

July 7, 2025

Ms. Lennie Plasure, LCAM
Campbell Property Management
1215 East Hillsboro Boulevard
Deerfield Beach, FL 33441

**RE: LANDSCAPE ARCHITECTURAL - VICTORIA ISLES ENTRANCE
LANDSCAPE ENHANCEMENT
CTA PROPOSAL NO. 2025-H11.232 (2ND REVISION)**

Dear Ms. Plasure:

The firm of Craven Thompson & Associates, Inc. (CTA) is pleased to provide you with the following proposal for professional Landscape Architectural Design Services for The Victoria Isles Entrance Landscape Enhancement project, located at Sawgrass Boulevard and NW Victoria Lane. Project is to include the berm along Sawgrass Blvd., the entrance area, the clubhouse and pool deck, clubhouse parking lot, front gate, and lake area directly adjacent to the entrance as outlined in the scope limits below.

Scope Limits:



Our specific scope is as follows:

I. LANDSCAPE ARCHITECTURAL SERVICES

- 1.1 Landscape Plan Processing (CTA Task No. 21020)
Process landscape plans through the City of Coconut Creek for plan approval. It is anticipated that only Administrative Approval is required.

Hourly, Not to Exceed.....\$3,500.00

1.2 Base Development (CTA Task No. 21015)

Through the use of aerials, previously approved plans, and field visits, develop a base plan. Project limits include the east, west, and medians within the entrance area only. Task includes one (1) site visit to review the existing landscape conditions and layout. Note that the accuracy of the base plan is not guaranteed, as no survey work is included in this task.

Lump Sum.....\$4,200.00

1.3 Landscape Plan (CTA Task No. 21030)

Prepare a landscape plan for The Victoria Isles Entrance. Landscape plans are to include replacement recommendations for the understory shrub planting to create a new enhanced entrance corridor to the Victoria Isles development. All existing trees and Palms are to remain in place. Plans to include details and specifications suitable for bidding, permitting, and construction. Tree Survey and Irrigation plans are not included.

Lump Sum.....\$7,000.00

1.4 Meetings with Client and Agencies (CTA Task No. 24000)

Attendance at requested site visits, project meetings, or conference calls with The Victoria Isles Homeowners Association and the City for project coordination and approval, if required.

Hourly, Not to Exceed\$5,300.00

II. MISCELLANEOUS

2.1 Reimbursable Expenses (CTA Task No. 31140)

Reimbursable expenses shall include printing, mylars, copying, postage, photographic services, long-distance phone calls, Federal Express and courier services.

Estimated Budget.....\$500.00

GRAND TOTAL (excluding Task 2.1)\$20,000.00

Scope of Services

The scope of services is limited by the specific terms of this proposal. Except as stated specifically herein, no other service will be provided except as "extra work", subject to the fees hereinafter set forth.

In reviewing this proposal for professional services, it should be understood, that the above proposal items and their corresponding fees do not necessarily represent the full scope of services required for the project. Rather, it represents our best effort to set forth those services which we believe to be those requested by you, the Client, and/or those we can determine to be needed to accomplish a particular objective. However, we recognize, and we ask that the Client recognize, that as a project progresses the scope of service as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

1. Additional requirements identified by the Client.
2. New laws or governmental agency requirements.

As these influences occur and are identified, we will advise you of same and seek your direction as to how you wish to proceed.

Work required as a result of the above will be "extra work" outside of the original scope of services. Upon your direction, we will perform the work under the "**Hourly Fee Schedule**" section of this proposal, or we can provide you with a separate proposal should the scope so indicate.

