

1851 W. Indiantown Road Suite 100
Jupiter, FL 33458
Office: +1 (561) +1 (561) 401-9459



May 27, 2025

SENT VIA E-MAIL (kcassel@westlakegov.com)

Mr. Ken Cassel
City Manager
City of Westlake
4001 Seminole Pratt Whitney Rd.
Westlake, FL 33470

Subject: City of Westlake
Proposal for Facilitating Four (4) Public Workshops for the Comprehensive Plan Update
25-0286.P0001 Task 003

Dear Mr. Cassel:

Chen Moore and Associates (CMA) is pleased to submit this scope and fee proposal for the facilitation of four (4) public workshops related to the City's Comprehensive Plan Update.

PROJECT INTRODUCTION

These workshops are intended to engage stakeholders, receive community input, and inform regarding the process of the Comprehensive Plan and its elements/chapters. The updated Comprehensive Plan document will reflect the City's trends, long-term vision, and legislative policies in accordance with the provisions of Chapter 163, Florida Statutes.

PROJECT STAFFING

Chen Moore and Associates – Land Planning

SCOPE OF SERVICES

The scope of services our firm shall provide under this agreement as per our recent discussions and correspondence is as follows:

Task 1: Project Coordination

- Initial coordination meeting with City Staff to confirm logistics, scheduling, outreach strategies, and workshop goals.
- Follow up coordination meetings with City Staff.

Task 2. Workshop Facilitation (4 total)

- Workshop 1: Prepare power point about the Administrative, Future Land Use, and Housing elements. Attend workshop and prepare a summary of comments afterwards. Revise elements based on community and stakeholders input and comments.
- Workshop 2: Prepare power point about the Transportation, Infrastructure, Capital Improvement elements. Attend workshop and prepare a summary of comments afterwards. Revise elements based on community and stakeholders input and comments.
- Workshop 3: Prepare power point about the Conservation, Open Space elements. Attend workshop and prepare a summary of comments afterwards. Revise elements based on community and stakeholders input and comments.

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- Workshop 4: Prepare power point about the Intergovernmental Coordination, Property Rights elements. Attend workshop and prepare a summary of comments afterwards. Revise elements based on community and stakeholders input and comments.

ASSUMPTIONS

This scope of service assumes the following:

- The City will provide venue and coordinate meeting logistics.
- City staff will assist with meeting notices, setup, and attendance tracking.
- Virtual or hybrid meeting options can be accommodated if requested in advance.

DELIVERABLES AND SCHEDULE

- Workshop presentation materials (PowerPoint formats) and Sign-in sheets for each workshop
- Summary of Workshops

FEE SUMMARY

CMA will provide services for a lump sum amount of not to exceed **\$19,970**

TASKS	COST
Coordination with City Staff	\$1,150
Workshop 1 (Administrative, Future Land Use, Housing Elements)	\$4,440
Workshop 2 (Transportation, Infrastructure, Capital Improvement Elements)	\$7,800
Workshop 3 (Conservation and Open Space Elements)	\$4,440
Workshop 4 (Intergovernmental Coordination, Property Rights Elements)	\$2,140
TOTAL	\$19,970

Should you have any questions, please do not hesitate to contact me at my office at (561) 758-2252 or on my cell phone at (561) 510-3138 or send me an electronic message at nzacarias@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES

Nilsa Zacarias, AICP

Director of Planning

Should you have any questions, please do not hesitate to contact me at my office at my cell phone at (561) 758-2252 or send me an electronic message at nzacarias@chenmoore.com

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EXHIBIT A

AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION

CMA Project Name: City of Westlake Proposal for Four (4) Public Workshops
Client Name: City of Westlake
Client Contact: Mr. Ken Cassel
Client Address: 4001 Seminole Pratt Whitney Rd.
Client Phone/Fax: (954) 826-0056
Client E-mail: kcassel@westlakegov.com

CMA Proposal No. 25-0286.P0001 Task 003
Agreement Date:

FEE: Planning Lump Sum of \$19,970.

Reimbursable Allowance of \$N/A

RETAINER: N/A

Notice to Owner: The client is City of Westlake.

