BOARD OF DIRECTORS MEETING
Monday, May 21, 2018 at 6:30 p.m.
City Hall, Everglades Conference Room
9500 W. Sample Road, Coral Springs, FL 33065

AGENDA

I. Roll Call – J. Walsh, Chairman

II. Pledge of Allegiance – J. Walsh, Chairman

III. Citizens’ Comments – J. Walsh, Chairman

IV. Special Announcements and Comments – J. Walsh, Chairman

V. Approval of Meeting Summary – J. Walsh, Chairman
   – April 23, 2018

VI. Presentation by the Children Services Council on How the Reimbursed TIF is Being Utilized to Provide Benefits to the CRA - Cindy Seltzer, President/CEO

VII. MPO Projects in the CRA – Paul Carpenter, City’s Transportation Planner and James Cromar, MPO Strategic Initiatives Deputy Executive Director

VIII. Agreement for CRA Design Guidelines and Master Parking Redesign with Bermello Ajamil & Partners, Inc.– D. Lima, CRA Administrator (Request for Approval)

IX. CRA Update - D. Lima, CRA Administrator
   - Revised Wayfinding Design Concepts
   - Downtown Events (April and May)
   - Incubator / Co-Working Space Project
   - CRA Commercial Enhancement Grant Program
   - Former City Hall Demolition
   - CRA Workshop

X. Other Business – J. Walsh, Chairman

XI. Adjournment – J. Walsh, Chairman

Note: Next CRA Board meeting Monday, June 25, 2018

Attachment(s) to May 21, 2018 Agenda:
-V. Meeting Summary: April 23, 2018
-VIII. Agreement for CRA Design Guidelines and Master Parking Redesign
-X. CRA Commercial Enhancement Grant Program Brochure
Board Chair John Walsh called the meeting to order at 6:30 p.m. The meeting was held in the Everglades Room, City Hall, 9500 West Sample Road, Coral Springs, Florida. City Clerk Debra Thomas called the roll of Board Members.

Also in attendance were:
- Vanessa Steinerts, CRA Counsel
- Deputy City Manager Cynthia Birdsill
- Debra Thomas, City Clerk
- Danielle Lima, CRA Administrator
- Vice Mayor Lou Cimaglia

All persons in attendance rose for the recitation of the Pledge of Allegiance.

1. **Citizens’ Comments** – There were no comments.

2. **Special Announcements and Comments** – There were no special announcements. Jared Smith, CEO of Broward Hospital was introduced.

3. **Approval of Meeting Summary: March 26, 2018 meeting** –

**ACTION:** Board Member Vasquez moved, seconded by Board Member Koch, to accept the meeting minutes of March 26, 2018. The motion was approved unanimously (6-0).

4. **Downtown Coral Springs Wayfinding Signage Concepts Presentation** – Todd Mayfield of Axia Creative, Inc., came forward and presented the concepts for consideration by the Board. The presentation is included with the permanent record. The Board took time to review the examples, ask questions, and then shared their preferences. Mr. Mayfield explained that the comments would be used in developing the design. A representative from Broward Health felt the sign concepts could be brought into the new construction on the hospital campus.

5. **CRA Commercial Enhancement Grant Program** (Request to Approve): The proposed program information is included with the permanent record. Danielle Lima explained that this is a first for the Board. There is a definite area of the CRA that is eligible for the grant. The business owner must cover all upfront costs and then the applicant would be reimbursed 50% of the total eligible project costs up to $20,000 per applicant. A five-year waiting period is required to re-apply for the same location.

**ACTION:** Board Member Koch moved, seconded by Vice Chair Kasten, to approve the Commercial Enhancement Grant Program. The motion was approved unanimously (6-0).

6. **CRA Updates**

- **Innovate Downtown Event April 27 (Innovate, Unplug, Unwind):** The events are scheduled for the upcoming weekend.
- **Real Estate Summit on May 10 (Meet Up Downtown):** This event will be held in Commission Chambers and RSVPs have been coming in.
- **Coral Springs City Center Project:** The developer continues to search for tenants.
Design Guidelines and Master Parking Improvements: Work continues on the design guidelines as it relates to the new zoning. Adjustments to the master parking would create a sense of place by new landscaping and lighting. Part of the design guideline is redesigning the master parking area.

