



CITY OF Boca Raton

CITY HALL
201 WEST PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE (561) 393-7700
(FOR HEARING IMPAIRED) TDD (561) 367-7043
www.myboca.us

DATE: September 1, 2026

TO: Mayor and City Council

FROM: Mark Sohaney
City Manager 

SUBJECT: Adoption of Resolution 113-2026 Approving a Contract with Chen Moore and Associates for Community Engagement and Planning Services for the Development of the Memorial Park Master Plan.

RECOMMENDATION: I recommend adoption of Resolution 113-2026 approving a contract with Chen Moore and Associates for community engagement and planning services for the development of the Memorial Park Master Plan in the amount of \$519,925.

BACKGROUND:

The development of a Master Plan for the Downtown Civic Area and Memorial Park represent a significant opportunity to shape the long-term future of an important public space within the City's downtown. The approximately 17-acre civic area includes Memorial Park and several of the City's most important civic facilities and public spaces.

Recently, the City Council and community have expressed a strong interest in ensuring that the civic area and Memorial Park reflect the needs, priorities and character of Boca Raton and provide meaningful public spaces that will serve the community for generations. The planning effort being considered to achieve these goals also provides an opportunity to strengthen pedestrian connectivity, integrate civic facilities with open space, and create an active and welcoming civic environment that residents will use and enjoy beyond visits for traditional governmental services.

Recognizing the significance of these public assets, the City Council identified development of the Civic Area/Memorial Park Master Plan ("Memorial Park Master Plan") as a priority initiative. An important component of this effort is a robust community engagement process that builds upon information gathered through previous planning and outreach activities, as well as technical data related to the facilities and infrastructure, while providing residents and stakeholders with meaningful opportunities to identify community values, priorities, desired uses and expectations for Memorial Park and the adjacent civic uses.

Importantly, community engagement will occur alongside development of the Master Plan so that public input informs the work as it evolves rather than simply responding to a plan after it has been developed. The process is intended to move sequentially from listening and identifying community priorities, to developing concepts based upon that input, and then refining those concepts in response to additional public feedback. This "listen first, design second" approach was a central element of the City's RFQ and remains a fundamental component of the scope described as part of this contract with Chen Moore and Associates (ChenMoore).



Consultant Selection and Scope Development

The City issued a Request for Qualifications (RFQu) seeking a multidisciplinary consultant team to provide public engagement, planning, urban design and conceptual architectural services. On July 28, 2026, the City Council selected ChenMoore as the most qualified consultant to prepare the Master Plan.

Following selection, City staff worked with ChenMoore to develop and refine a scope of services that achieves the City's planning and engagement objectives while establishing an appropriate level of effort and cost. ChenMoore's initial proposal, which reflected the scope of work identified in the RFQu, contemplated a more extensive series of engagement and concept-validation activities at a substantially higher cost. Staff and the consultant subsequently consolidated phases, reduced duplicative engagement activities and focused consultant resources on those activities considered most important to achieving the City's objectives.

The resulting scope establishes a four-phase, approximately six-month process:

Phase 1 - Project Initiation, Council Alignment and Listening Framework. ChenMoore will conduct individual interviews with each City Council member, meet with the Parks & Recreation Board and members of the Greater Boca Raton Beach and Park District, develop a detailed public engagement plan, identify key stakeholders, assist with the project website and digital engagement tools, review existing site and building conditions and available background information, and present the proposed engagement and outreach strategy to the City Council.

Phase 2 - Community Listening. The consultant will facilitate up to six small-group listening and discussion sessions and up to six stakeholder engagement sessions involving neighboring residents, business and nonprofit leaders, recreational users, youth and families, veterans, and parks and recreation representatives. The consultant will also conduct a community survey and participate in two community events to broaden participation. An engagement summary will document participation, preliminary findings and emerging themes.

Phase 3 - Design Charrette and Concept Development. Community input gathered during the listening phase will inform a two-and-one-half-day public design charrette that includes workshops, informal drop-in opportunities and virtual participation. Following the charrette, ChenMoore will prepare up to two conceptual alternatives for City Hall, the Community Center, Tennis Center and Singing Pines Building Complex. Site concepts will consider connectivity and pedestrian safety, integration of civic uses and open space, programming opportunities for the Singing Pines Building Complex, opportunities for supportive and properly scaled commercial uses, and the objective of making Memorial Park and the civic area a destination for residents.

Following development of the conceptual alternatives, the public will have additional opportunities to evaluate the alternatives through a community survey and interactive kiosks at community locations. ChenMoore will document this feedback through a "What Changed Because of Your Input" summary and prepare up to two refined concepts based upon public and stakeholder feedback.

Phase 4 - Final Plan and Recommendations. ChenMoore will prepare a preferred Master Plan concept and a draft Master Plan for review by the public, City Council and City staff and to be presented at a City Council Workshop. Public review comments will be considered before



preparation of the final Master Plan, which will then be presented to the City Council for consideration and adoption.

Scope Refinement and Cost

The final scope represents a right-sizing of the engagement and planning process rather than a change in the City's objectives. The separate validation and concept-testing phases contemplated in the initial proposal have been consolidated into the listening, charrette and concept-development activities. The design charrette has been reduced from three days to two-and-one-half days, and a separate final public engagement event has been eliminated. Importantly, the revised scope preserves opportunities for the community to provide input before concepts are developed, evaluate alternatives after they are developed, understand how that input affected the concepts, and review the draft Master Plan before it is finalized.

The proposed lump-sum fee for the revised scope is \$519,925, consisting of \$132,070 for Project Initiation, Council Alignment and Listening Framework; \$52,620 for Community Listening; \$249,350 for Design Charrette and Concept Development; and \$85,885 for Final Plan and Recommendations. This amount is not inclusive of eligible reimbursements. In addition, staff is recommending approval of a contingency in the amount of \$52,000 in the event additional services are required that are not included in the scope of services.

The scope is limited to master planning and implementation strategies and does not include construction documents, permitting, bidding or construction administration. The City will also provide available historical outreach information, previous planning and design materials, existing conditions information and available infrastructure, engineering and transportation information to support the consultant's work.

Conclusion

The proposed agreement provides the multidisciplinary planning, design, engineering and community engagement expertise necessary to develop a long-term framework for Memorial Park and the adjacent civic area. Most importantly, the process maintains the City's commitment to allowing community values and priorities to inform the plan as it is developed.

The resulting Master Plan is intended to provide the City Council with a community-informed framework for future decisions regarding Memorial Park, City Hall, the Community Center, Tennis Center, Singing Pines Building Complex, associated public spaces, connectivity improvements and implementation priorities.

FISCAL IMPACT:

Funding for the community outreach and master planning initiative is available within the City's Capital Improvement Program (CIP). Consistent with the City Council's direction and the community's interest in ensuring that Memorial Park and the adjacent civic area reflect the needs, priorities, and character of Boca Raton, funding in the amount of \$519,925 plus an additional \$52,000 contingency is included in the Resident-Led Memorial Park Enhancements in the FY2026-27 CIP Proposed Budget, account 336.44.11801.56300001.541.1440827.



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Accordingly, approval of this item does not require an additional appropriation. Funding is available within the CIP and will be reflected under the Resident-Led Memorial Park Enhancements project beginning with the FY 2026-27 CIP.

STRATEGIC IMPACT: The scope of work included in this Master Plan initiative supports Strategic Focus Area of Strong Partnership with the Community given the extensive outreach program and "listen first, design second" approach as well as the Strategic Focus Area of Vibrant and Sustainable City as the planning effort will result in a plan that reflects the values and priorities of the community related to the future of the downtown civic area and Memorial Park.

Document originated by: Andrew D. Lukasik, Deputy City Manager



RESOLUTION

113-2026

1
2 A RESOLUTION OF THE CITY OF BOCA RATON
3 AUTHORIZING THE CITY MANAGER TO EXECUTE AN
4 AGREEMENT WITH CHEN MOORE AND ASSOCIATES,
5 INC. FOR PROFESSIONAL SERVICES FOR THE
6 DOWNTOWN CIVIC AREA/MEMORIAL PARK MASTER
7 PLAN; AUTHORIZING A PROJECT CONTINGENCY FOR
8 UNFORESEEN NEEDS DURING THE MASTER PLANNING
9 PROCESS; PROVIDING FOR SEVERABILITY; PROVIDING
10 FOR REPEALER; PROVIDING AN EFFECTIVE DATE
11

12 WHEREAS, the Downtown Civic Area and Memorial Park encompass approximately 17
13 acres of City-owned property, including Memorial Park, City Hall, the Community Center, Tennis
14 Center, Singing Pines Building complex, associated public spaces and rights-of-way; and

15 WHEREAS, the City Council has identified development of a Downtown Civic
16 Area/Memorial Park Master Plan (the "Master Plan") as a priority to establish a long-term,
17 community-informed framework for the future of these important civic facilities and public spaces;
18 and

1 WHEREAS, the City desires that the Master Plan be developed through a community-driven
2 process that emphasizes meaningful public engagement and a "listen first, design second"
3 approach so that community values and priorities inform the development and refinement of
4 conceptual alternatives; and

5 WHEREAS, the City issued a Request for Qualifications seeking a qualified multidisciplinary
6 consultant team to provide public engagement, planning, urban design, landscape architecture,
7 engineering and conceptual architectural services for development of the Master Plan; and

8 WHEREAS, on July 28, 2026, the City Council selected Chen Moore and Associates, Inc.
9 ("Consultant") as the most qualified firm to provide the required professional services; and

10 WHEREAS, the City and Consultant have negotiated an Agreement for Professional
11 Services and Scope of Services providing for a four-phase, approximately six-month planning
12 process that includes project initiation and Council alignment, community listening, a public design
13 charrette and concept development, and preparation of the final Master Plan and
14 recommendations; and

15 WHEREAS, the Scope of Services provides for community engagement opportunities,
16 development and refinement of conceptual alternatives for civic facilities and public spaces,
17 consideration of connectivity and pedestrian safety, integration of civic uses and open space, and
18 preparation of a final Master Plan and implementation framework; and

19 WHEREAS, the negotiated lump-sum fee for the professional services is Five Hundred
20 Nineteen Thousand Nine Hundred Twenty-Five Dollars (\$519,925.00); and

21 WHEREAS, due to the iterative and community-driven nature of the Master Plan process,
22 the City Council desires to authorize a project contingency in the amount of Fifty-Two Thousand
23 Dollars (\$52,000) to allow the City Manager to address unforeseen or additional needs that may
24 arise during the planning process, provided such expenditures are directly related to the Master
25 Plan and are made in accordance with the Procurement Code of the City of Boca Raton; and

1 WHEREAS, the Agreement for Professional Services and Scope of Services have been
2 prepared and are attached hereto and incorporated herein by reference; now therefore,

3
4 BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOCA RATON:
5

6 Section 1. The City Manager is hereby authorized to execute the Contract for
7 Professional Services with Chen Moore and Associates, Inc. for the Downtown Civic
8 Area/Memorial Park Master Plan, a copy of which is attached hereto, together with such non-
9 material modifications as may be deemed acceptable by the City Manager and approved as to
10 form and legality by the City Attorney.