The undersigned agrees to the attached Scope of Services, General Conditions and Provisions which are incorporated and 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 WESTLAKE (CLIENT)

Ken Cassel

Authorized Signature

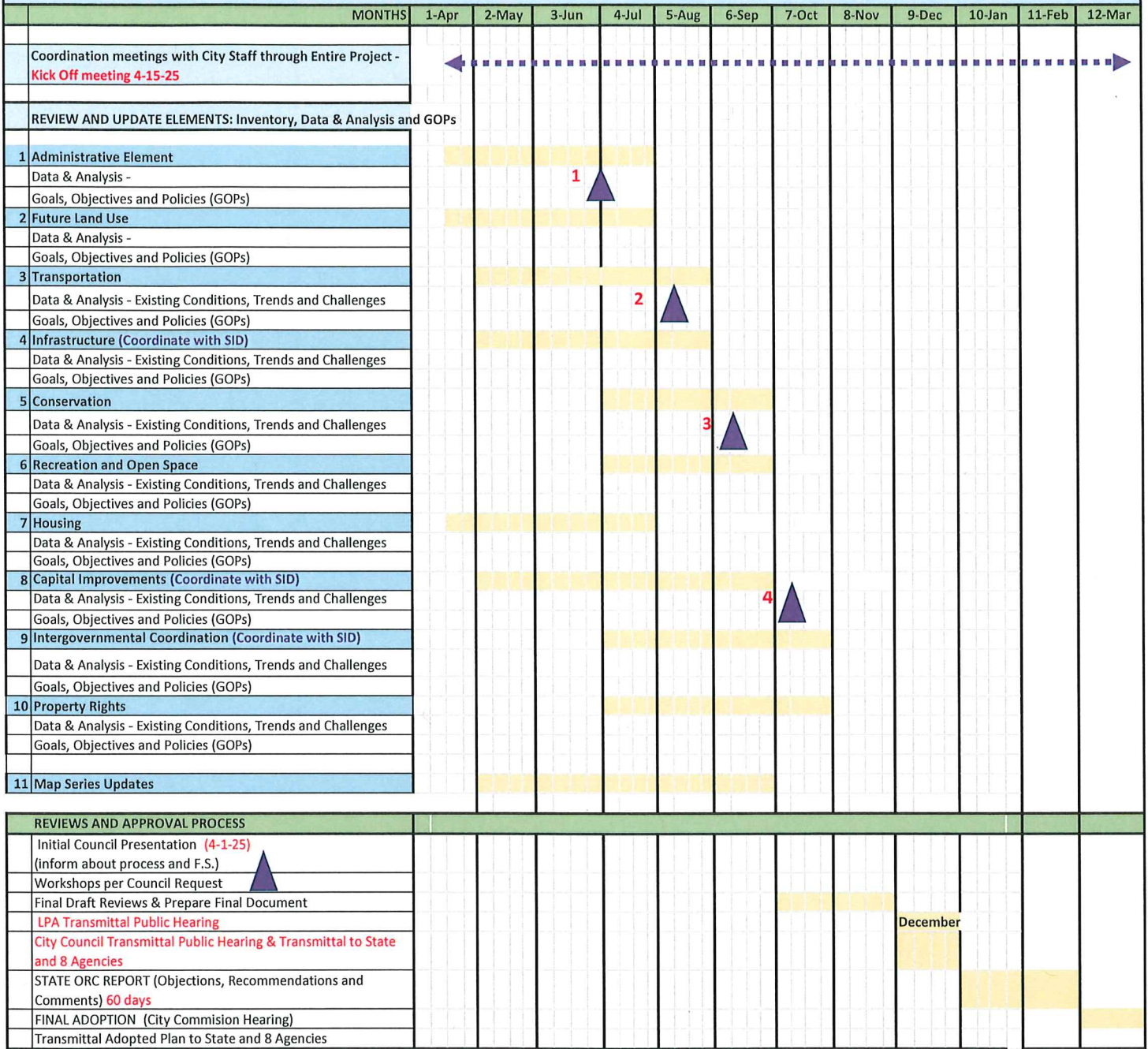
Ken Cassel City Mgr

Print Name/Title

6/5/2025

Date

City of Westlake - Comprehensive Plan Update - CMA Team Timeline



- ▲ Workshops per Council Request:**
- 1- Administrative, Future Land Use, Housing - July
 - 2- Transportation, Infrastructure, Capital Improvement- August
 - 3- Conservation, Open Space, - September
 - 4- Intergovernmental Coordination, Property Rights- October