7. Other Business – A joint meeting is scheduled for May 1, 2018, at 5:30 p.m. in the Everglades Room. The meeting will include the Community Redevelopment Agency Board, Economic Development Advisory Committee, and the Coral Springs Regional Chamber of Commerce.

8. Adjournment

There being no additional business, the meeting adjourned at 7:58 p.m. The next CRA Board Meeting will be Monday, May 21, 2018 at 6:30 p.m.

________________________________________
DATE APPROVED/ACCEPTED

JOHN M. WALSH, J.D.
BOARD CHAIRPERSON
CRA BOARD OF DIRECTORS

____________________________
DEBRA THOMAS, CMC
CITY CLERK  CITY OF CORAL SPRINGS
AGREEMENT
FOR CORAL SPRINGS CRA DESIGN GUIDELINES
AND MASTER PARKING REDESIGN
BETWEEN
CORAL SPRINGS COMMUNITY REDEVELOPMENT AGENCY
AND
BERMELLO AJAMIL & PARTNERS, INC.

THIS AGREEMENT is made and entered into this ______ day of ________, 2018
(the “Effective Date”), by and between:

CORAL SPRINGS REDEVELOPMENT AGENCY, a public body corporate and
politic pursuant to Part III, Chapter 163, Florida Statutes, having as its principal address 9500 W.
Sample Road, Coral Springs, Florida 33065 (the “CRA”);

and

BERMELLO AJAMIL & PARTNERS, INC., a Florida corporation, having as its
principal address 2601 South Bayshore Drive, Suite 1000, Miami, Florida 33133 (the
“Contractor”).

RECITALS

WHEREAS, the CRA desires to obtain the services of Contractor to assist in the
preparation of urban design guidelines for the entire CRA area, including the Downtown Mixed
Use (the “DT-MU”) Zoning District, and make recommendations for improvements to the City-
owned parking areas (the “Master Parking Area”) within the CRA, fronting Sample Road from
Coral Hills Drive to N.W. 99th Street, as more particularly described in the Scope of Services,
attached hereto and made a part hereof as Exhibit A (the “Project”); and

WHEREAS, Contractor submitted a proposal to the CRA to perform the work for the
Project, all as more particularly detailed herein and in the Contractor’s Proposal, attached hereto
and made a part hereof as Exhibit B (the “Proposal”); and
WHEREAS, Contractor represents that it is qualified and possesses the necessary equipment, skill, labor, licenses, and experience to perform and complete the Project; and

WHEREAS, the Contractor and the CRA wish to undertake the obligations expressed herein;

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated, inclusive of the above referenced exhibits, into and form a material part of this Agreement.

SECTION 2. SERVICES. The services to be provided by the Contractor ("Services") are those as more particularly described in this Agreement and in Exhibit B, attached hereto and incorporated herein, which sets forth the proposed scope and schedule for the Project.

SECTION 3. COMPENSATION. The CRA agrees to compensate the Contractor in accordance with the terms and conditions set forth in this Agreement, the Proposal, and upon inspection by the CRA a total not-to-exceed amount of TWENTY-SEVEN THOUSAND EIGHT HUNDRED DOLLARS ($27,800.00), as set forth in the Proposal.

Final payment will be made upon completion of the Project and acceptance of the deliverables by the CRA, as set forth in the Proposal. Invoices shall be generated from the Contractor and delivered to the CRA on no more than a 30-day basis so that payments can be made. All payments shall be due to Contractor within 30 days of CRA's receipt of an invoice from Contractor for the same. This provision supersedes any payment schedule or plan set forth in the Proposal.

SECTION 4. INDEPENDENT CONTRACTOR. This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the Contractor is an independent contractor under this Agreement and not the CRA's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The Contractor shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Contractor's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Contract shall be those of Contractor, which policies of Contractor shall not conflict with CRA, or other government policies, rules or regulations relating to the use of Contractor's funds provided for herein. The Contractor agrees that it is a separate and independent enterprise from the CRA, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any joint employment relationship between the
Contractor and the CRA and the CRA will not be liable for any obligation incurred by Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

SECTION 5. TERM. This Agreement shall commence on the Effective Date, and shall continue until the scope of work for the Project as described in this Agreement is completed or until terminated in accordance with Section 9 hereof.

