

**AGREEMENT**  
*between*  
**CITY OF COCONUT CREEK**  
*and*  
**CONSULTANT**  
*for*  
**ARCHITECTURE, LANDSCAPE ARCHITECTURAL AND URBAN DESIGN SERVICES**  
**RFQ NO. 08-24-16-11**

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2016, by and between CITY OF COCONUT CREEK, a political subdivision of the State of Florida, its successors and assigns, hereinafter referred to as “**CITY**,”

**AND**

CONSULTANT, a Florida Corporation, its successors and assigns, hereinafter referred to as “**CONSULTANT**”.

*WITNESSETH*, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, **CITY** and **CONSULTANT** agree as follows:

**ARTICLE I**

**DEFINITIONS AND IDENTIFICATIONS**

For the purposes of this Agreement and the various covenants, conditions, terms and provisions which follow, the definitions and identifications set forth below are assumed to be true and correct and are therefore agreed upon by the parties.

- 1.1 **THE CONTRACT DOCUMENTS:** The contract documents consist of this Agreement, conditions of the contract of RFQ No. 08-24-16-11, all addenda issued prior to, all modifications issued after execution of this Agreement and Exhibit “A” Fee Schedule. These contract documents form the Agreement, and all are as fully a part of the Agreement if attached to this Agreement or repeated therein.
- 1.2 **CONTRACT ADMINISTRATOR:** An individual responsible for the management of all actions required for initiating and issuing procurements, along with all contract-related actions performed during the course of the work from award until closeout of the contract.
- 1.3 **CONTRACT** A deliberate verbal or written agreement between two (2) or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of

equipment, materials, supplies, services or construction. Contract shall be inclusive of the term “Agreement” unless stated otherwise.

1.4 **CONSULTANT:** Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.

1.5 **CITY:** City of Coconut Creek, Florida, a political subdivision of the State of Florida.

1.6 **NOTICE TO PROCEED:** A written statement issued by the **CONTRACT ADMINISTRATOR** directing **CONSULTANT** to begin work.

1.7 **PROJECTS:** The scope of services of the **PROJECTS** shall include, but are not necessarily limited to the following disciplines as applicable:

▪ Building Design	▪ Plan Review
▪ Construction Management / Administration / Engineering Inspection (CEI)	▪ Public Involvement
▪ Cost Benefit Analysis	▪ Process Evaluation
▪ Cost Estimates	▪ Renovations
▪ Drafting of Codes, Standards and Ordinances	▪ Street Graphics and Wayfinding
▪ Environmental Analysis	▪ Streetscape Design
▪ Geotechnical Engineering	▪ Sustainable Design
▪ Hardscape Design	▪ Transportation / Traffic Engineering
▪ Irrigation Design	▪ Water Resources
▪ Land Surveying	▪ Mechanical / Electrical / Plumbing (MEP) Engineering
▪ Lighting Designs / Plans	▪ Interior Design

**CONSULTANT** may be required to investigate, analyze, evaluate, report, coordinate, prepare plans, specifications and contract documents, bid/award evaluation and services during construction, perform construction engineering services, performs architecture, landscape architectural and urban design services, etcetera for any of the aforementioned disciplines, related matters, as well as any other engineering assignments upon the request of the City. The City may require the firm to identify needs, develop and improve programs, establish cost effective priorities for making improvements and develop a short-term or a long-range program for implementation on request. **CONSULTANT** shall provide certified testing lab services as necessary to fulfill the requirements of certain regulatory agencies and related soil analysis.

**CONSULTANT** may be required to represent the City of Coconut Creek in matters involving or relating to other governmental entities at the local, regional, state or national level, pertaining to the County/State/Federal for any improvement programs, permits or grants in which the City is or may be an eligible participant or has an interest.

**CONSULTANT** may be required to utilize the services of a Leadership in Energy and Environmental Design (LEED) Accredited Professional, whether the LEED Accredited

Professional is an employee of the firm or the firm has direct access to a LEED Accredited Professional.

