

RESOLUTION NO. 23-07-71

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, APPROVING WORK
AUTHORIZATION NO. 3 WITH CSA CENTRAL, INC FOR
CREATION OF A WAYFINDING MAP FOR THE KEY TREE CACTUS
PRESERVE; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT
THE TERMS AND CONDITIONS OF THE AGREEMENT;
AUTHORIZING THE VILLAGE MANAGER TO EXPEND
BUDGETED FUNDS; AUTHORIZING THE VILLAGE MANAGER TO
EXECUTE THE WORK AUTHORIZATION; AND PROVIDING FOR
AN EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the "Village"), is nearing completion of the final phase of recreational developments at the Village owned Key Tree Cactus Preserve (the "KTCP"); and

WHEREAS, the Village is in need of the design and preparation of a wayfinding map for the KTCP kiosk with a primary goal of assisting visitors in easily identifying and locating the key points of interest within the park; and

WHEREAS, the Village is in need of an independent contractor to provide the necessary design services for this project; and

WHEREAS, the Village sought the expertise of CSA Central, Inc. ("CSA") to develop a "Scope of Services" for this project, as detailed in Exhibit "B" attached hereto; and

WHEREAS, pursuant to RFQ# 20-03, the Village entered into a current Continuing Services Agreement with CSA for professional engineering and architectural support services; and

WHEREAS, CSA is willing to perform the Services as outlined in the Scope of Services, attached as Exhibit "B," in an amount not to exceed Eleven Thousand Nine Hundred Fifty-six Dollars (\$11,956.00); and

WHEREAS, Village staff has identified the Parks and Recreation Impact Fees as an

appropriate funding source for this project; and

WHEREAS, the Village Council of Islamorada, Village of Islands (the "Village Council"), has determined that approval of the Work Authorization No. 3 with CSA for the Services is in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. **Approval of Work Authorization.** The Village Council hereby approves Work Authorization No. 3 with CSA, attached as Exhibit "A," for completion of the Project.

Section 3. **Authorization of Village Officials.** The Village Manager and/or designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

Section 4. **Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Work Authorization.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon adoption. Motion to adopt by Council Member Gregg, seconded by Council Member Jolin.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

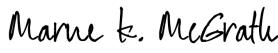
Mayor Joseph B. Pinder III	<u>Yes</u>
Vice Mayor Sharon Mahoney	<u>Yes</u>
Councilman Mark Gregg	<u>Yes</u>
Councilwoman Elizabeth Jolin	<u>Yes</u>
Councilman Henry Rosenthal	<u>Yes</u>

PASSED AND ADOPTED THIS 27 DAY OF JULY, 2023.

DocuSigned by:

F8EB3A68BD794EF...
JOSEPH B. PINDER III, MAYOR

ATTEST:

DocuSigned by:

U08BA9A9B2704D5...

MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

DocuSigned by:

362BFAA7FDD417...

JOHN J. QUICK, INTERIM VILLAGE ATTORNEY

PROJECT AGREEMENT

Between

ISLAMORADA, VILLAGE OF ISLANDS

And

CSA CENTRAL, INC

For

Work Authorization No. 3

Engineering, Surveying & Architectural Services

This Project Agreement between ISLAMORADA, VILLAGE OF ISLANDS (hereinafter referred to as "VILLAGE") and CSA CENTRAL, INC (hereinafter referred to as "CONSULTANT"), hereby authorizes the CONSULTANT to provide the services as set forth below:

WHEREAS, the VILLAGE and CONSULTANT have entered into a continuing services agreement dated August 27, 2020, pursuant to RFQ #20-03, (the "Continuing Contract") and CONSULTANT has been approved to provide the services contemplated herein; and

WHEREAS, the VILLAGE and CONSULTANT desire to enter into this Work Authorization for the CONSULTANT to provide design and preparation services of a wayfinding map for the Key Tree Cactus Preserve as more further described in Exhibit "B" attached hereto (the "Project"), in accordance with the terms and conditions of this Work Authorization.

