

**EXHIBIT A – SCOPE OF SERVICES**  
**Coconut Creek Government Center Improvements (the “Project”)**

**1.0 PROJECT DESCRIPTION**

**1.1** The Project is generally described as follows: **Consultant shall provide survey, civil engineering, landscape architecture and architecture design services for the proposed improvements to the Coconut Creek Government Center, located at 4800 W Copans Rd, Coconut Creek, FL 33063. Refer to Exhibit B for Project limits.**

**2.0 BASIS OF SCOPE**

This scope was prepared based on the Consultant’s understanding of the Project information provided by Brian Rosen, City of Coconut Creek, both via email on January 23, 2025 and during a site visit conducted on January 29, 2025, and Consultant reserves the right to amend this scope should the proposed layout change.

**2.1 General:**

- The Client and Owner for this proposal is the City of Coconut Creek, and the Consultant is Miller Legg. Supporting the team are subconsultants Justin Architects.
- The purpose of this scope is to prepare a schematic design for the Coconut Creek Government Center Plaza, Breezeway and Parking Lot including:
  - Removal of overgrown vegetation and palms in plaza
  - Seating areas and event space incorporated into the plaza
  - Parking lot design for additional parking spaces
  - Enhancement of the breezeway including seating zones and updated finish improvements
  - Investigate replacement of City Hall sewer lines
  - Drainage inventory and analysis in the plaza and breezeway
  - Monument and directional signage throughout the Site
  - Conceptual location of electrical improvements in the courtyard for future connections
  - Graphics and data provided for grant assistance
  - Order of Magnitude Opinion of Probable Cost (OPC)
- The project shall adhere to the following submittal schedule:
  - Survey, SUE, and Tree Inventory.
  - 15% Black Line Concept Plan Options and OPC.
  - 30% Schematic Design, Rendering, and OPC
  - Commission Presentation
  - Final Schematic Design Package
- Failure to complete the Project for reasons beyond the control of Consultant will not void this agreement. Work performed will be invoiced as a percentage of the fee for said task.
- Consultant will attempt to supply all required deliverables in an expeditious manner. However, Consultant has no control of third-party deliverables or Authority Having Jurisdiction (AHJ) review timelines, which may ultimately affect the Client’s projected schedule.

- Submission of the Site Plan including DRC approvals, Construction Documents, Project book format specifications, Construction services, environmental and protected species studies/monitoring services, Vacating existing rights-of-ways, easements, or platting services, public outreach, site plan amendments, rezoning, special permit, or land use plan amendment (LUPA) processes are not included in this scope of services. If required, these can be provided as additional services.
- If any Agency Having Jurisdiction (AHJ) issues or implements design or development code changes which differ from those in place at the time of execution of this agreement and which trigger changes or revisions to the scope at any stage of the Project, an additional service may be issued by Consultant. This includes but is not limited to storm water design criteria or associated flood elevation changes.
- Meeting attendance will include Project Manager, Architecture Representative, and up to two (2) additional design staff at two (2) conceptual design review meetings, one (1) schematic design review meeting, and one (1) Commission Meeting.

## 2.2 Survey:

- ALTA/NSPC Land Title Survey is *not* required.
- The survey will be based on legal description provided by Client.
- The trees located will be 3-inch DBH and larger and shall be depicted as tree or palm and as DBH from approximate center of the tree or palm. **Species shall be identified.** Invasive / exotic trees will **NOT** be located and will **NOT** be depicted on the survey. Tree species specific arborist identification and assessment is included in Tree Inventory Task.
- Horizontal Datum will be referenced to the State Plane Coordinate System Florida East Zone, North American Datum of 1983, Adjustment of 2011, (NAD 83/2011), will be identified on the Survey.
- Vertical Datum will be referenced to the National Geodetic Vertical Datum of 1988, (N.A.V.D.), and will be identified on the Survey.
- Topographic survey elevations will be shown at 50-foot grid; invert elevations are shown. A topo of half right-of-way be measured. Elevations will be shown on a grid sufficient for earthwork and stormwater analysis.
- Parking spaces will be shown and identified.
- Location of underground utilities are based on **Consultant's designations.** Consultant cannot guarantee that all utilities will be located.
- Survey fees within this proposal are based on performing each task one (1) time only. Additions or modifications to scope, re-staking as well as resulting CAD and Project management time, will be presented additional service.

