



## PROPOSAL FOR PROFESSIONAL SERVICES

Revised May 11, 2026  
April 30, 2026 – R2  
April 3, 2026 - R1  
March 25, 2026

**City of Pembroke Pines  
Recreation and Cultural Arts**

601 City Center Way  
Pembroke Pines, FL

Attn: Christina Goulding – Assistant City Manager/ Director  
Email: [Cgoulding@ppines.com](mailto:Cgoulding@ppines.com)

**RE: New Site Improvements for Memorial Park  
Located at 601 City Center Way, Pembroke Pines, FL  
SMA Proposal #P2026-0492-0 – R3  
Work Order Request # REC02**

Dear Ms. Goulding,

Thank you for considering SMA as your trusted advisor for this project. We are pleased to submit the following proposal for professional architectural design services for New Site Improvements for Memorial Park located at 601 City Center Way, Pembroke Pines, FL (North of main building).

**Consultant Name:** Saltz Michelson Architects, Inc.

**Consultant Address:** 3501 Griffin Road, Fort Lauderdale, FL 33312

**Consultant Project Manager :** Charles A. Michelson

**Date Of Scoping Meeting:** March 11, 2026

**Project Location/ Address:** New Site Improvements for Memorial Park  
601 City Center Way, Pembroke Pines, FL

**City Department:** Recreation and Cultural Arts

**City Project Manager:** Christina Goulding

## Communication Matrix:

### SMA

Charles Michelson, Principal  
Stacy Fortin, Asst. Project Manager

### Bildworx Design

Raji Sayegh, Principal, Electrical & Technology Engineer  
(954) 933-8294  
raji@bildworx.com

### Johnson Structural

Mark Johnson, PE  
mark@johnsonstructural.com  
(561) 982-8999 x11

### KEITH Engineering

Sarah Landucci, Project Manager  
slanducci@keithteam.com  
954.788.3400

### Federal Engineering & Testing, Inc.

Scott Dyson, P.G., Geotechnical Dept. Manager  
scott@fed-eng.com  
954.784.2941

## PROJECT DETAILS:

### I. Project Understanding:

#### Key Objectives

- Expand and unify the civic plaza and adjacent open space
- Improve shade, landscape character, and day-to-day usability
- Maintain and enhance event functionality
- Improve pedestrian connectivity to Memorial Park and the waterfront
- Preserve existing parking capacity

The City Center Plaza improvements are assumed to complement, but remain independent from, the Memorial Park Improvements project located across City Center Way, which is funded and managed separately.

#### Proposed Improvements



- **Road Realignment or Removal (City-Owned Roadway):** Reconfigure or potentially remove the small public roadway separating the plaza from the open green space to create a seamless civic plaza extension.
- **Redesigned Civic Plaza:** Soften extensive paved areas; introduce shade structures, trees, and enhanced landscape elements; improve usability during non-event days.
- **Flexible Extension Plaza:** Integrate the northern grassed open space into the plaza to accommodate large events and expanded programming.
- **Drop-Off Reconfiguration:** Modify the drop-off configuration in coordination with roadway changes.
- **Gateway Features & Signage:** Establish stronger civic identity and wayfinding.
- **Waterfront Landscape Edge:** Create a landscaped linear edge along the lake; evaluate decorative fencing while maintaining event flexibility.
- **ADA & Event Infrastructure:** Incorporate ADA upgrades, staging access, food truck support, maintenance access, and utility considerations for festivals and large scale events.

## II. Scope of Services:

### ➤ **Task 1 – Data Collection:**

Collection and review of existing documents, visit site, prepare geotechnical testings.

### ➤ **Task 2 – Project Management:**

Coordination of project term activities including identifying, deliverables, quality control, contracts, invoicing and internal coordination meetings

### ➤ **Task 3 – Planning:**

Project planning and scheduling site approval planning.

### ➤ **Task 4 – Development of Project Deliverables:**

Our deliverables will include:

#### a. Phase I: Schematic Design – 30% Documents

Our schematic design submittal will include creating initial design sketches that establish the conceptual layout, scale, and relationships between building components, serving as the foundation for our design. The design team will provide up to five (5) conceptual design options for the Client's final selection to proceed with Design Development. At the conclusion of this phase, a Schematic set of pricing drawings and outline specifications will be provided to confirm the design is tracking with the project budget. This phase will include:

**Duration:** 10 Weeks from approval of Programming phase.

#### **Deliverables:**

- Up to Five (5) Conceptual Drawings for Client Selection
- Schematic Design set of drawings and outline specifications.

#### **Meetings:**

- Weekly Design Team Coordination Meetings (total of 4 meetings)



- Biweekly Client progress meetings (total of 3 meetings)
- The Final Schematic Design will be presented for Client's approval. (1 meeting)

**b. Phase II: Site Plan Approval Phase**

Considering the redesigned civic plaza and road removal, we believe that a Site Plan Approval will be required with the City of Pembroke Pines Development Review Committee. If the DRC requires a standard Site Plan Approval process, the duration could take 12 weeks or longer depending on the City's concerns and issues. To obtain this approval, the following will be provided.

**Duration:** 12 to 16 Weeks (Phase overlaps and can run concurrent with the Design Development Phase if deemed prudent)

**Deliverables:**

- SMA will coordinate with the municipality for the necessary submissions and approvals for DRC Review and P&Z.
- Preparation of a technical site plan and submittal to the City's DRC & P&Z Committee for staff review.
- Upon receipt of the Staff comments we will make the required revisions and prepare a formal application for site plan approval to the City of Pembroke Pines.
- If a formal hearing is required, we will provide representation at Staff meetings and public hearings.

**Meetings:**

- Coordination meetings with Client (up to 3 meetings)
- Preliminary meeting with city's planning advisory committee staff. (total 1 meeting)
- Meeting with the Planning and Zoning Department to present the Site Plan Approval Documents and respond to their questions and comments. (up to 2 meetings)

**c. Phase III: Design Development\_– 60% Documents**

Once a final schematic plan and site plan approval has been approved in writing by the Client, the SMA team will commence with the Design Development phase. The main purpose of this Design Development Phase is to refine all elements of the design. Furniture, fixtures and equipment will be chosen, building systems will be defined, and a fitment plan will be prepared to confirm that all equipment and systems fit into the designated spaces. The drawings will be developed to clearly explain the design of the space, and a finishes color palette will be prepared. The Schematic pricing drawings will be updated to allow pricing to be confirmed.

**Duration:** 12 Weeks from Schematic Design Written Approval.

**Deliverables:**

- By the end of the Design Development phase, SMA team will have produced a final design of the project with progress drawings and descriptions of all elements and systems.



- Design Team will present the Design Development Documents to the Client. Once approved, the design team will be ready to move on to the next phase, Construction Documents.

**Meetings:**

- Weekly Design Team Coordination Meetings (total of 8 meetings)
- Biweekly Client Progress meetings (total of 7)
- The Final Design Development Documents will be presented for approval to Client.

**d. Phase IV: Construction Documents – 90% Documents**

Upon the completion and written approval of the Design Development Drawings, the SMA team will start preparing construction documents. The construction drawings shall include all disciplines necessary to obtain building permits.

**Duration:** 10 Weeks from written approval of Design Development

**Deliverables:**

- SMA will provide 60% Construction Document Set and submit it to Client for review and document.
- An in-house Estimate of Probable Construction Cost will be provided based on the 60% Construction Documents and our experience with costs of similar construction projects.
- Upon approval of the 60% Construction Cost, we shall develop the construction documents to the 90% completion.
- SMA will provide 90% Construction Document set for client review.

**e. Phase V: 100% Documents**

Upon completion of 100% construction drawings, we shall issue a set of digitally signed and sealed PDF documents for building permits and for Client's use.

**Meetings**

- Biweekly progress meeting with Client. *(total of 4 meetings)*
- Weekly Design team coordination meetings *(total of 6 meetings)*

➤ **Task 5 – Permitting Assistance:**

Consultant will provide response to building department's permit review comments including a narrative of all revisions to acquire building permit.

➤ **Task 6 – Procurement/ Solicitation Assistance:**

Bidding

The design team will assist the Owner in the preparation of the bid documents and in selection of the General Contractor to construct the project.

**Duration:** To Be Determined

**Deliverables:**

- Coordinate the bidding phase with selected General Contractors



- Answer bidder's questions and provide written clarifications where necessary.
- Assist the Owner in obtaining bids from bidding contractors
- Assist the owner in awarding and coordinating the contracts for construction.

**Meetings**

- Meeting with Client to coordinate bidding procedure
- Meeting with Client to evaluate the bids received and select Contractor

➤ **Task 7 - Construction Administration:** Not included

**III. Project Schedule:**

<b>Schedule (from NTP Date)</b>	
Schematic Design	10 weeks
Site Plan Approval*	14 weeks
Design Development*	12 weeks
Construction Documents	10 weeks
Bidding and Negotiations	TBD
Construction Administration	TBD

\*Does not include City's review time.