11 Section 2. The cost of the professional services authorized by this Resolution shall
12 not exceed Five Hundred Nineteen Thousand Nine Hundred Twenty-Five Dollars (\$519,925.00),
13 subject to the project contingency authorized in Section 3 and any additional expenditures
14 otherwise authorized pursuant to the Contract.

15 Section 3. In addition to the amount authorized in Section 2, the City Manager is
16 hereby authorized to utilize a project contingency in an amount not to exceed Fifty-Two Thousand
17 Dollars (\$52,000) to address unforeseen or additional needs that arise during the Master Plan
18 process. Use of the contingency shall be limited to services or activities directly related to the scope
19 and objectives of the Downtown Civic Area/Memorial Park Master Plan and shall be administered
20 in accordance with the Contract and the Procurement Code of the City of Boca Raton. The City
21 Manager is authorized to execute such amendments, work authorizations, or other documents as
22 may be necessary to deploy the contingency, subject to approval as to form and legality by the
23 City Attorney.

24 Section 4. If any section, subsection, clause or provision of this resolution is held
25 invalid, the remainder shall not be affected by such invalidity.
26

Section 6. This resolution shall be effective ten (10) days after its adoption.

CITY OF BOCA RATON, FLORIDA

Andy Thomson, Mayor

Mary Siddons, City Clerk

js

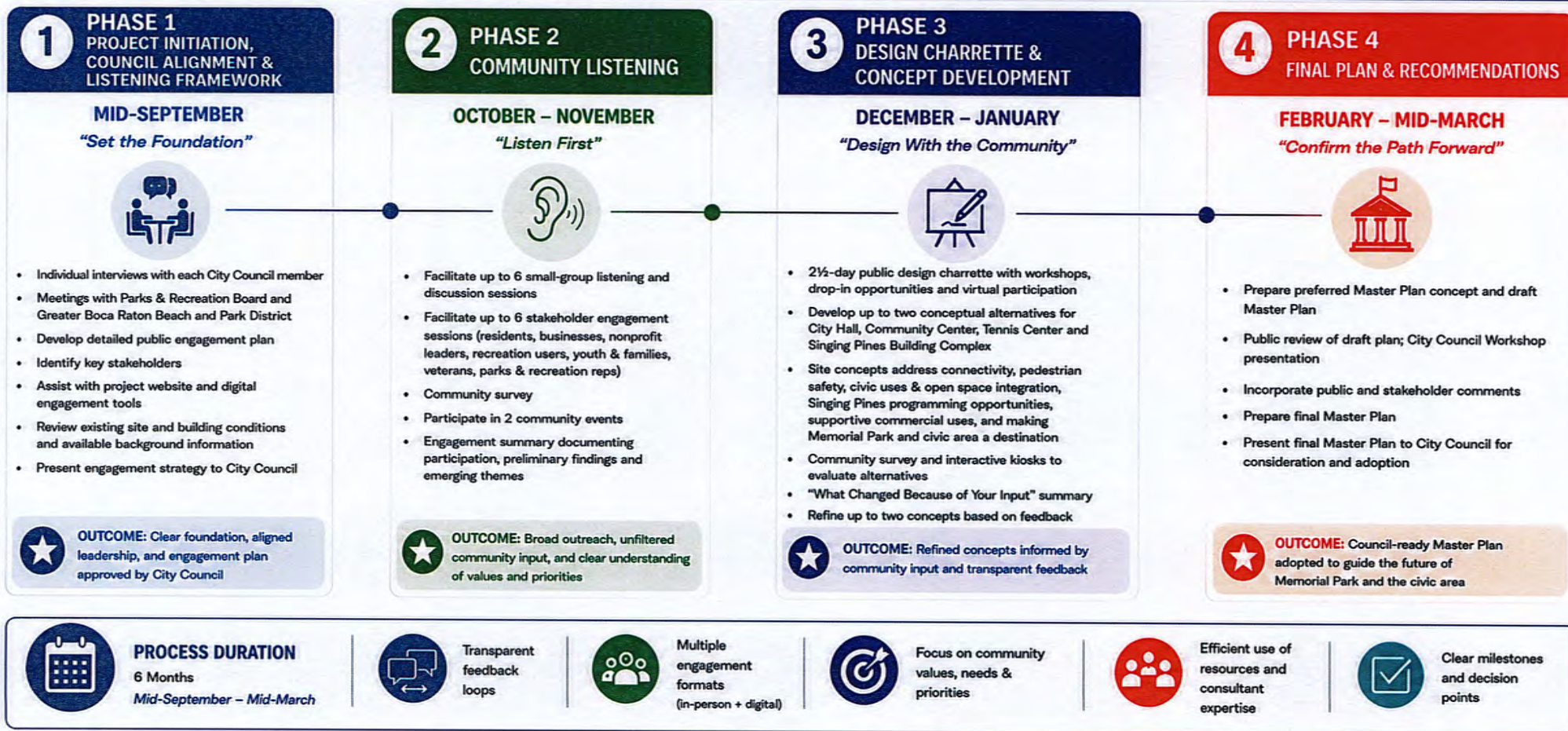
COUNCIL MEMBERS	YES	NO	ABSTAINED
MAYOR ANDY THOMSON			
DEPUTY MAYOR MICHELLE GRAU			
COUNCIL MEMBER YVETTE DRUCKER			
COUNCIL MEMBER JON PEARLMAN			
COUNCIL MEMBER STACY L. SIPPLE			



MEMORIAL PARK MASTER PLAN

PUBLIC ENGAGEMENT & MASTER PLANNING TIMELINE

A transparent and collaborative **6-month** process to capture and articulate the public's values and shape the future of Memorial Park and the downtown civic area.



CONTRACT FOR DOWNTOWN CIVIC AREA MASTER PLAN (CCNA)
CONTRACT NO. 2026-035-IG

THIS CONTRACT ("Contract") made and entered into this _____ day of _____, 2026, by and between the City of Boca Raton, a municipal corporation of the State of Florida, hereinafter referred to as CITY, and Chen Moore and Associates, a Florida corporation hereinafter referred to as CONSULTANT:

WHEREAS, the CITY intends to retain CONSULTANT to provide professional planning, urban design, and related consulting services for preparation of the Downtown Civic Area Master Plan, a.k.a Memorial Park Master Plan (Services"); and

WHEREAS, the CONSULTANT was selected by the CITY in accordance with Section 287.055, Florida Statutes (the "Consultants' Competitive Negotiation Act") and the City's Purchasing Code, based upon the CONSULTANT's qualifications to perform the required Services, and compensation has been negotiated in compliance therewith; and

WHEREAS, the CONSULTANT represents that it is capable and prepared to provide such Services; and

WHEREAS, the parties hereto also desire that this Contract be construed to authorize the CITY to request, and the CONSULTANT to provide, expert witness services in connection with court proceedings arising out of the preparation of the Memorial Park Master Plan at the hourly rates specified in Attachment A, Exhibit B, which is attached hereto and incorporated by reference as part of this Contract.

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Contract shall be ten (10) days after approval by the City Council. This Contract shall remain in effect until completion and acceptance of all deliverables as outlined in the Scope of Services, including final closeout documentation, unless terminated earlier as provided herein. The term may be extended only by written amendment approved by the CITY and CONSULTANT, if additional services are required.

Notwithstanding completion of the Services, any authorized amendments, or supplemental services issued prior to Final Acceptance shall remain in effect until those services are fully performed and accepted by the CITY, unless otherwise terminated in accordance with this Contract.

ARTICLE 2 - SERVICE TO BE PERFORMED BY CONSULTANT

The CONSULTANT (and or their subcontractors) shall perform only those Services expressly described in Attachment A (Scope of Services) and as further defined in the CONSULTANT's response to the CITY's RFQ as described in Attachment B. Recognizing that the Scope of Services may need to be adjusted to accommodate the CITY's needs, changes to the Scope of Services shall require a written amendment to be approved by the CITY and CONSULTANT. Any material expansion of the Scope of Services shall require a written amendment approved in accordance with the CITY's Code of Ordinances and Section 287.055, Florida Statutes.

ARTICLE 3 - COMPENSATION

3.1 The CITY shall pay CONSULTANT in accordance with Attachment A, which is attached hereto and incorporated by reference as part of this Contract.

3.2 Compensation and the manner of payment of such compensation by the CITY for Services rendered hereunder by CONSULTANT shall be as prescribed in this Contract. CONSULTANT agrees to furnish to the CITY, after the end of each calendar month, progress invoices for basic services based on percentage completed for each project task during that time period, and for any CITY authorized additional services or reimbursable expenses as herein below defined, incurred and/or paid by CONSULTANT during that time period. The monthly statement shall be in such form and supported by such documentation as may be required by the CITY. All such statements shall be on CONSULTANT's letterhead and shall indicate the Contract Number, Purchase Order Number and Project Name.

3.3 Compensation shall be based on the hourly rates as set forth and identified in Attachment A, Exhibit B which is attached hereto, for the time reasonably expended by CONSULTANT'S personnel in performing the Services.

3.4 CITY agrees to reimburse CONSULTANT for all necessary and reasonable reimbursable expenses incurred or paid by CONSULTANT in connection with CONSULTANT'S performance of the Services, at its direct cost with no markup.

The following applies to such expenses incurred by the CONSULTANT:

3.4.1 Expenses for reproducing printed documents and postage and handling related to documents will be eligible for reimbursement. This includes postage, printing maps, posters, cards, reports, other documents (surveys, etc.); mounting display boards. Any documents separate from the those identified in Attachment A shall be identified in the monthly invoice as a direct reimbursement with no mark-up.

3.4.2 Only completed work delineated in this Contract shall be reimbursed by the CITY, and absent prior approval, no additional expenses incurred by CONSULTANT will be deemed to be a reimbursable expense.

3.5 CONSULTANT agrees that, with respect to any subconsultant or subcontractor to be utilized by CONSULTANT, CONSULTANT shall not markup the subcontractor or subconsultant's fees. The limitations on reimbursable expenses for subcontractors or subconsultants shall be same as those approved for the CONSULTANT without any additional mark-up.