The VILLAGE and CONSULTANT agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1 The CONSULTANT shall provide design and preparation services to the VILLAGE for the creation of a wayfinding map as part of the completion of the Village's Key Tree Cactus Preserve Improvements Project.

1.2 The "Scope of Services" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "B."

1.3 The VILLAGE may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order

executed by the parties in accordance with the provisions of the Continuing Contract, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services the CONSULTANT shall provide to the VILLAGE the following Deliverables:

- *Draft design layout (Basis of Design, Landmarks, Amenities and other essential facilities)*
- *Wayfinding Concept Plan*
- *Advanced Wayfinding Map Layout*
- *Wayfinding map ready for submittal and print*

Unless otherwise stated, the CONSULTANT will provide draft and site plans, and other materials prepared for the Project in both paper and electronic formats as appropriate, excluding material that is available only as photocopy to the VILLAGE. The VILLAGE shall be provided copies of all correspondence from CONSULTANT to any public or private entity or individual and all correspondence received by the CONSULTANT for the Project.

SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGES

3.1 Term. This Project Agreement shall commence on the date this Project Agreement is fully executed by all parties and shall continue in full force and effect through, **December 31, 2023**, unless otherwise terminated pursuant to Section 6 or other applicable provisions of this Project Agreement. The Village Manager may extend the term of this Project Agreement through written notification to the CONSULTANT. Such extension shall not exceed (30) days. No further extensions of this Project Agreement shall be effective unless authorized by the Village Council.

3.2 Commencement. The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notice to Proceed ("Commencement Date") provided to the CONSULTANT from the Village Manager. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notice to Proceed of Commencement.

3.3 Contract Time. Upon receipt of the Notice to Proceed, the CONSULTANT shall commence services to the VILLAGE on the Commencement Date, and shall continuously perform services to the VILLAGE, without interruption, in accordance with the time frames set forth in the "Project Schedule," a copy of which is attached and incorporated into this Project Agreement as Exhibit "1." The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project shall constitute the Contract Time.

3.4 All limitations of time set forth in this Project Agreement are of the essence.

SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 Lump Sum Compensation. VILLAGE agrees to pay CONSULTANT an amount not to exceed Eleven Thousand Nine Hundred Fifty-six Dollars (**\$11,956.00**) as compensation for performance of all services related to the Project. It is understood that the method of compensation is that of lump sum which means that CONSULTANT shall perform all services set forth for total compensation in the amount stated above. Said lump sum includes but is not limited to, compensation for all fees, expenses, and out-of-pocket costs of the CONSULTANT.

4.2 Reimbursables. It is acknowledged and agreed to by CONSULTANT that the amount set forth in Section 4.1 includes Direct Expenses and describes the maximum extent of VILLAGE'S obligation to reimburse CONSULTANT for direct, non-salary expenses, but does not constitute a limitation, of any sort, upon CONSULTANT'S obligation to incur such expenses in the performance of services hereunder.

SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

5.1 Invoices.

5.1.1 Lump Sum Compensation. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis and in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule as shown on Exhibit "1", attached hereto and made a part of this Project Agreement. Invoices for each phase shall not exceed the amounts allocated to said phase. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously.

5.1.2 Disputed Invoices. In the event all or a portion of an invoice submitted to the VILLAGE for payment to the CONSULTANT is disputed, or additional backup documentation is required, the Village Manager shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the VILLAGE with a written response and any additional information requested by the VILLAGE within five (5) working days of the date of the VILLAGE'S notice. The VILLAGE may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The VILLAGE, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice.

5.2 Suspension of Payment. In the event that the VILLAGE becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the VILLAGE may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the VILLAGE'S reasonable satisfaction.

5.3 Final Payment. Submission of the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the VILLAGE that, upon receipt from the VILLAGE of the amount invoiced, all obligations of the CONSULTANT to others, including its Subconsultants, incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the VILLAGE all documents and computer files requested by the VILLAGE evidencing payment to any and all subcontractors, and all final specifications, plans or other documents as dictated in the Scope of Services and Deliverables. Acceptance of final payment shall constitute a waiver of all claims against the VILLAGE by the CONSULTANT.