## 2.3 Subsurface Utility Engineering (SUE) Services:

- Utility designation is being provided in an attempt to prevent the likelihood of damage during excavation and/or provide design information.
- Results are dependent upon field conditions at the time of locating services.
- American Public Works Association (APWA) standards are used for marking.
- Consultant shall provide marking services; and CAD drawing will be provided.
- Consultant is not responsible for moved, altered, obliterated or maintaining marks. Consultant will impose an additional fee to relocate/re-mark facilities.
- Consultant is *not* responsible for errors and omissions of recorded utility information.
- The information provided by Consultant is for informational purposes and is intended to be used prior to excavation. Prior to Project construction, the excavating contractor is responsible for securing locations of public utilities through Sunshine State One Call of Florida (800-432-4770).
- The performance of Consultant's services is limited to full and unobstructed access including, but not limited to mechanical rooms, manholes, hand holes, vaults, meter rooms, telecom rooms, fixtures (plumbing, electrical, communication), dispensers, fenced compounds, tanks and structures. Full cooperation from the on-site personnel is necessary to perform a complete survey.
- All fees within this proposal are based on performing each task (1) time only. Additions or modifications to the scope, re-staking as well as resulting CAD and Project management time, will be invoiced per the attached hourly Rate Schedule, unless fees for said additions and modifications are requested.
- Failure to complete the Project for reasons beyond the control of Consultant will not void this agreement. Work performed will be invoiced as a percentage of the fee for said task.

#### **2.4 Landscape Architecture / Arborist:**

- There are existing trees on site; tree removal is required; the permitting agency is City of Coconut Creek. A preliminary tree disposition plan will be prepared. Tree Inventory will include up to 250 Trees.
- Hardscape and Landscape is limited to preliminary design for the plaza, breezeway, monument signage, and parking lot.
- Electrical concept limited to future electric accommodations and general site lighting. Plans are not included in this scope for these activities.
- Irrigation and structural design are not included in the scope of work.

#### **2.5 Civil Engineering:**

- Existing utilities of sufficient size, depth, pressure and capacity are available and accessible to the site and will serve as the source for accommodating this Project. Design of sanitary lift station(s) and potable water well(s) is not anticipated and are not included in this scope.
- Off-site utility improvements or extensions beyond 50 feet from property limits are not included under this scope.
- On-site engineering improvements for proposed utility connections will be designed to terminate 5 feet outside the proposed building envelope. MEP subconsultant will be responsible for the design of this connection.
- This scope does not include electrical services, service lines, duct bank or transformer design.
- Should design or permitting requirements vary or extend beyond this Basis of Scope, additional design and permitting services may be required (e.g. improvements outside of project area, etc.) Refer to Exhibit B for Project and scope limits.
- Traffic, parking, or signalization studies (or updates to previously issued studies) are not included in this scope. If AHJs determine these are required, they could be provided as additional services.
- Off-site roadway or traffic improvement such as roadway widening, turn lanes, intersection improvements, or traffic signalization are not included in this scope. Should these services be required as a result of AHJ reviews, Consultant shall assist with these tasks as an additional service.
- Scope does not include design, permitting or coordination services for non-civil utilities (chilled water, gas, electrical, IT/communications). These will be provided by Client, Owner, MEP, utility provider or Contractor.
- Consultant shall prepare preliminary stormwater management. These may include preparation of drainage analysis and associated pipe/structure sizing as required for the proposed on-site improvements. confined to within the project area (see Exhibit B). Should calculations or improvements extend beyond the Project area due to Regulatory Agency review requirements, they will be provided as additional services.
- FEMA floodplain analysis, study or map amendment is not included in this scope. If required, Consultant can assist with these tasks as an additional service.