**IV. Opinion of Probable Construction Cost:**

To be provided at each phase submission.

**V. Sub-Consultants:**

**Architectural** - Saltz Michelson Architects

**MEP** - BILDWORX

**Structural** - Johnson Structural Group

**Geotechnical** – Federal Engineering & Testing, Inc.

**Civil / Landscape** – Keith Engineering

**VI. City Furnished Documents & Data:**

1. Survey and existing site drawings

**VII. Meetings and Site Visits:**

See meetings in the phases outlined above



**VIII. Compensation:**

Saltz Michelson Architects, Inc.							
Memorial Park Renovations & Site Improvements							
SMA# P2026-0492							
Work Order Request #REC02							
5/11/2026							
	SMA	Johnson	Bildworx	Federal	Keith	Keith	Totals
	Architectural	Structural	MEP	Geotechnical	Civil	Landscape	
Data Collection	\$ 13,430.00	\$ -	\$ -	\$ 28,921.70		\$ 22,530.00	\$64,881.70
Project Management	\$ 12,830.00	\$ -	\$ -	\$ -	\$ 4,875.00	\$ 4,875.00	\$22,580.00
Planning	\$ 9,890.00	\$ 16,860.00	\$ 5,067.50	\$ -	\$ 19,725.00	\$ 27,715.00	\$79,257.50
Development of Product Deliverables	\$ 65,020.00	\$ -	\$ -	\$ -	\$ 42,975.00	\$ 32,320.00	\$140,315.00
Bidding	\$ -	\$ -	\$ 857.50	\$ -		\$ -	\$ 857.50
Permitting Assistance	\$ 5,820.00	\$ 807.50	\$ 1,435.50	\$ -	\$ 16,020.00	\$ -	\$24,083.00
Procurement/ Solicitation Assistance	\$ 6,270.00	\$ -		\$ -		\$ -	\$ 6,270.00
Construction Administration				\$ -			\$0.00
<b>Total Per Firm:</b>	\$113,260.00	\$ 17,667.50	\$ 7,360.50	\$ 28,921.70	\$ 83,595.00	\$87,440.00	\$338,244.70
						<b>Reimbursables</b>	\$2,500.00
						<b>Lump Sum</b>	\$340,744.70

Services will be included monthly for services rendered

**IX. Services Not Included:**

Survey and as-built documentation

**X. Additional Services:** TBD

**XI. Assumptions & Conditions:**

- The above listed deliverables, upon review and approval by the Client will serve as the basis for the remaining work to be done by the design team. If any change made subsequently by Client requires the design team to perform rework, such rework will be considered an additional service, and the design team will submit an Additional Service Fee Proposal for approval prior to making changes.
- This fee proposal includes the following disciplines: Architectural, Civil, Landscape, Structural and MEP Engineering. If work by other disciplines is found to be necessary, it will be performed as an additional service.
- Professional Construction Cost Estimate provided by a Third Party is not included. Should the Client require one, it will be provided as an additional service.
- This project is not intended to achieve LEED Certification.
- Soils mitigation and coordination of any soil mitigation is not included in this proposal.
- ALTA and Tree Survey if found to be required will be provided by others, and it is not included in this fee.
- Environmental testing and reporting is not included in this proposal.
- The term of this proposal will be for services rendered through 68 weeks from the Notice to Proceed. Should the schedule be extended, we will negotiate a fair and reasonable adjustment.
- A reimbursable fund of \$2,500.00 is included in this fee. The purpose of this fund will be to pay for any reimbursable costs such as printing and overnight deliveries. Reimbursables are billed at direct costs and backup will be provided with invoices that tap this fund.



**XII. Other Information:** N/A

We welcome the opportunity of assisting you with this project. If you have any questions regarding the above information, please do not hesitate to contact our offices. **All the terms of this agreement are in accordance with our current agreement with the City of Pembroke Pines.**

We are looking forward to continuing working with you,

Sincerely,  
Saltz Michelson Architects, Inc.



Charles A. Michelson, AIA, AHCA, LEED AP  
President

CAM:as | Proposals\2026 Proposals\P2026-0492-0 CITY OF PEMBROKE PINES (Memorial Park Renovations & Improvements)



**Saltz Michelson Architects**

3501 Griffin Road - Fort Lauderdale FL 33312

[project@saltzmichelson.com](mailto:project@saltzmichelson.com)

954-266-2700

Client: **City Of Pembroke Pines**  
 Project Name: **Memorial Park**  
 Date: **11-May-26**

Task by Person			Data Collection		Project Management		Planning		Development of Product Deliverables		Permitting Assistance		Procurement/Solicitation Assistance		Grand Total	
Employee Title	Employee Name	Billable Rate	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
Principal	Charles Michelson	\$ 285.00	8	\$ 2,280.00	8	\$ 2,280.00	4	\$ 1,140.00	12	\$ 3,420.00	2	\$ 570.00	2	\$ 570.00	36	\$ 10,260.00
Senior Project Manager/QC	Sheffey Devier	\$ 250.00		\$ -	2	\$ 500.00	2	\$ 500.00	32	\$ 8,000.00		\$ -		\$ -	36	\$ 9,000.00
			0	\$ -		\$ -		\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Project Manager	Stacy Fortin	\$ 150.00	40	\$ 6,000.00	60	\$ 9,000.00	40	\$ 6,000.00	200	\$ 30,000.00	24	\$ 3,600.00	24	\$ 3,600.00	388	\$ 58,200.00
BIM Manager	Bruno Freitas Senna da	\$ 150.00		\$ -	4	\$ 600.00	1	\$ 150.00	16	\$ 2,400.00		\$ -		\$ -	21	\$ 3,150.00
Staff Architect	Guillermo Saez	\$ 125.00	40	\$ 5,000.00		\$ -	12	\$ 1,500.00	160	\$ 20,000.00	12	\$ 1,500.00	12	\$ 1,500.00	236	\$ 29,500.00
Administrative Assistant	Adrienne Spatafora	\$ 75.00	2	\$ 150.00	6	\$ 450.00	8	\$ 600.00	16	\$ 1,200.00	2	\$ 150.00	8	\$ 600.00	42	\$ 3,150.00
			<b>90</b>	<b>\$13,430.00</b>	<b>80</b>	<b>\$12,830.00</b>	<b>67</b>	<b>\$9,890.00</b>	<b>436</b>	<b>\$65,020.00</b>	<b>40</b>	<b>\$5,820.00</b>	<b>46</b>	<b>\$6,270.00</b>	<b>759</b>	<b>\$113,260.00</b>

<b>Saltz Michelson Architects, Inc.</b>								
Memorial Park Renovations & Site Improvements								
SMA# P2026-0492								
Work Order Request #REC02								
5/11/2026								
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	Bidding	\$ -	\$ -	\$ 857.50	\$ -		\$ -	\$ 857.50
	Permitting Assistance	\$ 5,820.00	\$ 807.50	\$ 1,435.50	\$ -	\$ 16,020.00	\$ -	\$24,083.00
	Procurement/ Solicitation Assistance	\$ 6,270.00	\$ -		\$ -		\$ -	\$ 6,270.00
	Construction Administration				\$ -			\$0.00
	<b>Total Per Firm:</b>	\$113,260.00	\$ 17,667.50	\$ 7,360.50	\$ 28,921.70	\$ 83,595.00	\$87,440.00	\$338,244.70
							<b>Reimbursables</b>	\$2,500.00
							<b>Lump Sum</b>	\$340,744.70

April 1, 2026

Mr. Charles Michelson  
Saltz Michelson Architects  
3501 Griffin Road  
Fort Lauderdale, FL 33312



**REVISED PROPOSAL**

Dear Mr. Michelson,

We respectfully submit the following proposal for providing structural design for the **Pembroke Pines Memorial Park Renovation**. This existing park has also been poorly planned as it was developed over time. The desire is to make it a cohesive space that is inviting and useful for the residents. Increased green space, relocating the monument features, adding a splash pad, expanding the playground, and addition of a bathroom building and pavilion. There will be an entry sign at the southern side of the property to mark the entrance. This park is adjacent to the City Center which is also undergoing an enhancement. Design elements from the plaza may also be included in the park to create cohesion of space.

Our scope of services includes attending virtual meetings to develop the program, providing construction documents and responding to building department comments. The total fee for this project is \$ 17,667.50 broken down per the attached fees schedule. Construction Administration will be a separate additional service. Special inspections are not included in this fee. Printing and delivery of documents will be passed on at cost.

We look forward to working with you on this project. Please sign and return via e-mail this proposal at your earliest convenience so that we may begin working on your project.

Sincerely,  
JOHNSON STRUCTURAL GROUP, INC.

