

Scoping Meeting Report

Project Name: Park Monument Signage Redesign and Replacement

Work Order Request No.: *(Provided by the CITY)*

Consultant Name: Miller Legg & Associates, Inc.

Consultant Address: 13680 NW 5th Street, suite 200, Sunrise, FL 33325

Consultant Project Manager: Brian Shore

Date of Scoping Meeting: April 15, 2026

Project Location / Address: Approximately 34+ City Parks throughout City

City Department: Recreation and Cultural Arts

City Project Manager: Dayana Castellon

Communication Matrix:

City of Pembroke Pines

Christina Goulding, Assistant City Manager - cgoulding@ppines.com - (954) 392-2130

Dayana Castellon, Project Manager - dcastellon@ppines.com - (954) 392-2130

Miller Legg – Landscape Architecture

Michael Kroll, Principal Landscape Architect – mkroll@millerlegg.com

Brian Shore, Landscape Architect / Project Manager - bshore@millerlegg.com – (954) 628-3607

Michael Phillips, Landscape Architect III - mphillips@millerlegg.com – (954) 327-9652

Miguel Juncal, Landscape Architect III - mjuncal@millerlegg.com – (786) 581-2513

Michael Bradley, Landscape Architect II- mbradley@millerlegg.com – (954) 436-7000

Jessica Romer, Landscape Architect I - jromer@millerlegg.com – (954) 628-3661

Aditi Chaphekar, Landscape Architect Assistant - achaphekar@millerlegg.com - (954) 628-3643

Jessica Fuentes, Landscape Architect Assistant - jfuentes@millerlegg.com – (954) 327-9649

Jourdan Friedlander, Landscape Arch Assistant - jfriedlander@millerlegg.com - (954) 327-9656

Jennifer Zukoski, Landscape Architect Assistant - jzukoski@millerlegg.com – (954) 440-5024

Nelson Perez, Designer / CAD III - nperez@millerlegg.com – (954) 628-3652

Liudmila Fuentes, Designer / CAD II - lfuentes@millerlegg.com – (954) 628-3654

Andrew Pereda, Designer / CAD II - apereda@millerlegg.com – (786) 518-2506

Miller Legg - Survey

Marty Rossi, Surveyor III - mrossi@millerlegg.com – (954) 232-3610

Sandro Elvir, Surveyor II - selvir@millerlegg.com – (954) 854-2218

Arnold Haynes, Surveyor II - ahaynes@millerlegg.com – (954) 436-7000

Larisa Podolskaya, Survey CADD II - lpodolskaya@millerlegg.com – (954) 436-7000

PROJECT DETAILS:

These services will be provided under the CCNA Continuing Professional Services Agreement Citywide Professional Architectural, Engineering, Surveying and Mapping between the City of Pembroke Pines and Miller, Legg & Associates, Inc. dated January 29, 2026

1. **PROJECT UNDERSTANDING:** Design and establish a unified and recognizable signage standard for all City parks that can be used at multiple sizes and can be incorporated into other park signage purposes such as wayfinding. The Consultant shall familiarize themselves through inventory and analysis of the existing parks, site conditions and the existing signage, and document the findings. Preliminary concept design sketches of the signage types will be prepared for Client review and comment. Upon completion of findings and concepts, the Consultant shall finalize the selected signage design and layout. A final signage package shall be provided to be used as a basis of design to fabricate, construct and install the proposed signs for each park location.

2. **SCOPE OF SERVICES: Basis of Scope**
 - The Client for this proposal is the City of Pembroke Pines, the Owner is the City of Pembroke Pines, and the Consultant is Miller Legg.
 - Scope includes Research and Data Collection, Conceptual Design Package, Design Development Package, Construction Documents Package, and Preliminary Permit Assistance only.
 - The Consultant will compile a list of the park sites submitted by the client. It is understood that the scope is to apply to Thirty-four (34) park sites.
 - Consultant shall visit each park site to take measurements, photographs, and note factors/opportunities related to; above-ground utilities, available space, visibility, existing vegetation, existing utilities, etc. to determine the appropriate sign size and placement.
 - The Consultant shall gather specific information including but not limited to; existing survey, existing utilities, easements, setbacks, significant site elements, and any applicable R.O.W. impacts.
 - A matrix shall be assembled to reflect the data collection findings.
 - The Consultant shall prepare concept plans and sketches to illustrate the sign theme, size, shape, configuration, and dimensions, including samples of color selections and lettering options.
 - The sign designs are subject to City of Pembroke Pines and Broward County sign design criteria.
 - The Consultant shall prepare design development and construction documents based on the Client approved concepts.
 - If an Authority Having Jurisdiction (AHJ) issues or implements design or development code changes that differ from those in place at the time of execution of this scope/agreement, and which trigger changes or revisions to the scope at any stage of the Project, an additional service will be issued by Consultant.