Hourly Fee Schedule

Civil Engineering Services

Principal Engineer	\$300/Hour
Senior Supervising Engineer	\$275/Hour
Senior Engineer.....	\$200/Hour
Project Engineer	\$170/Hour
Engineering Senior CADD Technician.....	\$130/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$250/Hour
Professional Land Surveyor.....	\$200/Hour
Project Surveyor	\$170/Hour
Survey CADD / GIS Tech.....	\$125/Hour
Survey Field Crew (1-Man Crew)	\$130/Hour
Survey Field Crew (2-Man Crew)	\$185/Hour
Survey Field Crew (3-Man Crew)	\$250/Hour
Survey Crew with Laser Scan	\$350/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner.....	\$250/Hour
Senior Supervising Landscape Architect	\$225/Hour
Senior Landscape Architect.....	\$190/Hour
Senior Planner	\$180/Hour
Landscape Architect.....	\$175/Hour
Project Landscape Designer.....	\$165/Hour
Land Planner	\$165/Hour

Construction Administration Services

Director of Construction Management	\$195/Hour
Construction Manager	\$180/Hour
Senior Field Representative	\$150/Hour
Field Representative	\$125/Hour

Miscellaneous

Clerical	\$95/Hour
----------------	-----------

Hourly Charges

Hourly work will be billed at our current prevailing rates; however, these are subject to change due to increasing labor and material costs. Hourly work performed outside of normal business hours will be billed at one and a half times the current rates for overtime. No notice of change in prevailing rates shall be required. The firm's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Lump Sum Fees

The Lump Sum Fees set forth above are applicable for a period of six (6) months from the date of this proposal. If the work on any item to which a lump sum fee shall apply is not commenced within said period, the firm reserves the right to terminate this Agreement as it relates to said item. If the work is initiated but not concluded within said period, regardless of the reason therefore, the balance of the fee due shall be increased at the rate of one percent (1%) per month for each month the work continues until the work is complete. No prior notice of such adjustment shall be required.

Cost Estimates

In that our firm does not have control over the cost of labor and materials, or over competitive bidding and marketing conditions, the estimates of construction costs provided by our firm will be made based on our experience and qualifications,

but our firm does not guarantee the accuracy of the estimates of probable cost as compared to the contractor's bids. The firm recommends that you consult with the other professionals which you have employed in connection with the project.

Ownership of Documents

All documents including, but not limited to, drawings and specifications prepared in connection with the project constitute the work product of the firm and a portion of the instruments of service with respect to the project. Such documents and/or specifications constitute a portion of the integral services provided by the firm and, as such, are not intended or represented to be suitable for reuse by you or others or for extensions of the project or in connection with any other project. The firm specifically disclaims any responsibility and/or liability for or in connection with the reuse of such documents and/or specifications or any use thereof beyond the scope of the Project as set forth herein. By your execution of this proposal, you agree to indemnify and hold the firm harmless from all claims, damages, losses, and expenses including, but not limited to, attorney's fees arising out of or resulting from the reuse or extended use of such documents or specifications.

Permits and Approvals

The permits and agency approvals mentioned above are those known to us to be required for projects of this kind, and we will apply for them as indicated. However, our experience has shown us that agencies and regulatory authorities do not always communicate new regulations and legislation properly and that the enforcement of policies can vary. The Client is therefore cautioned that additional permits or approvals other than those presently identified may be required. Should this arise, we will notify you and respond promptly to the requirement.

Construction Requirements

At the time that the firm is authorized by you to perform professional engineering services involving design plans and permit requiring approval by governmental agencies, the firm will be required to provide certificates of compliance to those agencies with regards to the performance of certain aspects of the work, which performance will be rendered by others. It will be necessary, therefore, for the firm to perform full-time observation regarding some items and to make periodic site visits for other items to determine whether or not the improvements are in "substantial compliance" with the relevant contract documents.

It shall be your responsibility to notify the firm of the commencement of any work so that the firm may perform the necessary inspections and observations. The amount of time required for such inspections and observations and for the completion of the applicable certifications will be dictated by the performance of the contractor. Moreover, and in addition to the required site visits, the firm must also prepare and review the as-built drawings during and at the end of the construction period. All of the services described in this paragraph constitute "extra work", unless otherwise specifically set forth in the "Scope of Services". The cost of providing these services is not included in the Lump Sum fee, unless specifically indicated.