*Mark Johnson*  
Mark Johnson, P.E., SECB  
President

I agree to the above proposal with the outlined payment terms:

Name & Title – Printed	Signature	Date

**PLEASE NOTE ACCORDING TO FLORIDA STATUTE 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**



April 29, 2026

Charles Michelson, AIA ACHA LEED AP  
President  
Saltz Michelson Architects  
3501 Griffin Road  
Fort Lauderdale, FL 33312

**RE: REVISED – Proposal for Engineering Design Services for Pembroke Pines Memorial Park Renovation.**

Dear Charles,

We are pleased to provide you with the following proposal for engineering design services for exterior renovations at the City of Pembroke Pines Memorial Park located at 601 City Ctr Wy, Pembroke Pines, FL 33025.

## **PROJECT DESCRIPTION**

The project consists of providing electrical engineering design for exterior renovations to the park. This includes relocating and enhancing the playground for ADA inclusivity, install a new splash pad, add walking paths around the park, and update all light fixtures in the park.

The current restroom building and parking lot are existing to remain and are anticipated to be sufficient for the park renovations.

## **SCOPE OF WORK**

Bildworx Design will provide engineering design services as described below.

### **Engineering Design**

- Site Investigation
  - One (1) initial site visit to document existing conditions.

- Power Distribution Design
  - Power distribution design for site lighting in renovated park.
  - Power for 3-phase receptacles for event power.
  - Power connection for gateway signage.
  - Power for new splash pad equipment.
  - No conduit distribution for technology and security equipment is included at this time.
- Lighting Design
  - Lighting design and lighting controls for park, including new pedestrian walkways.

The design will include code reviews, coordination with Authorities Having Jurisdiction (AHJ), and development of all drawings and specifications necessary for soliciting competitive bids for the installation of these systems.

### **Permitting Support**

Bildworx Design can provide permitting support services including the following:

- Review and response to building department plan review comments.

### **Bidding Support**

Bildworx Design will provide bidding support services including the following:

- Response to pre-bid RFIs from General Contractor.

### **ASSUMPTIONS/ CLARIFICATIONS**

The following assumptions / clarifications apply to this proposal:

1. Background architectural CAD drawings will be provided by others.
2. Existing service is adequate for the renovations and will not require upgrading.
3. Splash pad design and equipment by others.

## EXCLUSIONS

The following items are excluded or can be provided at an additional fee:

1. Work by architectural, civil, structural, and any other trade not listed under Scope of Work.
2. Upgrades to existing electrical service.
3. Mechanical, plumbing, fire alarm, and fire protection system design.
4. Lightning protection system design.
5. Construction Administration services.
6. Any work outside of the area in scope, including any upgrades related to building code deficiencies.
7. MEP Record drawings based on contractor As-Built drawings.
8. Short circuit, Arcflash, and coordination studies.
9. Any scope items not listed under scope of work will be provided for an additional fee.

## SCHEDULE

Detailed project schedule will be developed in conjunction with other team members and client at a later date. Please allow a minimum of 3 weeks after receiving backgrounds to proceed for any deliverables.

## FEE PROPOSAL SUMMARY

We propose to perform the Scope of Work for the following lump sum costs:

Engineering Design Subtotal	\$5,067.50
Permitting Support	\$1,435.00
Bidding Support	\$857.50
<b>TOTAL FEE (LUMP SUM)</b>	<b>\$7,360.00</b>

Additional Services, Site Visits, and CA Billed at an hourly rate of \$250

## **PAYMENT TERMS**

Bildworx Design will follow the same payment terms between the client and the architect. Bildworx Design anticipates receiving payment from architect within 10 days of architect's receipt of payment from client. We anticipate the payment schedule for this project to be as follows:

Delivery of Site Visit and Design Development Documents .....	\$3,022.50
Delivery of Signed and Sealed Construction Documents.....	\$2,045.00
Permitting Support.....	\$1,435.00
Bidding Support.....	\$857.50

Invoices will be submitted monthly based upon services rendered for the month.

## **REIMBURSABLE COSTS**

Bildworx Design will invoice all reimbursable expenses at cost according to agreed terms. Reimbursable costs will include printing costs and miscellaneous project expenses.

Estimate of Reimbursable Cost	\$800.00
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## **CHANGES AND ADDITIONAL SERVICES**

Services, which are not specifically described in the Scope of Service section above, are considered Additional Services.

Bildworx Design will not perform Additional Services or make changes, reductions or additions to the agreed scope of services without written pre-authorization.

Additional Services will be invoiced in accordance with agreed additional services scope and fee.

## **STANDARD OF CARE**

In performing our services, we will use that degree of care and skill ordinarily exercised by members of our profession practicing in the same or similar locality, under similar circumstances.

## LIMITATION OF LIABILITY

In consideration of the Engineer's fee agreed to under this Agreement, the Client hereby agrees that to the fullest extent permitted by law, the Engineer's total liability to Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes whether sounding in tort or contract, including but not limited to the Engineer's negligence, errors, omissions, breach of contract or breach of warranty shall not exceed the amount of insurance coverage available to the Engineer at the time of settlement of the claim or the rendering of a judgment. Additionally, for projects not exceeding \$50,000 in Engineer's Fee, this limit of liability shall not exceed \$50,000.

Thank you for this opportunity. We look forward to working with you on this project. Please contact us should you have any questions or require additional information.

Sincerely,



**Sima Azar, MSEE**

President, Bildworx Design

Phone: (954) 933-8246

Email: [sima@bildworx.com](mailto:sima@bildworx.com)

Accepted by,

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments: N/A

**Provided By:** Bildworx Design  
**Project Name:** City of Pembroke Pines Memorial Park Renovation

Title	Hourly Rate	Site Visit		Design Development		Construction Documents		Permitting		Bidding		Total	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
Senior Electrical Engineer	\$ 250.00	2.0	\$ 500.00	6.0	\$ 1,500.00	5.0	\$ 1,250.00	4.0	\$ 1,000.00	3.0	\$ 750.00	20.0	\$ 5,000.00
Project Manager	\$ 175.00	0.5	\$ 87.50	1.0	\$ 175.00	1.0	\$ 175.00	1.0	\$ 175.00	0.5	\$ 87.50	4.0	\$ 700.00
Senior Designer	\$ 90.00	0.0	\$ -	8.0	\$ 720.00	6.7	\$ 600.00	2.7	\$ 240.00	0.0	\$ -	17.3	\$ 1,560.00
Administrative and Clerical	\$ 75.00	0.3	\$ 20.00	0.3	\$ 20.00	0.3	\$ 20.00	0.3	\$ 20.00	0.3	\$ 20.00	1.3	\$ 100.00
<b>Total</b>		<b>2.8</b>	<b>\$ 607.50</b>	<b>15.3</b>	<b>\$ 2,415.00</b>	<b>12.9</b>	<b>\$ 2,045.00</b>	<b>7.9</b>	<b>\$ 1,435.00</b>	<b>3.8</b>	<b>\$ 857.50</b>	<b>42.7</b>	<b>\$ 7,360.00</b>

## AGREEMENT FOR PROFESSIONAL SERVICES

April 29, 2026 (Revised)

Charles Michelson, AIA, ACHA, LEED AP  
President  
Saltz Michelson Architects  
3501 Griffin Road  
Fort Lauderdale, FL 33312  
Phone: (954) 266 – 2700  
E-mail: cmichelson@saltzmichelson.com

Project Name: Memorial Park  
Project Location: 10601 SW City Center Blvd  
Pembroke Pines, FL 33025  
KEITH Project Number: 14113.00  
KEITH Work Order Number: 02

Dear Charles Michelson:

In accordance with your request and subsequent discussions between members of our association and yourself, this agreement between Keith and Associates, Inc. dba KEITH (CONSULTANT) and Saltz Michelson Architects ("CLIENT") for professional services is submitted for your consideration and approval. The purpose of this Agreement is to outline the scope of services recommended by the CONSULTANT and accepted by CLIENT, and to establish the contractual conditions between the CONSULTANT and CLIENT with respect to the proposed services. The CONSULTANT will begin work after receipt of a fully executed copy of this Agreement. Such receipt will constitute written notice to proceed and a project schedule will be developed at that time. This proposal will remain valid for thirty (30) days.

### PROJECT UNDERSTANDING

The CLIENT has requested that the CONSULTANT assist in the re-design and development of Memorial Park, to the west of the Charles F. Dodge City Center. The PROJECT SITE is located at 10601 SW City Center Blvd, Pembroke Pines, FL 33025. The property consists of a portion of one (1) parcel that includes folio number 5141 1824 0010 and the OWNER of the property is listed as the CITY OF PEMBROKE PINES. The project includes re-development of the existing Memorial Park. Program elements include additional green space, open lawn area, flexible green space, an interactive water feature / splash pad, a new or expanded playground, pedestrian pathways and park signage. Additional information in graphic format is included on the following page.

