

**WORK ASSIGNMENT
BETWEEN

THE DELRAY BEACH
COMMUNITY REDEVELOPMENT AGENCY

AND

KEITH AND ASSOCIATES**

This Work Assignment is entered into this ___ day of **April 2026**, by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, hereinafter referred to as "CRA" and **KEITH AND ASSOCIATES**, a Florida corporation (hereinafter referred to as "ARCHITECT").

WITNESSETH:

WHEREAS, the CRA and the ARCHITECT previously entered into an Agreement for Professional Architectural Services dated May 30, 2024, (the "Original Agreement"); and

WHEREAS, the CRA and the ARCHITECT are authorized to enter into Work Assignments in order to provide for additional services to be provided by the ARCHITECT for the CRA, pursuant to the Original Agreement; and

WHEREAS, the CRA and the ARCHITECT desire to enter into this Work Assignment in order for the ARCHITECT to provide additional services pursuant to the Original Agreement, except as modified herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the CRA and the ARCHITECT agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.
2. The CRA authorizes the ARCHITECT to perform additional services as provided in this Work Assignment for the following CRA Projects:

**EXTERIOR REPAIRS AND LANDSCAPE IMPROVEMENTS FOR THE CRA-OWNED
PROPERTIES LOCATED AT 31, 39, & 45 SW 9TH AVENUE – PALM MANOR**

3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the ARCHITECT to provide the Scope of Services as described on **Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

4. The ARCHITECT agrees to perform the Scope of Services, and the CRA agrees to pay the ARCHITECT for the Scope of Services an amount not to exceed, without prior written authorization by the CRA Executive Director, Eighty-Six Thousand Seven Hundred Ninety Dollars and Zero Cents (\$86,790.00), as provided in **Composite Exhibit "A"**, attached hereto.

5. In the event that additional services related to the aforementioned **"EXTERIOR REPAIRS AND LANDSCAPE IMPROVEMENTS FOR THE CRA-OWNED PROPERTIES LOCATED AT 31, 39, & 45 SW 9TH AVENUE – PALM MANOR"** are required, the CRA may, with prior written authorization by the CRA Executive Director, engage the ARCHITECT on an hourly basis at the rates stated within the Original Agreement.

6. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on **Exhibit "A"**, to this Work Assignment, which is attached hereto and incorporated herein by reference.

7. This Work Assignment is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed in the Original Agreement, as may have been amended by any prior Work Assignments entered into between the CRA and the ARCHITECT. If the CRA, in its sole discretion, is unsatisfied with the services provided in the previous phase, or prior Work Assignment, the CRA may terminate the Original Agreement without incurring any further liability.

8. The ARCHITECT may not commence work on any Work Assignment, including this Work Assignment, as approved by the CRA, without a further notice to proceed issued in writing by the CRA Executive Director, or her authorized representative.

9. The Original Agreement, except as may have been modified by this Work Assignment, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Assignment as of the day and year indicated above.

ATTEST:

**DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY**

Name:

Juli Casale, CRA Board Chair

APPROVED AS TO FORM:

CRA Legal Counsel

**ARCHITECT:
KEITH AND ASSOCIATES, A FLORIDA
CORPORATION**

By: _____
(Signature)

(Print Name and Title)

Attest:

Secretary

STATE OF FLORIDA)
)ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 2026, by _____, as _____ (name of officer or agent, title of officer or agent), of KEITH AND ASSOCIATES, a Florida corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ (type of identification) as identification.

Signature

Name and Title

Commission Number

EXHIBIT A
SCOPE OF SERVICES



**WORK AUTHORIZATION PURSUANT TO THE
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
FOR LANDSCAPE ARCHITECTURE
BETWEEN
THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
KEITH AND ASSOCIATES, INC. (KEITH)**

April 21, 2026

WORK AUTHORIZATION NO. 02

PURCHASE ORDER NO. (City No. TBD) PROJECT NO.13995.02 (KEITH)

PROJECT NAME: Palm Manor Landscape Improvements

This project specific agreement is pursuant to the Agreement for Professional Consulting Services for Landscape Architecture between the Delray Beach Community Redevelopment Agency (CRA) and Keith and Associates, Inc. (KEITH) entered into on May 30, 2024.

