

500 S. Australian Ave., Suite 850
West Palm Beach, FL 33401
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July 7, 2022
Amended July 15, 2022

SENT VIA E-MAIL (TGood@coopercityfl.org)

Mr. Thomas Good
City of Cooper City Florida
9070 SW 51 Street
Cooper City, FL 33328

Re: Cooper City - Landscape Master Plan
CMA Proposal No. 22-0016.P0001.003

Mr. Good:

Chen Moore and Associates (CMA) is grateful for the opportunity to submit the attached Proposal for Professional Services to assist you with the preparation of a Landscape Master Plan with supporting Design Guidelines for the City of Cooper City, Florida.

PROJECT INTRODUCTION

The City requests that CMA develop a Scope of Services to develop and implement a landscape master plan thematically uniting the City's public spaces. The Scope of Work will include working with the City commission, staff and citizens to select a branding identity for the City; identifying and analyzing the City's parks, thoroughfares, streets and miscellaneous public spaces for opportunities to implement the selected improvements; to develop standardized design guidelines to be used for each project as they are executed; and to develop a phasing strategy for implementation based on anticipated costs.

The terms/conditions and rate schedule shall adhere to the Continuing Professional Services Agreement for General Engineering Services Contract between the City of Cooper City and Chen Moore & Associate.

The "Client" is the City of Cooper City Florida
The "Consultant" is Chen Moore and Associates (CMA)

SCOPE OF SERVICES

This scope of services has been prepared based on a virtual meeting held on April 12th, 2022 between CMA staff and Cooper City staff. In attendance were Cristobal Betancourt, Daniel Davila and Tanya McCormick of CMA and Tim Flemming and Thomas Good of the City of Cooper City.

Task 1 – Public Engagement

- The work of this task includes gathering public input prior to design and presenting Preliminary and Final Landscape Master Plans to the City, elected officials, and local citizens. Venues can be in person or virtual (Microsoft teams, Zoom, or similar) based on current City policy. The project will have three milestones. The first is information gathering prior to design, the second is the presentation of Preliminary Landscape Master Plan, and the third is a presentation of the Final

Landscape Master Plan to the City Commission.

- Consultant shall hold regular monthly progress meetings with the City staff to review progress and request input, as necessary. City should anticipate up to six (6) progress meetings for a six (6) month project schedule.
- Phase I: Information Gathering
 - CMA shall hold stakeholder interviews with the Mayor and Commission in a workshop.
 - CMA shall hold stakeholder interviews with other City departments (i.e. public works, planning, parks, art in public places, etc.) impacted by the project. City to identify departments and number of meetings. Consultant will budget up to two (2) meetings.
 - CMA shall hold up to two (2) public workshops for information gathering prior to design. One virtual and one in-person. These two (2) meetings may be held simultaneously – conducted in person and broadcasted virtually. An optional task item is below for conducting an additional/second meeting if necessary or if the meetings cannot be scheduled or conducted simultaneously.
- Phase II: Preliminary Landscape Master Plan and Branding
 - CMA shall review Preliminary Landscape Master Plan with City departments. CMA will budget up to two (2) meetings.
 - CMA shall hold a Commission Workshop.
 - CMA shall hold up to two (2) public workshops to review Preliminary Landscape Master Plan. These two (2) meetings may be held simultaneously – conducted in person and broadcasted virtually. An optional task item is below for conducting an additional/second meeting if necessary or if the meetings cannot be scheduled or conducted simultaneously.
- Phase III: Final Landscape Master Plan and Branding
 - CMA shall review Final Landscape Master Plan with City departments. Consultant will budget up to two (2) meetings.
 - CMA shall review Final Landscape Master Plan in individual meetings with Mayor and Commissioners prior to final public presentation at Commission.
 - CMA shall present the Final Landscape Master Plan at public Commission Meeting.

Task 2 – Preliminary Landscape Master Plan and Branding

A. Information Gathering

- CMA shall develop base information for the project using publicly available data such as aerial photography, surveys from previous projects, etc.
- CMA shall work with the City to identify public rights-of-way, parks, and other public spaces. These spaces shall then be categorized from higher visibility areas (high priority) to lower visibility areas (low priority).
- CMA shall conduct up to two (2) site visits to gather information on existing conditions to develop the basis of design. City shall assist CMA with MOT for studies in public rights-of-way.
- CMA shall develop an existing conditions site analysis and develop exhibits for use in Task 1 - Phase I.