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- All previous environmental reports and regulatory enforcement documents shall be required prior to the start of this Agreement.
- The reviewing/permitting entity is the City of Pembroke Pines. Depending on project location, the AHJ may be FDOT or Broward County if applicable.
- Aerial imagery will be acceptable for most project base plans.
- Survey services will be provided on an as-needed basis to determine and confirm property limits, rights of way, recorded easements, and above ground features within the project areas.
- The survey will be based on legal descriptions provided by Client.
- Horizontal Datum will be referenced to the State Plane Coordinate System.
- Topography will be recorded to a reasonable elevation as it relates to the project context.
- Opinion of Probable Construction Cost based on conceptual scope and assumptions will be provided with each design task. This value is intended for planning purposes only and is subject to refinement as project details develop
- Construction observation/administration is not included in this scope and is anticipated as a supplemental agreement.

Task 1 – Research and Data Collection – Assemble information gathered from on-site analysis of each project site and existing utility maps and atlases to integrate into a package of findings to deliver to Client. Survey and/or SUE may be required to identify and locate existing utilities. This task will require at least one site visit per sign location and will include an LA and an LA Assistant or Designer. Two (2) virtual meetings are included with this task.

Task 2 - Conceptual Design Package– Prepare initial concepts that include four (4) themes/styles with up to six (6) types of signs for each theme for review and selection by Client. The concepts consist of; variations of colors; lettering size, type, and placement; basic dimensions; Preliminary Opinion of Probable Cost (OPC); two (2) virtual meetings; and one (1) in-person meeting with City staff.

Task 3 - Design Development Package –The preferred sign concept will be refined to provide design guideline drawings that include additional detail with dimensions; text style and size; and suggested color palette. Task includes update to Preliminary Opinion of Probable Cost (OPC); three (3) virtual meetings; and one (1) in-person meeting with City staff.

Task 4 – Construction Documents Package – Design plans based on site conditions with sign details and layout will be developed for each park sign location per the Design Development drawings. Site sign locations and orientation will be determined, and the project matrix will be updated per the findings. Specific plan sheets on aerial photo base will be created for each park sign location. A 60% Design Guideline Package for sign fabrication and installation will be provided. Includes Final Preliminary Opinion of Probable Cost (OPC); three (3) virtual meetings; and one (1) in-person meeting with City staff.

The Design Guideline Package is to be incorporated into the sign fabricator/contractor shop drawings to complete the ‘for construction’ sign design plans for the construction and installation of the individual signs for each site. The fabrication drawings will be paired with the Design Guideline Package and site specific Site plan by the Consultant for the installation of each site sign.

Task 5 - Preliminary Permitting Assistance– The Consultant will coordinate with City staff to perform ‘dry run’ permit submittals for each sign type (up to 6). This dry run process is to streamline the actual project permit process. The in-person meetings will include attendance by an LA and an LA Assistant or Designer. Three (3) virtual meetings and three (3) in-person meetings with City staff are included.

Task 6 - Topographical Survey - Consultant shall prepare a specific topographical survey establishing the perimeter of up to twenty (20) proposed sign project areas in accordance with the legal description provided by the Client per the standards of practice set forth by the Florida Department of Agriculture and Consumer Services (FDACS) of Professional Surveyors and Mappers. The survey shall show above-ground boundary encroachments, interior improvements, and location of improvements within adjacent rights-of-way as required. The survey tasks will be provided on an as-needed basis as approved by the Client and billed per the fee schedule.

3. PROJECT SCHEDULE:

Anticipated Project research, design and plan preparation duration is to be approximately six months. The project design period will commence June 2026 and continue until December 2026.

Research and Data Collection – 2 months

Conceptual Design Package – 2 months - concurrent with Data Collection

Design Development Package – 1 month

Construction Documents – 1 month

Preliminary Permitting – 1 month

4. SUBCONSULTANTS: N/A, to be determined

5. CITY FURNISHED DOCUMENTS & DATA:

- Electronic CADD files of required existing surveys and subsurface utility information shall be provided to Consultant prior to design. This information shall include location of all utilities above and below ground within the Project site.
- Existing electrical services as they relate to the sign lighting.
- Available site plans for each Project site in CADD format.
- Authorization from property owner shall be provided as necessary to enter the Property and conduct this investigation

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- Existing site plans; renderings; site lighting, signage, hardscaping and landscaping for inclusion in the sign plan package.
- Copies of all relevant data, including correspondence, reports, plans or information in its possession which may be beneficial to the work effort performed by Consultant's services.
- Previous reports and assessments.