The CONSULTANT will be responsible for the following disciplines: Planning, Civil Engineering, and Landscape Architecture. The scope of work is specifically described on the following pages and does not include work by other necessary disciplines unless specifically noted in the contract. The CLIENT/OWNER is responsible for all other disciplines to complete the project. The CONSULTANT has identified the following agencies that will require coordination, submittals and/or permitting throughout the project: City of Pembroke Pines, Broward County. If additional agency coordination is required, this will be included as a contract addendum.

The CLIENT is responsible to provide project program and budget as well as electronic CAD files including survey, site lighting backgrounds, architectural backgrounds and other backgrounds as needed for coordination. The CONSULTANT has not included any potential scope of work that is offsite. Offsite improvements that may result as a part of this project will be considered as additional service and contracted if necessary through an addendum to this agreement. The CONSULTANT will work to identify any potential offsite improvements as early as possible for the CLIENT/OWNER review.

CAD Standards: The CONSULTANT will use its CAD standards to create and complete all CAD-based deliverables within this agreement.

**PROJECT AREAS – CONCEPTUAL MASTERPLAN**



FIGURE 172 – MEMORIAL PARK CONCEPT DIAGRAM

## PROJECT SCOPE

The CONSULTANT will provide the below services to assist the CLIENT and Project Team.

### Survey

- ALTA/NSPS
- Topography
- Boundary
- Sketch and Description
- Construction Layout
- Construction As-Built
- Other \_\_\_\_\_

### SUE

- Horizontal Designation
- Location Services
- Utility Mapping
- Records Research
- Other \_\_\_\_\_

### Planning Services

- Due Diligence
- Platting
- Rezoning
- Conditional Use Permit
- Right of Way Vacation
- Site Plan Processing and Coordination
- Site Plan Preparation
- Other \_\_\_\_\_

### Civil Engineering Services

- Paving, Grading and Drainage
- Water Distribution and Sanitary Sewer
- Erosion Control Plan
- Other \_\_\_\_\_

### Transportation Engineering Services

- Major Roadway
- Minor Roadway
- Drainage
- Maintenance of Traffic Plans
- Quality Control
- Other \_\_\_\_\_

### Traffic Engineering Services

- Traffic Impact Study
- Traffic Impact Statement
- Parking Study
- Pavement Marking and Signage
- Signalization
- Roadway Lighting
- Other \_\_\_\_\_

### Landscape Architecture Services

- Hardscape and Paving
- Fine Grading
- Landscape
- Irrigation
- Site Lighting / Photometrics
- Water Features
- Specialty Features
- Tree Inventory & Analysis
- Amenity Deck(s)
- Other \_\_\_\_\_

### Construction/Program Management Services

- Permitting
- Bidding Assistance
- Building Permit Coordination
- Construction Observation
- Construction Certification
- Other \_\_\_\_\_

*It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.*



## DESCRIPTION OF SERVICES AND DELIVERABLES

### MEETINGS AND COORDINATION

#### **Task 001 Team Meetings and Meetings with Government Agencies / Permit Authorities**

CONSULTANT will coordinate, prepare for and attend meetings with Government Agencies, including project orientation meetings, review with City Planning, Zoning, Fire Marshall, Engineering, and Utility representatives, and coordinate with applicable State and County Agencies required for final permit submittals.

CONSULTANT will prepare for and attend all team meetings on an as needed basis for the duration of the project. CONSULTANT will be represented at reoccurring team meetings by the project manager and when necessary any team experts for specific disciplines.

For all applicable meetings CONSULTANT will provide meeting minutes for the use of capturing discussion items, setting action items as well as follow-up. Unless directed otherwise by the CLIENT these meeting minutes will only serve to capture the items directly responsible to the CONSULTANT team and the interaction with agencies and/or the CLIENT.

#### **Task 002 Quality Control & Quality Assurance (QC/QA)**

CONSULTANT employs a Quality Control (QC) and Quality Assurance (QA) process on all project tasks to ensure all projects meet the highest standards of quality, regulatory requirements, best practices and ultimately client satisfaction. Quality is achieved through proper planning, coordination, supervision, technical direction, definition of job requirements and by skilled personnel performing their work functions carefully. Quality is controlled through checking, reviewing, and surveillance of work activities by individuals who are not directly responsible for performing the initial work activity. Quality is verified by having a manager or designee performing Quality Assurance functions consisting of surveillance and auditing of the work and the procedures followed when performing the work. Quality is assured through independent reviews by qualified staff of the processes, procedures, documentation, supervision, technical directions, and staffing associated with the project.

### PLANNING SERVICES

#### **Task 301 Site Plan Preparation**

Once the City has selected the preferred concept, CONSULTANT will prepare one (1) dimensioned / detailed Site Plan in accordance with the requirements of the City Land Development Code which will include proposed building locations (if applicable), vehicular circulation, required landscape areas/buffers, parking requirements, setbacks, dumpster location, fire access and other issues required by City Land Development Code.

*NOTE: Site Plan Processing will be by the CLIENT and is not included in this proposal.*

*Illustrative Site Plan and presentation support materials included under Tasks 701 and 703.*

### CIVIL ENGINEERING SERVICES

#### **Task 401 Civil Engineering Schematic Design (SD) / Site Plan / DRC**

##### **Preliminary Civil Engineering Design Plans**

The Preliminary Plans are for regulatory agency Development Review Committee (DRC), Site Plan review and approval.

CONSULTANT will research existing available records for the project and prepare preliminary civil engineering plans for the infrastructure improvements to support the processing of the site plan layout for the Project. The preliminary civil engineering plans will be prepared in accordance with the CLIENT



and regulatory agency requirements and will include Paving, Grading and Drainage, Water and Sewer System adjustments and services.

The preliminary engineering plan will include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied upon by CONSULTANT in the preliminary design phase. Final design will require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by CONSULTANT. CONSULTANT will utilize a topographic survey and site plan supplied by the CLIENT, either as identified elsewhere in this agreement or from the CLIENT's other Consultant / Surveyor, as a base for the preliminary civil plans.

Preliminary water, sanitary sewer and drainage calculations will be performed to address the impacts of the proposed development relating to the requirements of the site plan submission. One preliminary engineering plan will be prepared based on the supplied site plan design.

The plans will contain the location of the proposed site lighting as designed by the Client's other Consultants. This proposal does not include the design of the site or roadway lighting system(s).

#### **Deliverables**

1. Preliminary Design Plans.
2. Preliminary Water, Sewer and Drainage Calculations as required.

#### **Task 402 Civil Engineering Design Development (DD)**

##### **Paving, Grading, and Drainage Plans**

CONSULTANT will prepare on-site paving, grading, and drainage construction plans, to support the proposed development, which meet the requirements of the jurisdictional regulatory agencies. Calculations will be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal. The stormwater management system will address water quality treatment and water quantity storage to meet the requirements of the jurisdictional agencies. It is anticipated that the proposed drainage system will consist of a series of catch basins, pipes, swales, and/or dry retention areas. Exfiltration trenches may be proposed for water quality treatment. Typical sections and standard paving and drainage details and notes for the construction of the paving, grading, and drainage system are included. Soils percolation tests to satisfy regulatory agency requirements will be performed by others as required.

No offsite roadway improvements beyond a direct driveway connection to the immediately adjacent road are anticipated and as such not included in this Agreement. Fees for these services will be submitted to CLIENT as additional services under a contract addendum if required.

##### **Pavement Marking and Signing Plans**

CONSULTANT will prepare a signing and pavement marking plan for the project that meets the requirements of the regulatory agencies. This plan will include standard details and notes.

##### **Water Distribution and Sanitary Sewer Plans**

CONSULTANT will prepare combined water distribution and sanitary sewer system plans to service the proposed development. Water and sanitary sewer calculations will be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal.

It is anticipated that all existing utility infrastructure is adequate to provide the required domestic water, fire, and sanitary sewer services to the proposed improvements. An evaluation of the existing infrastructure regarding capacity to service the proposed development will be made. Design services for Public Infrastructure improvements required to serve the proposed development will be addressed with a supplemental additional services agreement. These engineering services do not include the



extension/replacement and/or upsizing of any water and/or sanitary sewer mains surrounding the site. Services associated with designing and permitting any off-site infrastructure improvements (including off-site lift stations) required to provide service to the site will be addressed as additional services.

### **Erosion Control Plans**

CONSULTANT will prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) will include standard details and notes to meet the requirements of the regulatory agencies.

### **Demolition Plan**

CONSULTANT will prepare Plans incorporating removal of the existing improvements in conflict with the proposed facilities. This plan will include standard details and notes. Should permitting be required for this work, it will need to be provided by a licensed demolition contractor.

*Note: The use of explosive demolition materials and the assessment for or removal of hazardous materials or toxic waste are not included in these services and will not be incorporated in the Demolition Plan.*

### **Deliverables**

1. Construction Documents (60% Documents) for above referenced Plans.
2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate document for inclusion in the Contract Document Specification book.)
3. Water, Sewer and Drainage Calculations as required.

