



December 7, 2020

Ms. Tara Toto  
20 North Swinton Avenue  
Delray Beach, Florida 33444

RE: 95 SW 5th Ave Development  
**Additional Services #2 – Architectural Site Plan, Civil Engineering and Landscape Revisions**

Dear Ms. Toto,

Song + Associates, Inc. respectfully requests approval of these Additional Services proposal for revisions to the Civil Engineering and Landscape Services as required by the City of Delray Beach Site Plan Approval Process.

**I. PROJECT UNDERSTANDING:**

**Design of Site improvements not included in original scope of work:** In order to obtain Site Plan Approval, some right-of-way site improvements have been requested by the City of Delray Beach, and must be produced to conform with the Land Development Regulations established by the City. Song and Associates, Inc. shall make the Site Plan alterations and update all pertinent documents to address the City's Planning Department request. Consultant shall provide changes to the Civil Engineering and Landscape plans as required to include site design which is a change to the original scope of work. Services for such site improvements will include the following tasks:

Task 1: Architecture

- a. Site Plan modifications to include enhancements of sidewalks
- b. Prepare and coordinate, with consultants' documents, the information required to submit the plans for the Site Plan Application.
- c. Update 3D Renderings as required for the Site Plan Application submittal.
- d. Meetings held via Zoom with the Delray Beach CRA office and the City of Delray Beach Planning staff to coordinate and review the above.

Task 2: Civil Engineering

- a. Regrading of new sidewalks
- b. Preparation of a sketch and legal for the purposes of establishing a 1.0-foot sidewalk easement along the property frontage on SW 1st St.

Task 3: Landscape Architecture

- a. Additional trees, and re-design of landscaped areas along SW 1<sup>st</sup> Street to include sodded areas, street trees, shade trees, and planter/container trees along SW 5<sup>th</sup> Ave to provide some shade on sidewalk.

**Song + Associates, Inc.**

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American Institute of Architects / NCARB

**II. PROFESSIONAL FEES:**

Fees amount to a lump sum of **\$4,500.00** for the services described above, detailed below.

- a. Architecture fees: \$1,000.00
- b. Civil and Landscape fees: \$3,500.00.

**III. SCHEDULE:**

At the time of this writing, the design documents have been submitted for Site Plan Approval and review comments have been received from the City of Delray Beach. It is anticipated that the project will require at least one public meeting for approval of the Site Plan. At this time, the City is under restrictions due to COVID 19 and this may impact the scheduling of public meetings and the review process. Song + Associates continues to operate and will facilitate online meetings to continue the review process subject to availability of City staff and the staff of other agencies.

Once site plan approval is obtained, we will require approximately 8 weeks for completion of construction documents for building permit submittal.

Acceptance of this proposal may be indicated by the signature of the duly authorized official of the Delray Beach CRA in the space provided below. Returning an executed copy of this proposal to our office will indicate agreement between the two parties. Song + Associates will await a contract agreement as prepared by the Delray Beach CRA.

We appreciate this opportunity and look forward to continuing to serve the Delray Beach CRA.

Sincerely,



\_\_\_\_\_  
Jill Lanigan,  
Principal

cc: Jorge R. Luaces, AIA, S+A; JoAnn Brent, S+A; Eduardo Pagán, S+A

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_

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