6. MEETINGS AND SITE VISITS:

Virtual and in-person meetings will be included with each design task as described within each task. The in-person meetings and site visits will include attendance by an LA and an LA Assistant or Designer. Additional meetings not listed will be billed at the approved hourly rates.

7. COMPENSATION: See Fee Proposal attached

8. SERVICES NOT INCLUDED:

- All Civil engineering, environmental, and structural consulting services will be performed by others.
- Scope does not include vacating existing rights-of-ways, easements, or platting services.
- The preparation of any variances, special permits or conditional uses is not included.
- Book format specifications are not included under this scope. Notes and specifications will be provided on the plans.
- Application fees for governmental agency permitting are not included in this scope and are the responsibility of the Client.
- This scope of services does not include public outreach, site plan amendments, rezoning, special permit, or land use plan amendment (LUPA) processes.
- Project will not be submitted for LEED certification. No LEED services are included in this scope but can be provided as an additional service if required.
- Any additional Client/Design Team/Agency submittals will be provided as an additional service.
- Sign permitting and installation shall be obtained and performed by the sign fabricator/contractor.

9. ADDITIONAL SERVICES:

- Planting Plans and Irrigation Plans are not included in this scope but can be provided as an additional service if required.
- There may be existing trees on site; tree removal/relocation if required; can be processed through the City of Pembroke Pines as an additional service.

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- Hardscape, site amenities, project lighting plans are not included but can be provided as an additional service if required.
- SUE and geotechnical services can be provided as additional services if required.
- Additional meeting attendance. Consultant shall attend additional meetings and provide coordination at the direction of Client on an hourly basis.
- Public meetings are not included in the scope. Site Plan meetings, Architectural Review meetings, and/or City Commission meetings are not included in this scope. If required, these can be added as an additional service.
- Additional revisions beyond final signage package shall be provided at an hourly basis. This hourly basis shall follow the attached rate table and be billed in quarter-hour increments.
- Preparation of final Record Drawings by Consultant based upon Contractor as-builts is not included in this scope. These drawings can be provided as an additional service if requested.

10. SPECIAL CONSIDERATIONS/NOTES/ASSUMPTIONS: The need for Electrical Engineering, MEP services is undetermined as City may provide Electrical Engineering where needed. The availability of electrical service available on project sites is also undetermined, and available electrical service will be included in the findings report.

- Electrical service design for the sign lighting is not included in this scope but can be provided as an additional service if desired.
- MEP, electrical will be provided by Subconsultant as authorized if desired.

11. REIMBURSABLE EXPENSES: Consultant shall provide services, as necessary, to assist Client in the processing of documents, permitting, construction coordination or other requested tasks to facilitate successful completion of the Project. Costs incurred in providing these services shall be reimbursed in accordance with the General Conditions. For this Project an initial budget of \$1,000.00 in reimbursable expenses shall be established. This budget may be increased upon authorization from the Client.