SECTION 6. TERMINATION/SUSPENSION

6.1 For Cause. This Project Agreement may be terminated by either party upon three (3) calendar days written notice to the other for breach of any material term or condition of this Project Agreement. In the event that CONSULTANT abandons this Project Agreement or causes it to be terminated by the VILLAGE, the CONSULTANT shall indemnify the VILLAGE against any loss pertaining to this termination. In the event that the CONSULTANT is terminated by the VILLAGE for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 and the provisions of Section 6.2 shall apply.

6.2 For Convenience. This Project Agreement may be terminated by the VILLAGE for convenience upon five (5) calendar days written notice to the CONSULTANT. In the event of such a termination, the CONSULTANT shall incur no further obligations in connection with the Project and shall, to the extent possible terminate any outstanding subconsultant obligations. The CONSULTANT shall be compensated for all services performed to the satisfaction of the VILLAGE and reimbursable expenses incurred prior to the date of termination. In such event, the CONSULTANT shall promptly submit to the VILLAGE its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the VILLAGE make payment of profit to the CONSULTANT for services which have not been performed.

6.3 Assignment Upon Termination. Upon termination of this Project Agreement, the work product of the CONSULTANT shall become the property of the VILLAGE and the CONSULTANT shall, within ten (10) working days of receipt of written direction from the VILLAGE, transfer to either the VILLAGE or its authorized designee, all work product in its possession, including but not limited to, designs, specifications, drawings, studies, reports and all other documents and digital data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the VILLAGE'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the VILLAGE.

6.4 Suspension for Convenience. The VILLAGE shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to five (5) calendar days. If any such

suspension is directed by the VILLAGE, the CONSULTANT shall immediately comply with same. In the event the VILLAGE directs a suspension of performance as provided herein, through no fault of the CONSULTANT, the VILLAGE shall pay the CONSULTANT as full compensation for such suspension the CONSULTANT'S reasonable costs, actually incurred and paid, of demobilization and remobilization.

SECTION 7. PERSONNEL ASSIGNED TO PROJECT

7.1 The CONSULTANT shall assign only qualified personnel to perform any services concerning this Project. At the time of execution of this Project Agreement, the parties anticipate that the following named individuals will perform those supervisory or primary functions indicated:

<u>NAME</u>	<u>FUNCTION</u>
Rafael Torrens	Senior Architect, Project Manager
Felix Fuentes, P.E.	CEI Director
Roberto Leon	Senior VP
Juan Villar	

So long as the individuals named above remain actively employed or retained by the CONSULTANT, they shall perform the functions indicated next to their names. Furthermore, the VILLAGE reserves the right to reject any proposed substitution for any of the above-named individuals, and the VILLAGE shall have the further right to require that any individual assigned to the Project by the CONSULTANT be removed from the Project and reassigned for good cause.

SECTION 8. INCORPORATION OF CONTINUING CONTRACT

All terms and conditions of the Continuing Contract not specifically modified by this Project Agreement shall remain in full force and effect and are incorporated into and made a part of this Project Agreement by this reference as though set forth in full.

SECTION 9. SEVERABILITY

If any provision of this Project Agreement or its application to any person or situation shall to any extent, be invalid or unenforceable, the remainder of this Project Agreement, and the application of such provisions to persons or situations other than those to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

SECTION 10. MISCELLANEOUS

10.1 Public Records. VILLAGE is a public agency subject to Chapter 119, Florida Statutes. To the extent that CONTRACTOR is acting on behalf of VILLAGE pursuant to Section 119.0701, Florida Statutes, CONTRACTOR shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required to be kept and maintained by VILLAGE were VILLAGE performing the services under this Project Agreement;
- b. Provide the public with access to such public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- d. Meet all requirements for retaining public records and transfer to VILLAGE, at no cost, all public records in possession of the CONTRACTOR upon termination of this Project Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the VILLAGE.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS PROJECT AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-664-6412, Clerk@islamorada.fl.us, or by mail: Village Clerk, 868800 Overseas Highway, Islamorada, FL 33036.

