



**CITY OF DANIA BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**DATE:** December 11, 2012

**TO:** Robert Baldwin, City Manager

**VIA:** Marc LaFerrier, AICP, Director *MLF*

**FROM:** Corinne Lajoie, AICP, LEED Green Associate, Principal Planner *CL Lajoie*

**REQUEST:** **CD-51-12:** The Community Development Department is requesting approval of an agreement between the City and Metric Engineering for landscape planning and inspection consulting services for Code Compliance, Building and Planning Divisions in an amount not to exceed \$29,000 without competitive bidding.

The City of Dania Beach's City Charter authorizes the City Manager to purchase supplies, services, equipment and material for the City government in amounts in excess of \$25,000.00 without competitive bidding and without advertisement for bids if he is authorized to do so in advance by a resolution adopted by the City Commission. Staff has determined that it is likely that landscape and inspection consulting services from Metric Engineering, Inc. will likely exceed \$25,000 in the coming year to various Departments within the City, predominantly for services provided to Community Development Department. Recent fee restructuring has changed the method by which we contract and pay for consulting services. As such, what was previously collected as and paid for from a cost recoverable account is now budgeted as planning revenue and landscape consulting expenses. The City Commission approved budgeted amounts in the Community Development Departments Professional and Consulting Service accounts 31-36 and 31-10 totaling \$29,000 for landscape consulting services.

The Community Development Department has existing, on-going City grants that require the use of landscape consulting services in order to meet a combination of timing and compliance requirements. As such, the Community Development Department is requesting approval of an agreement between the City and Metric Engineering for Landscape Planning and Inspection consulting services for the Code Compliance, Building and Planning Divisions in an amount not to exceed \$29,000, without competitive bidding.

**STAFF RECOMMENDATION**

Approve.



November 20, 2012

Corinne LaJoie, Principal Planner  
City of Dania Beach  
100 West Dania Beach Boulevard  
Dania Beach, Florida 33004

**Subject: Proposal for Landscape Consultant Services**

Ms. LaJoie:

Metric Engineering, Incorporated (Metric) is pleased to provide the following proposal to the City of Dania beach (City) to provide continued landscape consultant services. Our understanding of this project is based on our experience with this contract and your request for this proposal.

**Scope of Work**

Metric proposes to provide landscape consultant services to the City, through various departments, under three main activity types as follows:

1. Cost Recovery Services

This scope item includes landscape consulting services pertaining to the review of submittals provided to the City through the site plan review process. Typical scope items include reviewing and providing comments on proposed landscape plans for compliance with the City code and industry standards; reviewing and providing comments on proposed site plans and related development plans for compliance with landscape codes; attending City Development Committee Review Meetings; conducting inspections of newly installed landscaping (planted to satisfy approved landscape plan requirements) in order to provide City approval, including pre-construction meetings and interim inspections as needed. All reviews will be conducted in a timely manner and in within City requested timeframes.

2. Non Cost Recovery Services

This scope item includes review and processing of tree removal license applications (including field reviews), providing technical support on landscape issues for the City's Code Compliance Unit, providing technical support on landscape issues on an as-needed basis for the Community Development Department. Metric will accommodate the schedule of the City for these tasks with availability for field of office meetings within two business days and emergency field inspections within 24 hours.

In order to maintain high standards of service, Metric will maintain staff certifications as Certified Florida Landscape Inspectors and Certified Arborists, for providing technical support as needed.

**Deliverables**

Metric will provide copies of all plan review findings and other required documentation in electronic format unless otherwise requested, with the exception of Tree Removal License applications, which will be returned to the City in original hard copy form.

**Fee**

Metric will perform the above referenced scope of services on a hourly basis, with the following loaded rates (all travel and overhead expenses included):

1. Cost Recovery Services: \$100/Hour
2. Non Cost Recovery Services: \$75/Hour

**Authorization**

Please provide a City authorization that incorporates this proposal in regards to scope and cost. If you have any questions about this proposal please let me know.

Sincerely,  
Metric Engineering, Inc.



Michael McCoy  
Director, Environmental Services