B. Schematic Design

- CMA shall prepare up to three (3) unique landscape branding options for improving the public realm. These concepts shall include landscape, hardscape, signage, lighting, public artwork

installations or other similar treatments to establish a common aesthetic and sense of place within Cooper City.

- CMA shall develop plans, renderings, and exhibits for up to three (3) public spaces to be selected with City staff as representational examples to demonstrate the application of the branding options to residents, elected officials, and City staff.
- The exhibits will be shared with the public in the work of Task 1 - Phase II above, to solicit feedback from residents, elected officials, and City staff.

Task 3 – Final Landscape Master Plan and Branding

- CMA shall refine the feedback received in the work of Task 2 into a Final Design Guidelines Manual (FDGM) to be applied to the public spaces identified the study. The FDGM will contain guidance on landscape, hardscape, wayfinding, lighting, and site furnishings that brand the City's identity.
- The FDGM will identify and categorize the City's public spaces to receive improvements as funding becomes available.
- The FDGM will include preliminary cost estimates for landscape improvements throughout the community and establish a priorities list to aid the City in developing a Capital Improvements Plan for the individual projects.

BASIS OF SCOPE

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

- The Project is in the City of Cooper City, Florida.
- The work of this project constitutes a study. No construction documents shall be developed or provided.
- The base plans for this project shall be compiled from publicly available data. No survey is anticipated for this phase of the project.
- Design for individual projects resulting for the study shall require Additional Services on a project by project basis.
- Client shall provide submittal fees for government agencies, if applicable.
- No known environmental concerns on the subject property.
- Work shall comply with all regulating agency requirements.

INFORMATION TO BE PROVIDED BY THE CLIENT

- Copies of all relevant data, including correspondence, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant.
- A letter from the property owner(s) granting access to the site and giving approval for Consultant to perform the services listed herein.
- Previous construction documents if available.
- Any available As-Builts of existing utilities that may impact the project.

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SCHEDULE AND FEES

Consultant shall schedule work upon receipt of signed approval for this project as required.

The total lump sum fee for this project will be divided as follows:

Task(s)	Task Description	Lump Sum Fees	Hourly Fees	Total Fees
Planning Services				
Task 1A	Public Engagement	\$15,353.00	\$0.00	\$15,353.00
Task 1B (Optional)	Public Engagement	\$2,322.00	\$0.00	\$2,322.00
Task 2	Preliminary Landscape Master Plan	\$60,146.00	\$0.00	\$60,146.00
Task 3	Final Landscape Master Plan	\$14,420.00	\$0.00	\$14,420.00
TOTAL		\$92,241.00	\$0.00	\$92,241.00

Reimbursable expenses for mileage and report preparation have been included in the lump sum fees noted above.

The total fees quoted in this proposal constitute a guaranteed price for the scope of services set forth herein. CMA commits that the scope of services shall be completed for the quoted price and that no change orders or additional compensation shall be requested by CMA during the performance of its duties and responsibilities pursuant to this proposal.

Tasks requested by the City in addition to the original Scope of Services may be subject to additional compensation.

Should you have any questions, please do not hesitate to contact me at my office at +1 (561) 746-6900, Ext. 1194, my cell phone at +1 (850) 209-8569 or send me an electronic message at tmccormick@chenmoore.com.

Respectfully submitted,

Tanya McCormick, PLA, AICP
Senior Landscape Architect

TM/cab

cc: Cristobal Betancourt, PLA, AICP – CMA
Daniel Davila, PE – CMA

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AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION

CMA Project Name: **Cooper City - Landscape Master Plan**
Client Name: **City of Cooper City**
Client Contact: **Mr. Thomas Good, Cooper City Public Works Director**
Client Address: **9070 SW 51 Street, Cooper City, FL 33328**
Client Phone: **(954) 434-2300**
Client E-mail: TGood@coopercityfl.org

CMA Proposal No. **22-0016.P0001.003**
Agreement Date: **July 7, 2022**

FEE: Lump Sum for Landscape Architecture is **\$92,241.00**

RETAINER: N/A

Notice to Owner: The Client is the owner of the site.

The undersigned agree to the Scope of Work made a part of this Agreement. Any additional requested services will be addressed in a separate agreement.

CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)

Authorized Signature

Print Name/Title

Date

CITY OF COOPER CITY (CLIENT)

Authorized Signature

Print Name/Title

Date