PROJECT

The CRA (OWNER) has requested that KEITH (CONSULTANT) provide Planning, Civil Engineering, and Landscape Architecture professional services for improvement upgrades to the existing Palm Manor multi-family property (31, 39, and 45 SW 9th Avenue).

The existing property is identified within Folios #12-43-46-17-35-002-0090, #12-43-46-17-35-002-0070, and #12-43-46-17-35-002-0050, owned by the Delray Beach CRA and is approximately 0.36 acres. The property is located at the northeast corner of SW 9th Ave and SW 1st St.

The proposed upgrades to the existing property consists of the following:

1. Hardscape improvements
 - a. Mill and resurface parking for parking
 - b. Sidewalks – replace existing
 - c. Sidewalk connections
 - d. Drainage structure connection
 - e. Improve drainage swales
2. Landscape improvements
 - a. Site wide Landscape Audit
 - b. Removal of mature Oaks in streetscape
 - c. Replacement of street trees in new location
 - d. Remove Coconut Palms in courtyard and replace with Silver Buttonwood trees
 - e. Revise existing irrigation to adjust for proposed improvements

Per the OWNER, the following professional services are to be included in this proposal:

1. Planning by CONSULTANT
2. Civil Engineering by CONSULTANT
3. Landscape Architecture by CONSULTANT

Per the OWNER, the following deliverable/phases are to be included in the proposal:

- Schematic / Site Plan Documents (30% CDs)
- Initial Construction Documents (60% CDs)
- Final Construction Documents (100% CDs)
- Bidding / Permitting Assistance
- Construction Administration

Project Location



SCOPE OF SERVICES

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.

It is anticipated that the team will have up to three (3) meetings with the City of Delray Beach SPRAB as well as an initial kick-off meeting.

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 OWNER 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 Entitlement Processing

This task is intended to encompass multiple entitlement and permitting applications including but not limited to:

- Administrative review of Site Plan.
- Off-site improvement coordination
 - New and relocated sidewalk
 - Light pole relocation (does not include coordination with FPL).
- On-site landscape and site work permit permits.
- City right-of-way permit for off-site work.

CONSULTANT will process all authorized applications which encompasses the project through the City including the Technical Advisory Committee (TAC) and the Site Plan Advisory Review Board (SPARB). Services include the preparation of drawings, applications, narratives, submittal packages, coordinating meetings, agency comment responses and assisting design and construction team members to complete the work effort. The OWNER is responsible for application fees, title reports, recording costs and other fees related to the project.



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Palm Manor Landscape Improvements / Project #13995.00
Delray Beach Community Redevelopment Agency
Work Order #02

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering / Site Plan Support

Preliminary Civil Engineering Design Plans

The Preliminary Plans are for regulatory agency and support to Others during site plan approval process through the City of Delray Beach including Site Plan Review and Appearance Board (SPRAB).

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 OWNER 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 OWNER, either as identified elsewhere in this agreement or from the OWNER'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.

This proposal does not include the design of the site or roadway lighting system(s).

Deliverables

1. Preliminary Design Plans.
2. Preliminary Drainage Calculations as required.

Task 402 Construction Documents (CD) – Final Engineering

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. No soils percolation tests are anticipated.

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 OWNER 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.



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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% and Final Construction Documents) for above referenced Plans and cost estimate.
2. Specifications – For above referenced Design Elements (specifications will be included in the plan sheets.)
3. Drainage Calculations (if required)
4. Opinion of Probable Cost.

Task 403 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:

Paving, Grading, and Drainage System

- South Florida Water Management (SFWMD)
- City Delray Beach Engineering Review

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 OWNER as additional services under a contract addendum if required.

Deliverables

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



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LANDSCAPE ARCHITECTURE SERVICES

Task 701 Due Diligence / Landscape Audit

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.

Task 702 Preliminary Landscape / Site Plan Support

The Preliminary Plans are for regulatory agency and support to Others during site plan approval process through the City of Delray Beach including Site Plan Review and Appearance Board (SPRAB).

CONSULTANT will prepare for the approval of the OWNER 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.

