

500 West Cypress Creek Road, Suite 630
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July 18, 2023

SENT VIA E-MAIL

jchockley@coopercity.gov

Mr. Jason Chockley
Assistant Director
Community Development Department
City of Cooper City
9090 SW 50th Place
Cooper City, FL 33328

**Subject: Consulting Arborist Services for City of Cooper City
Cooper City, Broward County, Florida**

Dear Mr. Chockley:

Chen Moore and Associates (CMA) is pleased to submit the attached Scope of Services to assist you with consulting arborist services for the above-referenced project.

PROJECT INTRODUCTION

Per a phone our recent phone conversation dated May 31, 2023 between Chen Moore (CMA) and Cooper City (City) it is our understanding that the City's arborist position was recently vacated and the City requires assistance with the review of plans, tree permits and inspections as the City works to fill the vacant position, which is anticipated to last three (3) months. This duration may be altered (extended/shortened) based on the City's personnel and ability to fill this full-time position. Additionally, the duration of this contract may be extended upon request. For work requests, the City will provide;

- A minimum of two days lead time on all work requests to allow CMA to properly assign and staff the work required.
- A two (2) week notice prior to the attendance at meetings for Site Plan or Development Review Committee (DRC) review.
- The City will work to schedule tasks together where possible (i.e., on the same day) to maximize the efficiency for both entities.

This scope of work is predicated on an hourly basis to complete individual tasks requested by the City rather than providing an estimated number of hours per week as the work required is anticipated to vary week to week.

The "Client" is the City of Cooper City (City).

The "Consultant" is Chen Moore and Associates (CMA).

PROJECT STAFFING

Our staff and team are ready and prepared to work on this project. Chen Moore staff project roles shall be as follows:

- Project Manager/Principal Landscape Architect – Eric Harrison,
- RLA Senior Landscape Architect – Brian Voelker, CA

SCOPE OF SERVICES

The scope of services our firm shall provide as per our recent discussions is as follows:

Task 1 – Workload for Community Development Department

Consultant shall provide:

- Landscape Permit plan review for compliance with code requirements for all new construction.
- Site Plan/DRC plan review.
- Site inspections for both residential and commercial properties regarding permitting, landscape and site plan compliance.
- Site inspections to verify the size, quantity, location, etc. of trees as depicted on submitted tree surveys.

Task 2 – Workload for Public Works Department

Consultant shall provide:

- Review of tree condition on residential properties that have been determined to be in a critical or hazardous condition by the owner or owner’s representative.
- Site verification/assessment for landscape compliance with approved site plans.
- Coordination of tree trimming schedules, verification of new plantings, implementation of the City’s Beautification Plan, or other landscape/tree related services

SCHEDULE AND FEES

Consultant is prepared to begin work upon receiving Notice to Proceed from the Client, and the work will be completed 90 days after the Notice to Proceed.

Individual tasks will be completed on a mutually agreed upon schedule.

The hourly rates for services are based on staff positions defined in *Continuing Professional Services Agreement* between the City and CMA dated June 8, 2021

- Project Manager – Eric Harrison, RLA (\$185/hour)
- Senior Landscape Architect – Brian Voelker, CA (\$190/hour)

Staff utilization is predicated on:

- Scoped items are anticipated to be completed by CMA’s Senior Landscape Architect
- CMA’s Project Manager’s involvement will be limited to internal review of any documents completed by the Landscape Architect.

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The basis for the above scope of services and associated fee(s) is based on the following:

- City staff will work with CMA to review City guidelines and ordinances related to the review of site plans/landscape plans, tree removal permit applications, etc., prior to CMA initiating work activities.
- CMA will defer to the Client on final determinations for landscape/site plan reviews, permit applications, individual tree removals, etc.

Information to be provided by the Client:

- The City will coordinate directly with applicants submitting landscape/site plans, permit applications, etc. and will schedule site visits with the applicants. The City will then inform CMA of proposed site visit dates and will work to group site visits when feasible to maximize efficiency.
- The City will coordinate with the applicants to obtain authorization for CMA to access the applicant's properties.

Should you have any questions, please do not hesitate to contact me at my office at (954) 730-0707, my cell phone at (954) 559-6362, or send me an electronic message at bvoelker@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Brian Voelker
Senior Environmental Scientist

BV/eh