10.2 No Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Project 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 CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Project Agreement. For the breach or violation of this provision, the VILLAGE shall have the right to terminate the Project Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

10.3 E-Verify. CONTRACTOR shall comply with Section 448.095, Fla. Stat., "Employment Eligibility," including the registration and use of the E-Verify system to verify the work authorization status of employees. Failure to comply with Section 448.095, Fla. Stat. shall result in termination of this Contract. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If

this Project Agreement is terminated for a violation of the statute by CONTRACTOR, CONTRACTOR may not be awarded a public contract for a period of 1 year after the date of termination.

10.4 Scrutinized Companies. CONTRACTOR certifies that it and its subconsultants are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the VILLAGE may immediately terminate this Project Agreement at its sole option if the CONTRACTOR or its subconsultants are found to have submitted a false certification; or if CONTRACTOR, or its subconsultants are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Project Agreement.

IN WITNESS WHEREOF, the parties have executed this Project Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONSULTANT, by and through its President, duly authorized officer to execute same.

VILLAGE

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: 
Ted Yates, Village Manager

The 31 day of July, 2023

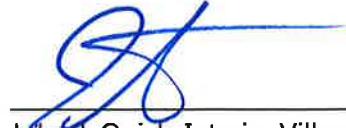
AUTHENTICATION:


Marne McGrath, Village Clerk

(SEAL)

APPROVED AS TO FORM AND LEGALITY

FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, ONLY



John J. Quick, Interim Village Attorney

CONSULTANT

CSA CENTRAL, INC

By: 
Print Name: Roberto Leon
Title: Senior VP

The 1 day of August, 2023.

AUTHENTICATE:



Secretary

Frederik Riefkohl

Print Name

(CORPORATE SEAL)



WITNESSES:



Stephanie Kassay

Print Name: Stephanie Kassoy

Ileana B Bolivar

Print Name: Ileana Bolivar



June 26, 2023

Mr. Peter Frezza
Environmental Resources Manager
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, FL 33036
Email: peter.frezza@islamorada.fl.us

RE: KEY TREE CACTUS PRESERVE WAYFINDING MAP (ISLAMORADA)

Dear Mr. Frezza:

CSA Central, Inc. (hereinafter referred to as the CSA or the "Consultant") is pleased to present this professional services specific project proposal for a KEY TREE CACTUS PRESERVE WAYFINDING MAP to the Village of Islands (hereinafter referred to as the "Village" or the "Client") per the terms and conditions of the existing NON-EXCLUSIVE CONTINUING SERVICES AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES between the Consultant and the Village.

Project Understanding

This proposal is submitted based on the most recent information provided by the Environmental Resources Manager.

The Client needs design services for the preparation of a wayfinding map for the Village's new Key Tree Cactus Preserve Park located at 80460 Overseas Hwy, Islamorada, FL 33036 in Islamorada, Village of Islands, FL.

The map will be located inside an existing map structure as shown in the Client provided photos in Exhibit B attached.

The wayfinding map should be colorful, user-friendly, and provide a clear overview of the park's layout, highlighting all its amenities. The final design should capture the Village's and park's branding and natural beauty.

The primary goal of the wayfinding map is to assist visitors in easily identifying and locating key points of interest within the park. To ensure an accurate representation of the park, we propose scheduling an on-site meeting to discuss specific elements to be included on the map and conduct a comprehensive walkthrough.

The Client will provide the site plans for the site in CAD and PDF format prior to CSA initiating work on the project. CSA will rely upon the accuracy of Client provided plans for basis of map design.

Scope of Services

Based on the above information, CSA proposes the following Scope of Work for the project.

