



Brooks + Scarpa Architects  
1147 NE 7<sup>th</sup> Ave  
Fort Lauderdale, FL 33304  
954.683.1236

## PROPOSAL

February 20, 2020

Susan Goldberg, AIA, NCARB, LEED GA  
Deputy Director, Hollywood Community Redevelopment Agency  
1948 Harrison Street  
Hollywood, Florida 33020  
954.924.2980  
[sgoldberg@hollywoodfl.org](mailto:sgoldberg@hollywoodfl.org)

### Re: **Conceptual Site Design Services of Neighborhood Signage for FEC Approval**

Dear Ms. Goldberg:

Pursuant to your request regarding a fee estimate for architectural-design services for the above referenced activities as an additional service to our current Wayfinding and Signage Project with the City of Hollywood CRA. **Brooks + Scarpa Architects, Inc.** is pleased to submit the following proposal for your consideration:

#### **TASK 1: Develop Conceptual Schematic Site Plans and Elevations of Neighborhood Signs for Approval by Florida East Coast Railway:**

Brooks + Scarpa will perform a schematic site plan design to include the following:

- Two schematic site plans including landscape and signage location to be reviewed and approved by Florida East Coast Railway (FEC)
- Development of two key elevations per site of neighborhood sign and landscape with sufficient detail to be reviewed and approved by FEC
- One (1) review meeting with City and CRA staff and one (1) round of revisions
- One (1) meeting with FEC and Broward County Staff

#### **TASK 1 Deliverables:**

Task 1.1: Brooks + Scarpa will provide Schematic Design level site plans and elevations for neighborhood signs and attending landscape design for two locations along the FEC corridor.

The purpose of this is to provide a site plan and key elevations sufficient for the review and approval be the FEC to move forward with Design Development and Construction Documents.

Task 1.2: Present schematic design plans to the City of Hollywood CRA and provide one round of revisions if needed prior to submission to FEC.

Task 1.3: Attend and participate in meetings between FEC and the City of Hollywood CRA for approval of the two neighborhood signs.

**TASK 1 Schedule:**

Brooks + Scarpa shall complete concept-design within fifteen (15) business days from the date of the full execution of this Task Order. A meeting will then take place and any minor revisions to the first round of schematic design will take place within ten (10) business days after and be delivered via PDF to the CRA for submission to the FEC. These deliverables will provide a basis for FEC review and approval containing all relevant project information. Total timeline of project dependent on CRA and FEC staff review process will be completed within sixty (60) business days from the full execution of this Agreement.

Summary Estimated Schedule:

- Due diligence and schematic site plan/elevation development (three weeks)
- Revisions and preparation to FEC (two weeks)
- Total project timeline, including review and meeting time (eight weeks)

**TASK 1 Project Fees:**

The TOTAL FEE to complete TASK 1 shall be a lump sum of: **\$15,500.00**. Billing will be on a monthly basis for work performed. Additionally, please refer to "Exhibit B" hourly rate schedule as per Continuing Services Contract.

*Brooks + Scarpa shall invoice the City for all services rendered in accordance with the executed Continuing Services Agreement between Brooks + Scarpa and the City of Hollywood CRA. All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.*

I understand and agree by signing below I APPROVE AND ACCEPT this proposal as a continuing service to the legal binding contract previously established with Brooks + Scarpa and the Hollywood CRA.

By: \_\_\_\_\_  
(Authorized Signature)

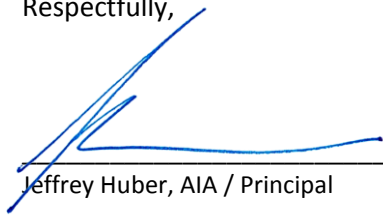
Date: \_\_\_\_\_

\_\_\_\_\_  
(Typed or printed name)

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

I thank you for this opportunity to present this Proposal for your consideration and look forward to your favorable response. In the interim, if there is anything we can do to be of service in this matter, please do not hesitate to call me directly at (954) 683-1236.

Respectfully,



---

Jeffrey Huber, AIA / Principal