



May 7, 2026

Justin Proffitt, AICP, Assistant Director  
Department of Sustainable Development  
City of Coconut Creek  
4800 W. Copans Road  
Coconut Creek, FL 33063

[JProffitt@coconutcreek.net](mailto:JProffitt@coconutcreek.net)

Re: Landscape Inspector / Plan Review Assistance

Dear Mr. Proffitt,

WGI, Inc. (WGI) is pleased to provide this proposal to the City of Coconut Creek (CLIENT) for additional Landscape Architecture services beyond the initial \$25,000 approved in 2024 and renewed in 2025. Due to the increased volume of necessary landscape architecture review and inspection services this year, WGI is requesting an increase in the authorized fee of \$45,000, for a total of \$70,000 for the year. All services will continue to be performed pursuant to WGI's Contract Terms and Conditions associated with the original agreement between WGI and CLIENT under RFQ No. 10-06-21-11, Architecture, Landscape Architecture, Planning and Urban Design Services.

### **SCOPE OF SERVICES**

#### **LANDSCAPE ARCHITECTURE SERVICES**

**I. Landscape Inspector / Plan Review Assistance Not-To-Exceed (\$70,000.00)**

WGI will provide hourly on-call assistance to the CLIENT for a variety of inspection and review services. Services anticipated under this Task Work Order may include the following:

- General plan / permit review (engineering pre-plan, landscaping - post DRC and other landscape review e.g. pools, driveways, etc)
- General permit fee calculations
- General landscape inspections and commercial inspections (Certified Arborist or LIAF)
- Engineering landscape reviews
- MainStreet plan reviews and landscape inspections
- Zoning inspections, as required
- Code compliance support (Certified Arborist)
- Homeowner coordination, as required
- Representation at meetings

WGI will prepare/maintain a monthly tracking log by task for work performed that month and To-Date, to be submitted to the CLIENT with monthly invoicing.

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We appreciate the opportunity to be of service to City of Coconut Creek. Please note that the Contract Terms and Conditions are an integral part of this contract, are hereby incorporated by reference, and are controlling unless both parties expressly waive them in writing prior to commencement of work.

Respectfully submitted,

**WGI, Inc.**

A handwritten signature in blue ink, appearing to read "J. Mihalovits", with a long horizontal flourish extending to the right.

Jason Mihalovits, PLA

Director, Landscape Architecture