Deliverables

1. CONSULTANT will develop drawings, plans, sections, and other information to describe the nature, quality, and scope of site elements of the project.
2. CONSULTANT will furnish the schematic design submittal, which will be sufficient detail for SPRAB 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 Plan - Point of connection, head layout, equipment schedule and details.
Note: existing irrigation system to be modified, as necessary, for proposed design changes. CONSULTANT to coordinate with onsite facilities management regarding existing source and layout.
 - d. Photometric Plan – Fixture layout, specifications and light levels as required for SPRAB submittal

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

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 OWNER.

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.



Task 704 Construction Documents (CD) – Final Landscape

Based on the approved Schematic Design, CONSULTANT will develop the construction documents in coordination with the overall design team and OWNER. 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. Landscape Plan and Details – Specific elements, specification, quantity, layout, notes and details.
 - b. Tree Disposition Plan (per task 703) – Updated as required.
 - e. Irrigation Plans and Details – Point of connection, head layout, piping, equipment schedule and details. *Note: existing irrigation system to be modified, as necessary, for proposed design changes. CONSULTANT to coordinate with onsite facilities management regarding existing source and layout.*
 - c. Lighting Plan and Details – Fixture type, layout and catalog cut sheets – *Electrical engineering by others and not included in this proposal.*
2. Specifications – For above referenced Design Elements (specifications will be included in the plan sheets.)
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 OWNER and/or Design Team changes, a contract addendum will be submitted to the OWNER.

CONSTRUCTION ADMINISTRATION SERVICES

Task 801 Bidding Assistance

CONSULTANT will provide assistance to the OWNER during the pre-bid and procurement phase. This assistance will consist of:

1. Attend pre-bid meeting with OWNER and proposers having interest over the facilities designed by CONSULTANT, and provide meeting minutes.
2. Issue responses to request for information (Bid RFIs) for clarification as necessary during the bidding process as it pertains to the technical components of the project.
3. Prepare Schedule of Values to be included in Bid request.
4. Prepare Bid Tabulation for unit cost comparison between contractor submittals.
5. Assist the OWNER in the evaluation of the bids received.

Note: If additional bidding services beyond those outlined above are required, a contract addendum will be submitted to the OWNER for the additional scope.

Task 802 Permitting Assistance

CONSULTANT will provide permitting assistance as it relates to CONSULTANT'S scope elements within the project. It is anticipated that the CONSULTANT will lead the Permit submittal process with the Building Department. CONSULTANT will coordinate and provide the documentation for plans review and permit approval and will respond to / address review comments in order for the project to be fully permitted.

Note: This task includes up to two (2) drawing revisions for CITY comments and two (2) drawing revisions for OWNER comments. If additional revisions are required as a result of additional (new) comments or CITY and/or Design Team changes, a contract addendum will be submitted.



Task 803 Construction Administration

Construction Observation for Certification

CONSULTANT will provide construction services to ensure the integrity of the design intent and certify to the OWNER and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Any revisions or deviations to original construction documents, including but not limited to, substitutions and/or unforeseen conditions may impact schedule and will require additional fees. Services included are described as follows and are anticipated to take place in the time frame indicated in the "SCHEDULE" for CONSTRUCTION ADMINISTRATION SERVICES below.

Shop Drawing Reviews

CONSULTANT will review required shop drawings, such as samples, product data, plant photos, and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. CONSULTANT will also determine the acceptability, subject to OWNER approval, of substitute materials and equipment proposed by contractors.

Pay Application Reviews

The CONSULTANT will review Contractor applications for payment for landscape architecture and civil engineering work to determine general conformance with the Contract Documents, approved schedule of values, approved change orders, and observed progress of the Work. Based on periodic site observations and information submitted by the Contractor, the Consultant will evaluate the reported percentage of completion and recommend payment amounts to the Owner, certifying only that, to the CONSULTANT's knowledge, the Work has progressed as indicated and is generally in accordance with the Contract Documents.

It is anticipated that CONSULTANT will have monthly site visits equating to four(4) site visits.

Periodic Site Visits and Construction Observation

CONSULTANT will visit the Project at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work.

CONSULTANT will coordinate and attend one (1) Pre-construction Meeting. If required by the OWNER, CONSULTANT will attend or participate in OWNER scheduled coordination and progress meetings or telephone conferences.