Some of the projects requiring professional engineering services will be funded through the Department of Housing and Urban Development (HUD) and the Community Development Block Grant (CDBG), or other federal and state granting authorities. All federal and state regulations pertaining to any grant related project shall apply.

Architecture, Architectural and Urban Design services could include, but not be limited to, approved capital improvement projects as outlined in the City's budget.

Tentative task assignments may include, but are not limited to the following:

- Design of Greenways and Linear Parks
- Design of Complete Street Improvement Projects
- Design of Streetscapes including construction plans for landscape and irrigation
- Development of public information signage
- Development of urban design guidelines
- Graphic design and development of thematic streetscape concepts
- Roadside buffer landscape design
- Planning and urban design including all that is related to the design of master plans.

This item may include construction plans for elements of projects proposed as part of the town center planning process.

1.8 **REIMBURSABLES:** Whenever the term **REIMBURSABLES** is used herein, it is intended to mean actual expenses directly related to the performance of the services as set forth in this Agreement. **REIMBURSABLES** are limited to:

- A) Identifiable expenses of transportation in connection with the **PROJECT** subject to the provisions and limitations for public agencies established in Chapter 112, Florida Statutes. Automobile travel inside Broward, Dade and Palm Beach Counties will be considered reimbursable expenses. Surface travel outside Florida and all air travel will be reimbursed only when prior written approval for such expense has been given by **CONTRACT ADMINISTRATOR**. Rental cars shall be mid-sized or smaller.
- B) Identifiable per diem, meals and lodgings, taxi fares and miscellaneous travel connected expenses for **CONSULTANT's** personnel are subject to the limitations of Chapter 112, Florida Statutes, and will be reimbursed only when prior written approval for such expense has been given by **CONTRACT ADMINISTRATOR**.
- C) Identifiable communication expenses for express mail charges.
- D) Identifiable cost of printing reproduction and aerial photography.
- E) Identifiable testing costs.

- F) Permit application fees. All fees paid to regulatory agencies for approvals directly attributable to the **PROJECT**. These permit fees do not include those permits required for the **CONSTRUCTION CONTRACTOR**.
- 1.9 **BILLING RATE:** Whenever the term **BILLING RATE** is used herein, it is intended to mean average base salaries and wages paid to personnel by employee category engaged directly on the **PROJECT**, including all fringe benefits, overhead and profit. **BILLING RATES** by the employee category are shown on **EXHIBIT "A"**.
- 1.10 **PROFESSIONAL SERVICES:** Whenever the term **PROFESSIONAL SERVICES** is used herein, it is intended to mean those professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
- A. **CITY** shall describe the task to be undertaken by **CONSULTANT**.
- B. **CONSULTANT** shall agree upon a level of effort and position category to be assigned to the specific task, and provide **CITY** with a proposal for the work.
- C. **CITY** shall authorize **CONSULTANT**, in writing, to provide professional services requested for the specific task.
- D. **CONSULTANT** shall be reimbursed by **CITY** at the **BILLING RATE** payable for each **CONSULTANT's** employee category shown on **EXHIBIT "A"**.
- 1.11 **WORK AUTHORIZATION:** Whenever the term **WORK AUTHORIZATION** is used herein, it is intended to mean professional services related to specific projects identified by **CITY** for which the estimated architectural cost exceeds Twenty-Five Thousand Dollars (\$25,000.00).

