

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**Meeting Date:** July 8, 2026

**Presenter's Name and Title:** Shana Coombs, Chief Operations Officer / Public Works Director and Alicia Ayum, Director of Procurement on behalf of the Public Works and Procurement Department

**Prepared By:** Kristy Gilbert, MBA, Assistant Public Works Director

**Temp. Reso. Number:** 8722

**Item Description:** Temp. Reso. #R8722 APPROVING A PROJECT AGREEMENT WITH CHEN MOORE AND ASSOCIATES TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR DESIGN AND PERMITTING SERVICES, FOR THE ROADWAY LANDSCAPING AND BEAUTIFICATION PROJECT IN THE AMOUNT OF \$115,430.00. *(Chief Operations Officer/Public Works Director Shana Coombs and Procurement Director Alicia Ayum)*

Consent  Resolution  Ordinance  Quasi-Judicial  Public Hearing

**Instructions for the Office of the City Clerk: Public Works request execution of the agreement on the dais.**

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_\_ in a \_\_\_\_\_ ad in the \_\_\_\_\_; by the posting the property on \_\_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_\_ feet of the property on \_\_\_\_\_ (fill in all that apply)

**Special Voting Requirement** – As required by Sec. \_\_\_\_\_, of the City Code and/or Sec. \_\_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes  No

**REMARKS:** Funds totaling \$115,430 will be expended from Account Nos. 388-53-802-539-000-606502-52036 in the amount of \$10,768.05 and 385-50-800-539-000-606502-52036 in the amount of \$104,661.95 entitled "CIP-Plan/Design/Engineering".


**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR8722
  - Exhibit A: Project Agreement with Chen Moore



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & City Commissioners

**FROM:** Dr. Roy L. Virgin, City Manager 

**BY:** Shana Coombs, Chief Operations Officer / Public Works Director

**DATE:** July 6, 2026

**RE:** Temp. Reso. No. 8722 approving a project agreement with Chen Moore and Associates, to provide professional consulting services for design and permitting services, for the Roadway Landscaping and Beautification Project

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Reso. No. 8722, approving a Project Agreement with Chen Moore and Associates (“Chen Moore”) to provide professional consulting services for design and permitting services, for the Roadway Landscaping and Beautification Project, in the amount of \$115,430; authorizing the City Manager to execute the project agreement.

**ISSUE:** City Commission approval is required for all expenditures exceeding the \$75,000 from the same vendor within a single fiscal year. This resolution authorizes expenditures with Chen Moore in the amount of \$115,430 for Fiscal Year 2026 (“FY2026”).

**BACKGROUND:** The City Commission, as part of the FY2026 Capital Improvement Program (“CIP”) budget approved the Roadway Landscaping and Beautification Project No. 52036. The project provides funding for design and future construction of landscaping and beautification enhancements along SW 172<sup>nd</sup> Avenue from Miramar Parkway to Pembroke Road and along Flamingo Road from Miramar Parkway to Pembroke Road.

The Procurement Department issued Request for Qualifications (“RFQ”) No. 22-12-10 entitled “Architectural and Engineering Consulting Services” to establish a library pool of Engineering and Architectural consultants to perform professional services for specific projects on an as-needed basis. Chen Moore is a member of the 2022 library and has a

Continuing Services Agreement under SubCategory 3 entitled Land Architectural Services.

Chen Moore responded to the City's Request for Letters of Interest and has been chosen to provide design and permitting services to design the proposed landscape improvements for the Roadway Landscaping and Beautification project.

**DISCUSSION:** Well landscaped and maintained medians are important to pleasing our residents and visitors. This project aims to beautify the two major roadways along SW 172<sup>nd</sup> Avenue from Miramar Parkway to Pembroke Road and along Flamingo Road from Miramar Parkway to Pembroke Road. The scope of services for the project includes conceptual preliminary and final design of landscape improvements and permitting for future construction of the project.

**ANALYSIS:** Funds totaling \$115,430 will be expended from Account Nos. 388-53-802-539-000-606502-52036 in the amount of \$10,768.05 and 385-50-800-539-000-606502-52036 in the amount of \$104,661.95 entitled "CIP-Plan/Design/Engineering".

Temp. Reso. No. 8722

5/11/26

6/17/26

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING A PROJECT AGREEMENT WITH CHEN MOORE AND ASSOCIATES TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR DESIGN AND PERMITTING SERVICES, FOR THE ROADWAY LANDSCAPING AND BEAUTIFICATION PROJECT IN THE AMOUNT OF \$115,430; AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROJECT AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission, as part of the Fiscal Year 2026 Capital Improvement Program (“CIP”) budget approved the Roadway Landscaping and Beautification Project No. 52036; and

**WHEREAS**, the project provides funding for design and future construction of landscaping and beautification enhancements along SW 172<sup>nd</sup> Avenue from Miramar Parkway to Pembroke Road and along Flamingo Road from Miramar Parkway to Pembroke Road; and