The Contractor will coordinate through CONSULTANT the scheduling of testing. CONSULTANT will represent the OWNER in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.

It is anticipated the CONSULTANT will have one (1) site visit for irrigation, two (2) site visits for landscape, and six (6) for civil.

CONSULTANT will provide additional construction observations at the request of the OWNER / Permit agencies due to unforeseen conditions or other circumstances.

Additional construction observation services, Re-tests and failed inspections, will be invoiced on a time and material basis in accordance with CONSULTANT Professional Service Fee schedule (attached).



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Delray Beach Community Redevelopment Agency

Work Order #02

Issue Clarifications

CONSULTANT will issue all instructions and revisions of the OWNER to Contractor(s); issue necessary interpretations and clarifications of the contract documents; have authority, to require special inspection or testing of the work; act as initial interpreter of the requirements of the contract documents and judge of the acceptability of the work there under, and make decisions on all claims of the OWNER and contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the contract documents pertaining to the execution and progress of the work.

Meetings and Conference Calls

CONSULTANT will attend and/or participate in periodic project meetings and conference calls as requested by the OWNER and CITY. CONSULTANT will review requests for information prepared by the Contractor and respond accordingly to all parties. CONSULTANT will prepare drawings supplemental information needed to address the contractor's request for information.

As-Builts Review

CONSULTANT will review the record drawings (as-builts) to ensure substantial conformance to the permitted plans twice. Additional reviews due to non-compliant As-builts submitted by the contractor, may impact schedule and will require additional fees. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections

CONSULTANT will participate with the OWNER's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete and participate in the preparation of a written "Punch List" of any defective or deficient items.

CONSULTANT will participate in a final inspection together with OWNER and contractor representatives to verify "Punch List" items are complete, and in substantial conformance to the permitted plans.

Additional inspections due to non-compliant Punch List item, may impact schedule and will require additional fees.

Upon satisfactory completion of the final inspection, CONSULTANT will certify the work has been completed in substantial conformance to the permitted plans, subject to any conditions therein expressed.

Final Certifications

CONSULTANT will prepare final certification to all appropriate permitting agencies utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both CONSULTANT and OWNER.

We anticipate the following items requiring as-built certification:

- Paving, Grading and Drainage System



PROJECT SCHEDULE

Subsequent to the issuance of a Purchase Order from the OWNER, CONSULTANT shall commence work on the project. We anticipate commencing work within 10 business days from notice to proceed, completing the prescribed work within 1.5 years.

Table 1 Schedule Estimate of Professional Consulting Services for Landscape Architecture

TASK	Duration
Task 001 – Team Meetings and Meetings with Government Agencies / Permit Authorities	As needed
Task 301 – Entitlement Processing	2-3 months
Task 401 – Preliminary Engineering / Site Plan Support	Concurrent with Task 301
Task 402 – Construction Documents (CD) – Final Engineering	2-3 months
Task 403 – Engineering Permitting	3-4 months
Task 701 – Due Diligence / Landscape Audit	2-3 weeks
Task 702 – Preliminary Landscape / Site Plan Support	Concurrent with Task 301
Task 703 – Tree Inventory and Appraisal by Certified Arborist	Concurrent with Task 301
Task 704 – Construction Documents (CD) – Final Landscape	2-3 months
Task 801 – Bidding Assistance	1-2 months
Task 802 – Permitting Assistance	2 months
Task 803 – Construction Administration	4 months



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Palm Manor Landscape Improvements / Project #13995.00
Delray Beach Community Redevelopment Agency
Work Order #02

CITY'S RESPONSIBILITY

The OWNER shall assist CONSULTANT with the following items to expedite the completion of the project in an effective manner.

- A. Designate a representative(s) who shall have the authority to transmit instruction, receive information and enunciate policies and decisions.
- B. Provide access to and obtain permission for CONSULTANT to enter upon public lands as required at no additional cost to perform observations or other necessary services under this Agreement.
- C. Make available to CONSULTANT all existing information which may in any way be pertinent to the project.
- D. Assist in contacting all permitting agencies to facilitate expediting reviews and/or approvals.