3.6 Payments as set forth herein shall be made upon presentation of the CONSULTANT's itemized invoice approved by CITY.

3.7 The CITY reserves the right to deduct portions of the monthly invoiced amount (should required deliverables not be completed, incomplete and/or deficient documents, failure to comply with local, state and/or federal requirements and/or codes and ordinances applicable to Consultant's performance of the work as related to the project). This list is not deemed to be all-inclusive, and the CITY reserves the right to make sole determination regarding deductions. Upon written notice from the CITY identifying any deficiency, CONSULTANT shall be afforded a reasonable opportunity to cure such deficiency within a time period specified by the CITY. Failure to timely cure may result in proportionate payment reductions related solely to the deficient work, or other remedies available under this Contract or at law.

3.8 Records of Reimbursable Expenses shall be kept on a generally recognized accounting basis.

ARTICLE 4 - STANDARD OF CARE

CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily exercised by similarly situated professional planning, urban design, and consulting firms performing comparable services under similar circumstances and CONSULTANT shall, at no additional cost to the CITY, re-perform/repair to the extent necessary to correct Consultant's negligent services and be completed on a mutually agreed schedule.

The CONSULTANT agrees to obtain and maintain throughout the period of this Contract all such licenses as are required to do business in the State of Florida and in Palm Beach County, Florida, including, but not limited to, all licenses required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional Services to be provided and performed by the CONSULTANT pursuant to this Contract.

CITY'S approval of any design documents in no way relieves CONSULTANT of its obligation to deliver complete and accurate documents necessary for successful completion of the Services required.

ARTICLE 5 – INDEMNIFICATION

To the extent permitted by Section 725.08, Florida Statutes, CONSULTANT shall indemnify and hold harmless the CITY, its officers, and employees from and against claims, damages, losses, and costs, including reasonable attorney's fees, to the extent caused by the negligent acts, errors, or omissions, or willful misconduct of the CONSULTANT or anyone employed or utilized by CONSULTANT in the performance of this Contract.

This indemnification obligation shall survive termination of this Contract only to the extent of claims arising from services performed during the Contract term and shall be limited by the monetary caps and conditions of Section 768.28, Florida Statutes, where applicable.

ARTICLE 6 - INDEPENDENT CONTRACTOR

CONSULTANT undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. The CITY shall have no right to supervise the methods used, but the CITY shall have the right to observe such performance. CONSULTANT shall work closely with the CITY in performing Services under this Contract. The CONSULTANT shall not receive any CITY benefits, stipend or privileges afforded to CITY employees.

ARTICLE 7 - COMPLIANCE WITH LAWS

In performance of the Services, CONSULTANT will comply with applicable regulatory and other applicable requirements including federal, state, county and local laws, rules regulations, orders, codes, criteria and standards. Further, CONSULTANT acknowledges and without exception or stipulation shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. Sec. 1324a et seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm to comply with the laws referenced herein shall constitute a breach of the award contract and the CITY shall have the discretion to unilaterally terminate said contract.

ARTICLE 8 - INSURANCE

During the performance of the Services under this Contract, CONSULTANT shall maintain the following insurance policies, and provide originals or certified copies of all policies, and such coverages shall be written by an insurance company authorized to do business in Florida.

WORKER'S COMPENSATION

The CONSULTANT shall procure and maintain, for the life of this Contract/Contract, Worker's Compensation & Employers Liability Insurance in compliance with Florida Statute 440. This coverage shall include Employers' Liability with limits meeting all applicable state and federal laws. This coverage shall also be maintained by all subcontractors to CONSULTANT. **(NOTE: Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this requirement).**

COMMERCIAL GENERAL LIABILITY

The CONSULTANT shall procure and maintain, for the life of this Contract/Contract, Commercial General Liability Insurance at a limit of liability not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. CONSULTANT agrees its coverage will not contain any restrictive endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability, Cross Liability or Separation of Insureds. The CONSULTANT agrees any self-insured retention or deductible shall not exceed \$25,000.

Additional Insured Endorsements

The CONSULTANT agrees to endorse the City of Boca Raton as an Additional Insured on the Commercial General Liability policy on a primary and non-contributory basis with CG 20 10 04 13 endorsement or ISO equivalent.

BUSINESS AUTOMOBILE LIABILITY

The CONSULTANT shall procure and maintain, for the life of the Contract/Contract, Business Automobile Liability Insurance at a limit of liability not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event CONSULTANT does not own automobiles, CONSULTANT agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

In the event that the CONSULTANT does not own any vehicles, the CITY will accept hired and non-owned coverage in the amounts listed above. In addition, the CITY will require an affidavit signed by the CONSULTANT indicating the following:

_____ does not own any vehicles.
"Name of Consultant"

In the event we acquire any vehicles throughout the term of his Contract/Contract,

_____ agrees to purchase "Any Auto" or
"Name of Consultant"

Comprehensive Form coverage as of the date of acquisition.

CONSULTANT's Signature: _____

PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS

The CONSULTANT shall procure and maintain, for the life of this Contract/Contract either Professional Liability Insurance or Errors and Omissions Insurance that is project specific. This coverage is for damages arising out of the insured's negligence, mistakes or failure to take appropriate action in the performance of business or professional duties. This coverage shall be on a "Claims Made" basis and kept for at least three (3) years after completion or termination of the contract. If coverage is written on a "Claims Made" basis, the retroactive date shall be on or before the commencement of services under the Contract and shall not be advanced during the required coverage period. The minimum limits of coverage shall be \$1,000,000 per claim \$2,000,000 aggregate with a deductible of no more than \$25,000.

SUPPLEMENTAL PROVISIONS

The insurance policy coverage as outlined herein shall remain in effect for the entire contract period. In the event of coverage cancellation, non-renewal, material change, modification or lapse of coverage, Contractor shall notify the CITY within thirty (30) business days with written notice of such to the Purchasing Division by fax to 561-393-7983.

All renewal or replacement certificates of insurance specific to the contract/contract/award shall be forwarded to the CITY Department as identified in the Purchase Order/Contract. Original certificates to be sent to the attention of City of Boca Raton, Project Manager, unless notified otherwise.

SUBCONSULTANT / SUBCONTRACTOR'S INSURANCE

The CONSULTANT shall require each of his subconsultants/subcontractors to meet and maintain the same insurance requirements that are required of the CONSULTANT, except to the extent such insurance requirements for the subconsultant are expressly waived or amended in writing by the CITY's Risk Manager. Each subconsultants/subcontractor shall furnish to the CONSULTANT two copies of the Certificate of Insurance, and CONSULTANT shall furnish one copy of the Certificate to the City of Boca Raton.

ARTICLE 9 - CITY'S RESPONSIBILITIES

The CITY shall be responsible for providing reasonably required access to all project sites, and providing information on hand, including any data available in the files of the CITY.

ARTICLE 10 - TERMINATION OF CONTRACT

Upon termination and as directed by the CITY, the CONSULTANT shall deliver to the CITY all original papers, records, documents, drawings, and other material set forth and described in this Contract, including those described in Article 19, that are in CONSULTANT'S possession or under its control arising out of or relating to this Contract and shall become the property of the CITY per Article 19.

10.1 Termination With Cause

The obligation to continue services under this Contract may be terminated for cause by either party upon seven (7) days written notice of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

10.2 Termination Without Cause

CITY shall have the right to terminate this Contract or suspend performance thereof without cause for the CITY's convenience upon fourteen (14) days written notice to CONSULTANT, and CONSULTANT shall terminate or suspend performance of services on a schedule acceptable to CITY or at the end of this fourteen (14) day period, at the option of the CITY. In the event of termination or suspension for convenience, the CITY shall pay CONSULTANT for Services satisfactorily performed and authorized through the effective date of termination or suspension, as determined by the CITY.

10.3 Termination For Governmental Non-Appropriations

The obligation of the CITY for payment to a Consultant is limited to the availability of funds appropriated in a current fiscal period. Continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law and contract, and shall be terminated without penalty to the CITY and without any default upon the last day in which funds were last appropriated.

ARTICLE 11 - NONDISCLOSURE OF PROPRIETARY INFORMATION

CONSULTANT acknowledges that the CITY is subject to Chapter 119, Florida Statutes, and that information provided to or generated by CONSULTANT in connection with this Contract may constitute public records. CONSULTANT shall not improperly disclose confidential or exempt information except as authorized by law, but nothing herein shall be construed to limit the CITY's obligations under Florida's Public Records Law.

ARTICLE 12 – UNCONTROLLABLE FORCES

Neither the CITY nor CONSULTANT shall be considered to be in default of this Contract if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Contract and which is beyond the reasonable control of the non-performing party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, Acts of God and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The non-performing party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Contract.

ARTICLE 13 - GOVERNING LAW / VENUE / WAIVER OF JURY TRIAL

This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County and the Contract will be interpreted according to the laws of Florida. **BY ENTERING INTO THIS CONTRACT, CONSULTANT AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS CONTRACT.**

ARTICLE 14 - MISCELLANEOUS

14.1 Nonwaiver

A waiver by either CITY or CONSULTANT of any breach of this Contract shall not be binding upon the waiving party unless such waiver is in writing and duly signed by both parties to this contract. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

14.2 Severability

The invalidity, illegality, or unenforceability of any provision of this Contract, or the occurrence of any event rendering any portion or provision of this Contract void or voidable, shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void or voidable provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

The provisions of this section shall not prevent the entire Contract from being held void should a provision which is of the essence of the Contract be determined to be void by a court of competent jurisdiction.

14.3 Political Campaigns

During the term of this Contract, CONSULTANT shall comply in all respects with any and all applicable provisions of the Florida Election Code, the Florida Code of Ethics, and the Palm Beach County Code of Ethics, as they relate to participation in or contributions to political campaigns for CITY elective office.

14.4 Conflict of Interest

Neither CONSULTANT nor its employees or its subconsultant(s) shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this Contract.

14.5 Principal in Charge and Project Team

The Services to be performed hereunder shall be performed by CONSULTANT'S own staff, unless otherwise authorized in writing by the Deputy City Manager. The employment of, contract with, or use of the services of any other person or firm by CONSULTANT, as independent consultant or otherwise, shall be subject to the prior written approval of the Deputy City Manager. CONSULTANT agrees that the Principal in Charge and Project team shall not be removed by CONSULTANT without CITY'S prior written approval, and if so removed, must be immediately replaced with a person acceptable to CITY.

Attached to this Contract shall be a Schedule (included in Attachment A) that lists all of the key personnel CONSULTANT intends to assign to perform the Services required. Such personnel shall be committed to the project or task specified in accordance with the percentages noted in the attached Schedule. All personnel subcontractors identified in the Schedule shall not be removed or replaced without the prior written consent of the Deputy City Manager.