The **CONSULTANT** shall submit a proposal to the **CITY** and the **CITY** will authorize said proposal. The authorization issued by **CITY** shall contain the following information and requirements:

- A. A description of the work to be undertaken and method of compensation with reference to the appropriate paragraphs of this Agreement.
- B. A budget establishing the amount of compensation to be paid, which amount shall constitute hourly billing, or a lump sum at the **CONTRACT ADMINISTRATOR's** discretion, and shall not be exceeded unless prior written approval of **CITY** is obtained. The information contained in the budget shall be in sufficient detail so as to identify the various elements of costs, and the adequacy of such budget information shall be subject to the approval of **CITY**.
- C. A time established for completion of the work or services undertaken by **CONSULTANT** or for the submission to **CITY** of documents, reports and other information pursuant to this Agreement. The time established for performance shall be subject to the approval of **CITY**; however, the time may, in the sole

discretion of **CITY**, be extended upon justification of **CONSULTANT** that additional time is necessary for performance. Failure on the part of **CONSULTANT** to comply with the time established for performance may result in the termination of this Agreement.

- D. **CONSULTANT** shall be reimbursed by **CITY** at the **BILLING RATE** payable for each **CONSULTANT's** employee category shown on **EXHIBIT "A"** Fee Schedule.
- E. **WORK AUTHORIZATIONS** shall be dated and serially numbered.

## **ARTICLE 2**

### **PREAMBLE**

In order to establish the background, context and frame of reference for this Agreement and to generally express the objectives and intentions of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 2.1 **CITY** has met the requirements of the Consultants' Competitive Negotiation Act, as set forth in Section 287.055, Florida Statutes, and has selected **CONSULTANT** to perform the work of the specified nature as outlined in this Agreement. Accordingly, this Agreement qualifies as a "continuing contract" under section 287.055 (2) (g), F.S.
- 2.2 Negotiations pertaining to the services to be performed by **CONSULTANT** were undertaken between **CONSULTANT** and **CITY**, and this Agreement incorporates the results of such negotiations.

## **ARTICLE 3**

### **SCOPE OF SERVICES**

- 3.1 The Scope of Services required to be performed by **CONSULTANT** shall be identified under one of the following procedures:

**PROFESSIONAL SERVICES** for specific "day-to-day" work tasks as requested by **CITY** and agreed to by **CONSULTANT**.

Professional Services for a **PROJECT** as set forth in a **WORK AUTHORIZATION**. **CONSULTANT** shall provide all services as set forth in the **WORK AUTHORIZATION** including, without limitations, all necessary, incidental and related activities and services required.

- 3.2 **CONSULTANT** and **CITY** acknowledge that a **WORK AUTHORIZATION** does not delineate every detail and minor work task required to be performed by **CONSULTANT** to complete a **PROJECT**. If, during the course of the performance of a **WORK AUTHORIZATION**, **CONSULTANT** determines that it should perform work to complete a **PROJECT** which is outside the level of effort originally anticipated, **CONSULTANT** will notify **CONTRACT ADMINISTRATOR** in writing in a timely manner before proceeding with the work. If **CONSULTANT** proceeds with said work without notifying **CONTRACT ADMINISTRATOR** as provided in Article 6, said work shall be deemed to be within the original level of effort, whether or not specifically addressed in the **WORK AUTHORIZATION**. Notice to **CONTRACT ADMINISTRATOR** does not constitute authorization or approval by **CITY**. Performance of work by **CONSULTANT** outside the originally anticipated level of effort without prior written **CITY** approval is at **CONSULTANT's** sole risk.

#### **ARTICLE 4**

##### **TIME OF PERFORMANCE**

- 4.1 In the event **CONSULTANT** is unable to complete performance of services because of delays resulting from untimely review and approval by governmental authorities having jurisdiction over a **PROJECT**, or by **CONSTRUCTION CONTRACTOR** and such delays are not the fault of **CONSULTANT**, **CITY** shall grant a reasonable extension of time for completing the work. It shall be the responsibility of **CONSULTANT** to notify the **CONTRACT ADMINISTRATOR** promptly in writing whenever a delay is anticipated or experienced, and to inform the **CONTRACT ADMINISTRATOR** of all facts and details related to the delay.
- 4.2 In the event **CITY** declares an emergency, the **CONSULTANT** shall make every reasonable effort to respond within two (2) hours, but under no circumstances, shall response time exceed four (4) hours.
- 4.3 **CONSULTANT** shall provide **CITY** with a current up-to-date list of emergency personnel at all times.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