ADDITIONAL SERVICES

CONSULTANT shall not perform any additional services without the written consent of the OWNER. Services performed beyond the Scope of Services described above shall be considered additional services and will be presented to the OWNER as an Addendum to this Agreement prior to initiating the work. Additional services shall be invoiced on a time and material basis in accordance with our current Professional Service Fee Schedule or on a lump sum basis if a scope of service can be defined.



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 Delray Beach Community Redevelopment Agency
 Work Order #02

COMPENSATION

CONSULTANT shall invoice the OWNER for services rendered under the Agreement for Professional Consulting Services for Landscape Architecture between the Delray Beach Community Redevelopment Agency (CRA) and Keith and Associates, Inc. (KEITH) entered into on May 30, 2024.

Table 2 Budget Estimate of Professional Consulting Services for Landscape Architecture

TASK	FEE
Task 001 – Team Meetings and Meetings with Government Agencies / Permit Authorities	\$5,070.00 (Hourly/NTE)
Task 301 – Entitlement Processing	\$10,250.00 (Hourly/NTE)
Task 401 – Preliminary Engineering / Site Plan Support	\$7,275.00 (Lump Sum)
Task 402 – Construction Documents (CD) – Final Engineering	\$4,925.00 (Lump Sum)
Task 403 – Engineering Permitting	\$3,250.00 (Lump Sum)
Task 701 – Due Diligence / Landscape Audit	\$3,100.00 (Lump Sum)
Task 702 – Preliminary Landscape / Site Plan Support	\$8,050.00 (Lump Sum)
Task 703 – Tree Inventory and Appraisal by Certified Arborist	\$2,060.00 (Lump Sum)
Task 704 – Construction Documents (CD) – Final Landscape	\$5,100.00 (Lump Sum)
Task 801 – Bidding Assistance	\$2,980.00 (Hourly/NTE)
Task 802 – Permitting Assistance	\$7,760.00 (Hourly/NTE)
Task 803 – Construction Administration	\$11,970.00 (Hourly/NTE)
TOTAL FEE	\$71,790.00
DIRECT EXPENSES (Application Permit, Geotech, Misc. Fees)	\$ 15,000.00 (NTE)
TOTAL COMPENSATION	\$86,790.00

“OWNER”:
 Delray Beach CRA

CONSULTANT:
 KEITH

By: _____

Signed by:

 By: _____
11E9409CAA9B488...
ALEX LAZOWICK
 President / CEO



PROPOSAL FEES

Our Project/Proposal Number		Personnel and Hourly Rates												Task Subtotals
13995.00 WO #02														
Proposal Date		4/21/2026 Rev												
Tasks		Project Manager III	Planning Manager	Principal Planner III	Planner III	Planner II	Senior Landscape Architect	Landscape Architect I	Landscape Designer I	Arborist	Professional Engineer III	Engineering Designer III	Inspector III	
No.	Description	\$225.00	\$225.00	\$180.00	\$110.00	\$90.00	\$225.00	\$150.00	\$125.00	\$140.00	\$180.00	\$145.00	\$110.00	
001	Team Meetings and Meetings with Government Agencies	8		3				6	6		6			\$ 5,070.00
301	Entitlement Processing		2	10	40	40								\$ 10,250.00
401	Preliminary Engineering / Site Plan Support	5									10	30		\$ 7,275.00
402	Construction Documents (CD) – Final Engineering	5									5	20		\$ 4,925.00
403	Engineering Permitting	4									5	10		\$ 3,250.00
701	Due Diligence / Landscape Audit							4	20					\$ 3,100.00
702	Preliminary Landscape / Site Plan Support						2	24	32					\$ 8,050.00
703	Tree Inventory and Appraisal by Certified Arborist								12	4				\$ 2,060.00
704	Construction Documents (CD) – Final Landscape						4	8	24					\$ 5,100.00
801	Bidding Assitance	4					4	4				4		\$ 2,980.00
802	Permitting Assistance	16					8	8				8		\$ 7,760.00
803	Construction Administration	16					2	16	16				32	\$ 11,970.00
														\$ -
Personnel Hours		58	2	13	40	40	20	70	110	4	26	72	32	\$ 71,790.00
Personnel Cost		\$ 13,050.00	\$ 450.00	\$ 2,340.00	\$ 4,400.00	\$ 3,600.00	\$ 4,500.00	\$ 10,500.00	\$ 13,750.00	\$ 560.00	\$ 4,680.00	\$ 10,440.00	\$ 3,520.00	
Personnel Subtotal		\$ 71,790.00												
Direct Expenses (Application Permit, Geotech, Misc. Fees)		\$ 15,000.00												
GRAND TOTAL		\$ 86,790.00												

EXHIBIT “A”

April 2024

HOURLY AND REIMBURSABLE RATES

All Hourly and Reimbursable Rates shall be effective for the duration of the initial three (3) year term of the Agreement.