CONSULTANT agrees, upon written request from CITY, to remove and replace any personnel whose performance is deemed unsatisfactory by CITY, provided CONSULTANT shall be afforded a reasonable opportunity to propose an acceptable replacement subject to CITY approval.

No provision of this Contract shall, however, be construed as constituting an contract between the CITY and any such other person or firm, nor shall anything in this Contract be deemed to give any such party or any third party any claim or right of action against the CITY beyond such as may then otherwise exist without regard to this Contract.

ARTICLE 15 - INTEGRATION AND MODIFICATION

This Contract is adopted by the CITY and CONSULTANT as a final, complete and exclusive statement of the terms of the Contract between the CITY and CONSULTANT. This Contract supersedes all prior contracts, statement of qualifications, representations, negotiations, letters or other communications between the CITY and CONSULTANT pertaining to the Services, whether written or oral.

The Contract may not be modified unless such modifications are evidenced by an amendment in writing signed by both the CITY and CONSULTANT.

ARTICLE 16 - SUCCESSORS AND ASSIGNS

The CITY and CONSULTANT each bind itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Contract. Any assignment, sale, pledge or conveyance of this contract by CONSULTANT must be previously approved in writing by the CITY, whose consent may be reasonably withheld.

ARTICLE 17 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 18 - TRUTH-IN-NEGOTIATION CERTIFICATE

Execution of this Contract by CONSULTANT constitutes a certification, in compliance with Section 287.055, Florida Statutes, that the wage rates and other factual unit costs supporting the negotiated compensation are accurate, complete, and current as of the date of execution.

The CONSULTANT further agrees that the original Contract price and any additions thereto shall be adjusted to exclude any significant sums by which the CITY determines the Contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such Contract adjustments shall be made within one (1) year following the end of

the contract. For purposes of this "Certificate" the end of the Contract shall be deemed to be the date of final billing or acceptance of the work by the CITY, whichever is later.

ARTICLE 19 - OWNERSHIP OF DOCUMENTS

All Project Documents prepared by CONSULTANT specifically for the CITY under this Contract shall become the property of the CITY. CITY retains ownership of its pre-existing materials, methodologies, and proprietary information, but grants to CITY a perpetual, non-exclusive, royalty-free license to use such materials solely for CITY purposes.

Upon the completion or termination of this Contract, as directed by CITY, CONSULTANT shall deliver to CITY copies or originals of all records, documents, drawings, notes, tracings, plans, Auto CAD files, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by or for CONSULTANT ("Project Documents"). CITY shall specify whether the originals or copies of such Project Documents are to be delivered by CONSULTANT. CONSULTANT shall be solely responsible for all costs associated with delivering the Project Documents to the CITY. CONSULTANT, at its own expense, may retain copies of the Project Documents for its files and internal use.

Notwithstanding anything in this Contract, CONSULTANT hereby grants to CITY a nonexclusive, irrevocable license in all of the Project Documents for CITY'S use with respect to services provided under this Contract. CONSULTANT warrants to CITY that it has full right and authority to grant this license to CITY. Further, CONSULTANT consents to CITY'S use of the Project Documents to complete the subject project or task following CONSULTANT'S termination for any reason or to perform additions to or remodeling, replacement or renovations of the subject project or task. CONSULTANT also acknowledges CITY may be making Project Documents available for review and information to various third parties and hereby consents to such use by CITY.

ARTICLE 20 – MAINTENANCE OF RECORDS

CONSULTANT will keep adequate records and supporting documentation which concern or reflect the Services hereunder. The records and documentation will be retained by CONSULTANT for a minimum of five (5) years from the date of termination of this Contract or such later date as may be required by law. CITY, or any duly authorized agents or representatives of CITY, shall, free of charge, have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Contract and during the five (5) year period noted above, or such later date as may be required by law; provided, however, such activity shall be conducted only during normal business hours.

The records specified above include accurate time records, which CONSULTANT agrees to keep and maintain, from day to day, showing the time expended by each principal and employee of CONSULTANT in performing the Services and therein specifying the services performed by each, with all such time records to be kept within one-half of an hour. At the request of CITY, CONSULTANT shall furnish to CITY any of the aforesaid time records, as well as invoices or proofs showing CONSULTANT'S incurrence and/or payment of any reimbursable expenses.

ARTICLE 21 – PUBLIC RECORDS

A. The City of Boca Raton is a public agency subject to Chapter 119, Florida Statutes. This Contract requires CONSULTANT to provide services, and therefore CONSULTANT shall comply with Section 119.0701, Florida Statutes. Specifically, CONSULTANT shall:

- 1) Keep and maintain all public records related to the performance of the services.
- 2) Upon request from the CITY's custodian of public records, provide the CITY 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 that provided in chapter 119, Florida Statutes, or as otherwise provided by law.
- 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 contract.
- 4) Upon completion or other termination of the contract, keep and maintain the public records required by the CITY to perform the services. CONSULTANT shall meet all applicable requirements for retaining public records set out in Florida law.

- 5) In addition to maintaining the records pursuant to Paragraph Number 4 above, provide to the CITY all records that were stored electronically by CONSULTANT, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY at no cost to the CITY.
- B. The failure of CONSULTANT to comply with the provisions set forth in this Article, or to comply with the CITY's request for records, shall constitute a default and breach of this Contract, and the CITY shall, in its discretion, pursue any and all remedies against CONSULTANT provided for under this contract or at law.

C. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 561-393-7740, BRCITYCLERK@MYBOCA.US, CITY HALL, CITY CLERK, 201 W. PALMETTO PARK ROAD, BOCA RATON, FL 33432.

ARTICLE 22 – PUBLIC ENTITY CRIMES

By its execution of this Contract, CONSULTANT acknowledges that it has been informed by CITY of and is in compliance with the terms of Section 287.133(2)(a) of the Florida Statutes which read as follows:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, statement of qualifications, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, statement of qualifications, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, statement of qualifications, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

ARTICLE 23 – SCRUTINIZED COMPANIES

- A. Pursuant to Section 287.135, a company is ineligible to and may not, bid on, submit a proposal for, enter into, or renew, a Contract with a local government entity for goods or services in any amount if the company is on the Scrutinized Companies that Boycott Israel List (as identified in Section 215.4725, Florida Statutes), or is engaged in a boycott of Israel.
- B. By submitting a bid, CONSULTANT certified that it is not on the Scrutinized Companies that Boycott Israel List, and that CONSULTANT is not engaged in a boycott of Israel.
- C. Should CONSULTANT be awarded this contract it shall notify the CITY if, at any time during the term of this Contract, CONSULTANT is placed on the Scrutinized Companies that Boycott Israel List, or that CONSULTANT is engaged in a boycott of Israel. Such notification shall be in writing and provided by CONSULTANT to the CITY within ten (10) days of the date of such occurrence.
- D. In the event the CITY determines, using credible information available to the public, that CONSULTANT has submitted a false certification or CONSULTANT is found to have been placed on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel, the CITY may, in its sole discretion, terminate the Contract and seek a civil penalty, and other damages and relief, against CONSULTANT, pursuant to Section 287.135, Florida Statutes. In addition, the CITY may pursue any and all other legal remedies against CONSULTANT.
- E. CONSULTANT shall not seek damages, fees, or costs against the CITY in the event the CITY terminates the Contract pursuant to this provision.

ARTICLE 24 – E-VERIFY

By entering into this Contract, the CONSULTANT becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all employees hired after January 1, 2021 (as well as contractual employees whose contract is renewed after January 1, 2021), and requiring all subcontractors/subconsultants to provide an affidavit attesting that the subcontractor/subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply will lead to termination of this Contract, or if a subcontractor/subconsultant knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. If this Contract is terminated for a violation of the statute by the CONSULTANT, the CONSULTANT may not be awarded a public contract for a period of one (1) year after the date of termination. Should CONSULTANT violate the requirements of Section 448.095, Fla. Stat., they shall be liable for any additional costs incurred by the CITY as a result of the termination of the Contract.

ARTICLE 25 - NOTICE

Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

As To CITY

City of Boca Raton
City Manager
201 W. Palmetto Park Road
Boca Raton, FL 33432
Email: alukasik@bocaraton-fl.gov
Attention: Andy Lukasik, Deputy City Manager

As to CONSULTANT:

Chen Moore and Associates
500 S. Australian Avenue, Suite 850
West Palm Beach, FL 33401
Attention: Nilsa Zacarias, AICP, Director of Planning
Phone: 561-746-6900 Email: nzacarias@chenmoore.com

Notices shall be effective when delivered to the address specified above. Changes in the respective addresses to which such notice may be directed may be made from time to time by any party by written notice to the other party. Facsimile is acceptable notice effective when received, however, facsimiles received (i.e. printed) after 5:00 p.m. or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and CITY.

ARTICLE 26 – USE OF SUBCONSULTANTS

CONSULTANT is liable for all the acts or omissions of its subconsultants. By appropriate written contract, the CONSULTANT shall require each subconsultant, to the extent of the Services to be performed by the subconsultant, to be bound to the CONSULTANT by the terms of this Contract and to assume toward the CONSULTANT all the obligations and responsibilities which the CONSULTANT, by this Contract assumes toward the CITY. Each subconsultant contract shall preserve and protect the rights of the CITY under this Contract with respect to the Services to be performed by the subconsultant so that the subconsultant thereof will not prejudice such rights. The CONSULTANT shall require each subconsultant or subcontractor to enter into similar contracts with its sub-subconsultants.

CONSULTANT acknowledges and agrees that nothing in this Contract shall be construed to create any contractual relationship between CITY and any subconsultant or subcontractor.

ARTICLE 27 – FOREIGN GIFTS AND CONTRACTS

Pursuant to Fla. Stat. §286.101(3), where the amount of the Purchase is \$100,000.00 or more, Contractor shall disclose any current or prior interest of, any contract with, or any grant or gift received from a country of foreign concern with a value of \$50,000 or more that was received or in force during the previous five (5) years. Definitions, disclosure requirements and exceptions are found in Fla. Stat. §268.101. Contractor represents and warrants it has complied with Fla. Stat. §286.101, it has properly disclosed such interests, contracts, grants or gifts to City before execution of this Contract, and it will remain in compliance with Fla. Stat. §286.101 for the duration of this Contract.