## **Task 403 Civil Engineering Construction Documents (CD)**

### **Paving, Grading, and Drainage Plans**

CONSULTANT will prepare on-site paving, grading, and drainage construction plans, to support the proposed development, which meet the requirements of the jurisdictional regulatory agencies. Calculations will be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal. The stormwater management system will address water quality treatment and water quantity storage to meet the requirements of the jurisdictional agencies. It is anticipated that the proposed drainage system will consist of a series of catch basins, pipes, swales, and/or dry retention areas. Exfiltration trenches may be proposed for water quality treatment. Typical sections and standard paving and drainage details and notes for the construction of the paving, grading, and drainage system are included. Soils percolation tests to satisfy regulatory agency requirements will be performed by others as required.

No offsite roadway improvements beyond a direct driveway connection to the immediately adjacent road are anticipated and as such not included in this Agreement. Fees for these services will be submitted to CLIENT as additional services under a contract addendum if required.

### **Pavement Marking and Signing Plans**

CONSULTANT will prepare a signing and pavement marking plan for the project that meets the requirements of the regulatory agencies. This plan will include standard details and notes.



### **Water Distribution and Sanitary Sewer Plans**

CONSULTANT will prepare combined water distribution and sanitary sewer system plans to service the proposed development. Water and sanitary sewer calculations will be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal.

It is anticipated that all existing utility infrastructure is adequate to provide the required domestic water, fire, and sanitary sewer services to the proposed improvements. An evaluation of the existing infrastructure regarding capacity to service the proposed development will be made. Design services for Public Infrastructure improvements required to serve the proposed development will be addressed with a supplemental additional services agreement. These engineering services do not include the extension/replacement and/or upsizing of any water and/or sanitary sewer mains surrounding the site. Services associated with designing and permitting any off-site infrastructure improvements (including off-site lift stations) required to provide service to the site will be addressed as additional services.

### **Erosion Control Plans**

CONSULTANT will prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) will include standard details and notes to meet the requirements of the regulatory agencies.

### **Demolition Plan**

CONSULTANT will prepare Plans incorporating removal of the existing improvements in conflict with the proposed facilities. This plan will include standard details and notes. Should permitting be required for this work, it will need to be provided by a licensed demolition contractor.

*Note: The use of explosive demolition materials and the assessment for or removal of hazardous materials or toxic waste are not included in these services and will not be incorporated in the Demolition Plan.*

#### **Deliverables**

1. Construction Documents (90% and Final Construction Documents) for above referenced Plans.
2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate document for inclusion in the Contract Document Specification book.)
3. Water, Sewer and Drainage Calculations as required.
4. Opinion of Probable Cost

### **Task 404 Civil Engineering Permitting**

CONSULTANT will prepare and submit the permit applications for the construction of the following improvements and process them through the following regulatory agencies:

#### **Development Review**

- Site Plan/Design Review (assumes site plan approval process to be led by CLIENT).
- City – Planning and Development Board.
- Floodplain Management.

#### **Water and Sewer System**

- Florida Department of Environmental Protection (FDEP) –Water and Sanitary Sewer.
- City of Pembroke Pines– Water and Sanitary Sewer.



### **Paving, Grading, and Drainage System**

- South Broward Drainage District – Stormwater.
- Florida Department of Environmental Protection (FDEP) – Stormwater ERP.
- City Engineering Division.

### **Pavement Markings and Signage**

- City Engineering.

CONSULTANT will supply erosion control plans and ERP / Surface Water management permits, to the owner and building contractor for contractor's use in preparing the NPDES Storm Water Pollution Prevention Plan (SWPPP) and securing the required NPDES Construction Activity Permit. The contractor (as permittee) is responsible to monitor the construction activity for compliance with the NPDES permit and report to FDEP in accordance with the Permit.

If additional permits are required, CONSULTANT will process them and the fees for these additional services will be submitted to CLIENT as additional services under a contract addendum if required.

CONSULTANT will handle coordination with the Geotechnical Engineer and provide updates to the CLIENT on the status of the geotechnical testing.

#### **Deliverables**

1. Permit applications and submittal documents required for above listed regulatory agencies for the listed project improvements.

## **LANDSCAPE ARCHITECTURE SERVICES**

### **Task 701 Due Diligence and Conceptual Design**

The purpose of this task is to work collaboratively with the design team to understand the context and influences on the project and to develop an overview of the existing property, code, and regulatory constraints and required agency coordination to understand potential strengths, weaknesses, and opportunities of the site. These findings will be utilized as a starting point for the conceptual design and to confirm the desired program for the project moving forward.

Based on the Due Diligence, the purpose of this task is to work collaboratively with the design team to develop the "big ideas" and to communicate these to the Team and various stakeholders for review and discussion. CONSULTANT will develop concepts that will be preliminary in nature and are not intended as construction documents. They will be presented in a draft and final presentation allowing input and development of the ideas - two concepts will be initially provided for CLIENT review and comment. Following this review, CONSULTANT will then develop a Final Conceptual presentation in coordination with the overall team incorporating all previous feedback for review/approval of the CLIENT.

#### **Deliverables**

Initial Concept Package

- a. Illustrative Site Plan
- b. Character Imagery

Final Concept Package

- a. Illustrative Site Plan
- b. Supporting Diagrams and/or Section Elevations
- c. Character Imagery
- d. 3D perspective renderings to support Final Concept (up to 3 photo realistic)



### **Task 702 Landscape Schematic Design (SD) / Site Plan / DRC**

CONSULTANT will prepare for the approval of the Client the schematic design documents. The purpose of this task is to work collaboratively with the design team to finalize the optimum arrangement of program and site design elements. These drawings will be in sufficient detail for submittal to the City review agency.

The following elements will be addressed in the schematic design phase:

1. Site program
  - a. Landscape treatment and design approach.
  - b. Hardscape and vehicular treatments.
  - c. Pedestrian circulation and access issues identified in conceptual programming.
  - d. Playground area(s) including aesthetic character and layout only.
  - e. Shade Structure(s)
  - f. Water feature areas including aesthetic character and layout only.

#### **Deliverables**

1. CONSULTANT will furnish the schematic design submittal, which will be sufficient detail for Site Plan Application Submittal for Landscape. This submittal also includes a revision for response to City Comments. Changes to the plan due to other disciplines are not included.
  - a. Landscape Plan – Specification, quantity, layout, calculations, notes and details.
  - b. Tree Disposition Plan (as noted in Task 703)
  - c. Irrigation Statement – Narrative of minimum requirements for irrigation.
  - g. Lighting Coordination – Fixture selection and coordination only; *lighting, photometric and electrical engineering plans by others*

*NOTE: This task includes up to two (2) drawing revisions with corresponding comment response letters with the intent of obtaining city approval. If additional revisions are required as a result of city, CLIENT and/or Design Team changes, a contract addendum will be submitted to the CLIENT.*

### **Task 703 Tree Inventory and Appraisal by Certified Arborist**

CONSULTANT will visit the project to confirm and evaluate the location, size and quality of existing trees on the project site and identify which trees are to be removed or relocated, as well as any remaining trees that will require protection. Tree locations to be based on the tree survey provided by the CLIENT.

#### **Deliverables**

1. CONSULTANT will develop a Tree Disposition Plan depicting all existing trees on the project site. This plan will indicate species (scientific and common name), size (DBH, height and canopy spread) and condition according to ISA regional information. Plan will also note which trees are to be removed, which are to be relocated, and which are to remain and be protected throughout construction.
2. CONSULTANT will develop a table including basic tabulations and calculations for tree removal and mitigation as required by local jurisdiction.

*NOTE: Upon preliminary review, It is assumed that no arborist reports will be required for this project. If determined this is required, a contract addendum will be submitted to the CLIENT.*

### **Task 704 Landscape Design Development (DD)**

Based on the completed Schematic Design the team will develop the Design Development documents. The purpose of this phase is to develop a clear understanding of the materials and finish for the project elements. The drawings developed during this phase will be more detailed in nature, but will not be considered construction documents. The drawings will be produced in ACAD format with supplemental hand drawings and character imagery.



### Deliverables

1. Design Development Package (30% Construction Documents)
  - a. Hardscape and Layout Plan – Material type and layout
  - b. Hardscape Details – General details and section/elevations for character and project understanding - *All structural engineering by others and not included in this proposal.*
  - c. Landscape Plan and Details – Key elements, layout and coordination
  - d. Irrigation Plans and Details – Determination of water source and head layout
  - h. Lighting Coordination – Fixture selection and layout coordination only; *Lighting, Photometric and Electrical Plans by others*
  - i. Playground Equipment – equipment layout and material selections
  - j. Water Feature Sections/Elevations and Design Intent Details (up to (1) water feature) – *Aquatic Engineering by others*
  - k. Shade Structure(s)
  - e. Site Furniture – Furniture layout and general type of elements
2. *3D Perspective Renderings are not included in this task, but can be added if requested by the client and included as additional services.*

### Task 705 Landscape Construction Documents (CD)

Based on the approved Design Development, CONSULTANT will develop the construction documents in coordination with the overall design team and CLIENT. The drawings will be developed in a 60% or preliminary documentation for review and coordination, as well as a final for Permit or 100% Construction Documentation.