- **Task 1: On-Site Meeting and Property Walkthrough**
 - CSA will review Client provided design files for the site.
 - One (1) member of the CSA design team will attend one (1) on-site meeting to have an in-depth discussion with the Client regarding the specific elements to be included on the wayfinding map.
 - CSA will conduct a thorough walkthrough of Key Tree Cactus Preserve to observe the park's layout, attractions, and amenities.
 - This property walkthrough will enable us to identify additional details, such as special features, habitats, or points of interest that may require future information signage.
 - A summary of memo of site visit findings and Client meeting minutes will be prepared
- **Task 2: Wayfinding Map Design**
 - CSA will submit the map design in 3 phases for the Client's review and approval:
 1. 50% Draft Map Layout & Wayfinding Concept Plan
 2. 90% Draft Map Design
 3. 100% Final Map
 - CSA will attend up to three (3) virtual design review meetings.
 - Client Comments from the 50% submittal, will be addressed with the 90% submittal.
 - Client Comments from the 90% submittal, will be addressed with the 100% submittal.
 - The Wayfinding Map will include:
 - a) Design a wayfinding map with dimensions of 20" wide x 31" tall, with park amenities are appropriately represented.
 - b) Create a visually appealing map that is easy for visitors to understand and navigate, providing a seamless experience.
 - c) Incorporate prominent landmarks, trails, picnic areas, restrooms, parking lots, and other Client deemed essential facilities on the map to facilitate easy User identification.
 - d) Ensure that the design aligns with the Village's and park's branding and effectively captures the natural beauty of the preserve.
 - e) Final Map will be delivered as a print ready, high resolution, digital file.

Schedule and Deliverables

The proposed schedule and deliverables for the project are summarized in the table below:

Design Phase	Deliverable	Schedule
50% Draft Map Layout	<ul style="list-style-type: none">• Draft design layout (Basis of Design, Landmarks, Amenities and other essential facilities)• Wayfinding Concept Plan	<ul style="list-style-type: none">• 1 week after NTP
90% Draft Map Layout	<ul style="list-style-type: none">• Advanced Wayfinding map layout	<ul style="list-style-type: none">• 1 week after approval of 50% DML
100% Final Wayfinding map design	<ul style="list-style-type: none">• Wayfinding map ready for submittal and print	<ul style="list-style-type: none">• 1 week after approval of 90% DML

Assumptions and Clarifications

- This project solely focuses on the creative for the wayfinding map and not the physical printing or installation.
- The park's prominent landmarks, trails, picnic areas, restrooms, parking lots, and other essential facilities will be provided by owner.
- Any future signage design needs within the park will be designed under a separate project agreement or as an Additional Service.
- This proposal is based on the information available at this time. If the Client is aware of any specialized knowledge or experience that is material to environmental conditions in connection with the facility(s) or the site(s), it is the Client's responsibility to bring it to the attention of the CSA team before the initial reconnaissance inspection of the site is performed.
- Any change and/or technical support, other than those presented in this proposal, may result in an increase of the cost included herein. Any work, studies (e.g., land surveying, underground utilities survey, geotechnical investigations, etc.) and/or expenses that are not described in this proposal would not be performed without an agreement between the Client and CSA.
- Any changes to the scope or schedules may result in additional costs to the Client. If this situation arises, the Client will be contacted, and an amendment will be detailed and executed as soon as possible and prior to continuing with additional efforts.
- CSA cannot be held responsible for any delays by, or on behalf of, the Client in the delivery of comments, approvals, and order to proceed, data or information necessary for any of the proposed tasks.

Additional Services

Any services not specifically provided for herein, as well as changes in the scope of proposed services and revisions requested by the Client after substantial completion of the proposed services, will be considered Additional Services, and can be performed at a to-be agreed upon lump sum or at our then current hourly rates.

Exclusions

Map design will be for flat print only. Tactile design with raised lines, symbols, and keys or braille for use by visually impaired persons is not included in the scope of this project.

Professional Compensation

CSA proposes to complete the presented Scope of Work as per the attached effort estimate in Exhibit C. Project Fees are outlined in the table below. Task 1 - 2 are Lump Sum Fees and will be invoiced based on percent complete of Task.