ARTICLE 28 – ENTITIES OF FOREIGN COUNTRIES OF CONCERN

Section 287.138, Florida Statutes, prohibits the City from entering in to a contract which would give access to an individual's personal identifying information to an entity with; a Controlling Interest (as that term is defined in sub-section 287.138(1)(a)), or full ownership, held by a Foreign Country of Concern (as that term is defined in sub-section 287.138(1)(c)), or with a principal place of business in a Foreign Country of Concern, unless the entity provides the City with an affidavit signed by an officer or representative of the entity under penalty of perjury attesting that the entity does not meet any of the criteria in paragraphs (2)(a)-(c) of the statute.

Contractor shall certify compliance with section 287.138, Florida Statutes, by executing the Contractor Certification regarding Entities of Foreign Countries of Concern, which is included as Attachment C The City reserves the right to terminate this Agreement in the event Contractor has provided a false certification or otherwise violates Section 287.138, Florida Statutes.

ARTICLE 29 – NONCOERCIVE CONDUCT FOR LABOR

The Contractor shall comply with the requirements of Section 787.06(13), Florida Statutes, by having an officer or other authorized representative of the Contractor execute the Affidavit attached hereto as Attachment D, which attests, under penalty of perjury, that it does not use coercion for labor or services, as defined in Section 787.06, Florida Statutes.

IN WITNESS WHEREOF, the City of Boca Raton, at a regular meeting thereof, by action of the City Council directing the foregoing be adopted, has caused these presents to be signed by the Mayor, and its seal to be hereunto affixed, and Chen Moore and Associates has executed this contract, all as of the day and year first above written:

CITY OF BOCA RATON

Attest:

Date: _____

Mary Siddons, City Clerk

By: _____
Name: Mark D. Sohaney
Title: City Manager

Approved as to Form and Legal Sufficiency:

By: *Jeffrey Sheffield / for*
Joshua Koehler, City Attorney

Chen Moore and Associates

Attest:

Date: _____

Corporate Secretary

By: _____
Signature

(Affirm Corporate Seal)

(Seal)

Name: _____

Title: _____
President (or other duly authorized Officer)
(Attach Resolution/Bylaw of authorization if no
President)

Approved by City Council on _____, 2026, Item # _____

ATTACHMENT A
SCOPE OF SERVICES

ATTACHMENT B

CHEN MOORE AND ASSOCIATES RFQ_u RESPONSE

FOREIGN COUNTRY OF CONCERN ATTESTATION

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

_____ (Name of Entity) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

STATE OF

COUNTY OF

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202____,

by _____ (name of person acknowledging)

as _____ (type of authority, ... e.g.

officer, trustee, attorney in fact) for _____ (name

of party on behalf of whom instrument was executed).

Notary Public

State of _____ at Large

My Commission Expires:

My Commission Number:

Attachment D

Affidavit Attesting to Noncoercive Conduct for Labor or Services

Nongovernment Entity name: _____ (“Contractor”)

Contractor FEIN: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email Address: _____

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Contractor is required to provide an affidavit under penalty of perjury attesting that Contractor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Contractor, I certify that Contractor does not use coercion for labor or services in accordance with Section 787.06.

Written Declaration

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

Name of Contractor: _____

(Firm Name as Registered with their State of origin)

Authorized Signer:

Name of Authorized Signer: _____

Title of Authorized Signer: _____

President or other Authorized Officer/Member/Manager

Email for Authorized Signer: _____

Authorized Written Signature: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 202__, by _____
(name of person executing the affidavit) _____
(type of authority (e.g. officer, trustee, attorney in fact) for _____
(name of Provider).

Notary Public
State of _____ at Large
My Commission Expires:

ATTACHMENT A

August 31, 2026

SENT VIA E-MAIL (alukasik@bocaraton-fl.gov)

Andrew Lukasik, Deputy City Manager
City of Boca Raton
201 West Palmetto Park Road
Boca Raton, Florida 33432

Subject: Downtown Civic Area/Memorial Park Master Plan
CMA Proposal No. 26-0510.P00002

Dear Mr. Lukasik:

Chen Moore and Associates (ChenMoore) is pleased to submit the attached Scope of Services to assist the City of Boca Raton with the planning, landscape architecture, civil engineering, traffic engineering and architectural services for the Memorial Park Master Plan.

PROJECT INTRODUCTION

The City of Boca Raton requested soliciting proposals from qualified, multidisciplinary teams to provide public engagement, planning, urban design, and architectural services for the development of a Memorial Park Master Plan. The Downtown Civic Area and Memorial Park represent approximately 17 acres of City-owned property, including but not limited to:

- City Hall
- Community Center
- Singing Pines Building complex
- Tennis Center
- Memorial Park
- Associated public spaces and rights-of-way

The selected Consultant would lead a six (6)-month, community-driven process that integrates robust public engagement with planning and conceptual architectural design, culminating in a preferred Memorial Park Master Plan and implementation framework. Based on the request for qualifications (RFQu), the City's objective is to complete the project by March 2027.

On July 28, 2026, the City selected ChenMoore as the qualified consultant to prepare the Memorial Park Master Plan. Based on this selection, ChenMoore is providing the following proposal to the City of Boca Raton to engage on the Memorial Park Master Plan. Please see the following Scope of Services and Fee for the subject urban planning initiative.

PROJECT STAFFING

Our staff and team are ready and prepared to work on this project. Chen Moore staff project roles shall be as follows:

- Principal in Charge/Principal Planner – Nilsa Zacarias, AICP
- Principal Engineer – Suzanne Dombrowski, P.E.
- Project Engineer – Daniela Martinat, P.E.
- Principal Planner – Osniel Leon, AICP
- Senior Planner – Lance Lilly, AICP

- Senior Planner – Heather Croney
- Urban Designer – Sara Colon
- Associate Planner – Santiago Cleves
- Associate Planner – Austin Lawrence
- Principal Landscape Architect – Eric Harrison, RLA
- Associate Landscape Architect – Brittany Bourgault
- Landscape Designer – Angelica Figueroa
- Senior Environmental Scientist (Arborist) – Brian Voelker
- Project Environmental Scientist (Arborist) – Camille Schillizzi
- Project Environmental Scientist (Arborist) – Michele Laskowski

REG Architects staff project roles shall be as follows:

- Rick Gonzalez, AIA - President
- Aleli de la Vega, AIA, Senior Project Manager
- Dominic Arresta, AIA, Project Manager
- Juan Gonzalez, Assoc. AIA, Designer
- Chloe Cornett, CAD Technician

SCOPE OF SERVICES

The scope of services our firm shall provide as per our recent discussions is as follows:

Phase 1 – Project Initiation, Council Alignment and Listening Framework – Consultant shall:

Task 1.1: Project Kick Off and On-Going Coordination Meetings

- Conduct and facilitate the project kickoff meeting, including agenda development, discussion facilitation, identification of action items, and ongoing weekly coordination with City staff throughout the project.

Task 1.2: One-on-Ones with City Council:

- Coordinate and conduct individual interviews with City Council members to identify key issues, opportunities, and action items. (One meeting with each Council member, total of five (5) meetings).

Task 1.3: Develop Public Engagement Plan:

- Develop a detailed public engagement plan including engagement formats such as small-group sessions, surveys, and other digital tools.
- Identify and engage key stakeholders, including the Parks and Recreation Board (P&R Board) and the Greater Boca Raton Beach and Park District, and prepare a comprehensive outreach strategy to facilitate participation by residents, businesses, civic groups, veterans, and youth organizations.
- Assist in the launching of an online project website and assist in the preparation of digital tools.
- Provide feedback to the City's Public Affairs Division in the preparation of branding materials such as flyers, pamphlets, and other related materials.

Task 1.4: Due Diligence:

- Review and analyze existing site and building conditions.
- Collect data provided by the City, including, but not limited to, surveys, previous planning studies, technical documents, building condition reports, engineering plans, utility as-built information, and other documents.
- Collect any other available data pertinent to the planning initiative such as Census demographics, historical background, and others.
- Conduct in-depth site visits and photographic survey.

Task 1.5: Stakeholder Identification and Outreach Strategy

- Prepare and deliver a presentation to the City Council summarizing the public engagement and outreach strategy, utilizing graphic-driven exhibit boards, PowerPoint presentations, and other visual display methods to effectively communicate project goals and engagement opportunities.

Deliverables for this task include digital files (including, but not limited to, CAD, PDF, GIS, and InDesign files) for the Project Management Plan and Public Engagement Plan, as well as a presentation to the City Council.

Phase 2 – Community Listening – Consultant shall:

Task 2.1: Facilitation of Small Group Listening:

- Facilitate up to six (6) in-person, virtual, or hybrid small-group listening sessions and stakeholder discussions to engage participants, solicit feedback, identify key issues and opportunities, and document stakeholder input for consideration throughout the planning process. The combined duration of all sessions will not exceed eight (8) total hours.
- Facilitate up to six (6) stakeholder engagement sessions, conducted in person, virtually, or in a hybrid format, with neighboring residents, business and nonprofit leaders, recreational user groups, youth organizations and families, veterans, and representatives of parks and recreation organizations to gather input and inform project recommendations. The combined duration of all sessions will not exceed eight (8) total hours.
- Develop and distribute a community survey with a QR code to collect public input through interactive engagement methods, enabling broader and more accessible community participation.
- Attend two (2) community events with a Kiosk to engage with residents where they gather and provide cards with QR codes with easy access to survey.

Task 2.2: Preliminary Findings and Reporting:

- Prepare an engagement summary memo and preliminary findings based on the stakeholder meetings and listening sessions.

Deliverables for this task include a PDF summary memorandum that documents stakeholder meetings, listening sessions, participation metrics, preliminary findings, and emerging themes.

Phase 3 – Design Charrette and Concept Development – Consultant shall:

Task 3.1: Design Charrette:

- Organize, facilitate, and document a two and one half-day public design charrette, including public workshops, informal drop-in sessions, and virtual engagement opportunities to encourage broad community participation.
- Prepare charrette summary report.

Task 3.2: Presentation to City Council on Design Charrette

- Prepare presentation and attend City Council meeting to provide an end-of charrette briefing.

Task 3.3: Concept Design Alternatives (following the Design Charrette)

- Prepare up to two (2) conceptual design alternatives for each Civic building (architectural concepts for City Hall, Community Center, Tennis Center and Singing Pines Building Complex) based on the community feedback with the focus on connectivity and pedestrian safety, integration of open space and civic uses, possible commercial uses to support and compliment the civic public spaces and designed to be a destination for residents.
- Prepare and administer a community survey to gather input, evaluate design preferences, and solicit additional feedback from stakeholders. The effort will include the development of supporting outreach

materials for City production and distribution, including QR code-enabled informational displays at key community locations such as the libraries and elementary schools.

- Prepare and install interactive kiosks at key community locations showcasing the proposed conceptual design alternatives, allowing community members to review the concepts and indicate their design preferences through a visual dot-voting exercise.

