

EXHIBIT "A"



WORK AUTHORIZATION PURSUANT TO THE GENERAL PROFESSIONAL ENGINEERING SERVICES AGREEMENT BETWEEN THE CITY OF COCONUT CREEK AND KEITH AND ASSOCIATES, INC. (KEITH)

April 07, 2021

WORK AUTHORIZATION NO. # 01

PURCHASE ORDER NO. (CITY No. TBD) PROJECT NO.11310.01 (KEITH)

PROJECT NAME: CITY HALL BREEZEWAY AND MASTER PLAN

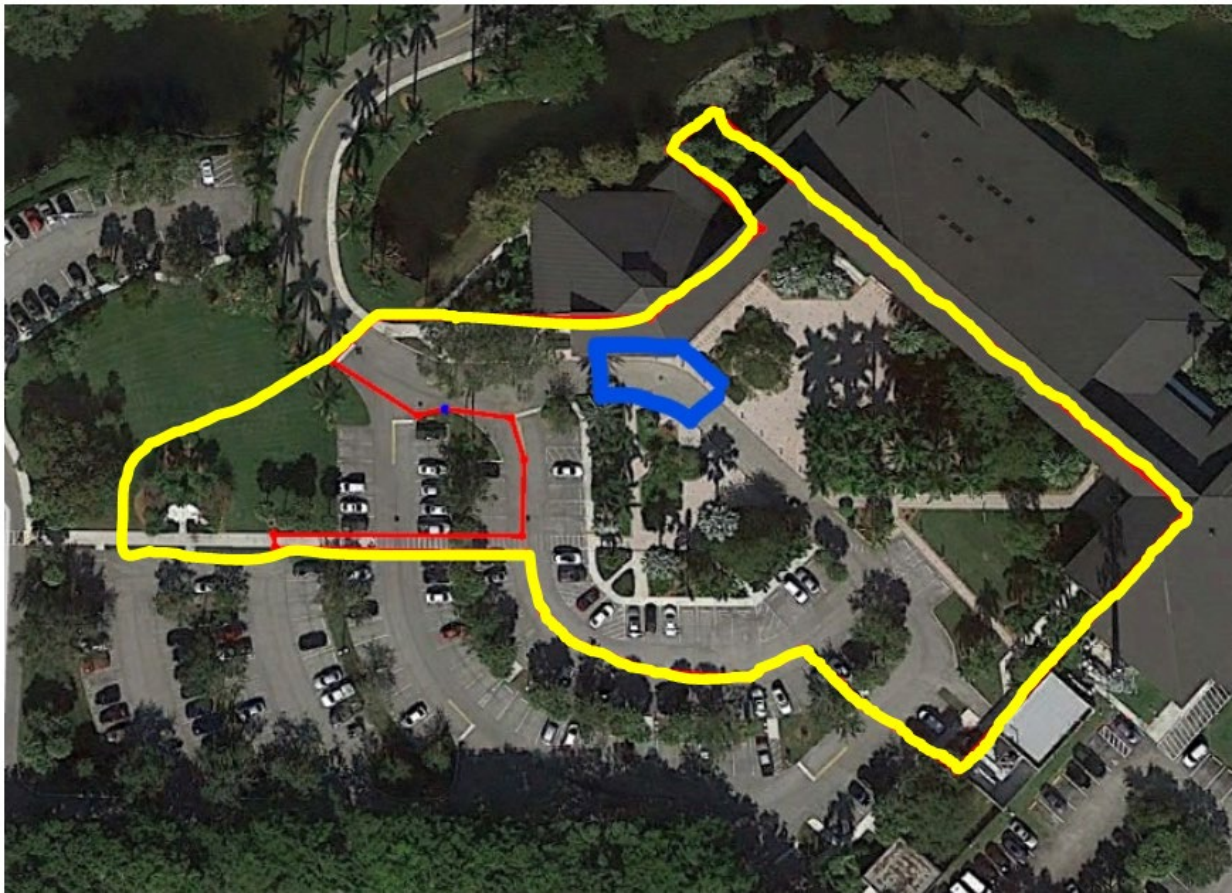
This work authorization is pursuant to the Agreement for General Professional Engineering Services between the City of Coconut Creek and Keith and Associates, Inc. (KEITH) approved by the City pursuant to RFQ. 03-25-20-02 and adopted on September 30, 2020.