Additional services will be billed on an hourly basis at our then-current rates or at a to-be-agreed upon lump sum amount.

Phase #	Task Description	% of Total Fee	Fee Per Task	Fee Type
1	Site Visit and Planning Meeting	15%	\$1,732	Lump Sum
2	Wayfinding Map Design	85%	\$9,989	Lump Sum
	PROJECT LABOR FEE SUB-TOTAL	100%	\$11,721	
	Reimbursable Expense Allowance (2%)	N/A	\$234	As Needed
	PROJECT TOTAL BUDGET		\$11,956	

Minor reimbursable expenses such as travel expenses are anticipated. Reimbursables will be billed as per the terms and conditions of the Master Services Agreement.

Invoices will be sent on a monthly basis in relation to the portion of the services completed.

CSA will mobilize towards the execution of the scope of work once a written Notice-To-Proceed (NTP) is received from the Client.

CSA is grateful for the opportunity to continue partnering with the Village. Please do not hesitate to contact us at 305-461-5484 or via email the Project Manager Rafael Torrens at ratorrens@csagroup.com should you have any questions or need additional information on this proposal.

Respectfully,



Stephanie Kassoy, P.E., LEED AP
Vice President, Florida Operations

ATTACHMENTS

Exhibit A: CSA Consultant Fee Schedule

Exhibit B: Map Photos

Exhibit C: Effort Estimate Worksheet

EXHIBIT A

Consultant Fee Schedule

as per

NON-EXCLUSIVE CONTINUING SERVICES AGREEMENT
FOR ARCHITECTURAL AND ENGINEERING SERVICES
between CSA and the Village
executed in 2020

CSA Central, Inc. Fee Schedule

Personnel - CSA Central, Inc.	Hourly rate inclusive of multiplier
ENGINEERS & ARCHITECTS	
Principal	\$195.00
Principal Engineer/Architect	\$165.00
Project Manager	\$155.00
Senior Engineer/Architect/Environmental	\$135.00
Engineer/Architect/ Environmental	\$115.00
Junior Engineer/Architect/Environmental	\$95.00
Construction Manager/Senior Field Inspector	\$115.00
Field Inspector	\$85.00
Junior Field Inspector	\$65.00
Senior Technician (CADD)	\$65.00
Technician (CADD)	\$50.00
Administrative Clerk	\$40.00
PLANNING	
Senior Planner	\$120.00
Planner	\$80.00
GIS	
Senior GIS Analyst	\$110.00
GIS Analyst	\$75.00
GIS Technician/CADD Technician	\$60.00

Note: 4% adjustment on a yearly basis.

The approved fee schedule above allows for a 4% annual rate adjustment. Should an hourly task be requested by Client, CSA will invoice Client at an adjusted rate.

EXHIBIT B
Wayfinding Map Location
(photos provided by Client)



View from Overseas Highway



View from Overseas Highway

EXHIBIT C
CSA Effort Estimate

EFFORT ESTIMATE : Cactus Preserve Wayfinding Map

EFFORT ESTIMATE : Cactus Preserve Wayfinding Map						
Phase #	TASK / sub-tasks	Hourly Rate	Principal AOR	Planner / Designer	Designer / CAD	Task Summary
			\$ 185.60	\$ 89.99	\$ 73.12	
1	Pre-Design		4	11	0	15 \$ 1,732
	site visit and client meeting			8		
	existing doc review		2	2		
	summary memo			1		
	Project Management & Invoicing		2			
2	Design		16	65	16	97 \$ 9,989
	50% Draft Map Layout & Wayfinding Concept Plan		4	32	16	
	90% Draft Map		3	20		
	100% Map		2	10		
	Virtual Design Review Meetings (3)		3	3		
	QA / QC		2			
	Project Management & Invoicing		2			
	TOTAL HOURS	20	76	16	112	
				TOTAL PROPOSED LABOR FEE		\$ 11,721
				Contingency		0% \$ -
				Expense Allowance		2% \$ 234
				TOTAL BUDGET		\$ 11,956