Task 3.3A: What Changed Because of Your Input Report

- Prepare a “What Changed Because of Your Input” summary.
- Prepare up to two (2) refined concepts based on the public input and stakeholder feedback.

Deliverables for this task are a PDF of alternative concepts for Civic buildings, site designs and charrette summary report.

Phase 4 – Final Plan and Recommendations – Consultant shall:

Task 4.1: Final Memorial Park Master Plan:

- Prepare a preferred Memorial Park Master Plan concept plan. This will be based upon inputs from City Council received following the Design Charrette and the community survey described in *Task 3.3*.
- Prepare a Final DRAFT Master Plan document to provide to the public, City Council and City Staff for review and comments prior to preparing the Final document.
- Conduct a Workshop to receive comments from the City Council and the public.
- Prepare the FINAL Memorial Park Master Plan document based on the public’s review comments.

Task 4.2: FINAL Memorial Park Master Plan Approval:

- Prepare presentation and attend City Council meeting to discuss final plan and recommendations.

Deliverables for this task are a PDF of the Final Memorial Park Master Plan (illustrative and narrative), public engagement summary report, and presentation materials for the City Council.

The basis for the above scope of services and associated fee(s) is based on the following:

- The scope of work included for this project is limited to master planning and implementation strategies. No construction documents, permitting or permitting services are included
- The City will assist the Consultant in securing venues for public engagement meetings and will pay costs associated with securing the venue(s) directly.
- The City will assist and facilitate the Consultant with communication to stakeholders, public officials, government staff, etc.

Assumptions and Information to be provided by the Client:

- This project is conceptual in nature, therefore only concept level graphics are provided. Further design development, such as construction documents, specification books, permitting, bidding, and construction administration services are excluded from this scope of work.
- The City will provide the venues for the design charrette process and City Council meetings.
- The City will provide development proposal documentation for the reflective Memorial Park concepts developed with input from the City’s veteran community.
- The City will provide historical information and data including past City outreach results and civic building/design concepts that were developed by the City or shared with the City residents.
- The City will provide the existing conditions report for civic buildings and facilities; and other available information related to infrastructure, engineering, transportation, planning, landscape architecture plans and others.
- If applicable, a digital file survey file in AutoCAD 2016 or newer.

- As-built plans of the property.
- Copies of all relevant data, including correspondence, traffic reports, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant.
- Previous reports and assessments.
- Legal description of the site if required by the project.

SCHEDULE AND FEES

Consultant shall schedule work initiation date upon receipt of signed approval/ P.O for this project as required. The project goal is to start immediately upon receipt of a notice to proceed, and official authorization.

We understand the City of Boca Raton goal is to accomplish this project in six (6) months; and we are committed to deliver the Final Master Plan accordingly. Please note there are the following conditions:

- After providing the Final DRAFT Master Plan to the City Staff, we would need to receive comments in 2 weeks (max).
- Scheduling the final approval meeting with City Council at the six (6) month mark. There are occasions that the final approval meeting is delayed because of the City Council agenda scheduling.

Also, the addition of tasks and extra public meetings not contemplated in this Scope will delay the submittal of the Final Master Plan. City and Consultant agree that the amount of time dedicated to each task might vary and be reallocated to other tasks. Additional tasks and fees must be authorized by the City. Additional services requested by the City that are outside the scope and fee outlined above will be billed to the City on a time-and-materials basis in accordance with the hourly labor rates provided in **Exhibit B**.

The total lump sum fee for this project is as follows:

Task	Task Description	Total Fees
Phase 1	Project Initiation, Council Alignment and Listening Framework	\$132,070.00
Phase 2	Community Listening	\$52,620.00
Phase 3	Design Charrette and Concept Development	\$249,350.00
Phase 4	Final Plan and Recommendations	\$85,885.00
	Total	\$519,925.00

The above table does not include reimbursables. Reimbursable expenses shall be invoiced to the City with the appropriate documentation, receipts, proof of purchase, etc.

Should you have any questions, please do not hesitate to contact me at my office at +1 (561) 758-2252, my cell phone at +1 (561) 510-3138 or send me an electronic message at nzacarias@chenmoore.com

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Nilsa Zacarias, AICP
Director of Planning

DED/jla

CMA Proposal No: 26-0510.P00002

5 of 6

"Your Trusted Advisor for Infrastructure and Planning Needs"

EXHIBIT "A"
(Rate Schedule)

2025 / 2026 Rate Schedule

Labor Category	Hourly Rates
Principal Engineer	\$395.00
Senior Engineer	\$325.00
Project Engineer	\$255.00
Principal Landscape Architect	\$280.00
Senior Landscape Designer	\$155.00
Landscape Designer	\$135.00
Director of Planning	\$275.00
Principal Planner	\$225.00
Senior Planner	\$175.00
Associate Planner	\$115.00
Urban Designer	\$115.00
Senior Environmental Scientist	\$185.00
Project Environmental Scientist	\$145.00
President, REG	\$275.00
Senior Project Manager	\$225.00
Project Manager	\$185.00
Designer	\$240.00
CAD Technician	\$145.00

City of Boca Raton

Request for Qualifications:

No. 2026-035-IG

Downtown Civic Area Master Plan (CCNA)

6/26/2026 03:00:00 PM (ET)

**Excellence & Innovation
Built into Every Design**

 **chenmoore**

REG
ARCHITECTS
since 1983



City of Boca Raton

Request for Qualifications | RFQ No. 2026-035-IG

Downtown Civic Area Master Plan (CCNA)

6/26/2026 03:00:00 PM (ET)

Nilsa Zacarias, AICP

Senior Practice Leader, Director of Planning

500 Australian Avenue South, Suite 850
West Palm Beach, FL 33401

direct: +1 (561) 437-0709

mobile: +1 (561) 510-3138

office: +1 (561) 746-6900

email: nzacarias@chenmoore.com

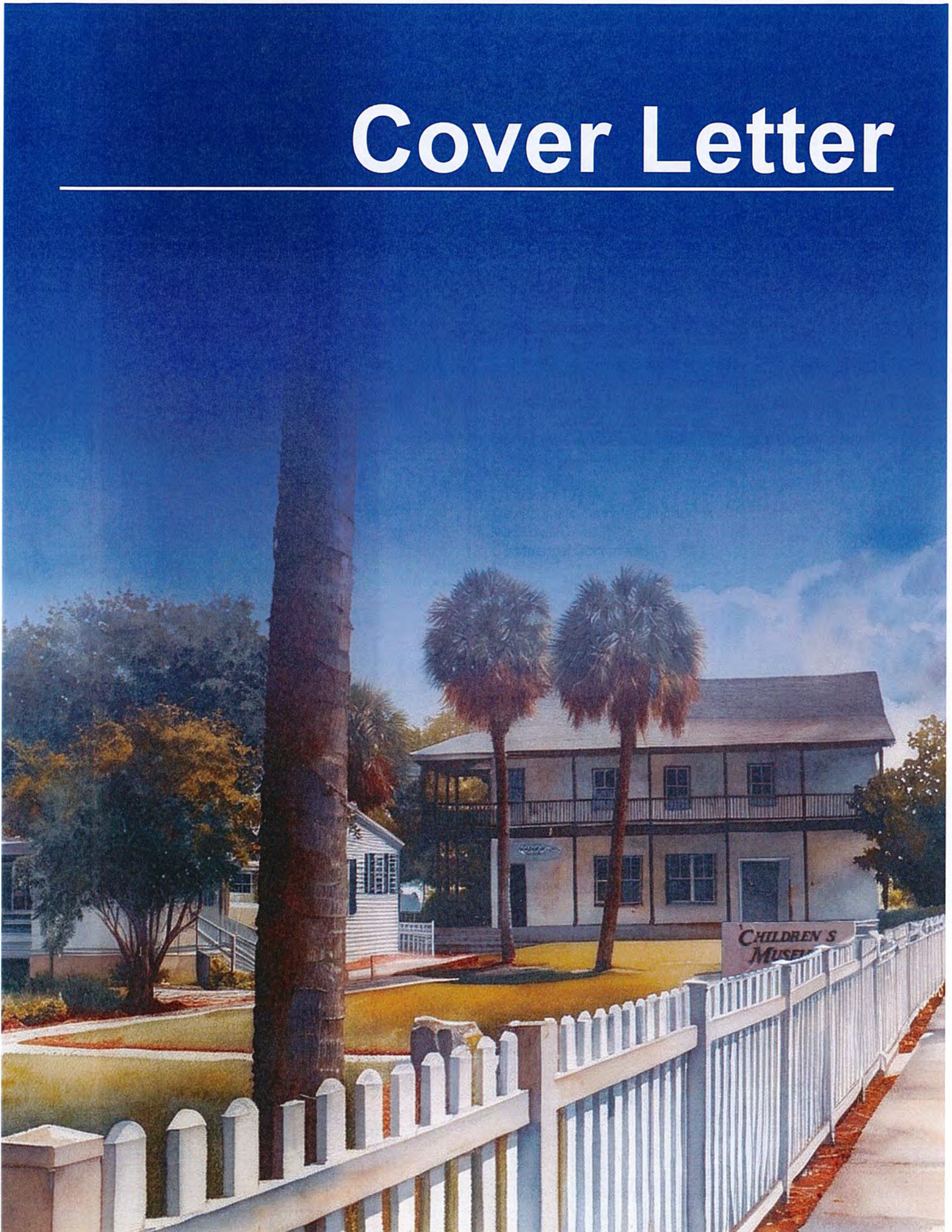
web: www.chenmoore.com



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Cover Letter





June 26, 2026

City of Boca Raton
Purchasing Division
201 W. PALMETTO PARK ROAD
Boca Raton, FL 33432
(561) 393-78710

Re: City of Boca Raton - RFQ No. 2026-035-IG- Downtown Civic Area Master Plan (CCNA)

Dear Evaluation Committee,

The City of Boca Raton has long been recognized for its commitment to thoughtful planning, exceptional public spaces, and a high quality of life. As the City embarks on the Downtown Civic Area Master Plan initiative, it has a unique opportunity to create a cohesive vision for approximately 17 acres of civic, recreational, and public spaces that will serve residents and visitors for generations. Chen Moore and Associates, Inc. (ChenMoore) is pleased to submit our qualifications for RFQ No. 2026-035-IG to partner with the City in developing an innovative, community-driven Downtown Civic Area Master Plan that integrates public engagement, planning, urban design, architecture, placemaking, and implementation strategies.