PROJECT

The City of Coconut Creek (OWNER) has requested that KEITH (CONSULTANT) provide two (2) Conceptual Masterplans that include the Breezeway and Courtyard adjacent to the City of Coconut Creek City Hall building. The approximate work/survey limits is designated in red on the Project Limits exhibit below. In coordination with its sub, Singer Studio (SGS), KEITH will create two conceptual masterplans for City review and selection, which will include hard and landscaped components, along with cost estimates and a phasing plan. In addition, KEITH with its sub, SGS will develop schematic level design components for the Breezeway such as gathering/seating spaces, rain screen, shade structure, paving and wall treatments, etc., along with cost estimates and phasing.

Design Development, Construction Plans and permitting are not included in this scope of work.

Project Limits (yellow outline)



APPROACH

KEITH believes in a context-based approach that considers multiple facets of the development process resulting in solutions that are curated for each authentic scenario. In addition to the traditional design approach, we believe careful consideration should be given to economic, ecological and social factors. This cohesive approach to each project is engineered to enhance the opportunity for a resilient solution.

Our approach is categorized into the following three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan.



SCOPE OF SERVICES

SURVEY SERVICES

Task 101 Topographic Survey

KEITH shall prepare a Topographic Survey of the site. Survey shall show the surface improvements such as buildings, roadways, pavement, paver styles, sidewalks, traffic striping (particularly parking & surrounding ADA features), walls, fences, surface utilities, etc. Trees shall be noted by common name and trunk diameter with ground elevations. Storm and Sanitary structures shall be noted with the pipe invert elevation, diameter, material, and direction. Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Elevations shall be shown at an interval of approximately 50 feet, including intermediate changes in grade. Additional elevations at an interval of approximately 10 feet within the driveway highlighted in blue.

CIVIL ENGINEERING SERVICES

Task 401 Schematic Design

Schematic Civil Engineering Design Plans

KEITH shall research existing available records for the project and prepare a schematic paving, grading, and drainage plan for the infrastructure improvements to address the two areas of concern within the project limits (ponding in front of City Commission Chambers and ponding at northwest corner of the Breezeway). KEITH will also review ADA accessibility/connectivity within the project limits. The schematic civil engineering plans shall be prepared in accordance with the CLIENT and regulatory agency requirements.

The schematic engineering plan shall include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied upon by KEITH in the schematic design phase. Final design may require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by KEITH. KEITH will utilize a topographic survey and site plan supplied by the CLIENT, either as identified elsewhere in this agreement or from the CLIENT's other Consultant / Surveyor, as a base for the schematic civil plans.

The schematic paving, grading and drainage plan will be initiated concurrently with Task 701 below. These plans, cost estimate, and any necessary construction phasing will be further developed during the construction document phase under a contract addendum.

KEITH shall attend one (1) coordination meeting with the CLIENT and City Planning and Development Services Department to review the schematic design, code and integration of the design with existing conditions (including utilities/trees/etc.) and environmental impacts of the project. KEITH will coordinate with the CLIENT and other team members in the preparation of plans to avoid conflicts between disciplines.

Deliverables

1. Schematic Design Plans
2. Schematic Opinion of Probable Cost

Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.



LANDSCAPE ARCHITECTURE SERVICES

Task 701 Conceptual Masterplan Design

The purpose of this task is to work collaboratively with the design team to develop the “big ideas” and to communicate these to the Team and various stakeholders for review and discussion. KEITH will develop concepts that will be preliminary in nature and are not intended as construction documents. They will be presented in a draft and final presentation allowing input and development of the ideas. These findings will then be developed into a conceptual presentation with the overall team for review/approval of the CLIENT.