## **2.6 Architecture:**

- The scope of work includes the following items:
  - Concept Design for the renovation of the existing breezeway at the Governmental Center, adjacent to the central plaza, spanning approximately 600 linear feet.
  - Development of three (3) blackline preliminary concept designs for the Governmental Center Campus Signage guiding to the City Hall, City Commission Chambers, and the Police Department,

- Development of three (3) preliminary blackline designs for the monument sign adjacent to the Copans Road Entrance.
- Provide a total of two (2) final preference renderings to visualize the breezeway concept. Locations of renderings to be approved by the Client.
- Provide a final presentation reflecting the coordinated design.

## 2.7 Information to be provided by Client:

- Authorization from property owner shall be provided as necessary to enter the Property and conduct this investigation.
- Copies of all relevant data, including correspondence, reports, plans or information in its possession which may be beneficial to the work effort performed by the others required for Consultant's services.

## 3.0 SCOPE OF BASIC SERVICES AND FEE

The scope of services to be provided by consultant shall be as follows:

### Task 1 Survey Services

- A. **Topographic and Tree Survey** - Consultant shall prepare a tree and topographic survey plan at a 50-foot grid showing above-ground improvements and locations of trees pursuant to code. Client shall provide Consultant with a copy of the legal description and boundary survey of the property. Trees located will be native 3-inch DBH and larger and shall be depicted as tree or palm and as DBH from approximate center of the tree or palm. **Species shall be identified.** Invasive / exotic trees will **NOT** be located and will **NOT** be depicted on the survey. Tree species specific arborist identification and assessment is included in Tree Inventory Task.
- B. **Underground Utility Designation and Mapping**

**Designation** – Consultant shall provide utility designation services at the above referenced Project, areas shown in Exhibit B. APWA standards are used for marking. A subsurface ground penetrating radar (GPR) unit will be used in addition to electromagnetic induction (EM) to perform/verify horizontal locations of any detectable utility. A GPR unit can assist in identifying nonmetallic utilities and other structures that are unidentifiable using traditional electromagnetic techniques. Factors such as soil moisture clay content, and variations in the dielectric constants of materials control the effectiveness of the GPR method. Additionally, passive VLF signals can be detected on other metallic utilities that are typically long in length are well grounded electrically.

Designating underground utilities is not an exact science. Therefore, Consultant expresses no guarantees that using one or any of the available technologies for identifying utilities/structures will identify all utilities/structures and/or meet the objective of each individual Project. Client understands that limitations within the available technology, the complexity of site conditions

and circumstances beyond the control of Consultant may limit the performance/results of Consultant's services.

The services provided by Consultant shall be performed in accordance with generally accepted professional practices as related to the nature of services performed. Consultant cannot guarantee that all utilities within any given survey area will be identified due to inherent limitations within technology and existing site conditions. Utility location is being provided in an attempt to prevent or reduce the likelihood of damage during excavation and/or provide design information.

**Mapping** – Consultant shall locate the underground utilities as designated in the above Task and shall be show on the signed and sealed Topographic Survey; CAD and PDF files shall be provided of the above referenced Project.

Task 2

**Arborist Tree Inventory & Evaluation** - Consultant shall prepare a tree inventory and evaluation by an International Society of Arboriculture (ISA) Certified Arborist showing locations of trees pursuant to City of Coconut Creek code. Inventory shall show hardwood and palm trees only: Invasive exotics shall not be located. Trees located will be 3-inch DBH and larger, within the subject property boundary. The tree inventory and evaluation shall reflect the following data to meet the requests of the of City of Coconut Creek tree species; common and scientific names; dbh (diameter at breast height) for dicot trees; clear trunk, grey wood, or overall heights for palms; canopy spread, and general health/ condition/ hazard determination as evaluated by an ISA Certified Arborist. The location of trees will be collected in Survey Task.

Task 3

**15% Conceptual Design** – Three (3) Concept Plans, OPC and Feasibility Study will be submitted to Client for review. One (1) final concept plan will be approved by Client.