SECTION 6. INDEMNIFICATION.

A. Contractor shall indemnify, defend, and save harmless the CRA, its officials, agents, servants, and employees from and against any claim, demand, or cause of action of whatsoever kind or nature arising out of error, omission or negligent act of Contractor, its agents, servants, or employees in the performance of services under this Agreement.

B. Contractor shall indemnify, defend, and save harmless the CRA, its agents, servants and employees from and against any kind and all causes, claims, demands, actions, losses, liabilities, settlements, judgments, damages, costs, expenses, and fees (including without limitation reasonable attorney’s and paralegal expenses at both the trial and appellate levels) of whatsoever kind or nature for damages to persons or property caused in whole or in part by any negligent act, omission, or default of Contractor, its agents, servants or employees arising from this Agreement or its performance of services under this Agreement. Contractor and CRA hereby agree and covenant that Contractor has incorporated into the contract sum payable by the CRA to Contractor, specific additional consideration in the amount of ten dollars ($10.00) sufficient to support this obligation of indemnification provided for in this paragraph. The indemnification required pursuant to the Agreement shall in no event be less than $1 million per occurrence or no more than the limits of insurance required of Contractor by the Agreement, whichever is greater. It is the CRA’s and Contractor’s full intention that this provision shall be enforceable and said provision shall be in compliance with Section 725.06, Florida Statutes.

C. The execution of this Agreement by Contractor shall obligate Contractor to comply with the foregoing indemnification provision, as well as the insurance provisions which are set forth in Section 10 of this Agreement. However, the indemnification provision, and the insurance provision are not interdependent of each other, but rather each one is separate and distinct from the other.

D. The obligation of Contractor to indemnify the CRA is not subject to any offset, limitation or defense as a result of any insurance proceeds available to either the CRA or Contractor.

E. Nothing herein is intended to be construed, by either party, as a waiver of the protections, immunities, and limitations afforded a governmental entity pursuant to Section 768.28, Florida Statutes.

SECTION 7. ENFORCEMENT. A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.
SECTION 8. RECOVERY OF COSTS AND FEES. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party, to the extent permitted by Florida law, shall be entitled to recover from the other party all expenses, fees and costs incurred, including reasonable attorneys' fees and costs.

SECTION 9. TERMINATION. The CRA shall have the right to terminate this Agreement for convenience at any time prior to the scheduled delivery of the Project and has the right to terminate after five (5) days written notice to Contractor for Contractor's failure to perform in accordance with the terms of this Agreement and Contractor's failure the cure the non-compliance.

SECTION 10. INSURANCE.

A. The Contractor shall maintain the following insurance coverages during the execution and performance of this Project:

(i) Professional Liability Insurance in an amount not less than $1,000,000.

(ii) Worker’s Compensation Insurance for statutory obligations imposed by Worker’s Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoreman’s and Harbor Worker’s Act, the Federal Employers’ Liability Act and the Jones Act. Employer’s Liability Insurance shall be provided with a minimum of one hundred thousand and xx/100 dollars ($100,000.00) per accident. Contractor shall be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.

(iii) Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Contractor in the performance of the Services with the following minimum limits of liability:

$1,000,000 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

(iv) Comprehensive General Liability (occurrence form), with the following minimum limits of liability, with no restrictive endorsements:

$1,000,000 Combined Single Limit, per occurrence, Bodily Injury & Property Damage Coverage shall specifically include the following with minimum limits not less than those required for Bodily Injury Liability and Property Damage Liability:
1. Premises and Operations;
2. Independent Contractors;
3. Product and Completed Operations Liability;
4. Broad Form Property Damage; and
5. Broad Form Contractual Coverage applicable to the Agreement and specifically insuring the indemnification and hold harmless agreement provided herein.
B. Prior to any work being performed pursuant to this Agreement, Contractor shall submit to the CRA copies of its required insurance coverages, specifically providing that the CRA (defined to mean the CRA, their officers, agents, employees, volunteers, and representatives) are additional insureds with respect to the required coverages and the operations of Contractor.

C. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then, in that event, Contractor shall furnish, at least thirty (30) calendar days prior to expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of that period of the contract and extension there under is in effect. The CRA and Contractor shall not continue with the services required by this Agreement unless all required insurance remains in full force and effect.