## ARTICLE 5

### COMPENSATION AND PAYMENT

- 5.1 **CITY** agrees to pay **CONSULTANT** as compensation for performance of all approved **PROFESSIONAL SERVICES** required under the terms of this Agreement at those **BILLING RATES** described in Article 1.9 and to reimburse **CONSULTANT** for **REIMBURSABLES** as described in Article 1.8, plus subcontractor fees pursuant to paragraph 5.6 for approved **PROFESSIONAL SERVICES**. The **BILLING RATES** payable by **CITY** for each **CONSULTANT's** employee categories is shown on **EXHIBIT "A"**. Total compensation for a specific work task under **PROFESSIONAL SERVICES** shall not exceed Twenty-Five Thousand Dollars (\$25,000.00) except with prior City Commission approval. The Aggregate of Professional Service tasks may exceed \$25,000.00.
- 5.2 **CITY** agrees to pay **CONSULTANT** as compensation for performance of all services as related to a **WORK AUTHORIZATION** required under the terms of this Agreement at those **BILLING RATES** described in Article 1.9 plus subcontractor fees pursuant to paragraph 5.6, up to the fee to be negotiated and stated in the **WORK AUTHORIZATION** and to reimburse **CONSULTANT** for **REIMBURSABLES** as described in Article 1.8 in accordance with the fee to be negotiated in the **WORK AUTHORIZATION**. The **BILLING RATES** payable by **CITY** for each **CONSULTANT's** employee categories is shown on **EXHIBIT "A"**.
- 5.3 **CONSULTANT** shall submit billings, which are identified by the specific task, authorized under **PROFESSIONAL SERVICES** on a monthly basis in a timely manner for all **LABOR** and **REIMBURSABLES** attributable to the task. These billings shall identify the nature of the work performed, the total hours of work performed and the employee category of the individuals performing same. Billings shall itemize **REIMBURSABLES** by category and identify same as to the work personnel incurring the expense and the nature of the work with which such expense was associated. Where prior written approval by **CONTRACTOR ADMINISTRATOR** is required for **REIMBURSABLES**, a copy of said approval shall accompany the billing for such **REIMBURSABLES**. External **REIMBURSABLES** and subcontractor fees must be documented by copies of invoices or receipts which describe the nature of the expenses and contain a project number or other identifier which clearly indicates the expense is identifiable to a task. Internal expenses must be documented by appropriate **CONSULTANT's** cost accounting forms with a summary of charges by Category.
- 5.4 **CONSULTANT** shall submit billings which are identified by the specific **PROJECT** and **WORK AUTHORIZATION** number on a monthly basis in a timely manner for all **LABOR** and **REIMBURSABLES** attributable to a **PROJECT**. These billings shall identify the nature of the work performed, the total hours of work performed and the employee category of the individuals performing same. Billings shall itemize **REIMBURSABLES** by category and identify same as to the work personnel incurring the expense and the nature of the work with which such expense was associated. Where prior written approval by **CONTRACT ADMINISTRATOR** is required for **REIMBURSABLES**, a copy of said approval shall accompany the billing for such **REIMBURSABLES**. The statement shall show a summary of **LABOR COSTS** and **REIMBURSABLES** with accrual of the

total and credits for portions paid previously. External **REIMBURSABLES** and subcontractor fees must be documented by copies of invoices or receipts, which describe the nature of the expenses and contain a project number or other identifier which clearly indicates the expense is identifiable to a **PROJECT**. Internal expenses must be documented by appropriate **CONSULTANT's** cost accounting forms with a summary of charges by category. When requested, **CONSULTANT** shall provide backup for past and current invoices that records hours and salary costs by employee categories, **REIMBURSABLES** by category and subcontractor fees on a task basis, so that total hours and cost by task may be determined.