Deliverables

1. KEITH will develop up to two (2) Conceptual Design concepts to include:
 - a. Illustrative Site Plan
 - b. Supporting Diagrams and/or Section Elevations
 - c. One (1) 3D perspective rendering to support concept. Additional renderings may be provided at an additional fee.
 - d. Character Imagery
 - e. Phasing Plan for Construction
2. KEITH will allow (1) revision to the Conceptual Design chosen by the CLIENT.
3. KEITH will attend a series of meetings for the duration of this phase. It is assumed all meetings will be in South Florida with the ability to be virtual.

Task 702 Conceptual/Schematic Breezeway Design

Based on the approved Conceptual Design, KEITH will work collaboratively with its sub, Singer Studio (SGS) to finalize the optimum arrangement of all program and site design elements. These drawings will be in sufficient detail for submittal to the City of Coconut Creek review staff.

The following elements will be addressed in the schematic design phase:

1. Site program
 - a. Gathering and Seating Spaces
 - b. Hardscape elements including pavement and wall treatments
 - c. Rain Screen to address flooding issues in Northwest corner
 - d. Landscape and Bioswale Areas
 - e. Shade Structures

Deliverables

1. Upon acceptance of the Masterplan selected by the City, KEITH together with SGS, will develop concept designs for the key elements within the breezeway. Concepts will include:
 - a. Illustrative Site Plan
 - b. Supporting Diagrams and/or Section Elevations
 - c. Character Imagery
 - d. Up to one (1) revision on the Conceptual Design is included
2. Upon approval of the Conceptual Design, KEITH together with SGS, will advance the work towards Schematic Design. A PDF booklet will be delivered containing drawings, plans, sections, site perspectives/illustrations, (4-5) renderings, and other information to describe the nature, quality and scope of site elements of the project.
3. KEITH and SGS will attend a series of meetings for the duration of this phase. It is assumed all meetings will be in South Florida with the ability to be virtual.



Task 703 Cost Estimate

KEITH will prepare an Opinion of Probable Construction Cost based on the final Conceptual Masterplan chosen by the City and the final Schematic Design. KEITH will look at similar project cost in the past and other readily available information for pricing. KEITH will meet and review with the City to ensure project stays within budget.

Deliverables

1. KEITH will provide an Opinion of Probable Construction Cost based on the elements proposed in the final Conceptual Masterplan and final Schematic Design.

PROJECT SCHEDULE

Subsequent to the issuance of a Purchase Order from the CITY, CONSULTANT shall commence work on the project. We anticipate commencing work within 5 business days from notice to proceed, completing the prescribed work within 16 weeks.

Table 1 Schedule Estimate of Engineering Services

TASK	DURATION
Task 101 - Survey	1 Month
Task 401 – Schematic Design	3 – 5 Weeks
Task 701 – Conceptual Masterplan Design	4 – 6 Weeks
Task 702 – Conceptual/Schematic Breezeway Design	2 – 3 Months
Task 703 – Cost Estimate	Concurrent with Task 701 & 702

Schedule Disclaimer:

Considering the ongoing outbreak of the Coronavirus 2019 (COVID-19), KEITH remains fully committed to pursuing the completion of our work in a safe, diligent, and reasonable manner under the current circumstances based on the schedule provided. It is possible that we will encounter certain delays because of this pandemic. Potential impacts may include, but are not limited to, labor shortages due to mandated quarantine regulations, material shortages and significant delays in lead times because of factory closings across the globe. We will continue to monitor the situation and advise of any delays resulting from the impacts of the current worldwide health scenario.



CITY'S RESPONSIBILITY

The CITY shall assist CONSULTANT with the following items to expedite the completion of the project in an effective manner.

- A. Designate a representative(s) who shall have the authority to transmit instruction, receive information and enunciate policies and decisions.
- B. Provide access to and obtain permission for CONSULTANT to enter upon public lands as required at no additional cost to perform observations or other necessary services under this Agreement.
- C. Make available to CONSULTANT all existing information which may in any way be pertinent to the project.
- D. Assist in contacting all permitting agencies to facilitate expediting reviews and/or approvals.