- A. **Conceptual Site Plan**- Consultant shall prepare three (3) black line conceptual site layout plans for Client review including the plaza, parking, and breezeway.
- B. **Landscape Architecture** – Consultant shall analyze existing tree data and anticipated tree removal. Conceptual level planting and hardscape design will be provided.
- C. **Civil Engineering** – Consultant shall analyze existing site features for demolition, earthwork, parking, pathways water, sewer, and drainage systems including due diligence for feasibility of design.
- D. **Architecture** – Subconsultant shall develop two (2) blackline conceptual designs for the renovation of the existing breezeway, two (2) preliminary concept designs for the campus signage and wayfinding guiding to the City Hall, City Commission Chambers, and the Police Department, and two (2) preliminary concept designs for the monument signs adjacent to the Copans Road Entrance and Lyons Road Entrance.  
Subconsultant shall provide a total of two (2) preferred renderings to visualize the breezeway concept and monument/wayfinding signage look. Locations of renderings to be previously approved by the Client. Graphics will be provided for the Commission presentation.
  - a. Breezeway
  - b. Monument Sign

This task does not include perspective renderings.

- E. **Conceptual Design Order of Magnitude Opinion of Probable Cost (OPC)** - Consultant shall prepare a 15% Conceptual Design OPC for the Project. The Opinion shall address conceptual existing breezeway renovations, tree impacts / tree mitigation, site amenities, earthwork, paving, drainage, water and sewer improvements.

Task 4

**30% Schematic Design** – Based upon 15% submission and comments by Client a preliminary site layout shall be produced, including a color rendering site plan and 30% OPC. Schematic design will be submitted to Client for review. After incorporating Client feedback, a schematic design document will be prepared to present to the City Commission. One (1) iteration of revisions will occur based on City Commission and City Staff feedback. A final schematic design package will be provided to the Client.

- A. **Schematic Site Plan**- Consultant shall prepare a preferred preliminary site plan including color rendering for Client review.
- B. **Landscape Architecture** – Consultant shall provide preferred preliminary data required for tree removal, landscape, and site amenities.
- C. **Civil Engineering** – Consultant shall provide diagrammatic/schematic preliminary site feature plan for demolition, earthwork, parking, pathways, water, sewer, and drainage systems.

Based upon the Client-provided programming approach, Consultant shall prepare a 30% Civil Schematic Design (SD) Plan showing the general alignment and layout of parking areas and infrastructure improvements including vehicular and pedestrian access/circulation, utility lines, storm drainage lines and preliminary grading. Consultant shall research, and compare available utility maps, as-builts and existing site conditions for potential limitations and conflicts of the proposed systems and other constraints that may impact design and permitting.

Consultant shall coordinate and compare available utility maps, as-builts and existing on-site field conditions for potential inconsistencies, limitations and conflicts of the proposed utility systems and other constraints that may impact design/permitting.

- D. **Schematic Design Order of Magnitude Opinion of Probable Cost (OPC)** - Consultant shall prepare a 30% Schematic Design OPC for the Project. The Opinion shall address conceptual existing breezeway renovations, tree impacts / tree mitigation, site amenities, earthwork, paving, drainage, water and sewer improvements.

Task 5

**Meeting Attendance** – Consultant shall attend the following meetings:

- Two (2) virtual conceptual design meetings
- One (1) virtual or in-person schematic design meeting
- One (1) in-person Commission Meeting

Task 6

**Project Expenses** - This fee is for customary costs, travel, including subconsultants. This fee may be increased in the event Client authorizes additional services.