**WHEREAS**, the Procurement Department issued Request for Qualifications (“RFQ”) No. 22-12-10 entitled Architectural and Engineering Consulting Services, to establish a library pool of Engineering and Architectural consultants to provide professional services for specific projects on an as-needed basis; and

**WHEREAS**, Chen Moore and Associates (“Chen Moore”) is a member of the library and has a Continuing Services Agreement under SubCategory 3 entitled Land Architectural Services; and

Reso. No. \_\_\_\_\_

Temp. Reso. No. 8722

5/11/26

6/17/26

**WHEREAS**, Chen Moore responded to the City's Request for Letters of Interest and has been chosen to provide design and permitting services, for the Roadway Landscaping and Beautification Project; and

**WHEREAS**, Section 2-412(a)(1) of the City Code provides that all commodities or services provided by a single vendor over \$75,000 must be formally approved by the City Commission; and

**WHEREAS**, the City Manager recommends that the City Commission approve a Project Agreement with Chen Moore, to provide professional consulting services for design and permitting services for the Roadway Landscaping and Beautification Project in the amount of \$115,430; and

**WHEREAS**, the City Commission deems it to be in the best interest of the citizens and residents, of the City of Miramar, to approve a Project Agreement with Chen Moore and Associates to provide professional consulting services for design and permitting services, for the Roadway Landscaping and Beautification Project in the amount of \$115,430 and to authorize the City Manager to execute the agreement in substantial conformity with Exhibit "A," attached hereto.

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**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

**Section 2:** That the City Commission approves the project agreement with Chen Moore and Associates, to provide professional consulting services for design and permitting services, for the Roadway Landscaping and Beautification Project in the amount of \$115,430.

**Section 3:** That the City Manager is authorized to execute the Project Agreement with Chen Moore and Associates, in the amount of \$115,430, attached hereto as Exhibit “A,” together with such non-substantial changes as are deemed appropriate by the City Manager and approved as to form and legal sufficiency by the City Attorney.

**Section 4:** That the appropriate City officials are authorized to do all things necessary and expedient to carry out the aims of this Resolution.

**Section 5:** That this Resolution shall become effective upon adoption.

Temp. Reso. No. 8722

5/11/26

6/17/26

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Carson "Eddy" Edwards

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this RESOLUTION as to form:

\_\_\_\_\_  
City Attorney,  
Austin Pamies Norris Weeks Powell, PLLC

<b><u>Requested by Administration</u></b>	<b><u>Voted</u></b>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Commissioner Yvette Colbourne	_____
Vice Mayor Carson "Eddy" Edwards	_____
Mayor Wayne M. Messam	_____



**PROJECT AGREEMENT  
FOR  
LANDSCAPE & IRRIGATION DESIGN SERVICES  
BETWEEN  
THE CITY OF MIRAMAR  
AND  
CHEN MOORE AND ASSOCIATES**

**THIS PROJECT AGREEMENT** (the "Agreement") is made effective on the last date of execution herein, between the **CITY OF MIRAMAR, FLORIDA**, a Florida municipal corporation with its principal offices located at 2300 Civic Center Place, Miramar, Florida 33025 (the "City"), and **CHEN MOORE AND ASSOCIATES** a Florida Profit Corporation (the "Consultant"), whose principal place of business is 500 Cypress Creek Road, Suite 600, Fort Lauderdale, FL 33309.

**WHEREAS**, the City advertised RFQ No. 22-12-10, Engineering and Architectural Consultants ("RFQ") to establish a library pool of Engineering and Architectural Consultants to perform professional services for Specific Projects (the "Specific Projects") for the City on an as needed basis; and

**WHEREAS**, the Consultant is a member of the pool under the subcategory of "Architectural Services and has executed a Continuing Services Agreement applicable to the provision of such professional services; and

**WHEREAS**, the Consultant responded to the City's Request for Letters of Interest (RLOI) to provide Architectural Consulting Services for the Landscape and Irrigation Design medians within two (2) roadways located at SW 172<sup>nd</sup> Avenue from Pembroke Road to Miramar Parkway and at Flamingo Road (SR823), from Pembroke Road to Miramar Parkway, in Miramar, Florida. (the Services); and

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are incorporated herein, and the mutual covenants, terms and conditions provided below, the Consultant and the City agree as follows:

**1. Contract Documents**

The Contract Documents referred to in this Agreement shall be comprised of the following:

**1.1** This Agreement (the "Specific Projects" or "Project Agreement") in the Continuing Services Agreement between the parties, including any General Terms and Conditions, Supplementary Conditions, Statement of Work or any other provisions contained within this Agreement.

**1.2** A Scope of Services request completed by the Consultant and accepted by the city, attached hereto as **Attachment “A”**.

**1.3** The Continuing Services Agreement dated August 24, 2022, between the City and Consultant, the terms and conditions of which shall apply to the provision of Services under this Agreement.

