

Anna Pernas
Historical Resources & Cultural Arts Director
City of Coral Gables
2327 Salzedo Street, 2nd Floor
Coral Gables, FL 33134

NORTH PONCE NEIGHBORHOOD HISTORIC RESOURCES SURVEY

2025 FEBRUARY 10

Dear Ms. Pernas,

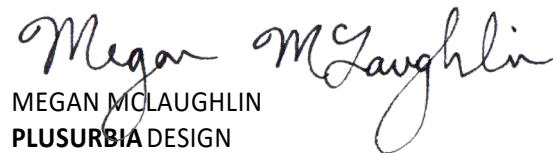
As discussed, please find attached our proposal for completion of a historic resources survey, including a survey report and Florida Master Site Files for historic properties in the North Ponce neighborhood in the City of Coral Gables. In the following pages, we have included our scope, timeline, and fee proposal, our team's professional qualifications, and examples of historic surveys that have been completed by our team within the past five (5) years.

I will personally lead the North Ponce neighborhood historic resources survey project. I have over fourteen (14) years of experience working in the field of historic preservation in Miami-Dade County, and I have personally led over a dozen historic survey projects since 2018. Based on my educational and professional background, I meet the the professional standards used by the National Park Service, and that have been previously published in the Code of Federal Regulations, 36 CFR Part 61, as an Architectural Historian.

Signing and returning one copy of this proposal indicates your acceptance of this proposal.

Please contact me if you have any questions.

Sincerely,


MEGAN MCLAUGHLIN
PLUSURBIA DESIGN

**All Pre-1975 Buildings (approximately 340 resources)
North Ponce Neighborhood Historic Resources Survey
Proposed Scope of Work, Timeline and Fees**

Scope of Work

- Internal meetings with City of Coral Gables staff members on an as-needed basis.
- Florida Master Site Files: Preparation and completion of approximately 340 Florida Master Site Files for all buildings built before 1975 within the North Ponce neighborhood, to include all required attachments: maps and photographs.
 - Formats: Florida Master Site Files will be submitted to the client as a filled PDF as provided on the State Division of Historical Resources website, with map and photograph attachments in formats as required by the State Division of Historical Resources.
- Survey Report: Preparation of a Survey Report of the subject area in conformance with Chapter 1A-46 of the Florida Administrative Code, providing a historic context that spans from approximately the 1920s through 1975.
- Subject Area Boundary: Generally described as all incorporated City of Coral Gables properties located north of Navarre Avenue, south of SW 8th Street, east of LeJeune Road, and west of Douglas Road.
- Work will be completed by trained staff through a combination of in-office research, archival research, and on-site field documentation.

Timeline, Deliverables, and Fee Schedule

- **March 1, 2024.** Project Kick-off. *Retainer due: \$10,000*
- **May 1, 2024.** Submission of study area map and property list with assigned Florida Master Site File numbers. Completion of field work and photography. *Fee: \$20,000*
- **June 30, 2025.** Submission of approximately 170 draft Florida Master Site Files. *Fee: \$30,000*
- **August 30, 2025.** Submission of 50% Draft of the Survey Report. *Fee: \$15,000*
- **September 30, 2025.** All completed Florida Master Site Files and the Final Survey Report will be submitted to the City. *Fee: \$23,000*

Total Professional Services Fee

- Completion of 340 Florida Master Site Files: \$68,000
- Completion of a Survey Report in conformance with Chapter 1A-46 of the Florida Administrative Code, for the time period of 1920s - 1975: \$30,000
- Total Professional Services Fee: \$98,000

APPENDIX 'A'

1. ADDITIONAL SERVICES

Additional services include work provided beyond the scope of our agreement and may be compensated either Hourly, Per Diem, or at a mutually agreed upon fixed rate.

Potential additional services for the project may include, but are not limited to: public outreach, additional meetings, or additional reports or other outreach materials.

Hourly Rates:

- | | |
|--|-------------------|
| ▪ Principal: | \$325/hour |
| ▪ Senior Preservation Specialist: | \$275/hour |
| ▪ Senior Planner: | \$150/hour |
| ▪ Planner: | \$100/hour |
| ▪ Clerical: | \$50/hour |

2. EXCLUSIONS:

- Printed materials, presentation renderings and presentation boards beyond those specified in this proposal.

3. ASSUMPTIONS AND EXCEPTIONS

The Client will supply and/or make otherwise available relevant material for the preparation of the designation report, if applicable.

*No field verification will be conducted on the information provided by the Client.

4. LIMITATION OF LIABILITY

To the maximum extent permitted by law, the Client agrees to limit the Consultants' liability for the Client's damages to the sum of 1.000 USD or the Consultants' Fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

5. TERMINATION

- In the event of an early termination of this agreement because of Client abandonment of the project, or determination not to proceed, Client shall return all design materials to PlusUrbia, who shall retain all design copyrights, and who shall be entitled to be compensated for the full consultancy fee and reimbursables incurred through the termination date.
- In the event that the Client terminates the consultant with or without cause and Client decides to continue using the concepts developed by PlusUrbia; Client shall be required to compensate PlusUrbia a fee of 50% of remaining fees, beyond fees paid

from point of termination, for use of all design concepts and materials. Once Client has paid all fees due based on this provision, PlusUrbia shall grant all copyrights of the design to Client.

- Upon completion of this agreement, the Consultant shall retain all rights to publish, advertise, or use images of this design in any business related or personal marketing materials or programs.
- In the event of early termination, with or without cause, the Consultant shall have the right to demand and obtain the removal of its name as the author of the Project.

6. TRUST/COOPERATION

All parties shall use their best endeavors to work together in a spirit of mutual trust and cooperation. In relation to the Services, either party shall advise the other upon becoming aware of:

- A need to vary the Services, the Timetable, the Fee, or any other part of this agreement
- Any incompatibility in or between any of Client's requirements in the Brief; or, between/among the Brief, any instruction from Client, the Construction Cost, the Timetable, and the approved design (or any one or more of them); or, any need to vary any part of them
- Any information or decisions required from Client or others in connection with the performance of the Services
- A need to appoint consultants or other persons other than the Project Team to design or carry out any part of the works as subject to the Services or provide specialist advice or additional inspection services in connection with those works.
- The Consultant shall, when reasonably required by any member of the Project Team or any other Consultant or professional engaged by Client in relation to the project:
- Cooperate with them as reasonably necessary for the carrying out of their services provide them with information concerning the Services for carrying out their services
- Consider (and when requested by them comment upon) their work so that they may consider making any necessary changes to their work
- Coordinate and integrate into the Consultant's work relevant information provided by them

7. CREDIT/OWNERSHIP

Plusurbia maintains common law and statutory copyrights on its entire work product.

Agreed and consented to as set forth above:

NAME

TITLE

DATE