting Services- Civil Engineering, Landscape Architecture, Transportation, Water, Wastewater, Stormwater Engineering, and Other Engineering”; shall govern this scope of services.

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please issue a Notice to Proceed in writing to the Consultant. Fees and time stated in this agreement are valid for sixty (60) days after the date of issuance by the Consultant.

We appreciate the opportunity to propose these services to you.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**

George Balaban, P.E.  
**Vice President**



WORK PLAN - FEE SCHEDULE

Citywide Monument Signage SHEET:  
 CLIENT: City of Cooper City PROJECT NO.  
 George Balaban DATE: 01/29/26

DESCRIPTION:	Principal	Senior Project Manager	Project Director	Senior Engineer	Project Engineer	Engineer Intern	Designer	CAD Technician	Construction Specialist	Inspector	Admin	Survey/SUE Sub	Geotechnical Sub	Arborist Sub	Expenses or	Line Total	Task Total
															Misc. Services		
<b>Task 1 - Site Investigation</b>																	
I.1 Topographic Survey		4		10	20							\$38,500				\$45,700.00	
I.2 Utility Designating												\$34,980				\$34,980.00	
I.3 Vacuum Excavations		2			30							\$24,000				\$30,250.00	
I.4 Site Visit and Document Research/Review		10		20	25	32										\$17,540.00	
Total-TASK 1																	\$128,470.00
<b>Task 2 - Entrance Monuments Feasibility</b>																	
Total-TASK 2		20		45	45											\$24,400.00	\$24,400.00
<b>Task 3 - Preparation of Construction Documents</b>																	
Total-TASK 3		50		100	150	40										\$72,050.00	\$72,050.00
<b>Task 4 - Permitting</b>																	
Total-TASK 4		30		90	90											\$46,050.00	\$46,050.00
<b>Task 5 - Limited Bidding Assistance</b>																	
Total-TASK 5		2		6	12											\$4,210.00	\$4,210.00
<b>Task 6 - Meetings</b>																	
Total-TASK 6		20		20	20											\$13,900.00	\$13,900.00
<b>Task 7 - Miscellaneous Services</b>																\$10,000	\$10,000.00
Total-TASK 7																\$10,000.00	\$10,000.00
TOTAL HOURS	0	138	0	291	392	72	0	0			0	\$97,480.00	\$0.00	\$0.00	\$10,000.00		
LABOR RATE (\$/HOUR)	290.00	275.00	260.00	230.00	190.00	170.00	165.00	145.00	200.00	145.00	135.00	1.0	1.0	1.0	1.0		
SUBTOTAL	\$0.00	\$37,950.00	\$0.00	\$66,930.00	\$74,480.00	\$12,240.00	\$0.00	\$0.00			\$0.00	\$97,480.00	\$0.00	\$0.00	\$10,000.00		
PAGE TOTAL	\$299,080.00															\$299,080.00	\$299,080.00