**1.4** Any and all applicable addenda, proposals executed and submitted by the Consultant and accepted by the City, specifications and insurance certificates; and

**1.5** All amendments mutually agreed to after execution of this Agreement.

These Contract Documents comprise the entire agreement for the Services agreed to herein between the parties and incorporated into and made a part of this Agreement as if attached to this Agreement or repeated herein. In the event of a conflict between this Agreement and any other Contract Document(s), this Agreement shall prevail. All definitions and terms used in the RFQ are incorporated herein and made a part of this Agreement.

**2. Work**

Consultant shall furnish all labor, materials and equipment necessary to provide professional Services as specified in the Scope of Services request completed by the Consultant and accepted by the City.

**3. Period of Service**

The Consultant shall begin work promptly after receipt of a fully executed copy of this Agreement and a letter of Notice to Proceed from the City and shall complete the Project within the time mutually agreed upon, as specified in the Scope of Services request accepted by the City.

**4. Compensation**

Compensation (the “Contract Sum”) for performing the Services related to the Project, as specified in the Scope of Services request and the proposal accepted by the City, shall be the fee of One Hundred Fifteen Thousand Four Hundred & Thirty Dollars (\$115,430.00).

**5. Payments**

**5.1** The City shall pay the Contract Sum to the Consultant subject to the completion of tasks as specified in Contract documents. The City shall pay the Consultant for work performed subject to the specifications of the job and subject to any additions and deductions by subsequent change order, or contract amendments provided in the Contract Documents. All

payments shall be governed by the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes.

**5.2:** The Consultant shall provide periodic invoices to the City upon completion of a substantial number of Services relating to the Scope of Services contained within this Agreement and as required by the terms of the RFQ. Payment shall be made to the Consultant upon approval of submitted invoices to the City.

**6. Termination**

This Agreement may be terminated by the City for convenience upon thirty (30) calendar days' written notice to the Consultant. In the event of such termination, any Services performed by the Consultant under this Agreement shall, at the option of the City, become the City's property, and the Consultant shall be entitled to receive compensation for any work completed pursuant to this Agreement to the satisfaction of the City up through the date of termination. Under no circumstances shall City make payment for Services that have not been performed.

This Agreement may be terminated by either party for cause upon five calendar days' written notice to the other should such other party fail to perform in accordance with its material terms through no fault of the party initiating the termination. In the event the Consultant abandons this Agreement or causes it to be terminated by the City, the Consultant shall indemnify and save the City harmless against loss pertaining to this termination. If the Consultant is terminated by the City 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 and the provisions in the paragraph above shall apply.

**7. Default:**

In the event of a default by consultant, the default provisions contained in the Continuing Services Agreement between the parties shall govern.

**8. Anti-lobbying/No Contingent Fee:**

The provisions of Section 11 of the Continuing Services Agreement shall apply to this Agreement.

**9. Warranties and Guarantees:**

**9.1** The Consultant warrants that its Services are to be performed within the limits prescribed by the city and with the usual thoroughness and competence of the Consultant's architectural and/or engineering profession.

**9.2** The Consultant shall be responsible for technically deficient designs, reports or studies due to negligent acts, errors or omissions. The Consultant shall, at the request of the City, promptly correct or replace all

deficient work due to negligent acts, errors or omissions without cost to the City.

**10. Binding Effect:**

This Agreement shall bind and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns.

**11. Amendments and Modification:**

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties to the Agreement.

**12. Merger; Amendment:**

This Agreement, including the referenced Contract Documents, and any attachments, constitute the entire agreement between Consultant and City, and all negotiations and oral understandings between the parties are merged herein. This Agreement may be supplemented and/or amended only by a written document executed by both Consultant and City.

**13. Nonassignability:**

Consultant shall not assign, subcontract or transfer any rights or delegate any duties arising under this Agreement without prior written consent of the City, which consent may be withheld by the City in its sole discretion.

**14. Notices:**

Whenever either party desires to give notice to the other, it shall be given by written notice, sent by certified 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 of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice, to wit:

**FOR CONSULTANT:**

Eric Harrison, Director of Landscape  
Architecture  
Chen Moore and Associates  
500 Cypress Creek Road, Suite #600  
Fort Lauderdale, FL 33309  
Telephone: 954-730-0707  
Email: [eharrison@chenmoore.com](mailto:eharrison@chenmoore.com)

**FOR CITY:**

City of Miramar  
Dr. Roy L. Virgin  
City Manager  
2300 Civic Center Place  
Miramar, FL 33025  
Telephone: 954-602-3115  
Facsimile: 954-602-3672  
Email: [rvirgin@miramarfl.gov](mailto:rvirgin@miramarfl.gov)

With Copy to:

Austin Pamies Norris Weeks  
Powell, P.L.L.C., City Attorney  
401 NW 7<sup>th</sup> Avenue  
Ft. Lauderdale, FL 33311  
Telephone: 954-768-9770  
Facsimile: 954-768-9790  
Email: [miramarcityattorney@apnwplaw.com](mailto:miramarcityattorney@apnwplaw.com)

**15. Severability; Waiver:**

Any provision in this Agreement that is prohibited or unenforceable under Florida or federal law shall be ineffective to the extent of such prohibitions or unenforceability without invalidating the remaining provisions hereof. Also, the non-enforcement of any provision by either party to this Agreement shall not constitute a waiver of that provision nor shall it affect the future enforceability of that provision or the remainder of this Agreement.

