



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Community Development

**DATE:** September 17, 2024

**SUBJECT:** Motion to approve and authorize a contract with Chen Moore and Associates (CMA) for Consulting Landscape Architect/Arborist Services in the Community Development Department. – **Community Development**

**CITY MANAGER RECOMMENDATION:**

The City Manager Recommends Commission approval to authorize a contract with Chen Moore and Associates (CMA) for Consulting Landscape Architect/Arborist Services in the Community Development Department.

**BACKGROUND OF ITEM:**

The City Arborist position was vacated in 2022, and the City reclassified the position, eliminating the direct duties of the City Arborist in the Public Works Department. The fallout in the Community Development Department with eliminating that role was that the former City Arborist fulfilled the role of what a typical landscape architect provides for a City, and that is to perform landscape plan reviews for new development projects, landscape site inspections, DRC reviews, tree mitigation analysis for new development projects as well as additional landscape projects throughout the City.

**ANALYSIS:**

The Community Development Department has been working with Chen Moore and Associates for consulting Arborist/Landscape architect services since August of 2023 under purchase order PO#2023-8398 for \$18,999.00. Staff was working under the City manager's authority to provide landscape architect services to the City via a consultant. Still, as we finalize the fiscal year, the services provided by Chen Moore and Associates for Landscape architect and Arborist services will surpass the City Manager's purchasing authority. Staff is requesting the City Commission to approve an amount not to exceed \$30,000 through the current fiscal year to close out the months of June, July, August, and September 2024.

**STRATEGIC PLAN:**

The City of Cooper City identified in the Strategic Plan a Citywide Revitalization Priority - Maintain and improve the City's infrastructure and appearance to support and ensure a sustainable and beautiful environment.

**PROCUREMENT:**

Chen Moore and Associates is one of the three (3) consultants selected through the City’s RFQ 2020-1-UTL and approved by the City Commission on June 8, 2021, after meeting the requirements of Florida Statute (FS) 287.055, commonly known as the Consultants’ Competitive Negotiation Act (CCNA). Pursuant to FS 287.055(2)(g), a consultant selected through the CCNA process can be awarded a “continuing contract” for professional services where each study in an amount not to exceed \$500,000 without any additional competition.

**FISCAL IMPACT:**

We’ve exhausted the funding for the Chen Moore Arborist in this line item. This authorization will allow us to continue to pay for this arborist through the end of fiscal year 2024. Costs will not exceed \$30,000. These monies can be readily funded with Department 211’s FY24 YTD budget surplus, Building Contingency, or the Building Utilization Fund Surplus.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
102-211-531190-524	\$19,999	\$30,000	\$30,000

**ATTACHMENTS:**

1. City of Cooper City Professional Services 2021 Agreement – Chen Moore & Associates
2. Chen Moore and Associates Scope of Services