ChenMoore is an award-winning multidisciplinary consulting firm established 40 years ago in Fort Lauderdale and serving Palm Beach County since the mid-1990s. Today, ChenMoore has grown to a team of over 170 professionals with offices across Florida and the Southeast. Our firm provides a wide range of services to local governments including city planning, landscape architecture, environmental consulting (urban forestry), civil engineering, transportation engineering, electrical engineering, and construction management.

TECHNICAL EXPERTISE

The City of Boca Raton is soliciting services from qualified, multidisciplinary teams to provide public engagement, planning, urban design, and architectural services for the development of the Downtown Civic Area Master Plan. The Downtown Civic Area encompasses approximately 17 acres of City-owned property. ChenMoore understands that this project extends beyond preparing a traditional master plan. It is an opportunity to establish the civic heart of Boca Raton by creating welcoming public spaces, strengthening connectivity, enhancing the public realm, and developing a long-term implementation strategy that reflects the City's character and aspirations.

The ChenMoore team, along with its subconsultants, is comprised of certified planners, urban designers, and architects with extensive experience in public engagement, long-range planning, urban design, civic design, and architectural services (Section 3). Our team possesses the technical expertise necessary to fulfill the requirements outlined in this RFQ. In addition, ChenMoore has successfully partnered with municipalities throughout South Florida to prepare comprehensive plans, master plans, redevelopment strategies, corridor studies, and implementation programs that translate community vision into achievable projects. Successful master planning requires more than technical expertise; it requires collaboration, creativity, and the ability to build consensus around a shared vision. ChenMoore's leadership team brings those qualities to every project. For the City of Boca Raton, we propose a leadership team comprised of **Nilsa Zacarias, AICP, Principal-in-Charge** and **Osniel Leon, AICP, Project Manager**.

This leadership team is supported by a deep bench of experienced professionals who are readily available to guide each phase of the planning process, coordinate multidisciplinary planning, design, and public engagement activities, and deliver high-quality work products on time and within budget. Our approach emphasizes clear scoping, predictable deliverables, proactive communication, monthly status reporting, and consistent quality assurance throughout every project milestone. We are community builders and leaders in the planning field. ChenMoore team was selected to present two (2) panels about Artificial Intelligence (AI) and Proactive Public Participation Program (4Ps) at the Florida Chapter American Planning Association (APA) Conference held in Daytona Beach last September 2025. In addition, ChenMoore has been selected for three (3) panels in the upcoming Florida APA Conference in Miami.

Our team leverages advanced visualization technologies, 3D modeling, graphic communication tools, and emerging artificial intelligence applications to help stakeholders better understand planning concepts, evaluate alternatives, and participate meaningfully throughout the planning process.

The ChenMoore team also includes REG Architects, a South Florida-based firm founded in 1988. REG Architects brings extensive expertise in architecture, interior design, master planning, and historic preservation, with experience across a wide range of project types, including civic, educational, commercial, residential, religious, hospitality, and historic developments. Notable civic projects include the Lake Worth Beach Casino, Wellington Civic Campus, Tequesta Recreation Center, and Royal Palm Beach Village Hall. Their expertise in civic architecture, public buildings, master planning, and placemaking complements ChenMoore's strengths in planning, landscape architecture, transportation, and public engagement, providing the City with a fully integrated multidisciplinary team.

WHY SELECT CHENMOORE?

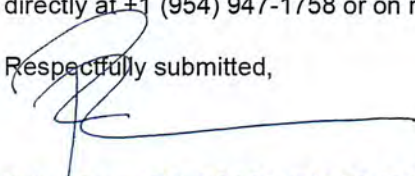
ChenMoore understands that successful downtown master planning is founded on collaboration, creativity, and implementation. We are committed to serving as an extension of City staff by maintaining open communication, proactive coordination, and executive-level involvement throughout every phase of the project. Our team will remain readily accessible to City staff through phone, email, text, in-person meetings, and virtual platforms such as Zoom, as needed, to ensure timely coordination and responsiveness. Osniel Leon, AICP, will serve as Project Manager and will be responsible for day-to-day coordination with City staff and the management of all project phases, consultant coordination, public engagement activities, and project deliverables. Mr. Leon brings extensive experience leading comprehensive planning initiatives, downtown revitalization efforts, public engagement programs, visioning workshops, and presentations before Planning and Zoning Boards, Community Redevelopment Agencies, and City Councils. His experience managing multidisciplinary planning projects throughout South Florida provides the leadership necessary to guide the Downtown Civic Area Master Plan from project initiation through implementation.

ChenMoore is committed to partnering with the City throughout every phase of the Downtown Civic Area Master Plan. Our multidisciplinary team combines expertise in planning, urban design, architecture, landscape architecture, transportation, and public engagement to create a cohesive vision supported by realistic implementation strategies. With extensive experience throughout Palm Beach County and South Florida, our team understands the importance of balancing community vision, economic vitality, mobility, and placemaking to create memorable civic destinations.

ChenMoore is dedicated to delivering proactive, high-quality services that meet project schedules and budget expectations. We are confident that our firm offers the appropriate combination of experience, technical expertise, staffing resources, and commitment to public service necessary to qualify for the City of Boca Raton Downtown Civic Area Master Plan initiative.

We appreciate your consideration and look forward to the opportunity to partner with the City of Boca Raton in shaping a vibrant, connected, and enduring Downtown Civic Area that will serve as the community's civic heart for generations to come. Should you have any questions, please do not hesitate to contact me directly at +1 (954) 947-1758 or on my mobile at +1 (954) 818-9552, or via email at pmoore@chenmoore.com.

Respectfully submitted,



Peter Moore, PE, F.ASCE, FACEC, F.FES
Chairman and Chief Executive Officer

CORPORATE

500 West Cypress Creek Road
Suite 600
Fort Lauderdale, FL 33309
+1 (954) 730-0707

REGIONAL OFFICES

Miami	Tampa Bay
West Palm	Jacksonville
Beach	
Orlando	

ADDITIONAL OFFICES

Jupiter	Tallahassee
Port St. Lucie	Atlanta
Sarasota	Raleigh
Gainesville	Knoxville
Pensacola	

PEOPLE THAT CARE
www.chenmoore.com

Attachment A

1. Declaration of Firm
2. Addenda Acknowledgment
3. Qualifications and Experience of Consultant
 - 3.1 Firm Qualifications
 - 3.2 Firm Experience
 - 3.3 References
 - 3.4 Public Agency Client List
 - 3.5 Primary Firm Team / Resumes / Project Sheets
4. History of Consultant and Subconsultants
5. Qualifications and Experience of Outside Firms
6. Scope of Services / Approach
7. Schedule, Commitment, Budget Approach, Quality Control
8. Organizational Chart
9. MBE
10. Location of Team
11. Deviations to Sample Contract
12. Additional Data
13. Confidential Documents

Boca Raton City Hall

201 West Palmetto Park Road

**RFQu 2026-035-IG
ATTACHMENT A
QUALIFICATION RESPONSE FORM**

1. DECLARATION OF FIRM

Consultant, as identified on Attachment C, Consultant Acknowledgement Form, firm will be considered the primary firm. If more than one firm is named, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. A submittal for a joint venture shall include an executed joint venture contract, and if state law requires that the joint venture be registered, filed, funded, or licensed prior to submission of the Proposal, then same shall be completed prior to submittal. Consultants shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint venture *to be* formed. The primary firm identified herein will be responsible for final negotiations and receipt of payments from the City of Boca Raton.

Please complete the following:

1.1 Name of Firm: Chen Moore and Associates, Inc.

Corporate Address: 500 W Cypress Creek Rd., Suite 600 City: Fort Lauderdale, State: FL Zip Code: 33309
Local Office Address: 500 S Australian Ave., Suite 850 City: West Palm Beach, State: FL Zip Code: 33401

Corporate Telephone Numbers: For **Peter Moore, PE, F.ASCE, FACEC, F.FES** (Chairman and Chief Executive Officer)
Direct: +1 (954) 947-1758 / **Mobile:** +1 (954) 818-9552 / **Office:** +1 (954) 730-0707
Fax: +1 (954) 730-2030 Email email: pmoore@chenmoore.com Company Website: www.chenmoore.com

West Palm Beach Telephone Numbers: For **Nilsa Zacarias, AICP** (Senior Practice Leader, Planning / Principal-in-Charge)
Direct: +1 (561) 437-0709 / **Mobile:** +1 (561) 510-3138 / **Office:** +1 (561) 401-9459
Email email: nzacarias@chenmoore.com

If the "Name of Firm" above references more than one firm, indicate whether it is a partnership, joint venture or other type of arrangement? *N/A*

Is a legal document attached showing the legality of the partnership, joint venture or other type of arrangement? *N/A*

1.2. Identify/detail names of persons authorized to make representations for the Consultant including the titles, addresses, telephone, fax numbers and email addresses of such persons in the spaces provided below:

CONSULTANTS AUTHORIZED REPRESENTATIVE(S)				
Name	Title	Telephone Number	Fax Number	Email Address
Peter Moore, PE, F.ASCE, FACEC, F.FES	Chief Executive Officer	+1 (954) 947-1758	+1 (954) 730-2030	pmoore@chenmoore.com
Jose Acosta, PE, F.ASCE	President	+1 (786) 453-9133	+1 (954) 730-2030	jacosta@chenmoore.com
Ben Lehr, PE, LEED AP	Vice President	+1 (813) 896-0286	+1 (954) 730-2030	blehr@chenmoore.com
Sean Dannelly	Chief Financial Officer	+1 (954) 312-3694	+1 (954) 730-2030	sdannelly@chenmoore.com
Jason McClair, PE, CFM, LEED AP	Treasurer	+1 (954) 947-1762	+1 (954) 730-2030	jmcclair@chenmoore.com
Eric Harrison, PLA	Director	+1 (772) 924-2638	+1 (954) 730-2030	eharrison@chenmoore.com
Safiya Brea, PE, LEED AP	Secretary	+1 (954) 947-1776	+1 (954) 730-2030	sbrea@chenmoore.com

1.3 Declaration that Proposal submission is made without collusion with any other person or entity submitting a Proposal pursuant to this RFQu.

Declaration: Yes: **X** No_

OR submitted as an attachment **N/A**

2. **ACKNOWLEDGMENT OF ADDENDUMS:**

ADDENDUM NO. DATE ISSUED

1 Addendum No. 1 - 05/19/2026

2 _____

3 _____

Consultant acknowledges that the Proposal response is being submitted in accordance with the above referenced addenda. Consultant shall submit signed version of each addendum with their response attachments for electronic submission. For paper copy submittal, the signed addenda are to be submitted at the end of Attachment A.

Consultant shall obtain addendum information by logging in to the electronic bidding system at <http://www.myboca.us/759/Supplier-Login> to access each addendum document.