**16. Public Records:**

The Consultant shall comply with The Florida Public Records Act as follows:

**16.1** Keep and maintain public records in the Consultant's possession or control in connection with the Consultant's performance under this Agreement, that ordinarily and necessarily would be required by the city to perform the service.

**16.2** Upon request by the City's records custodian, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

**16.3** Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement until the records are transferred to the City.

**16.4** Upon completion of this Agreement or in the event of termination of this Agreement by either party, any and all public records relating to this Agreement in the possession of the Consultant shall be delivered by the Consultant to the City, at no cost to the City, within seven (7) days. All records stored electronically by the Consultant shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered to City upon completion or termination of this Agreement, the Consultant shall destroy all duplicate public records that are exempt or confidential and exempt from public record disclosure requirements.

**16.5** The Consultant's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the City.

**16.6 IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-602-3011, [dagibbs@miramarfl.gov](mailto:dagibbs@miramarfl.gov) OR BY MAIL: City Of Miramar – City Clerk's Office, 2300 Civic Center Place, Miramar, FL 33025.**

**17. Insurance:**

Consultant shall maintain the Florida Statutory minimum requirement of \$10,000 personal injury protection (PIP) and \$10,000 property damage liability (PDL) on any Consultant owned vehicle that may come onto City property.

This Agreement shall not be deemed approved until the Consultant has obtained all insurance required under this section and has supplied the City with evidence of such coverage.

ALL INSURANCE COMPANIES PROVIDED SHALL: Be rated at least A VII per Best's Key Rating Guide and be licensed to do business in Florida. The Proposer's liability insurance shall be primary to any liability insurance policies that may be carried by the City. The Proposer shall be responsible for all deductibles and self-insured retentions on their liability insurance policies.

**18. Other Provisions:**

**18.1** Titles and paragraph headings are for convenient reference and are not a part of this Agreement.

**18.2** In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached or referenced Contract Documents, the terms in this Agreement shall prevail.

**18.3** No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

**19. Scrutinized Companies:**

**19.1** Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is

engaged in the boycott of Israel during the term of the Agreement.

**19.2** If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

**19.3** The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

**19.4** As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

Consultant's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the City.

**20. E-Verify Program**

In accordance with Florida Statutes §448.095, the Consultant, prior to commencement of services or payment by the City, will provide proof of participation/enrollment in the E-Verify system of the Department of Homeland Security. Evidence of participation/enrollment will be a printout of the Company's "Company Profile" page from the E-Verify system. Failure to be continually enrolled and participating in the E-Verify program will be a breach of contract which will be grounds for immediate termination of the contract by the City. The Consultant will not hire any employee who has not been vetted through E-Verify. The Consultant may not subcontract any work for the City to any subconsultant that has not provided an affidavit stating that the subconsultant does not employ, contract with or subcontract with an unauthorized alien."

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed by their respective duly authorized representatives the day and year written below.

**FOR CITY:**

ATTEST:

**CITY OF MIRAMAR**

\_\_\_\_\_  
Denise Gibbs, City Clerk

By: \_\_\_\_\_  
Dr. Roy L. Virgin, City Manager

Dated: \_\_\_\_\_

Approved as to form and legal sufficiency  
for the use of and reliance by the City of  
Miramar only:

\_\_\_\_\_  
City Attorney  
Austin Pamies Norris Weeks Powell, PLLC

**FOR CONSULTANT:**

WITNESS:

**CHEN MOORE AND ASSOCIATES**

\_\_\_\_\_ By: \_\_\_\_\_  
Eric Harrison, PLA  
Director of Landscape Architecture

Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_

500 West Cypress Creek Road, Suite 600  
 Fort Lauderdale, FL 33309  
 Office: +1 (954) 730-0707



March 3, 2026

SENT VIA E-MAIL ([jbruno@miramarfl.gov](mailto:jbruno@miramarfl.gov))

Jeff Bruno, Assistant Field Operations Supervisor  
**City of Miramar**  
 13900 Pembroke Road, Bldg. "L"  
 Miramar, FL 33025

Re: Landscape & Irrigation Design Scope of Services for Medians within Two Roadways  
 SW 172<sup>nd</sup> Avenue, from Pembroke Road to Miramar Parkway and  
 Flamingo Road (SR 823), from Pembroke Road to Miramar Parkway

CMA Proposal No.: 26-0095.P0001

Dear Mr. Bruno,

**Chen Moore & Associates (CMA)**, currently under a continuing services contract with the City of Miramar, is pleased to submit this Scope of Services for landscape and irrigation design for the following roadway corridors:

- Project 1. SW 172<sup>nd</sup> Avenue, from Pembroke Road to Miramar Parkway. The project is approximately one mile in length.
- Project 2. Flamingo Road (SR 823), from Pembroke Road to Miramar Parkway. The project is approximately one mile in length.