- 5.5 Notwithstanding anything in paragraphs 5.1, 5.2, 5.3 and 5.4, at the **CONTRACT ADMINISTRATOR'S** option, the contract method of payment may be a lump sum amount for a specific, detailed scope of services. For lump sum contracts, **CONSULTANT** shall invoice based upon percentage of work complete. Supporting information shall be provided to document the estimate of completion percentage.
- 5.6 **CONSULTANT** shall bill identifiable subcontractor fees at the actual fees paid by **CONSULTANT**.
- 5.7 **CITY** agrees that it will use its best efforts to pay **CONSULTANT** within thirty (30) calendar days of receipt of **CONSULTANT's** proper statement as provided above. The parties shall comply with section 218.70, F.S., et seq. The Prompt Payment Act.
- 5.8 Payment will be made to **CONSULTANT** at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 6**

**ADDITIONAL SERVICES AND CHANGES IN SCOPE OF SERVICES**

- 6.1 Services related to a **PROFESSIONAL SERVICES** task, which would increase, decrease or which are outside the level of effort agreed upon by **CITY** and **CONSULTANT** shall be services for which **CONSULTANT** must obtain prior written approval of **CITY** before compensation can be paid.
- 6.2 Services related to a **WORK AUTHORIZATION**, which would increase, decrease or which are otherwise outside the Scope of Services or level of effort contemplated by a **WORK AUTHORIZATION** shall be services for which **CONSULTANT** must obtain the prior written approval from **CITY** before compensation can be paid. All terms for the performance of such services must be agreed upon in writing in a document of equal dignity herewith prior to any deviation from the terms of a **WORK AUTHORIZATION** and when properly executed shall become an Amendment to the **WORK AUTHORIZATION**.



## ARTICLE 7

### CITY'S RESPONSIBILITIES

- 7.1 **CITY** shall assist **CONSULTANT** by placing at **CONSULTANT's** disposal all information it has available pertinent to the **PROJECT** including previous reports and any other data relative to a **PROJECT**.
- 7.2 **CITY** shall arrange for access to make all provisions for **CONSULTANT** to enter upon public and private property as reasonably required for **CONSULTANT** to perform its services under this Agreement.

## ARTICLE 8

### MISCELLANEOUS

- 8.1 **TERM OF AGREEMENT:** This **AGREEMENT** shall be a continuing contract as defined by the Consultant's Competitive Negotiation Act (CCNA), as set forth in Section 287.055, Florida Statutes, and shall have an initial term of three (3) years beginning from date of commission award, with the right to extend the contract for two (2) additional one (1) year periods.

Costs for all services purchased under this Contract shall remain firm for the initial contract period. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed five percent (5%) per year or the latest yearly percentage increase in the Employment Cost Index (ECI), Total Compensation, Private Industry, Professional, Scientific, and Technical Services, Not Seasonally Adjusted as published by the Bureau of Labor Statistics, U.S. Department of Labor, whichever is less. The yearly increase or decrease in the ECI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same quarter one (1) year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the ECI or industry costs decline, the City shall have the right to receive from the CONSULTANT a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted prices and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the CONSULTANT.