### Deliverables

1. Construction Documents (60% and Final Construction Documents)
  - a. Hardscape & Layout Plan – Material type and layout.
  - b. Hardscape Details – General details and section/elevations for character and project understanding - *All structural engineering by others and not included in this proposal.*
  - c. Landscape Plan and Details – Specific elements, specification, quantity, layout, notes and details.
  - d. Tree Disposition Plan (per task 703) – Updated as required.
  - e. Irrigation Plans and Details – Point of connection, head layout, piping, equipment schedule and details.
  - f. Lighting Coordination – Fixture selection and layout coordination only; *Lighting, Photometric and Electrical Plans by others.*
  - g. Playground Equipment - Playground equipment layout and specific catalogue cuts and material selections - *Structural Engineered Shop Drawings required by Florida Building Code to be provided by the Playground Equipment manufacturer or the General Contractor.*
  - h. Water Feature Sections/Elevations and Design Intent Details (up to (1) water feature) – *Aquatic Engineering by others*
  - i. Site Furniture – Furniture selection and layout.
2. Specifications – to be included within drawing set
3. Opinion of Probable Cost

*NOTE: This task includes one (1) drawing revision (after the release of 100% Construction Drawings) in response to City comments. If additional revisions are required as a result of CLIENT and/or Design Team changes, a contract addendum will be submitted to the CLIENT.*



## SCHEDULE

### MEETINGS AND COORDINATION

Task 001 Team Meetings & Meetings with Gov't Agencies / Permit Authorities	ongoing
Task 002 Quality Control & Quality Assurance (QC/QA)	ongoing

### PLANNING SERVICES

Task 301 Site Plan Preparation	3-4 Months
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### CIVIL ENGINEERING SERVICES

Task 401 Civil Engineering Schematic Design (SD) / Site Plan / DRC	2-3 Months
Task 402 Civil Engineering Design Development (DD)	1-2 Months
Task 403 Civil Engineering Construction Documents (CD)	2-3 Months
Task 404 Civil Engineering Permitting	4-6 Months

### LANDSCAPE ARCHITECTURE SERVICES

Task 701 Due Diligence and Conceptual Design	1-2 Months
Task 702 Landscape Schematic Design (SD) / Site Plan / DRC	2-3 Months
Task 703 Tree Inventory and Appraisal by Certified Arborist	Concurrent with Task 702
Task 704 Landscape Design Development (DD)	1-2 Months
Task 705 Landscape Construction Documents (CD)	2-3 Months



**COMPENSATION**

MEETINGS AND COORDINATION

Task 001 Team Meetings & Meetings with Gov't Agencies	\$9,750 (Hourly/Estimate)*
Task 002 Quality Control & Quality Assurance (QC/QA)	Included in all tasks

PLANNING SERVICES

Task 301 Site Plan Preparation	\$14,990 (Lump Sum)
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CIVIL ENGINEERING SERVICES

Task 401 Civil Engineering Schematic Design (SD) / Site Plan / DRC	\$12,230 (Lump Sum)
Task 402 Civil Engineering Design Development (DD)	\$18,060 (Lump Sum)
Task 403 Civil Engineering Construction Documents (CD)	\$24,915 (Lump Sum)
Task 404 Civil Engineering Permitting	\$16,020 (Lump Sum)

LANDSCAPE ARCHITECTURE SERVICES

Task 701 Due Diligence and Conceptual Design	\$17,490 (Lump Sum)
Task 702 Landscape Schematic Design (SD) / Site Plan / DRC	\$20,220 (Lump Sum)
Task 703 Tree Inventory and Appraisal by Certified Arborist	\$ 5,040 (Lump Sum)
Task 704 Landscape Design Development (DD)	\$12,100 (Lump Sum)
Task 705 Landscape Construction Documents (CD)	\$20,220 (Lump Sum)

<b>Total Fee</b>	<b>\$171,035</b>
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*\*NOTE: The above "(Hourly/Estimate)" project task fees are based on the durations listed in the Project Schedule above. If the Task scheduled durations exceed the estimated time listed in the Project Schedule above, the "(Hourly/Estimate)" fee will increase proportionally. This work will be billed in accordance with CONSULTANTS current Professional Service Fee Schedule. If the billing reaches 75% of the estimated fee, an additional contract addendum will be submitted to the CLIENT. Invoices are submitted monthly based upon services rendered for the month.*

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the agreement in the space provided and return same to the undersigned.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT  
 KEITH

\_\_\_\_\_

Tom Green, PE  
 Director of Municipal Services

DATED: \_\_\_\_\_

As to CLIENT  
 Saltz Michelson Architects

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

DATED: \_\_\_\_\_



## PROPOSAL FEES

Our Project/Proposal Number		14113.00 WO 02						Task Subtotals
Proposal Date		4/29/2026 (Rev2)		Discipline A - General Civil & Env Engineering		Discipline G Landscape Architecture		
Tasks		Principal	Engineer I	Engineer Intern	Landscape Architect III	Designer / CADD III	Designer / CADD I	
No.	Description	\$295.00	\$175.00	\$145.00	\$180.00	\$130.00	\$130.00	
001	Team Meetings & Meetings with Government Agencies / Permit Authorities		20	10	5	20	10	\$ 9,750.00
301	Site Plan Preparation				6	32	75	\$ 14,990.00
401	Civil Engineering Schematic Design (SD) / Site Plan / DRC	4	30	40				\$ 12,230.00
402	Civil Engineering Design Development (DD)	8	40	60				\$ 18,060.00
403	Civil Engineering Construction Documents (CD)	12	60	75				\$ 24,915.00
404	Civil Engineering Permitting	6	40	50				\$ 16,020.00
701	Due Diligence and Conceptual Design				4	40	89	\$ 17,490.00
702	Landscape Schematic Design (SD) / Site Plan / DRC				4	60	90	\$ 20,220.00
703	Tree Inventory and Appraisal by Certified Arborist				2	8	28	\$ 5,040.00
704	Landscape Design Development (DD)				8	20	62	\$ 12,100.00
705	Landscape Construction Documents (CD)				4	60	90	\$ 20,220.00
<b>Personnel Hours</b>		30	190	235	33	240	444	\$ 171,035.00
<b>Personnel Cost</b>		\$ 8,850.00	\$ 33,250.00	\$ 34,075.00	\$ 5,940.00	\$ 31,200.00	\$ 57,720.00	
<b>Personnel Subtotal</b>		\$ 171,035.00						
<b>Miscellaneous Expenses</b>		\$ -						
<b>Direct Expenses</b>		\$ -						
<b>GRAND TOTAL</b>		\$ 171,035.00						

RFQ # PSPW-23-20 - CCNA Continuing Services for Citywide Professional Architectural, Engineering, Surveying and Mapping