The firm shall not be responsible for the quality or quantity of the work, the execution thereof, the techniques or sequences of construction, the safety and security of the project or the maintenance thereof. The firm is not a guarantor or insurer of the work of others and assumes no duty in connection therewith. In performing the services required of it, the firm will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the firm by virtue of the undertakings or of its performance of the service hereunder. Absent bad faith in the performance of the work hereunder, the firm shall not be liable for any damages resulting from misfeasance in the performance of any work with regards to the project. No person other than you shall have the right to rely on the expertise of the firm or the performance of the matters set forth herein. The firm reserves the right to record a memorandum hereof in the public records of the County.

The above stated services are the minimum level of services that the firm is obligated to perform. The firm currently provides a complete range of construction-related services which it will be happy to discuss with you at the time that your project is ready for construction.

Permit Fees; Application Fees; Outside Consultant Fees

The service fees set forth herein do not include the payment of governmental agency submittal fees, review fees or permit fees, or any other charges assessed by said agencies. Further, the service fees do not include the cost of services provided by others. These fees shall be paid for by the Client. Should our firm find it necessary to advance fees for the Client, said fees shall be reimbursed along with a service and handling fee upon receipt of the invoice for same.

Direct Charges

Unless otherwise specified, the above service fees do not include the following direct charges:

1. Blueprints, mylars and xeroxing will be billed at current price schedule per print copy. These prices are available upon request.
2. Postage, Federal Express, photographic services for enlargements, reductions, etc.: At Cost plus 10% handling charge.

Assignment

It should be expressly understood that this proposal is for the use of the executing Client and is not assignable or assumable by any third party.

LIABILITY

PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Invoicing and Payment

Work will be invoiced at the end of each month based on a proration of work completed to date, with payment expected upon receipt of the invoice by the Client. Client shall notify firm within ten (10) days of receipt of invoice should invoice be found to be unacceptable. Any invoice for which firm is not so notified shall be deemed to be acceptable for purposes of payment by Client.

If payment is not received within 45 days of the invoice date, Consultant may terminate this agreement or suspend work under the agreement without further notice, and a late charge of one and one-half percent (1-1/2%) per month on outstanding balance shall accrue until delinquent balance is paid. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

Client's Responsibilities

1. The Client shall provide full information regarding requirements for the project including a program, which shall set forth the design objectives, constraints and expendability, special equipment and systems and site requirements.
2. The Client shall furnish the services of soil engineers or other consultants when such services are deemed necessary. Such services shall include test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, including necessary operations for determining subsoil, air and water conditions, with reports and appropriate professional recommendations.
3. The Client shall furnish structural, mechanical, chemical, and other laboratory tests, inspections and reports as required by law or the Contract Documents.
4. The Client shall furnish a Legal Description of the property and the appropriate Title Information.
5. The Client shall execute all permit applications. As "Permittee", or "applicant" or "holder", Owner shall be responsible for complying with the conditions of all permits issued. Client shall be responsible for the safety of the General Public during construction.

Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If the proposed work and fees contained herein are agreeable with you, please sign the enclosed copy of this letter and return same to our office. Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



SCOTT PEAVER, P.L.A.
Vice President, Planning & Landscape Architecture

SWP/jm

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Name & Title

Firm Name

Date

Telephone Number

AP e-mail address for Invoices

PROJECT CONTACT / BILLING INFORMATION

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Fax Number: _____

Project Manager's Name: _____

Contact Phone Number: _____

E-mail Address: _____

Billing Contact's Name: _____

Contact Phone Number: _____

E-mail Address: _____

Billing Address:
(if different than above) _____

Preferred Method of Receiving Invoices: **Mail** _____ **E-Mail** _____