Job Number: 23564

Date: 7/1/2019

Project Name
Buttonwood Hammock

Coconut Creek, Fl.

Client: Buttonwood Hammock HOA
Att. Bunnie Willis

2110 NW 48th Ave
Coconut Creek, Fl. 33306

Design Development

Prepare base plans in Cad from hard copy plans provided by client. MLA shall consider the approved landscape plans to be accurate to existing conditions. Site layout changes needed due to inaccuracies may be billed hourly to correct. A current survey may be required by the City of Coconut Creek. MLA will provide this service and fee upon request.

Complete site visit to locate existing street trees, common area trees, utilities and structures.
Complete landscape inventory of (163) residential lots.
Inventory shall include trees, shrubs and ground covers

Prepare Existing tree Disposition plans to reflect all existing tree locations, species, size and condition.
Prepare tree removal mitigation data as needed. Prepare ISA appraisals as needed for all trees over 18" DBH.

Prepare landscape plans to reflect proposed trees and landscape materials to comply with the approved Master landscape plans dated 5/15/95 and the approved lot landscape plans dated 3/22/95

Completed Landscape plans plans shall be submitted to the client for review. MLA will address any HOA comments prior to final submittal to the City of Coconut Creek. All plans will be provided to the client for city submittals. MLA will address city comments as needed for final permit approval.

This proposal is for the design and development of landscape plans only. Structural, irrigation, drainage lighting and special graphics shall be done under a separate contract upon request.

Landscape revisions due to changes by the client outside of the scope of work shall be billed hourly or under separate contract.

Printing and delivery shall be included in fee through permit approval.

Payment Schedule

Retainer due prior to commencement of work: $3,500.00
Amount due upon HOA submittal of landscape plans: $4,500.00
Amount due upon 1st permit review submittal to the City: $3,000.00
Final amount due upon completion of permit review comments: $1,500.00

Total Base Fee: **$12,500**   Client signature _____

1. The proposal will be for landscape design services within the City of Coconut Creek.
2 All additional meeting time will be limited to that time specifically requested by the client and not to exceed hours outlined herein.
3. The client will supply base data and locations of all water sources, subsurface structures,utilities, and easements as reflected on a site survey.
4. Any changes to the proposed drawings that have been completed by this office exceeding hours outlined in page 1 of this proposal that are done according to information supplied to us with the approval of the client, shall be done at the hourly expense of the client according to the fees outlined in this document.
5. Landscape changes requested by the client after final bid documents have been accepted shall be billed hourly.
6. Meeting time requested by the client shall be billed hourly.
7. Client shall be responsible to provide MLA Group with locations of existing and proposed light poles, underground utilities and easements i.e. drainage easements, utility easements, and maintenance easements.
8. Project administration shall be billed hourly upon request by the client.

Fee Schedule:

1. MLA may hire other consultants to perform some or all of the scope of services stated herin. Additional services not mentioned above or required after permits are approved or drawings are accepted by the client will be billed hourly according to the following schedule:
Design services: $130.00 per hr.
Arboricultural Services: 120.00 per hr.
Out of office meeting/inspection time: $160.00 per hr.
Reproducibles:
Prints 11x17 $1.25 $2.50 for signed and sealed copies
Prints 24x36 $2.50 /sheet $5.00 for signed and sealed copies (client will be charged a minimum of $15.00 for any print order. $50.00 for sealed documents requested after permits have been submitted. All printing shall be billed as a reimbursable expense above the contract fee.
Color prints 24x36 $50.00 Mounted on 24x36" foam board $35.00
Local 2 day delivery $ 35.00 + within Tri-county area Rush 1 day delivery $75.00 +
2. Progress billings will be done as the project progresses according to the percentage of the project accepted by the client to the time of billing or as related to the Section and Item number from the Proposal Scope Outline on page 1 of this document.
3. Any atttorney, Lien, or collection fees incurred as a result of this company's expense in collection of payment shall be reimbursable by the client. A fee in the amount of $35.00 shall be charged for all returned checks.
4. Payments are due 15 days from date of invoice. All payments past due greater than 45 days shall be subject to lien and late fees in the amount of 2% per month. MLA group does not work on a paid when paid agreement All contract billings will be addressed to the client as noted on Page 1. of this document.

5. Drawings and Specifications prepared by this office shall be the property of this office whether the project for which they are made is executed or not.
6. The owner shall be permitted to retain copies, including reproducible copies of drawings and specifications for such information and reference. The drawings and specifications shall not be used by the owners on other projects or for the completion of this project by others without the written permission from this office and providing the owners are not in default of this agreement.
7. Proposal fees are void if not executed within 60 days of contact date.

If the above description of our work meets with your approval please place an authorizing signature in the spac provided below and return an executed copy to our offices.

Scott McCLure

Scott McClure
RLA. Fl- 6666695, I.S.A. Fl-0827   Page 2 of 2

Authorizing Signature of Client: _____

Date: _____