Awarded Discipline(s)													
A - General Civil & Env. Eng.		C - Geotechnical		E - Land Surveying		G - Landscape Architecture		I - FDOT Roadway Eng.					
B - MEP Eng.		D - Structural Eng.		F - General Architectural		H - Hydro-Geological							
<b>City of Pembroke Pines Standard Rates</b> <b>Effective January 1, 2026</b>													
Labor Category	Description	UOM	Rates	A - General Civil and Environmental Engineering Services	B - MEP Engineering Services	C - Geotechnical Services	D - Structural Engineering Services	E - Land Surveying Services	F - General Architectural Services	G - Landscape Architecture Services	H - Hydro-Geological Services	I - FDOT Roadway Engineering Services	Rates
Principal for Discipline(s) A, D & I: A - General Civil and Environmental Engineering Services D - Structural Engineering Services I - FDOT Roadway Engineering Services	Corporate Officer, Department Head or Practice Manager with PE License	Hour	\$ 295.00	Y				Y					Y
Principal for Discipline(s) B: B - MEP Engineering Services	Corporate Officer, Department Head or Practice Manager with PE License	Hour	\$ 265.00		Y								
Principal for Discipline(s) C: C - Geotechnical Services	Corporate Officer, Department Head or Practice Manager with PE License	Hour	\$ 175.00			Y							
Principal Surveyor for Discipline(s) E: E - Land Surveying Services	Corporate Officer, Department Head or Practice Manager with PSM License	Hour	\$ 300.00					Y					
Principal Architect for Discipline(s) F: F - General Architectural Services	Corporate Officer, Department Head or Practice Manager Registered Architect	Hour	\$ 285.00						Y				
Principal Landscape Architect or Hydro-Geologist for Discipline(s) G & H: G - Landscape Architecture Services H - Hydro-Geological Services	Corporate Officer, Department Head or Practice Manager with PE or PG License	Hour	\$ 295.00							Y	Y		
Engineer IV	20+ years experience as a Licensed PE	Hour	\$ 250.00	Y	Y	Y	Y					Y	Y
Engineer III	15-20 years experience as a Licensed PE	Hour	\$ 225.00	Y	Y	Y	Y					Y	Y
Engineer II	8-14 years experience as a Licensed PE	Hour	\$ 200.00	Y	Y	Y	Y					Y	Y
Engineer I	4-8 years experience as a Licensed PE	Hour	\$ 175.00	Y	Y	Y	Y					Y	Y
Engineer Intern	Graduate with BS Degree in Engineering with Engineering Intern (EI) Certificate	Hour	\$ 145.00	Y	Y	Y	Y					Y	Y
Engineer Assistant	Graduate with BS Degree in Engineering without Engineering Intern (EI) Certificate	Hour	\$ 125.00	Y	Y	Y	Y					Y	Y
Senior Traffic Engineer	10+ years experience as a Licensed PE with PTOE Certification	Hour	\$ 225.00										Y
Engineering CADD III	Engineering CADD Technician with 10+ Years Experience	Hour	\$ 130.00	Y	Y	Y	Y					Y	Y
Engineering CADD II	Engineering CADD Technician with 5-9 Years Experience	Hour	\$ 120.00	Y	Y	Y	Y					Y	Y
Engineering CADD I	Engineering CADD Technician with 0-4 Years Experience	Hour	\$ 110.00	Y	Y	Y	Y					Y	Y
Administrative	Clerical Assistance	Hour	\$ 75.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Environmental/Scientist III	15-20 years experience with a Bachelor's degree in Environmental Science or a related field	Hour	\$ 220.00	Y									
Environmental/Scientist II	8-14 years experience with a Bachelor's degree in Environmental Science or a related field	Hour	\$ 170.00	Y									
Environmental/Scientist I	4-8 years experience with a Bachelor's degree in Environmental Science or a related field	Hour	\$ 140.00	Y									
Surveyor III	15+ years experience as a Licensed PSM	Hour	\$ 200.00					Y					
Surveyor II	8-14 years experience as a Licensed PSM	Hour	\$ 170.00					Y					
Surveyor I	4-8 years experience as a Licensed PSM	Hour	\$ 150.00					Y					
Surveyor in Training	Graduate Surveyor with Fundamentals of Surveying (FS) Certificate	Hour	\$ 100.00					Y					
Survey CADD III	Survey CADD Technician with 10+ Years Experience	Hour	\$ 125.00					Y					
Survey CADD II	Survey CADD Technician with 5-9 Years Experience	Hour	\$ 115.00					Y					
Survey CADD I	Survey CADD Technician with 0-4 Years Experience	Hour	\$ 100.00					Y					
Survey Crew - 3 Man	Three-person traditional and/or GPS survey crew with vehicle and equipment costs included.	Hour	\$ 240.00					Y					
Survey Crew - 2 Man	Two-person traditional and/or GPS survey crew with vehicle and equipment costs included.	Hour	\$ 165.00					Y					
Survey Crew with Laser Scan	Lazer Scanner survey crew; manpower as required.	Hour	\$ 300.00					Y					
Sub-Surface Utility Locations	Below ground utility excavation and location information	Day	\$ 1,700.00					Y					
Principal Architect	15+ years experience as a Registered Architect	Hour	\$ 250.00						Y				
Senior Architect	10-15 years experience as a Registered Architect	Hour	\$ 170.00						Y				
Project Architect	5-10 years experience as a Registered Architect	Hour	\$ 150.00						Y				
Staff Architect	1-5 years experience as a Registered Architect	Hour	\$ 125.00						Y				
Architect Intern	Ongoing NCARB Intern Development Program participant	Hour	\$ 100.00						Y				
Architectural Designer/CADD	Degreed Individual without NCARB or RA status.	Hour	\$ 90.00						Y				
Landscape Architect IV	20+ years experience as a Registered Landscape Architect (RLA)	Hour	\$ 250.00							Y			
Landscape Architect III	10-20 years experience as a Registered Landscape Architect (RLA)	Hour	\$ 180.00							Y			
Landscape Architect II	5-10 years experience as a Registered Landscape Architect (RLA)	Hour	\$ 150.00							Y			

RFQ # PSPW-23-20 - CCNA Continuing Services for Citywide Professional Architectural, Engineering, Surveying and Mapping

Awarded Discipline(s)			
A - General Civil & Env. Eng.	C - Geotechnical	E - Land Surveying	G - Landscape Architecture
B - MEP Eng.	D - Structural Eng.	F - General Architectural	H - Hydro-Geological
			I - FDOT Roadway Eng.

City of Pembroke Pines Standard Rates Effective January 1, 2026				A - General Civil and Environmental Engineering Services	B - MEP Engineering Services	C - Geotechnical Services	D - Structural Engineering Services	E - Land Surveying Services	F - General Architectural Services	G - Landscape Architecture Services	H - Hydro-Geological Services	I - FDOT Roadway Engineering Services
Labor Category	Description	UOM	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates
Landscape Architect I	1-5 years experience as a Registered Landscape Architect (RLA)	Hour	\$ 135.00							Y		
Landscape Architecture Assistant	Graduate with a Degree in Landscape Architecture without passage of the Landscape Architecture Registration Examination (LARE)	Hour	\$ 110.00							Y		
Designer/CADD III	Landcape Architecture/CADD Designer with 10+ Years Experience	Hour	\$ 130.00							Y		
Designer/CADD II	Landcape Architecture/CADD Designer with 5-10 Years Experience	Hour	\$ 130.00							Y		
Designer/CADD I	Landcape Architecture/CADD Designer 1-5 Years Experience	Hour	\$ 130.00							Y		
Professional Geologist III	15-20 years experience as a Licensed Pgeologis (PG)	Hour	\$ 180.00								Y	
Professional Geologist II	10-15 years experience as a Licensed Geologist (PG)	Hour	\$ 160.00								Y	
Professional Geologist I	5-10 years experience as a Licensed Geologist (PG)	Hour	\$ 140.00								Y	
Geologist-in-Training	Graduate with a BS is Geology with Geologist-In-Taining Certificate	Hour	\$ 125.00								Y	

**Notes:**

**Reimbursable Expenses** - Please see Section 3.16 regarding Reimbursable Expenses.

**Sub-Consultant Rates** - Sub-Consultant labor rates are not established by this rate sheet. All Sub-Consultant rates shall be submitted with each Work Order for the CITY's review and written approval prior to issuance and acceptance of the applicable Work Order.

**Additional Positions or Services:** Positions or services within the disciplines awarded under this Agreement that are not specifically listed in this rate sheet may be proposed on a Work Order-specific basis and shall be subject to the CITY's review and written approval prior to issuance and acceptance of the applicable Work Order.

**Geotechnical Services and Equipment Rates** - For Geotechnical Services, rates for specialized equipment, including but not limited to drilling rigs, support vehicles, testing equipment, and related services, are not established by this rate sheet and shall be submitted with each applicable Work Order for the CITY's review and written approval prior to issuance and acceptance of the Work Order.



FROM  
**Scott Dyson**  
 P.G., Geotechnical Dept. Mngr.  
  
 Federal Engineering & Testing, Inc.  
 3370 NE 5th Ave  
 Oakland, Park, FL 33334  
[www.fed-eng.com](http://www.fed-eng.com)  
  
 PHONE  
 954-784-2941

FOR  
**Saltz Michelson Architects**  
  
 TO  
 Charles Michelson  
  
 EMAIL  
[cmichelson@saltzmichelson.com](mailto:cmichelson@saltzmichelson.com)  
  
 PHONE  
 954-266-2700  
  
 COPY TO  
 Stacey Frolin  
 Bryan Baldwin

QUOTE NUMBER  
 2104607  
  
 DATE  
 March 19, 2026  
  
 EXPIRY DATE  
 April 18, 2026 at 9:00 AM  
  
[Download PDF](#)

## Proposed Geotechnical Services @ 601 City Center Way (Memorial Park), Pembroke Pines, FL 33025

### Regarding Proposed Improvements to Memorial Park

Thank you for contacting Federal Engineering & Testing, Inc. ("F.E.T.") Please find below our Proposal for the services you have requested, as well as the accompanying Agreement for said services. If the Proposal and Agreement meet with your approval, please sign within the online portal. Upon receipt of the signed documents, F.E.T will commence the services agreed to therein.

Please send us the plans and specifications for the structure(s) once available. Thank you!