CMA understands the project details as a result of our preliminary analysis of the corridor as presented in our response to the request for proposal from Jeff Bruno, Assistant Field Operations Supervisor, with the Department of Public Works and the recent onsite meeting (02/18/2026) with City staff.

The primary objectives of this project are to develop a cohesive, functional, and visually appealing median landscape design with irrigation that coordinates the design intent with existing utilities, roadway geometry, drainage, traffic conditions, applicable regulatory requirements and City standards.

### Scope of Services

The proposed scope described below applies to each roadway corridor noted above. The differences for each project are detailed below each task description. The scope includes data collection, site analysis, conceptual and final landscape design, irrigation design utilizing reclaimed water; agency coordination and permitting; cost estimating; and preparation of construction-ready plans and specifications. Construction administration is included as an optional task to assist the City on an as-needed basis to observe and report on implementation being in general conformance with plans and specifications.

### Task 1 – Data Collection and Site Analysis

Consultant will perform the following:

- Conduct a field review of the project corridor, photo-document conditions and summarize findings.
- Review available as-built plans of roadway, utilities, drainage systems, and survey information (as provided by the City).
- Review of aerials of the project corridor.
- Document findings of the analysis, including opportunities and constraints for the landscape design, as well as feasibility of proposed irrigation.
- This task includes up to two (2) meetings with Client: one to confirm the scope before starting the work, and one to review the summary of findings and discuss the direction and elements of the proposed design for each corridor.

### Task 2 – Conceptual/Preliminary Design

Consultant will:

- Projects 1 & 2:
  - Prepare a base plan with available information provided by the City. As needed, Consultant will utilize available aerials and overlay additional information to provide a clear base plan for the design.

- Prepare preliminary design of planting areas, in consideration of the opportunities and constraints from Task 1.
- Provide a preliminary plant schedule with botanical, common names, size and spacing.
- Provide a preliminary irrigation plan showing point of connection, main line routing, coverage areas and proposed irrigation system components (controller, valves, heads, fittings, etc.).
- This task will include two (2) progress meetings with Client. Review comments received will be the basis for revisions to bring the initial designs to final design. This task assumes one set of revisions.
- Project 1 Only:
  - For SW 172 Avenue, location and assessment of seven (7) existing live oak trees will be included to include tree disposition in the plans. The diameter at breast height (dbh) and approximate canopy spread will be depicted on the plans.

### Task 3 – Final Landscape and Irrigation Design

Consultant will prepare final construction documents including:

- Projects 1 & 2:
  - Landscape plans refining the preliminary design in response to comments received, including updates to the plant schedule as needed.
- Irrigation plans providing sufficient coverage suitable for roadway median conditions, utilizing pressure-regulated heads appropriate to the plant materials specified.
- Landscape and Irrigation details to clarify the installation techniques, horizontal and vertical dimensions of specified offsets, clearances and depths, as well as soil preparation and mulch.
- Technical specifications for landscape and irrigation will be included as plan note sheets, unless requested by the Client.
- Project 1 Only:
  - For SW 172<sup>nd</sup> Avenue, Tree disposition plans for the seven (7) existing live oaks within one of the medians, providing specifications for root and branch pruning as needed to maintain stable branch structure and required clearances for the roadway conditions. Tree protection measures will also be incorporated into the plans to accommodate landscape and irrigation construction.

### Task 4 – Permitting

For SW 172<sup>nd</sup> Avenue, Consultant will:

- Projects 1 & 2:
  - Attend a pre-application meeting with the City to review the final construction documents to determine permit requirements and update plans to respond to comments.
  - Prepare permit applications and associated documentation, understanding that the project has no anticipated effects to protected natural resources, wetlands, surface waters, or protected wildlife habitat and the project does not include any proposed impervious surfaces.
- Project 2 Only:
  - Attend a pre-application meeting with Broward County to review the final construction documents to determine permit requirements and update plans to respond to comments.
  - Prepare permit applications and associated documentation, understanding that the project has no anticipated effects to protected natural resources, wetlands, surface waters, or protected wildlife habitat and the project does not include any proposed impervious surfaces.

### Task 5 – Limited Construction Administration (Optional Task)

Consultant will perform the following:

- **Construction Closeouts and Statements of Work Completion** – Construction administration will be limited to close out and statement of work completion only. Consultant shall prepare a statement of work completion, certify the construction is in substantial compliance with approved construction documents and the landscape material meets Florida Nursery Grade and Standards. We estimate a total of two (2) site visits per project for this task (substantial completion and final walk through) to generate an initial punch list and verify that punch list items were completed. Additional site visits or work considered to be “Construction Administration” such as but not limited to; shop drawing review, requests for information (RFI’s), work observation and reporting, nursery visits, etc. can be provided upon written Client authorization and invoiced on an hourly basis. Contractor shall notify the consultant at least 48 hours in advance of any scheduled site visits.