D. The CRA does not in any way represent that the types and amounts of insurance required hereunder are sufficient or adequate to protect Contractor's interest or liabilities, but are merely minimum requirements utilized by the CRA.

E. Insurance companies selected by Contractor must be acceptable to the CRA. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the CRA by certified mail, return receipt requested.

F. The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the state of Florida, with a minimum rating of B+ to A+, in accordance with the latest edition of A.M. Best’s Insurance Guide.

G. All required insurance policies shall preclude any underwriter's rights of recovery or subrogation against the CRA with the express intention of the parties being that the required insurance coverage protects both parties as the primary coverage for any and all losses covered by the above-described insurance.

H. Contractor understands and agrees that any company issuing insurance to cover the requirements contained in this Agreement shall have no recourse against the CRA for payment or assessments in any form on any policy of insurance.

The CRA shall be named as the Insurance Certificate Holder and the CRA shall be an additional named insured on all policies of liability insurance.

SECTION 11. CHANGES IN WORK.

A. CRA, without invalidating the Agreement, may order extra work or make changes by altering, adding to or deducting from the work, the Agreement sum being adjusted accordingly. All such work shall be executed under the conditions of the original Agreement. Any claim for extension of time caused thereby shall be made in writing at the time such change is ordered.
B. All change orders and adjustments shall be in writing and approved in advance, prior to work commencing, by the CRA, otherwise, no claim for extras will be allowed.

C. Claim of payment for extra work shall be submitted by the Contractor upon certified statement supported by receipted bills. No claim for extra work shall be allowed unless same was ordered, in writing, as aforesaid and the claim presented at the time of the first estimate after the work is complete.

SECTION 12. REMEDY FOR DELAY.

A. In the event of any delay in the Project caused by any act or omission of the CRA, its agents or employees, by delays in the City’s permitting/approval of the Project, by the act or omission of any other party other than the Contractor, its agents, employees or subcontractors, or delay caused by weather conditions or unavailability of materials, the sole remedy available to Contractor shall be by extension of the time allocated to complete the Project. Contractor shall request an extension of time to complete the work within ten (10) days after occurrence of the event giving rise to such request or within ten (10) days after the Contractor should have first recognized the condition giving rise to the request, whichever is later. Failure to make a request in said ten (10) day period shall be deemed a waiver of any claim for extension for such work.

B. NO MONETARY DAMAGES SHALL BE CLAIMED BY OR AWARDED TO CONTRACTOR IN ASSOCIATION WITH ANY SUCH DELAY(s) IN THE PROJECT.

C. Failure on the part of Contractor to timely process a request for an extension of time to complete the work shall constitute a waiver by Contractor and Contractor shall be held responsible for completing the work within the time allocated by this Agreement.

D. All requests for extension of time to complete the work shall be made in writing to the CRA.

SECTION 13. NOTICES.

Whenever any party is required to give or deliver any notice to any other party, or desires to do so, such notices shall be by U.S. certified mail, return receipt requested, or by any of the following overnight couriers: UPS, Airborne, FEDEX, and addressed as follows:

CRA: Danielle Lima, CRA Administrator
      City of Coral Springs
      Community Redevelopment Agency
      9500 West Sample Road
      Coral Springs, FL 33065

With copy to: Cynthia Birdsill, Deputy City Manager
             City of Coral Springs
SECTION 14. PUBLIC RECORDS.

A. Contractor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

1. Keep and maintain public records required by the CRA to perform the services or work set forth in this Agreement; and

2. Upon the request of the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Contractor does not transfer the records to the CRA; and

4. Upon completion of the Agreement, transfer, at no cost to the CRA, all public records in possession of the Contractor or keep and maintain public records required by the CRA to perform the service or work provided for in this Agreement. If the Contractor transfers all public records to the CRA upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the
CRA’s custodian of public records, in a format that is compatible with the information technology systems of the CRA.