Pembroke Pines Parks – as provided by Client

108th Kiddie Park

111th Kiddie Park

Alhambra Park

Ashley Hale Kiddie Park

Ben Fiordino Park

Chapel Trail Nature Preserve

Chapel Trail Park

Cinnamon Place Park

Craig Rupp K-9 Dog Park

Fahey Park

Flamingo Park

Fletcher Park

Jack McClusky Rainbow Park

Linear Park

Memorial Park

Pasadena Park

Paul J. Maxwell Park

Pembroke Falls Aquatic Center / YMCA

Pembroke Lakes Golf & Tennis Center

Pembroke Pines Art & Cultural Center

Pembroke Road RV / Boat Storage Lot

Pembroke Shores / YMCA Family Center Pines

Recreation Center

Raintree Park

Rose G. Price Park RV / Boat Storage Lot

Silver Lakes North

Silver Lakes South

Spring Valley Park / William B. Armstrong

Park Steven L. Josias Dog Park

Tanglewood Park

Towngate Park

Village Center

Walden Lakes Park

Walnut Creek Park

West Pines Soccer Park and Nature Preserve

EXHIBIT D

FEE SUMMARY				
TASK NO.	TASK	RATE	QTY.	LUMP SUM FEE
RESEARCH AND DATA COLLECTION				
Task 1	Research and Data Collection			
	Principal Landscape Architect	\$ 295.00	8.00	\$ 2,360.00
	Landscape Architect III	\$ 180.00	40.00	\$ 7,200.00
	Landscape Architect II	\$ 150.00	40.00	\$ 6,000.00
	Landscape Architect I	\$ 135.00	40.00	\$ 5,400.00
	Landscape Architecture Assistant	\$ 110.00	50.00	\$ 5,500.00
	Designer / CAD III	\$ 130.00	40.00	\$ 5,200.00
	Designer / CAD II	\$ 130.00	40.00	\$ 5,200.00
	Research and Data Collection Lump Sum Task Subtotal			\$ 36,860.00
CONCEPTUAL DESIGN				
Task 2	Conceptual Design Package			
	Principal Landscape Architect	\$ 295.00	10.00	\$ 2,950.00
	Landscape Architect III	\$ 180.00	40.00	\$ 7,200.00
	Landscape Architect II	\$ 150.00	30.00	\$ 4,500.00
	Landscape Architect I	\$ 135.00	30.00	\$ 4,050.00
	Landscape Architecture Assistant	\$ 110.00	60.00	\$ 6,600.00
	Designer / CAD III	\$ 130.00	50.00	\$ 6,500.00
	Designer / CAD II	\$ 130.00	50.00	\$ 6,500.00
	Conceptual Design Lump Sum Task Subtotal			\$ 38,300.00
DESIGN DEVELOPMENT DOCUMENTS				
Task 3	Design Development Package			
	Principal Landscape Architect	\$ 295.00	10.00	\$ 2,950.00
	Landscape Architect III	\$ 180.00	30.00	\$ 5,400.00
	Landscape Architect II	\$ 150.00	40.00	\$ 6,000.00
	Landscape Architect I	\$ 135.00	50.00	\$ 6,750.00
	Landscape Architecture Assistant	\$ 110.00	60.00	\$ 6,600.00
	Designer / CAD III	\$ 130.00	50.00	\$ 6,500.00
	Designer / CAD II	\$ 130.00	50.00	\$ 6,500.00
	Design Development Documents Lump Sum Task Subtotal			\$ 40,700.00
CONSTRUCTION DOCUMENTS				
Task 4	Construction Document Package			
	Principal Landscape Architect	\$ 295.00	10.00	\$ 2,950.00
	Landscape Architect III	\$ 180.00	30.00	\$ 5,400.00
	Landscape Architect II	\$ 150.00	30.00	\$ 4,500.00
	Landscape Architect I	\$ 135.00	30.00	\$ 4,050.00
	Landscape Architecture Assistant	\$ 110.00	50.00	\$ 5,500.00
	Designer / CAD III	\$ 130.00	50.00	\$ 6,500.00
	Designer / CAD II	\$ 130.00	50.00	\$ 6,500.00
	Construction Documents Lump Sum Task Subtotal			\$ 35,400.00
PRELIMINARY PERMITTING ASSISTANCE				
Task 5	Preliminary Permitting Assistance			
	Principal Landscape Architect	\$ 295.00	10.00	\$ 2,950.00
	Landscape Architect III	\$ 180.00	15.00	\$ 2,700.00
	Landscape Architect II	\$ 150.00	15.00	\$ 2,250.00
	Landscape Architect I	\$ 135.00	20.00	\$ 2,700.00
	Landscape Architecture Assistant	\$ 110.00	20.00	\$ 2,200.00
	Designer / CAD III	\$ 130.00	10.00	\$ 1,300.00
	Designer / CAD II	\$ 130.00	10.00	\$ 1,300.00
	Construction Documents Lump Sum Task Subtotal			\$ 15,400.00
TOPOGRAPHICAL SURVEY				
Task 6	Topographical Survey			
	Principal Landscape Architect	\$ 295.00	10.00	\$ 2,950.00
	Surveyor III	\$ 200.00	-	\$ -
	Surveyor II	\$ 170.00	30.00	\$ 5,100.00
	Surveyor in Training	\$ 100.00	-	\$ -
	Survey CADD II	\$ 115.00	70.00	\$ 8,050.00
	Survey Crew - 3 Man	\$ 240.00	35.00	\$ 8,400.00
	Survey Crew - 2 Man	\$ 165.00	35.00	\$ 5,775.00
	Survey Crew - Laser Scan	\$ 300.00	-	\$ -
	Topographical Survey HourlyTasks Subtotal			\$ 30,275.00
REIMBURSABLE EXPENSES				
	Project Expenses	\$ 1,000.00	1.00	\$ 1,000.00
	Reimbursable Expenses Subtotal			\$ 1,000.00
	TOTAL FEE			\$ 197,935.00