**SCHEDULE AND FEES**

Consultant shall schedule work upon receipt of signed approval for this project as required.

The total fee for this project will be divided as follows:

<b>PROJECT 1 – SW 172<sup>nd</sup> AVENUE</b>				
<b>Task(s)</b>	<b>Task Description</b>	<b>Lump Sum Fees</b>	<b>Hourly Fees</b>	<b>Total Fees</b>
Task 1	Data Collection and Site Analysis	\$15,460.00	\$0.00	\$15,460.00
Task 2	Conceptual/Preliminary Design	\$23,020.00	\$0.00	\$23,020.00
Task 3	Final Landscape and Irrigation Design	\$13,030.00	\$0.00	\$13,030.00
Task 4	Permitting	\$4,005.00	\$0.00	\$4,005.00
<b>PROJECT 1 - LANDSCAPE ARCHITECTURE TOTAL</b>		<b>\$55,515.00</b>	<b>\$0.00</b>	<b>\$55,515.00</b>
Task 5	Limited Construction Administration	\$5,230.00	\$0.00	\$5,230.00
<b>LANDSCAPE ARCHITECTURE + OPTIONAL TASK TOTAL</b>		<b>\$60,745.00</b>	<b>\$0.00</b>	<b>\$60,745.00</b>

<b>PROJECT 2 – FLAMINGO ROAD</b>				
<b>Task(s)</b>	<b>Task Description</b>	<b>Lump Sum Fees</b>	<b>Hourly Fees</b>	<b>Total Fees</b>
Task 1	Data Collection and Site Analysis	\$15,460.00	\$0.00	\$15,460.00
Task 2	Conceptual/Preliminary Design	\$20,990.00	\$0.00	\$20,990.00
Task 3	Final Landscape and Irrigation Design	\$12,350.00	\$0.00	\$12,350.00
Task 4	Permitting	\$7,115.00	\$0.00	\$7,115.00
<b>PROJECT 1 - LANDSCAPE ARCHITECTURE TOTAL</b>		<b>\$59,915.00</b>	<b>\$0.00</b>	<b>\$59,915.00</b>
Task 5	Limited Construction Administration	\$5,230.00	\$0.00	\$5,230.00
<b>LANDSCAPE ARCHITECTURE + OPTIONAL TASK TOTAL</b>		<b>\$61,145.00</b>	<b>\$0.00</b>	<b>\$61,145.00</b>

<b>TOTAL LANDSCAPE ARCHITECTURE FEE - PROJECTS 1 &amp; 2</b>	<b>\$115,430.00</b>
<b>TOTAL LANDSCAPE ARCHITECTURE OPTIONAL TASKS - PROJECTS 1 &amp; 2</b>	<b>\$10,460.00</b>

**The basis/assumptions for the above scope of services and associated fees are based on the following:**

- The Project is in the City of Miramar, Florida.
- The project is located within the public right of way of two jurisdictions.
  - Project The City of Miramar and Broward County (BC) and Florida Department of Transportation (FDOT). The landscape within the rights of way are maintained by the City of Miramar
  - It is assumed that the Florida Department of Transportation (FDOT) does not have jurisdiction over either project site (Projects 1 & 2). CMA will contact FDOT to verify jurisdictional authority. If the FDOT has jurisdictional authority at either project location, permitting activities described in Task 4 will be required for permitting through the FDOT District 4 Office. This service will be provided as an additional service.
- Work shall comply with all regulating agency requirements.
- Surveying, geotechnical investigation, and other studies are not included in this scope of services. If required, these services can be provided as an additional service.
- This scope of services assumes that signed and sealed survey will not be required for permitting and construction. Plans will be generated over the most current aerial photography available. If a survey is required for either project, this service can be provided as an additional task.
- Attendance at weekly meetings beyond the above-scoped number of meetings shall be invoiced on an hourly basis using the most current CMA rates.
- Construction staging plans and site-specific maintenance of traffic plans are not included in this scope.
- All notes and specifications needed to construct project shall be provided in the plans (preparation of a specification book is not included).
- Client shall provide submittal fees for government agencies or address fees via a separate escrow agreement.
- Site lighting is not included in this proposal.
- Tree tagging at the nursery for construction is not included. Should the Client request tree tagging, this service may be rendered as an Additional Service.

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- Contractor to obtain any necessary NPDES NOI permits.
- Contractor to obtain right-of-way permits for the necessary regulatory agencies for construction.
- Contractor to prepare any dewatering plans and obtain dewatering permit(s).
- Contractor shall provide as-builts signed and sealed by a Florida licensed professional surveyor and mapper for consultant review prior to construction close-out.
- Proposal assumes attendance to limited field meetings and inspections.
- Design of Utilities is not anticipated and not included in the scope of work
- Client shall facilitate coordination with City Departments. DRC is not anticipated and is excluded from the scope of work.
- No known environmental concerns on the subject property. If environmental concerns occur, Client shall hire an environmental consultant related to the issue that is found.
- It is assumed that the project will not require variances through the City.