B. Contractor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the CRA pursuant to Section 119.0701(3), Florida Statutes. If notified by the CRA of a public records request for records not in the possession of the CRA but in possession of the Contractor, the Contractor shall provide such records to the CRA or allow the records to be inspected or copied within a reasonable time. Contractor acknowledges that should Contractor fail to provide the public records to the CRA within a reasonable time, Contractor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

C. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE CONTRACTOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE CRA AT:

CITY CLERK
CITY OF CORAL SPRINGS
9551 WEST SAMPLE ROAD
CORAL SPRINGS, FLORIDA 33065
TELEPHONE: (954) 344-1065
EMAIL: clerks@coralsprings.org

SECTION 15. INTERPRETATION OF AGREEMENT; AMBIGUITIES. It is expressly agreed that, under no circumstances, conditions or situations, shall this Agreement be more strongly construed against the CRA than against the Contractor. Any ambiguity or uncertainties in the specifications shall be interpreted and construed by the CRA, whose decision shall be final and binding upon all parties.

SECTION 16. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement.

SECTION 17. AMENDMENT. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing, which is executed by both of the parties hereto.

SECTION 18. ASSIGNMENT. Neither the CRA nor the Contractor may assign their rights, duties, or obligations under this Agreement or any monies to become due hereunder without the prior written approval of the other.
SECTION 19. APPLICABLE LAW. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

SECTION 20. WAIVER OF JURY TRIAL. CRA and Contractor hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to trial by jury in respect to any action, proceeding, lawsuit, or counterclaim based upon this Agreement, arising out of, or in connection with the work, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or omissions of any party.

SECTION 21. CONFLICTS. In the event of a conflict between any provision of this main Agreement instrument and the terms and conditions of any Exhibit thereto, then the documents shall take priority the following order:

1. This main Agreement instrument, then

2. Exhibit A, the Scope of Services, then

3. Exhibit B, the Proposal.

SECTION 22. ACCEPTANCE OF PROPOSAL. CRA's acceptance of the Proposal set forth in Exhibit B is expressly contingent upon the parties executing this Agreement instrument in full.

SECTION 23. VENUE. In the event of any litigation arising out of this Agreement or the performance thereof, venue shall be Broward County, Florida.
IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first written above.

Approved as to form and legal sufficiency

Vanessa T. Steinert
CRA Board Attorney

CORAL SPRINGS COMMUNITY REDEVELOPMENT AGENCY

By: __________________________
John M. Walsh, Chair

WITNESSES:

[PRINT NAME OF WITNESS]

[PRINT NAME OF WITNESS]

CONTRACTOR:

Bermello Ajamil & Partners, Inc., a Florida corporation

By: __________________________
Title: Vice President
EXHIBIT A

Scope of Services
SCOPE OF SERVICES

Task No. 1 Kick-Off Meeting
Carry out a Kick-Off Meeting with CRA and City Staff to corroborate project goals and objectives, timeline, deliverables, project protocols and other project development actions. Carry out a limited amount of one-on-one stakeholder meetings during the day of the Kick-off Meeting.

Task No. 2 Analysis of Existing Conditions
Carry out a site visit to collect data in regards to the distribution of types of retail stores and food and beverage facilities; building conditions; pedestrian connectivity to rear parking areas; general landscape; from property tax records identify total area of project present square footage and code parking requirements; other pertinent data as to be identified by the consultant.

Deliverables: Base map drawing in AutoCAD and over an aerial photo of the identified study area; property ownership and parcel map; site photos, drawing(s) and diagrams as may be needed to present existing conditions. Drawing and text summarizing issues and opportunities present in the study area.

Task No. 3 Design Guidelines to Accompany the Form Based Code
Evaluate present regulatory environment of the study area including the Form Based Code for the entire CRA and evaluate the differences between the Phase I and Phase II subareas. Identify permitted uses, form standards and other regulatory requirements included in the DT-MU and provide design guidelines that include design standards for signage, lighting, building façade treatment, landscape, hardscape materials and other. For design standards that are already addressed in the DT-MU, such as building scale and building placement, explain the regulations in a clear and user-friendly language using illustration when possible.

Deliverables: Provide Draft of Design Guidelines for staff to review. After working with staff on revisions provide and present final design guidelines for CRA adoption.

Task No. 4 Preliminary Parking Area and Landscape/Lighting Improvements Alternative Options
Based on the Analysis of Existing Conditions and issues and Opportunities, generate a minimum of two options to address improvements to the parking area, the distribution of spaces, internal access including expansion of the sidewalks where possible. Evaluate functionality, impacts to present retail, reduction of parking with each option.