- 8.2 **OWNERSHIP OF DOCUMENTS:** All sketches, tracings, drawings, specifications, designs, design calculations, details, models, photographs, reports, surveys and other documents, plans and data that result from **CONSULTANT's** services under this Agreement or that is provided in connection with this Agreement shall become and shall remain the property of the **CITY**. Copies of all AutoCAD and other similar software files shall be provided to **CITY**. No changes or revisions to the documents or data furnished by **CONSULTANT** shall be made by **CITY** unless **CONSULTANT's** name and professional seal are removed from such changed or revised materials. All data required to be sealed and signed by a registered Professional in the State of Florida, as outlined in Article 1.9, shall not be modified, changed or altered or used for other purposes than those intended without the express written permission of **CONSULTANT**. **CITY** shall hold **CONSULTANT** harmless for any loss or expense for any damages arising out of the modification or use for other projects of **CONSULTANT's** data and plans, without the specific adaptation by and consent of **CONSULTANT**.
- 8.3 **TERMINATION:** This Agreement may be terminated by **CONSULTANT** for cause or by **CITY** for any reason with or without cause, upon thirty (30) days written notice from the terminating party to the other party. In the event of such termination, **CONSULTANT** shall be paid its compensation for services performed to termination date, including all **REIMBURSABLES** then due incurred to termination date. All finished or unfinished sketches, tracings, drawings, specifications, design, design calculations, details models, photographs, reports, surveys and other documents, plans and data that result from **CONSULTANT's** services under this Agreement shall become and shall remain the property of **CITY** and shall be delivered by **CONSULTANT** to **CITY**.
- 8.4 **NO CONTINGENT FEES:** **CONSULTANT** warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for **CONSULTANT**, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for **CONSULTANT**, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, **CITY** shall have the right to terminate the Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
- 8.5 **SUBCONSULTANTS:** In the event **CONSULTANT**, during the term of this Agreement, requires the services of any subconsultants, or other professional associates in connection with services covered by this Agreement, **CONSULTANT** must secure the prior written approval of the **CONTRACT ADMINISTRATOR**. As part of the approval process, **CITY** shall require subcontractor to comply with the terms of this Agreement, specifically but without limitations, the requirements of this Article 8. **CONSULTANT** shall be responsible for obtaining releases from subconsultants at the time the subconsultants are paid.
- 8.6 **ASSIGNMENT:** This Agreement, or any interest herein, shall not be assigned, transferred to otherwise encumbered by **CONSULTANT**, under any circumstances, without the prior written consent of **CITY**. Said consent shall be at **CITY's** reasonable discretion and may not be unreasonably withheld.

8.7 **INDEMNIFICATION OF CITY:** The **CONSULTANT** shall at all times hereafter, indemnify and hold harmless the **CITY**, the City's agents, officers, employees, and the City Commission from and against all liabilities, claims, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of **CONSULTANT** and any other persons employed or utilized by the **CONSULTANT** in the performance of services under this Agreement. It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, F.S.

The parties agree that one percent (1%) of the total compensation paid to **CONSULTANT** for the performance of this Agreement shall represent the specific consideration for the **CONSULTANT's** indemnification of the **CITY**. This Agreement shall survive the term of this Agreement. Nothing in this section shall be construed to affect in any way the **CITY's** rights, privileges, and immunities as set forth in Section 768.28, F.S., or as otherwise provided by applicable law or judicial decisions.

It is intended by the parties to this Agreement that the **CONSULTANT's** services in connection with the project shall not subject the **CONSULTANT's** individual employees, officers or directors to any personal legal exposure for the risks associated with this project. The Owner agrees that as the Owner's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the **CONSULTANT**, a Florida corporation, and not against any of the **CONSULTANT's** employees, officers or directors. PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE **CONSULTANT'S** CORPORATION IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT.

8.8 **REPRESENTATIVE OF CITY AND CONSULTANT:** It is recognized that questions in the day-to-day conduct of a **PROJECT** will arise. The **CONTRACT ADMINISTRATOR**, upon request by **CONSULTANT** shall designate in writing and shall advise **CONSULTANT** in writing of one or more **CITY** employees to whom all communications pertaining to the day-to-day conduct of **PROJECT** shall be addressed.

**CONSULTANT** shall inform **CONTRACT ADMINISTRATOR** in writing of the representative of **CONSULTANT** to whom matters involving the conduct of **PROJECT** shall be addressed. **CONSULTANT** shall, at all times during this Agreement, have available for consultation or otherwise, an employee who shall be familiar with all work contemplated under this Agreement.