FEE SUMMARY				
TASK NO.	TASK	RATE	QTY.	LUMP SUM FEE
<b>SURVEY AND SUE PHASE</b>				
Task 1	Survey			
A	Boundary and Topographic Survey			
	Project Manager	\$ 190.00	8.00	\$ 1,520.00
	Land Surveyor (PLS Registered)	\$ 160.00	18.00	\$ 2,880.00
	Drafter / GIS	\$ 110.00	41.00	\$ 4,510.00
	Survey Crew 3-Man	\$ 175.00	75.00	\$ 13,125.00
	Boundary and Topographic Survey Tasks Subtotal:			\$ 22,035.00
B	Underground Utility Designation and Mapping			
	Project Manager	\$ 190.00	8.00	\$ 1,520.00
	Land Surveyor (PLS Registered)	\$ 160.00	15.00	\$ 2,400.00
	Drafter / GIS	\$ 110.00	25.00	\$ 2,750.00
	Survey Crew 3-Man	\$ 175.00	65.00	\$ 11,375.00
	Underground Utility Designation Tasks Subtotal:			\$ 18,045.00
	<b>Survey Subtotal</b>			<b>\$ 40,080.00</b>
<b>ARBORIST TREE INVENTORY &amp; EVALUATION</b>				
Task 2	Arborist Tree Inventory & Evaluation			
	Landscape Architect (State Registered)	\$ 155.00	2.00	\$ 310.00
	Arborist (ISA Certified)	\$ 150.00	15.00	\$ 2,250.00
	<b>Arborist Tree Inventory &amp; Evaluation Tasks Subtotal</b>			<b>\$ 2,560.00</b>
<b>15% CONCEPTUAL DESIGN</b>				
Task 3	Conceptual Design			
	Project Manager	\$ 190.00	12.00	\$ 2,280.00
	Landscape Architect (State Registered) (LA)	\$ 155.00	18.00	\$ 2,790.00
	Planner (LA)	\$ 125.00	18.00	\$ 2,250.00
	Landscape Designer (LA)	\$ 110.00	24.00	\$ 2,640.00
	Senior Engineer (PE Registered) (Civil)	\$ 190.00	8.00	\$ 1,520.00
	Engineer (Civil)	\$ 140.00	10.00	\$ 1,400.00
	Computer-Aided Drafter & Design (Civil)	\$ 110.00	12.00	\$ 1,320.00
	Principal Architect (Architect)	\$ 250.00	2.00	\$ 500.00
	Architect (Architect)	\$ 170.00	4.00	\$ 680.00
	Project Manager (Architect)	\$ 190.00	90.00	\$ 17,100.00
	Drafter / GIS (Architect)	\$ 110.00	160.00	\$ 17,600.00
	<b>15% Conceptual Design Tasks Subtotal</b>			<b>\$ 50,080.00</b>
<b>30% SCHEMATIC DESIGN</b>				
Task 4	Schematic Design			
	Project Manager	\$ 190.00	12.00	\$ 2,280.00
	Landscape Architect (State Registered) (LA)	\$ 155.00	12.00	\$ 1,860.00
	Planner (LA)	\$ 125.00	24.00	\$ 3,000.00
	Landscape Designer (LA)	\$ 110.00	45.00	\$ 4,950.00
	Senior Engineer (PE Registered) (Civil)	\$ 190.00	20.00	\$ 3,800.00
	Engineer (Civil)	\$ 140.00	40.00	\$ 5,600.00
	Computer-Aided Drafter & Design (Civil)	\$ 110.00	40.00	\$ 4,400.00
	Principal Architect (Architect)	\$ 250.00	-	\$ -
	Architect (Architect)	\$ 170.00	-	\$ -
	Project Manager (Architect)	\$ 190.00	-	\$ -
	Drafter / GIS (Architect)	\$ 110.00	-	\$ -
	<b>30% Schematic Design Tasks Subtotal</b>			<b>\$ 25,890.00</b>
<b>MEETING ATTENDANCE</b>				
Task 5	Meeting Attendance			
	Project Manager	\$ 190.00	10.00	\$ 1,900.00
	Senior Engineer (PE Registered) (Civil)	\$ 190.00	10.00	\$ 1,900.00
	Project Manager (Architect)	\$ 190.00	10.00	\$ 1,900.00
	Landscape Designer (LA)	\$ 110.00	10.00	\$ 1,100.00
	Landscape Architect (State Registered) (LA)	\$ 155.00	10.00	\$ 1,550.00
	<b>Meeting Attendance Tasks Subtotal</b>			<b>\$ 8,350.00</b>
<b>REIMBURSABLE EXPENSES</b>				
Task 6	Project Expenses	\$ 3,000.00	1.00	\$ 3,000.00
	<b>Reimbursable Expenses Subtotal</b>			<b>\$ 3,000.00</b>
	<b>TOTAL FEE</b>			<b>\$ 129,960.00</b>

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**EXHIBIT B**

**W. COPANS RD**

**LYONS RD**

**Survey/SUE/Tree  
Inventory Limits**