**Deliverables:** Drawings, text and tables outlining the different options and their impacts to parking count, accessibility, landscape design, sidewalk use and any other pertinent data that may help illustrate the options available. Identify potential lighting options.

**Task No. 5 Community Workshop/Scoping Meeting**
The consultant shall utilize multiple means of public engagement in order to collect public opinion on the proposed design guidelines and Master Parking redesign. The consultant shall:
- Meet with CRA and City staff
- Make two presentations to the CRA Board and one to the City Commission
- Attend two Merchants Meetings that would serve as a focus group of business and property owners within the CRA
- Carry out a Community Workshops to present the project, the work to date and obtain community/store owners/property owners input (CRA will coordinate venue and invitations).

**Deliverables:** Prepare boards or PowerPoint presentation for meetings. Summary notes of meeting comments and findings as necessary.

**Task No. 6 Incorporate Community Workshop/Scoping Meeting Input**
From the information gathered at the Workshop, make the necessary additions/deletions/changes to the work carried out to present including drawings and other documents.

**Deliverables:** Based on the results of the Community Workshop and in consultation with the CRA Board, propose a preferred option and make the necessary changes to the drawings as may be required.

**Task No. 7 Provide Final Design Guidelines and Recommended Redesign of Master Parking**

**PROJECT TIMELINE**
A significant portion of the project should be completed before the end of this Fiscal Year, which is September 30, 2018.
Company must include project timeline and budget breakdown.
SCOPE OF SERVICES
Coral Springs Community Redevelopment Agency (CRA)
Urban Design Guidelines and Master

I. Introduction
The Coral Springs Community Redevelopment Agency (CRA) has requested Bermello, Ajamil and Partners (BA) to assist with the preparation of the following documentation:

- Urban design guidelines for the DT-MU Zoning District, and;
- The redesign of the Master Parking Plan, within the CRA area.

II. Project Background
In January 2018, the City of Coral Springs, Florida, adopted Ordinance No. 2017115, which established the Downtown Mixed-Use (DT-MU) Zoning District, consisting of the regulatory zoning requirements for properties within Community Redevelopment Area (Figure 1). As part of the scope of services included in this Study, the consultant shall establish supplementary urban design guidelines for the DT-MU District. These guidelines shall provide further detailed explanation and graphic examples of the preferred form of future development within the entire CRA area. The design guidelines for Phase I will be focused on large scale development and the Phase II on enhancement of existing buildings. The urban design guidelines shall also include design considerations for elements that are not specifically regulated within the DT-MU. These elements shall be considered those that would add to the overall character/identity of the city, such as: signage, building features, lighting, landscaping and other design considerations.

As part of this Scope of Work, BA shall provide recommendations on improvements to the City-owned parking areas (Master Parking Area), within the CRA, fronting Sample Road, from Coral Hills Drive to NW 99th Street as noted in Figure 2. Typical to conventional suburban strip retail development, the Master Parking Area serves the adjacent properties/retail centers along this corridor. However, these parking lots do not contribute to the attractiveness of the present urban environment and serve more as a frontage road. As part of the scope of services, the consultant shall explore creative interventions within the parking area, which improves the pedestrian environment for the retail areas, through the inclusion additional landscape, lighting and expanded/improved sidewalks, where feasible. These public improvements shall not only create a more attractive environment, but also aim to create opportunities for additional private investments, as well as enhance the adjacent commercial properties profile within the marketplace.
Guided by the same stakeholder input and extensive public outreach campaign undertaken by the CRA during the rezoning process, major public resistance is not anticipated in the development of the urban design guidelines. Where the redesign of the Master Parking Area may potentially include the elimination/reconfiguration of any existing parking more public outreach and coordination public shall occur. As part of the scope of services included in this Study, there shall be at least two community stakeholder meetings. While the consultant is expected to conduct each meeting, the CRA shall be responsible for public notification and invitation to all elected officials, community stakeholders and neighborhood constituents.

![Figure 1. Proposed Study Area: Urban Design](image1)

![Figure 2. Proposed Study Area: Master Parking Area](image2)
III. **Scope of Work**
This project will encompass six (6) major tasks as follows:

**Task No. 1  Kick-off Meeting**
BA shall coordinate the organization of a kick-off meeting with CRA and City Staff to establish project goals and objectives, timeline, deliverables, project protocols and other project development actions.