[Memorial Park Master Plan Proposed Improvements - Conceptual Image](#)

[Memorial Park Improvements Snapshot](#)

### Scheduling and Turn-around-time

I will call in for **public** utility locates today. The Client is responsible for informing F.E.T. of the location of all **private** utilities (e.g. sprinklers, pool pipes, etc.) on site and marking them out with marking paint or stake flags. F.E.T. is not responsible for damage to private utilities. Please review and sign this electronic proposal at your earliest convenience. Once confirmed, I will reserve a day on the schedule.

Soil Boring reports that are less than 40 FT are generated 3 – 5 business days after the day of the test.

Soil Boring reports that are greater than 40 FT are generated 1 – 4 weeks after the day of the test depending on the complexity of the project.

### 25' Truck Mounted Soil Boring

Our drilling crew will perform a 25' deep soil boring via a truck mounted drill rig. This test is needed to determine the structural integrity of the underlying soils to confirm that it can support the new structure. We must have access for a (two-wheel drive dually pickup) truck mounted drill rig and about 11' of clearance to the selected test boring location.

550.00  
 x 17  
 9,350.00

<b>15' Truck Mounted Soil Boring</b>	450.00 x 8	3,600.00
Our drilling crew will perform a 15' deep soil boring via a truck mounted drill rig. This test is needed to determine the structural integrity of the underlying soils to confirm that it can support the new structure. We must have access for a (two-wheel drive dually pickup) truck mounted drill rig and about 11' of clearance to the selected test boring location.		
<b>10' Exfiltration / Percolation Test</b>	450.00 x 2	900.00
Our drilling crew will drill a 10' deep soil boring via a truck mounted drill rig to perform an exfiltration/percolation test. This test is needed to determine the "K" value, which is a number that civil engineers use to calculate the type and size of a drainage system to use at a project. We must have access for a two-wheel drive dually pickup truck mounted drill rig to the selected test boring location. (AKA) Usual Open Hole Test per the South Florida Water Management District		
<b>Double Ring Infiltrometer</b>	750.00 x 1	750.00
A technician will perform a drainage test with a double ring infiltrometer to determine the surface permeability of in-place soils.		
<b>Soil Classification</b>	100.00 x 18	1,800.00
Soil classification is the process of grouping soils into categories based on their similar chemical, physical, and biological properties		
<b>Sieve Test</b>	100.00 x 18	1,800.00
A gradation test or sieve analysis, is a procedure that measures the distribution of particle sizes in a soil sample		
<b>Organic Test</b>	55.00 x 18	990.00
A lab organic content test, often referred to as a "loss on ignition" (LOI) test, determines the percentage of organic matter in a soil sample by measuring the weight loss when the sample is heated to a high temperature		
<b>Mobilization - Truck Rig</b>	180.00 x 2	360.00
This fee covers the cost of mobilizing our drilling equipment to the job site. (This fee may vary by distance from our main office in Oakland Park, FL)		
<b>Engineering Time</b>	159.16 x 30	4,774.80
PRINCIPAL ENGINEER PER HOUR Keith LeBlanc		
<b>Professional Geologist Time</b>	112.38 x 30	3,371.40
PROJECT MANAGER PER HOUR Scott Dyson		
<b>Administrative Time</b>	39.85 x 30	1,195.50
ADMINISTRATIVE HOUR(S) Marilyn Kosiec		
<b>Engineering Report</b>	x 2	
This is the report that is generated by a professional engineer. The report will have the findings from our field testing as well as foundation recommendations for water feature, shade sail, light pole foundations, and playground equipment. <b>This scope does NOT include the standalone structure (bathroom/pavilion).</b>		

## Digitally Signed Report

Includes a digitally signed and sealed report, created per city, and suitable for e-filing.

30.00  
x 1  
30.00

**Total**

**\$28,921.70**

## Payment Options & Details

- 1) Prepay in full less any additional charges with check, credit card, ACH or bank transfer. Any additional fees will be billed after completion.
- 2) 50% down with the remainder due at completion before the release of reports.
- 3) If you are an existing B2B client payment term arrangements, nothing has changed for you.
- 4) **\*\*Job cancellations pre-paid via credit card will be refunded LESS a 5% charge.\***
- 5) **\*\*Same day cancellations will result in a \$185.00 cancellation fee\***

For your convenience you can pay online directly from the invoice once it is sent to you.

## Drill Rig and Equipment Access

Price is contingent upon F.E.T. having sufficient access for truck mounted drill equipment. The client is responsible for providing access on site.

We require a minimum of two soil boring tests.



## Heavy Equipment Disclaimer

F.E.T. does not claim responsibility for settlement or damage to driveway, grass, pavers, etc. Heavy drilling equipment will be mobilized and may cause settlement or damage to areas that the equipment drives over. Client acknowledges and agrees to defend, indemnify, and hold harmless F.E.T. of any damage or settlement to driveway, grass, pavers. By accepting this proposal you agree to all terms and conditions.

## Required Laboratory Testing

We are required by the Florida Building Code to determine the soil's bearing capacity. If we find organic soil or fine grained material that would cause settlement issues, we have to run an organic content test or number 200 sieve wash of the unsuitable material in our lab. The analysis is needed to determine the appropriate foundation recommendation for those soil conditions.

## Required Future Testing

All recommendations in the geotechnical report must be followed to meet the bearing capacity specified in F.E.T.'s geotechnical report. This may include additional testing or monitoring services. Geotechnical reports are multifaceted and may contain many possible designs. As such, future tests cannot be accurately quoted before the geotechnical report is completed. These undetermined future tests are a separate cost. The client is responsible for thoroughly reading the geotechnical report and contacting F.E.T. to schedule future tests.

## Disclaimers

If Soil Borings are to be performed, areas to be tested must be clearly marked. If building is not staked out or if an existing structure is in its place, the report will be preliminary. Additional borings must be done once the footprint of the structure is cleared and staked out in order to receive complete foundation recommendations.

F.E.T. shall not be responsible for the acts or omissions of the contractor, any subcontractor, or any of the contractor's or subcontractor's agents or employees or any other person performing any of the work under a construction contract, including failure to complete work according to a construction contract, engineering plans and/or architectural drawings.

Note that the lot must be cleared and we must have access to the proposed structure pad location as shown in the site plan to provide foundation recommendations. Without access and a site plan, we can only provide preliminary recommendations.

F.E.T. does not claim responsibility for any existing damage and/or any damage caused to the above-referenced site and/or its underground utilities during time of service by F.E.T. Prior to commencement of Services, Owner shall provide to F.E.T. the location of electric, gas, and any other underground utilities.

Client is responsible for ensuring suitable access for F.E.T. equipment and personnel to the Project. An \$85.00 mobilization fee shall be incurred for locked/closed gates, poor access, no access, or any like impediment, including excessive construction debris.

F.E.T. does not provide Maintenance of Traffic (M.O.T.). The client is responsible for contracting with and providing M.O.T. if testing is required in trafficked areas.

\*\*Job cancellations pre-paid via credit card will be refunded LESS a 5% charge.\*

**Same day cancellations will result in a \$185.00 cancellation fee\***

## Terms and Conditions

Client acknowledges and agrees that this Agreement for Engineering Services is subject to the Terms and Conditions attached hereto and provided in the link below, which are hereby expressly incorporated by reference into this Agreement as if fully set forth herein. Client further agrees that Client has read the Terms and Conditions, or has been given the opportunity to view same, and intends to be bound thereby. Client understands that if there is more than one party involved in this agreement, you are signing on behalf of all of them, and you confirm that you are authorized to do so. Please see attached terms and conditions. By accepting this proposal you agree to all terms and conditions.

[ONLINE TERMS & CONDITIONS](#)

## Licensed and Insured

Federal Engineering & Testing, Inc. is a licensed and insured Professional Engineering firm in Broward County. We carry Professional, General and Pollution Liability including an umbrella policy for General and Automobile Liability. We also have a Workers Compensation policy for all of our employees. Please see our attached Certificates for proof of insurance and licensing. If you have questions about our coverage please let us know.

[PL, GL, UMB, WC](#)

[Auto](#)

## Questions & Answers

### Reviews [See all reviews](#)



Professional service, arrived at schedule time and completed task. Followed up with comprehensive report. Exceeded my expectations

by *John Burt*



The staff was professional and attentive to our needs. They were extremely accommodating and the reports were delivered ahead of slated time. I strongly recommend Federal Engineering & Testing for all your associated Engineering needs.

by *Christopher Thoms*



Supreme and A+ Company of which I will classify as being 2nd to none. Scott, was more than amazing and kept every single promise he made while displaying nothing but honesty and professionalism. I could hardly believe how... [Show More](#)

by *Lillie Hall*

**Proposed Geotechnical Services @ 601 City Center Way (Memorial Park), Pembroke Pines, FL 33025**

Total \$28,921.70

Additional comments

Optional

Your order/reference number

Optional

**Signature**

Draw Type

[Sign from a touch device](#)

Yes, I **Charles Michelson** agree to and accept this quote, on March 25, 2026 at 8:53 AM.

Accept Quote

[Decline this quote...](#)