8.9 **ATTORNEY'S FEES:** If a party institutes any legal action to enforce any provision of this Agreement, they shall be entitled to reimbursement from the other party for all costs and expenses, including reasonable attorney's fees incurred by them, provided they are the prevailing party in such legal action, and provided further that they shall make application to the court or other tribunal, for an award of such costs and expenses.

8.10 **ALL PRIOR AGREEMENTS SUPERSEDED:** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

8.11 **NOTICES:** Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice, to wit:

**City**

City Manager  
City of Coconut Creek  
4800 West Copans Road  
Coconut Creek, Florida 33063

**CONSULTANT**

Young Song, President  
Song + Associates, Inc.  
1545 Centrepark Drive North  
West Palm Beach, FL 33401  
(561) 655-2423  
F: (561) 655-1482  
[ysong@songandassociates.com](mailto:ysong@songandassociates.com)

8.12 **TRUTH-IN-NEGOTIATION CERTIFICATE:** Signature on this Agreement by **CONSULTANT** shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price any additions thereto shall be adjusted to exclude any significant sums by which **CITY** determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of this Agreement.

8.13 **NON-EXCLUSIVE AGREEMENT:** The services to be provided by **CONSULTANT** pursuant to this Agreement shall be non-exclusive and nothing herein shall preclude **CITY** from engaging other firms to perform the same or similar services for the benefit of **CITY** within **CITY's** sole and reasonable discretion.

8.14 **REPRESENTATIONS OF CONSULTANT:** **CONSULTANT** hereby acknowledges and represents as follows:

- A. At all times during the term of this Agreement, **CONSULTANT** shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary for the performance under this Agreement.
- B. At all times during this Agreement, **CONSULTANT** shall perform its obligations in a prompt, professional and businesslike manner.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature. CITY OF COCONUT CREEK, through its City Manager or designee and Song + Associates, Inc., signing by and through Young Song, President, duly authorized to execute same.

**CITY OF COCONUT CREEK**

ATTEST:

\_\_\_\_\_  
Mary C. Blasi, City Manager      Date

\_\_\_\_\_  
Leslie Wallace May      Date  
City Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Terrill C, Pyburn, City Attorney      Date

**CONSULTANT**

ATTEST:

\_\_\_\_\_  
Song + Associates, Inc.  
Company Name

\_\_\_\_\_  
(Corporate Secretary)

\_\_\_\_\_  
Signature of President/Owner      Date

\_\_\_\_\_  
Type/Print Name of Corporate Secy.

\_\_\_\_\_  
Type/Print Name of President/Owner

(CORPORATE SEAL)

**EXHIBIT "A"**  
**FEE SCHEDULE**

<b>Position / Title</b>	<b>Hourly Rate</b>
Principal Architect	\$195.00 / per hour
Architect	\$150.00 / per hour
Construction Project Management	\$135.00 / per hour
Construction Engineering Inspection (CEI)	\$120.00 / per hour
Principal Engineer (PE Registered)	\$195.00 / per hour
Senior Engineer (PE Registered)	\$155.00 / per hour
Land Surveyor (PLS Registered)	\$120.00 / per hour
Landscape Architect (State Registered)	\$125.00 / per hour
Landscape Designer	\$110.00 / per hour
Project Manager	\$135.00 / per hour
Engineer	\$120.00 / per hour
Environmental Scientist	\$120.00 / per hour
Planner	\$120.00 / per hour
Senior Planner	\$140.00 / per hour
Technician	\$ 90.00 / per hour
Drafter/GIS	\$ 80.00 / per hour
Field Inspector	\$ 80.00 / per hour
Staff Assistant	\$ 55.00 / per hour
Survey Crew	\$125.00 / per hour (two 2-men)    \$160.00 / per hour (three 3-men)
Arborist (ISA Certified)	\$100.00 / per hour
 <b>Additional Position</b>	
Interior Designer	\$130.00 / per hour