*Task No. 1 Deliverables:*
BA shall provide the following document for the kick-off meeting:
- Meeting agenda
- Kick-off Meeting (1)
- Project aerial document, as needed. General meeting minutes (to be distributed electronically)

**Task No. 2  Analysis of Existing Conditions**
BA shall conduct an internal team site visit, which includes visual survey and documentation of the following: types of retail stores/food and beverage establishments, general building conditions, pedestrian connectivity and context, general landscape conditions, and site programming areas and parking counts (provided vs. required)

*Task No. 2 Deliverables:*
BA shall provide the following documentation:
- AutoCAD base map (scaled with hi-res aerial)
  - Study Areas
  - Property ownership and parcels (as available from property tax records)
  - Site photos
  - Site diagrams (as required to present existing conditions)
  - Summary of issues and opportunities for the site areas
- Works-in-Progress Meeting to CRA (1)
  - PowerPoint Presentation

**Task No. 3  Urban Design Guidelines and Master Parking Area**

*Sub-Task No. 3.a  Urban Design Guidelines*
BA shall evaluate present regulatory environment of the study area including the Form Based Code for the entire CRA and evaluate the differences between the Phase I and Phase II subareas. Identify permitted uses, form standards and other regulatory requirements included
in the DT-MU and provide design guidelines that include design standards for signage, lighting, building façade treatment, landscape, hardscape materials and other. For design standards that are already addressed in the DT-MU, such as building scale and building placement, explain the regulations in a clear and user-friendly language using illustration when needed.

Sub-Task No. 3.a Deliverables:
BA shall provide the following:
- Draft text and illustrations
- Formatted draft of Urban Design Guidelines document
- Provide three options of preferred architecture style and outline specific features associated with those styles
- Final Draft Document (produced in Adobe InDesign)

Sub-Task No. 3.b Master Parking Area
BA shall generate a maximum of three (3) options to address improvements to the Master Parking Area within the CRA. These options shall include evaluation of distribution of spaces, internal access, and the expansion of sidewalk and landscaping (where feasible). Additional functionality, impacts to existing uses, and potential parking reduction will be explored for each option.

Sub-Task No. 3.b Deliverables:
BA shall provide the following:
- Drawings, text and tables that outline the different options and their impacts on parking, accessibility, landscaping, sidewalk functionality, and;
- Any other pertinent data/graphic exhibits that may help illustrate each option.

Note: The preparation of 3D models and/or 3D renderings depicting the site areas can be completed by BA for additional fees, as necessary.

Sub-Task No. 3.c Stakeholder, CRA and City Commission Meetings
BA shall present works-in-progress, for all of Task No. 3 at the discretion of the CRA schedule. In addition BA shall attend maximum two (2) merchants meetings, which shall serve as a focus group of business and property owners within the CRA, a maximum of two (2) meetings with CRA commission and one (1) meeting with City Commission, as required with CRA staff.

Sub-Task No. 3.c Deliverables:
BA shall provide the following documentation:
- Works-in-Progress Meeting to CRA (1)
Task No. 4  Community Workshop Meeting
Upon completion of Task 3 and in coordination with CRA staff, B&A shall organize one (1) Community Workshop to present the project, works-in-progress, and obtain input from elected officials, community stakeholders and local residents. Under this Task, B&A shall prepare the invitation, draft/final agendas, as well as meeting minutes and shall electronically distribute this information for comments by CRA staff.

BA shall utilize multiple means of public engagement like social media and on-line surveys or polling apps in order to collect public opinion for the Urban Design Guidelines and Master Parking Area.

Task No. 4 Deliverables:
Under this task, BA shall provide the following documentation:
- Invitation flyer in English and Spanish, boards and or PowerPoint presentation for Community Workshop

Note: Meeting location selection, rental fees and cost for advertisement to promote/market this Community Workshop meeting shall be the responsibility of the CRA.

Task No. 5  Workshop Results and Update
Upon completion of Task 4, BA shall summarize the information obtained from the community workshop meeting, evaluate the comments for appropriateness and incorporate the community's comments into the draft documents of the Urban Design Guidelines and Redesign of Master Parking Area.