Hourly and Reimbursable Rates for Consultant’s Staff, Sub-Consultants, and Reimbursables not specifically listed below shall not be charged to the CRA without prior written agreement and approval/authorization from the CRA Executive or designee. Any Authorized Reimbursable will be paid by the CRA to the Consultant as verified by appropriate bills, invoices, and/or statements.

Any Authorized Reimbursable shall not include charges for office rent, overhead expenses of any kind, including but not limited to local telephone, cell phone, and utility charges, overtime or any discretionary labor benefits, office and drafting supplies, depreciation of equipment, professional dues, subscriptions, etc., and shall not include digital reproduction of drawings and specifications required at each phase of the Work Assignment.

Sub-Contractor(s)/Sun-Consultant(s)

The terms “Sub-Consultant” and “Sub-Contractor” are used interchangeably. A Sub-Consultant is any individual, firm, entity, or organization, other than the employees of the Consultant, who has or will have a contract with the Consultant to assist in the performance of Scope of Services required under the RFQ, Agreement, and/or Work Assignment. A Sub-Consultant does not have any agreement or any contractual rights with the CRA and shall be paid directly by the Consultant and shall not be paid directly by the CRA. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Consultant. Insurance for each Sub-Consultant must be approved by the CRA and maintained in good standing throughout the duration of the Agreement. Neither the Consultant nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the CRA.

Consultant

Keith and Associates, Inc., dba KEITH

STAFF TITLE	HOURLY RATE
MANAGEMENT	
Senior Project Executive	\$400.00
Project Executive	\$350.00
QA/QC Manager	\$250.00

Expert Witness	\$750.00
Government Liaison	\$400.00
Senior Project Manager	\$275.00
Project Manager III	\$225.00
Project Manager II	\$180.00
Project Manager I	\$165.00
Assistant Project Manager II	\$140.00
Assistant Project Manager I	\$130.00
Administrative Assistant II	\$110.00
Administrative Assistant I	\$90.00
PLANNING	
Planning Manager	\$225.00
Principal Planner IV	\$195.00
Principal Planner III	\$180.00
Principal Planner II	\$165.00
Principal Planner I	\$150.00
Planner V	\$140.00
Planner IV	\$130.00
Planner III	\$110.00
Planner II	\$90.00
Planning Analyst I	\$75.00
LANDSCAPE ARCHITECTURE	
Senior Landscape Architect	\$225.00
Landscape Architect IV	\$195.00
Landscape Architect III	\$180.00
Landscape Architect II	\$165.00
Landscape Architect I	\$150.00
Landscape Designer IV	\$155.00
Landscape Designer III	\$145.00
Landscape Designer II	\$135.00
Landscape Designer I	\$125.00
Landscape Analyst IV	\$130.00
Landscape Analyst III	\$110.00
Landscape Analyst II	\$90.00
Landscape Analyst I	\$75.00
Arborist	\$140.00
ENGINEERING	
Senior Engineer	\$225.00
Professional Engineer IV	\$195.00
Professional Engineer III	\$180.00
Professional Engineer II	\$165.00
Professional Engineer I	\$150.00