ADDITIONAL SERVICES

Consultant shall not perform any additional services without the written consent of the CITY. Services performed beyond the Scope of Services described above shall be considered additional services and will be presented to the CITY as an Addendum to this Agreement prior to initiating the work. Additional services shall be invoiced on a time and material basis in accordance with our current Professional Service Fee Schedule or on a lump sum basis if a scope of service can be defined.



COMPENSATION

Consultant shall invoice the City for services rendered under this Agreement on a lump sum basis, unless otherwise stated, and in accordance with the terms and conditions of the Agreement for General Professional Engineering Services between the City of Coconut Creek and KEITH, dated September 30, 2020 and approved by the City pursuant to RFQ #03-25-20-02.


Table 2 Budget Estimate of Engineering Services

TASK	FEE
Task 101 – Survey	\$11,160.00 (Lump Sum)
Task 401 – Schematic Design	\$6,360.00 (Lump Sum)
Task 701 – Conceptual Masterplan Design	\$24,660.00 (Lump Sum)
Task 702 – Conceptual/Schematic Breezeway Design	\$25,450.00 (Lump Sum)
Task 703 – Cost Estimate	\$5,160.00 (Lump Sum)
CONSULTANT'S TOTAL COMPENSATION	\$72,790.00 (Lump Sum)
CONTINGENCY	\$8,000.00 (NTE / Hourly)
DIRECT EXPENSES	\$0,000.00 (Lump Sum)
TOTAL FEE	\$80,790.00 (Lump Sum)

“CITY”:
 CITY OF COCONUT CREEK

CONSULTANT:
 KEITH

By: _____

By: 
 ALEX LAZOWICK
 President



PROPOSAL FEES

Our Project/Proposal Number		Personnel and Hourly Rates											Task Subtotals	
Proposal Date														
Tasks		Senior Engineer (PE)	Project Manager	Engineer	Field Inspector	Environmental Scientist	Land Surveyor (PLS/PSM)	Technician	Drafter/GIS	Landscape Architect (PLA/RLA)	Senior Planner	Planner	Staff Assistant	
No.	Description	\$180.00	\$160.00	\$135.00	\$100.00	\$140.00	\$160.00	\$95.00	\$115.00	\$160.00	\$180.00	\$135.00	\$75.00	
101	Topographic Survey		2		32		4		40				32	\$ 11,160.00
401	Schematic Design	2	4	20				28						\$ 6,360.00
701	Conceptual Masterplan Design		8			32			20	25	10	80		\$ 24,660.00
702	Conceptual/Schematic Breezeway Design		8			133				15	10	10		\$ 25,450.00
703	Cost Estimate		2							10	18			\$ 5,160.00
Personnel Hours		2	24	20	32	165	4	28	60	50	38	90	32	\$ 72,790.00
Personnel Cost		\$ 360.00	\$ 3,840.00	\$ 2,700.00	\$ 3,200.00	\$ 23,100.00	\$ 640.00	\$ 2,660.00	\$ 6,900.00	\$ 8,000.00	\$ 6,840.00	\$ 12,150.00	\$ 2,400.00	
Personnel Subtotal		\$ 72,790.00												
Direct Expenses		\$ -												
Contingency		\$ 8,000.00												
GRAND TOTAL		\$ 80,790.00												

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NEGOTIATED FEE SCHEDULE

These positions / titles are common throughout the profession. Firms using a different nomenclature for the listed positions, but similar in responsibility, shall use those listed below for the purposes of providing hourly rates.

Position / Title	Hourly Rate
Principal (PE registered)	\$215.00 / per hour
Senior Engineer (PE registered)	\$180.00 / per hour
Land Surveyor (PLS registered)	\$160.00 / per hour
Landscape Architect (State Registered)	\$160.00 / per hour
Project Manager	\$160.00 / per hour
Engineer	\$135.00 / per hour
Environmental Scientist	\$140.00 / per hour
Planner	\$135.00 / per hour
Senior Planner	\$180.00 / per hour
Technician	\$ 95.00 / per hour
Drafter/GIS	\$115.00 / per hour
Field Inspector	\$100.00 / per hour
Staff Assistant	\$ 75.00 / per hour