**The CMA Team thanks you for this opportunity to serve the City of Miramar.**

Should you have any questions, please do not hesitate to contact me at my office at +1 (954) 730-0707, Ext. 1097, my cell phone at +1 (954) 257-6454 or send me an electronic message at [eharrison@chenmoore.com](mailto:eharrison@chenmoore.com).

Respectfully submitted,

Eric Harrison, PLA  
Director of Landscape Architecture

Attachments:

- Exhibit A – Work Authorization
- Exhibit B – CMA Fee Summary
- Exhibit C – CMA 2026 Hourly Rates

Cc: John Gorham, PLA, CA  
Jesse Lockwood, Director of Marketing  
Aleem Ghany, P.E.

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**EXHIBIT A – WORK AUTHORIZATION**

**AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION**

CMA Project Name: **Landscape & Irrigation Design Scope of Services for Medians within Two Roadways**  
Client Name: **City of Miramar, FL**  
Client Contact: **Mr. Jeff Bruno, Assistant Field Operations Superintendent**  
Client Address: **13900 Pembroke Road, Bldg. "L", Miramar, FL 33025**  
Client Phone/Fax: **954.883.5126**  
Client E-mail: **jbruno@miramarfl.gov**  
  
CMA Proposal No. **26-0095.P0001**  
Agreement Date: **March 6, 2026**  
  
FEE: Lump Sum of: **\$115,430.00**  
Optional Services: **\$10,460.00**

The undersigned agree to the attached Scope of Services, General Conditions and Provisions which are incorporated and made a part of this Agreement. Any additional requested services will be addressed in a separate Agreement.

**CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

**CITY OF MIRAMAR (CLIENT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

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**EXHIBIT B – FEE SUMMARY**

Project 1

PROJECT 1- SW 172nd Avenue

	Princ. Landscape Arch. Eric Harrison	Senior Landscape Arch. John Gorham	Landscape Designer Eric Ferguson	Totals
	\$275.00	\$205.00	\$135.00	
<b>Task 1 - Data Collection</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Review Available Roadway Data	0	4	8	0
Site Investigation/Verify Existing Conditions	0	0	4	0
Analysis/Opportunities & Constraints Plan	0	4	40	0
Summary of Findings	0	4	24	28
QA/QCs	2	4	0	6
<b>SD's Total Hours</b>	<b>4</b>	<b>20</b>	<b>76</b>	<b>100</b>
<b>SD's Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 10,260.00</b>	<b>\$ 15,460.00</b>
<b>Task 2 - Conceptual/Preliminary Plan</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Preparation of Base Plan & Sheet Layout	0	2	40	42
Tree Protection Plan	0	1	6	7
Tree Disposition Plan	0	1	6	7
Landscape Plan	0	4	24	28
Irrigation Plan	0	4	32	36
RAI's/Comment Responses	0	0	16	16
QA/QCs	2	4	0	6
<b>DD's Total Hours</b>	<b>4</b>	<b>20</b>	<b>132</b>	<b>156</b>
<b>DD's Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 17,820.00</b>	<b>\$ 23,020.00</b>
<b>Task 3 - Final Plans</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Preparation of Base Plan & Sheet Layout	0	2	8	10
Tree Protection Plan	0	1	1	2
Tree Disposition Plan	0	1	1	2
Landscape Plan	0	4	16	20
Irrigation Plan	0	4	16	20
RAI's/Comment Responses	0	0	16	16
QA/QCs	2	4	0	6
<b>Site Plan (90%) Total Hours</b>	<b>4</b>	<b>20</b>	<b>58</b>	<b>82</b>
<b>Site Plan (90%) Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 7,830.00</b>	<b>\$ 13,030.00</b>
<b>Task 4 - Permitting</b>				
Project Management	2	0	0	0
Pre-Application Meeting (City of Miramar)	0	1	0	0
Permit Application Documentation	0	0	4	4
RAI's/Comment Responses	0	0	16	16
QA/QCs	2	0	0	0
<b>Permitting Total Hours</b>	<b>4</b>	<b>1</b>	<b>20</b>	<b>25</b>
<b>Permitting Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 205.00</b>	<b>\$ 2,700.00</b>	<b>\$ 4,005.00</b>
<b>Limited Construction Administration (Optional Task)</b>				
Project Management	2	0	0	0
Pre-construction Meeting	0	2	2	4
Shop Drawing Review	0	0	0	0
RFI's	0	0	0	0
Construction Observation Meetings	0	0	0	0
Substantial Completion	0	2	12	14
Final Walk Thru	0	2	6	8
As-Built Drawings Review	0	0	0	0
Close Out	1	1	2	4
<b>Construction Administration Total Hours</b>	<b>3</b>	<b>7</b>	<b>22</b>	<b>32</b>
<b>Construction Administration Total Cost</b>	<b>\$ 825.00</b>	<b>\$ 1,435.00</b>	<b>\$ 2,970.00</b>	<b>\$ 5,230.00</b>
<b>Project Total</b>				<b>\$ 60,745.00</b>