Engineering Designer IV	\$155.00
Engineering Designer III	\$145.00
Engineering Designer II	\$135.00
Engineering Designer I	\$125.00
Engineering Analyst IV	\$130.00
Engineering Analyst III	\$110.00
Engineering Analyst II	\$90.00
Engineering Analyst I	\$75.00
SURVEY	
Senior Surveyor	\$225.00
Project Surveyor IV	\$195.00
Project Surveyor III	\$180.00
Project Surveyor II	\$165.00
Project Surveyor I	\$150.00
Survey Analyst V	\$140.00
Survey Analyst IV	\$130.00
Survey Analyst III	\$110.00
Survey Analyst II	\$90.00
Survey Analyst I	\$75.00
SUBSURFACE UTILITY ENGINEERING	
Senior Subsurface Utility Engineer	\$225.00
Subsurface Utility Engineer IV	\$195.00
Subsurface Utility Engineer III	\$180.00
Subsurface Utility Engineer II	\$165.00
Subsurface Utility Engineer I	\$150.00
Subsurface Utility Analyst V	\$140.00
Subsurface Utility Analyst IV	\$130.00
Subsurface Utility Analyst III	\$110.00
Subsurface Utility Analyst II	\$90.00
Subsurface Utility Analyst I	\$75.00
FIELD CREW RATES	
Field Crew Supervisor	\$140.00
Survey Crew IV	\$250.00
Survey Crew III	\$200.00
Survey Crew II	\$150.00
Survey Crew I	\$100.00
Survey Drone Crew	\$200.00
Utility Designating Crew	\$200.00
Vacuum Excavations Impervious	\$500.00/Each
Vacuum Excavations Pervious	\$400.00/Each
UTILITY COORDINATION	

Senior Utility Coordinator	\$225.00
Utility Coordinator IV	\$195.00
Utility Coordinator III	\$180.00
Utility Coordinator II	\$165.00
Utility Coordinator I	\$150.00
Utility Coordinator Analyst V	\$140.00
Utility Coordinator Analyst IV	\$130.00
Utility Coordinator Analyst III	\$110.00
Utility Coordinator Analyst II	\$90.00
Utility Coordinator Analyst I	\$75.00
CONSTRUCTION SERVICES	
Senior Construction Manager	\$225.00
Construction Manager II	\$195.00
Construction Manager I	\$180.00
Senior Inspector	\$165.00
Inspector VI	\$150.00
Inspector V	\$140.00
Inspector IV	\$130.00
Inspector III	\$110.00
Inspector II	\$90.00
Inspector I	\$75.00

Sub-Consultants

TLC Engineering Solution, Inc.

MEP Engineering Services

SUB-CONSULTANT STAFF TITLE	HOURLY RATE
Director	\$210.00
Senior Engineer, Manager	\$165.00
Project Engineer, Manager	\$180.00
Engineer, Specialist	\$100.00
Graduate Engineer, Designer, Administrative Secretary	\$110.00
Technician, Secretary, Intern, Clerical	\$85.00
Forensic Engineering and Special Consulting	1.5 - 2.0 times Hourly Rate

CPZ Architects, Inc.

Architectural Services

SUB-CONSULTANT STAFF TITLE	HOURLY RATE
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Principal	\$285.00
Architect	\$255.00
Senior Project Manager	\$200.00
Project Manager	\$185.00
Architectural Associate 3	\$140.00
Architectural Associate 2	\$130.00
Architectural Associate 1	\$110.00
Administrative	\$95.00

LAKDAS/YOHALEM ENGINEERING, INC.

Structural Engineering Services

SUB-CONSULTANT STAFF TITLE	HOURLY RATE
Principal Engineer	\$228.54
Project Manager	\$146.50
Project Engineer	\$114.27
Engineer	\$99.62
Field Inspector	\$98.00
Administrative	\$72.00

Masuen Consultant, LLC

Irrigation Specialist

SUB-CONSULTANT STAFF TITLE	HOURLY RATE
Irrigation Designer	\$125.00
Irrigation Field Technician	\$150.00

REIMBURSABLE RATES

Applies to Consultant and Sub-Consultants

NO MILEAGE OR TOLLS WILL BE CHARGED ON ANY PROJECT

REIMBURSABLE	RATE
Color Copies 8 ½" x 11" and 11" x 17"	No Charge*
Black & White Copies 8 ½" x 11" and 11" x 17"	No Charge*
Color Copies 24" x 36"	\$6.00*
Black & White Copies 24" x 36"	\$1.50*

*Incidental in house 8 ½" x 11" and 11" x 17" copies will not be charged. Large orders will be sent to an outside copy center and the associated cost will be charged as a direct reimbursable expense to the CRA.