Task No. 5 Deliverables:
In coordination with the CRA Board, BA shall provide the following documentation:
- BA will designate a preferred option and update the drawings/drafts as may be required.

Task No. 6  Final Design Guidelines and Recommended Redesign of Master Parking Area
Upon completion of all tasks 1-5, BA shall finalize the draft reports, incorporating all input and required information/analysis as proposed within this Scope of Services.
**Task No. 6 Deliverables:**

BA shall provide the following documentation:
- Draft and Final Report (produced and published in Adobe Indesign)

**IV. Schedule**

A significant portion of the project should be completed before the end of this Fiscal Year, which is September 30, 2018. The schedule to complete this Scope of Services as provided below:

<table>
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<tr>
<th>Weeks from NTP</th>
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<td>Final Design Guidelines and Recommended Redesign of Master Parking Area</td>
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**V. Compensation**

The compensation for services provided under this task order for a lump sum fee of $27,800 (twenty-seven thousand eight hundred dollars).
ACORD™
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services
2400 East Commercial Boulevard Ste 600
Fort Lauderdale, FL 33308

CONTACT: Kimberly Coomer
PHONE: 954-607-4131
EMAIL: Kimberly.Coomer@usi.com

INsURED
Bermello, Ajamil & Partners, Inc.
2601 S Bayshore Dr Ste 1000
Miami, FL 33133-5437

INSURER A: Hartford Casualty Insurance Co.
INsURER B: Twin City Fire Insurance Co.
INsURER C: Continental Casualty Company
INsURER D:
INsURER E:
INsURER F:

INsURER B: Hartford Casualty Insurance Co.
INsURER D: Twin City Fire Insurance Co.
INsURER F: Continental Casualty Company

COVERAGES:

COVERAGE NUMBER: I
CERTIFICATE NUMBER:

FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREBIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>ADDEDSUMER</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>LIMITS</th>
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| A   | AUTOMOBILE LIABILITY | X ANY AUTO OWNED AUTOS ONLY | SCHEDULED AUTOS | 21 UUN KK3769 | 11/11/2017 | 11/11/2018 |

| A   | UMBRELLA LIABILITY | X OCCUR | CLAIMS-MADE | 21 XHU KK3260 | 11/11/2017 | 11/11/2018 |

| B   | WORKERS COMPENSATION AND EMPLOYER'S LIABILITY | X | 21 WB AG1371 | 11/11/2017 | 11/11/2018 |

| C   | PROFESSIONAL LIABILITY | X | AEH268262231 | 11/11/2017 | 11/11/2018 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD #11, Additional Remarks Schedule, may be attached if more space is required)
Coral Springs CRA, their officers, agents, employees, volunteers, and representatives is an Additional Insured as respects to General Liability, Auto Liability, and Umbrella Liability when required by written contract. General Liability, Auto Liability, and Umbrella Liability is Primary and Non Contributory when required by written contract. Waiver of Subrogation applies to Workers Compensation and General Liability when required by written contract. All of the above is subject to the terms, conditions, and exclusions of the policy.

CANCELLATION

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The City of Coral Springs
COMMUNITY REDEVELOPMENT AGENCY (CRA)
Commercial Enhancement Grant Program

The purpose of the CRA Commercial Enhancement Grant Program is to encourage existing building owners or tenants located within a section of the Community Redevelopment Agency (CRA), to improve the aesthetics of commercial buildings and to enhance safety in the rear of the buildings. For approved projects, the Program will pay for 50% of the documented hard costs for the improvements and the applicant is responsible for 50% of the hard costs, plus 100% of associated costs such as engineering and permits. Commercial buildings may receive up to $20,000.

To qualify for the Program, the structure must be located within a section of the CRA area, referred to as the Downtown Merchants Group Pilot Program Area, on Sample Road between Coral Hills Drive and NW 99th Way (see map above). The applicant must submit a complete application accompanied by two estimates from licensed contractors. Review and approval of the application may take up to four weeks to process.

Funding is available until September 30, 2018 or until the CRA’s program budget is depleted.

TO REVIEW THE FULL GRANT DESCRIPTION AND APPLY VISIT OUR WEBSITE AT WWW.CORALSPRINGS.ORG/CRAGRANTS

For more information contact Danielle Lima, CRA Administrator at dlima@coralsprings.org or 954-344-1121.