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Project 2

PROJECT 2- Flamingo Road

	Princ. Landscape Arch. Eric Harrison	Senior Landscape Arch. John Gorham	Landscape Designer Eric Ferguson	Totals
	\$275.00	\$205.00	\$135.00	
<b>Task 1 - Data Collection</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Review Available Roadway Data	0	4	8	0
Site Investigation/Verify Existing Conditions	0	0	4	0
Analysis/Opportunities & Constraints Plan	0	4	40	0
Summary of Findings	0	4	24	28
QA/QCs	2	4	0	6
<b>SD's Total Hours</b>	<b>4</b>	<b>20</b>	<b>76</b>	<b>100</b>
<b>SD's Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 10,260.00</b>	<b>\$ 15,460.00</b>
<b>Task 2 - Conceptual/Preliminary Plan</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Preparation of Base Plan & Sheet Layout	0	2	40	42
Tree Protection Plan	0	0	0	0
Tree Disposition Plan	0	0	0	0
Landscape Plan	0	4	24	28
Irrigation Plan	0	4	32	36
RAI's/Comment Responses	0	0	16	16
QA/QCs	2	4	0	6
<b>DD's Total Hours</b>	<b>4</b>	<b>18</b>	<b>120</b>	<b>142</b>
<b>DD's Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 3,690.00</b>	<b>\$ 16,200.00</b>	<b>\$ 20,990.00</b>
<b>Task 3 - Final Plans</b>				
Project Management	2	0	0	2
Owner Coordination Meeting(s)	0	4	0	4
Preparation of Base Plan & Sheet Layout	0	2	8	10
Tree Protection Plan	0	0	0	0
Tree Disposition Plan	0	0	0	0
Landscape Plan	0	4	16	20
Irrigation Plan	0	4	16	20
RAI's/Comment Responses	0	0	16	16
QA/QCs	2	4	0	6
<b>Site Plan (90%) Total Hours</b>	<b>4</b>	<b>18</b>	<b>56</b>	<b>78</b>
<b>Site Plan (90%) Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 3,690.00</b>	<b>\$ 7,560.00</b>	<b>\$ 12,350.00</b>
<b>Task 4 - Permitting</b>				
Project Management	2	0	0	0
Pre-Application Meeting (City of Miramar)	0	1	0	0
Pre-Application Meeting (Broward County)	0	1	0	0
Pre-Application Meeting (FDOT)	0	1	0	0
Permit Application Documentation (City of Miramar)	0	0	4	4
Permit Application Documentation (Broward County)	0	0	4	4
RAI's/Comment Responses (City of Miramar)	0	0	16	16
RAI's/Comment Responses (Broward County)	0	0	16	16
QA/QCs	2	0	0	0
<b>Permitting Total Hours</b>	<b>4</b>	<b>3</b>	<b>40</b>	<b>47</b>
<b>Permitting Total Cost</b>	<b>\$ 1,100.00</b>	<b>\$ 615.00</b>	<b>\$ 5,400.00</b>	<b>\$ 7,115.00</b>
<b>Limited Construction Administration (Optional Task)</b>				
Project Management	2	0	0	0
Pre-construction Meeting	0	2	2	4
Shop Drawing Review	0	0	0	0
RFI's	0	0	0	0
Construction Observation Meetings	0	0	0	0
Substantial Completion	0	2	12	14
Final Walk Thru	0	2	6	8
As-Built Drawings Review	0	0	0	0
Close Out	1	1	2	4
<b>Construction Administration Total Hours</b>	<b>3</b>	<b>7</b>	<b>22</b>	<b>32</b>
<b>Construction Administration Total Cost</b>	<b>\$ 825.00</b>	<b>\$ 1,435.00</b>	<b>\$ 2,970.00</b>	<b>\$ 5,230.00</b>
<b>Project Total</b>				<b>\$ 61,145.00</b>

**EXHIBIT C – CMA HOURLY RATES**

**2025 / 2026 Rate Schedule**

<b>Labor Category</b>	<b>Hourly Rates</b>
Principal Engineer	\$420.00
Senior Engineer	\$325.00
Project Engineer	\$255.00
Associate Engineer	\$165.00
Engineer	\$145.00
Principal Landscape Architect	\$275.00
Senior Landscape Architect	\$205.00
Project Landscape Architect	\$170.00
Associate Landscape Architect	\$165.00
Senior Landscape Designer	\$155.00
Landscape Designer	\$135.00
Principal Planner	\$285.00
Senior Planner	\$180.00
Project Planner	\$140.00
Associate Planner	\$105.00
Urban Designer	\$110.00
Senior Project Manager	\$310.00
Senior Environmental Scientist	\$195.00
Project Environmental Scientist	\$145.00
Senior Designer	\$225.00
Designer	\$155.00
Senior Technician	\$130.00
Technician	\$115.00
Senior Construction Specialist	\$180.00
Construction Specialist	\$155.00
Administrative Staff	\$165.00
Intern	\$75.00

*Rates Effective till September 1, 2026.*