3. **QUALIFICATIONS AND EXPERIENCE OF CONSULTANT (PRIMARY FIRM)**

The submission should include:

3.1 **Firm Qualifications**

Details on the qualifications of the firm submitting the signed letter of transmittal (the primary firm). Consultants shall provide a description of the firm, including the size, range of activities, strength, stability, experience, honors, awards, recognitions, etc.

3.1 **CHENMOORE Firm Qualifications and Experience**

Founded in 1986, Chen Moore and Associates, Inc. (ChenMoore) is an awarded Florida Corporation specializing in **planning, landscape architecture, civil engineering, water and sewer, water resources, electrical engineering, transportation, and irrigation, environmental, and construction administrative services.**

The firm has its headquarters in Fort Lauderdale, with regional offices include West Palm Beach, Miami, Tampa Bay (St. Petersburg), Orlando (Maitland), and Jacksonville. The firm commits to providing responsive quality services while meeting the schedules and specific project needs of our clients. ChenMoore has successfully worked for a variety of clients for over three decades, including experience with federally grant funded projects.

ChenMoore employs more than 170 full-time professionals, including five Certified Planners, 50 licensed Professional Engineers, 24 Engineers-in-Training, three Certified Floodplain Managers, eight Envision Sustainability Professionals, seven licensed Professional Landscape Architects, four Certified Arborists, and a highly experienced technical design and production team.

This multidisciplinary bench strength enables ChenMoore to deliver fully integrated solutions across planning, civil and transportation engineering, landscape architecture, environmental services, and construction administration.



Our team is equipped to successfully execute projects ranging from small-scale studies to complex, multi-faceted master planning initiatives, with a proven ability to support public, semi-public, and private sector clients. By combining technical rigor with collaborative planning and design expertise, ChenMoore consistently delivers cohesive, implementable solutions that advance community goals and align with stakeholder priorities.

ChenMoore has a proven track record of delivering successful projects on time and within budget, as demonstrated through our project experience and client references. As a leading provider of planning services in South Florida, ChenMoore delivers high-quality solutions across multiple sectors, supported by a deep understanding of local regulatory frameworks and community needs.

Our multidisciplinary team—including AICP planners, licensed engineers, and GIS specialists—brings extensive experience in Florida Statutes and provides integrated services in planning, market analysis, transportation planning, GIS mapping, graphic visualization, and public engagement. We are known for our ability to anticipate site and permitting constraints early, enabling efficient project delivery and innovative, solution-driven outcomes.

ChenMoore is recognized for its responsiveness, technical expertise, and collaborative approach. Our strong local presence and long-standing relationships with municipal clients reflect our commitment to delivering thoughtful, community-centered planning solutions supported by clear communication, advanced technology, and informed decision-making.



ChenMoore is a values-driven firm grounded in leadership, innovation, and community—delivering high-quality solutions inspired by its founding legacy and forward-thinking leadership.

3.2 Firm Experiences

Provide a statement as to how the firm's experience and expertise will be directly beneficial to the City for the work related to the facilitation of a six (6)-month, community-driven process that integrates robust public engagement with planning and conceptual architectural design, culminating in a preferred Downtown Civic Area plan and implementation framework.

3.2 ChenMoore's Experiences

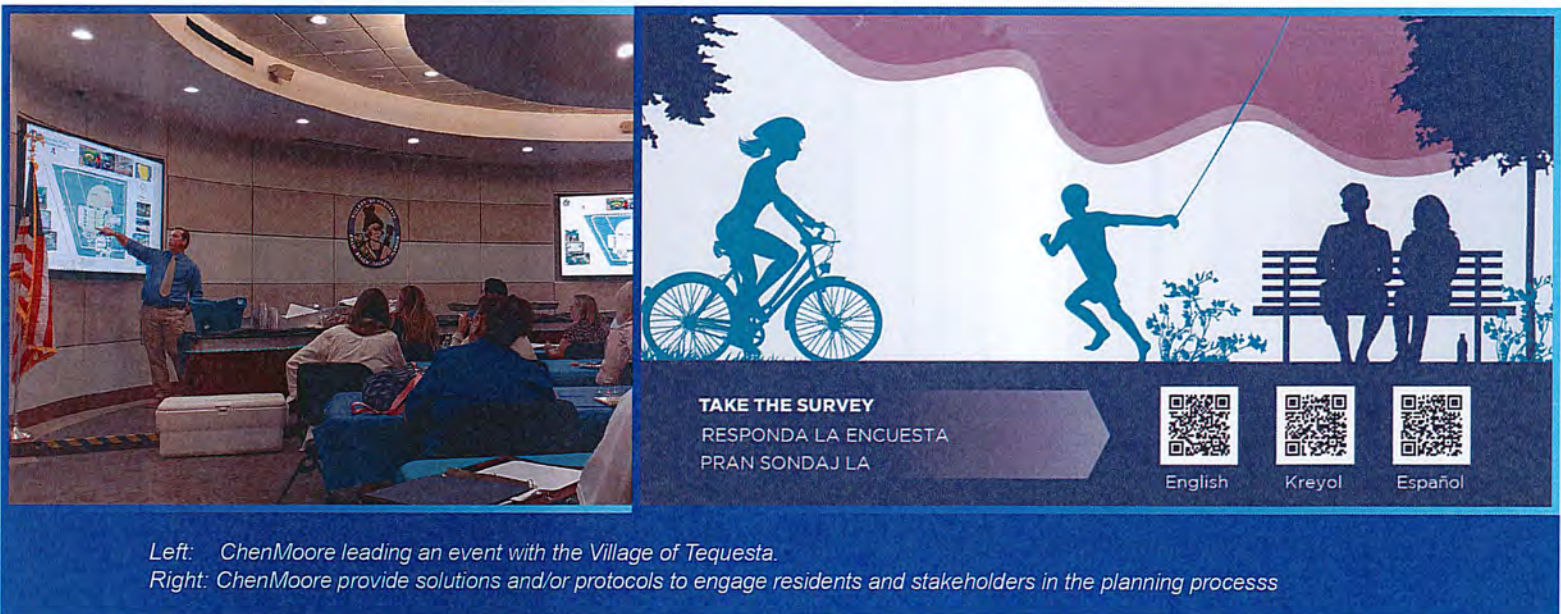
The ChenMoore team will implement a comprehensive public engagement program that is inclusive, transparent, and efficient, utilizing a balanced mix of in-person and digital tools within the City's six (6)-month project timeline.

Our approach is guided by **ChenMoore's Proactive Public Participation Program (4Ps)**—a proven framework designed to maximize stakeholder participation and support informed, consensus-based decision-making.

This program integrates a variety of engagement methods, including:

- ▶ Public open houses and interactive workshops
- ▶ Design charrettes and stakeholder meetings
- ▶ Focus groups and community forums
- ▶ Surveys and digital engagement tools
- ▶ Visual materials that communicate complex planning concepts clearly

ChenMoore incorporates innovative outreach strategies, including QR code-enabled surveys and mobile-friendly materials, allowing community members to easily access information and provide feedback. These tools expand accessibility and ensure broader participation across diverse stakeholder groups. Our engagement strategy is designed to reach a wide cross-section of the community, including residents, businesses, civic organizations, City leadership, and staff. Through this process, we actively gather input on community priorities, challenges, and opportunities, ensuring that all voices are represented.



Left: ChenMoore leading an event with the Village of Tequesta.

Right: ChenMoore provide solutions and/or protocols to engage residents and stakeholders in the planning process

The ChenMoore Team was selected to present the Proactive Public Participation Program (4Ps) at the American Planning Association Conference Florida Chapter in Daytona Beach in September 2025. This program was created and implemented by our Team based on our extensive experience with successful and meaningful public outreach initiatives.

Community input will directly inform the development of conceptual alternatives, urban design strategies, civic space programming, mobility improvements, architectural character, and implementation priorities. Our multidisciplinary team will translate community vision into practical design concepts supported by realistic implementation strategies.

By combining structured engagement techniques with clear communication and continuous feedback loops, ChenMoore facilitates a collaborative planning process that builds consensus and results in a Master Plan that reflects the shared vision of the City of Boca Raton.

3.3 References

A minimum of three (3) references for specific projects are required. The references will be provided using the Excel file, listed as Attachment B and uploaded as a separate file at time of RFQu submission or saved and submitted on a jump drive for a paper submission.

Consultant is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.

City may request a more detailed list, including other governmental agencies. The City reserves the right to request or contact additional or different references from the provided customer list for consideration, including past experience with the City of Boca Raton.

Failure to submit references may result in the RFQu not being considered for evaluation.

City prefers public agencies, which are defined as Owner being a municipality (town, city, etc.), county, school board, state university/public community college or state agency, hospital district, a port authority, a drainage district, or a water district. **References are to include some or all of the elements listed in the summary of work components for continuing services type contracts that are most similar to the City's scope of work.**

References - Project Specific

Projects listed shall be in completed status and be from the past five (5) years. Project experience to demonstrate only projects as awarded to the Consultant as the prime or subconsultant. Project experience that is specific to a current employee that occurred when employed by a different firm shall be listed in their resume and highlighted.

Consultant must demonstrated the deployment of public engagement, urban design, planning and architectural design services in association with at least one master planning initiative in the last five (5) years.

- **Reference data to be completed in Excel worksheet, each tab of the worksheet to be for a separate reference.**
- **Project title, Name of Owner/Client**

Work awarded to your Firm as the Prime or as a Subconsultant? (Response is Prime or Subconsultant)

Confirm with "X" that the reference is NOT for work performed by a current employee while working at a different firm.

Check all that apply:

Civic Planning/Urban Design ☒
Public Engagement and Facilitation ☒
Landscape Architecture/Public Realm Design ☒
Civic/Institutional Architecture ☒
Transportation, Mobility and Connectivity Planning ☒
Parks, Recreation and Programming Specialist ☒
Cultural/Memorial Planning Specialist ☒
Economic and Program Implementation Advisor ☒
Communications/Strategic Messaging Advisor ☒
Civil Engineering ☒
Historic Preservation ☒
Sustainability/Resilience ☒
Security/CPTED Specialist ☒

3.4 Client list showing experience with Public Agencies

Provide a client list of those public agencies where the Consultant has provided public engagement, planning, urban design, and architectural services in conjunction with a community-driven process to develop a master plan for communities, downtown districts, parks and recreation facilities or similarly scoped projects. Consultant may use the City form provided or provide as an attachment.

Provide a listing of all Clients listed as Current or Past during the past five years. The City reserves the right to use this list as a source of additional contact information, including any past history with the City of Boca Raton.

3.4 ChenMoore's Client list showing experience with Public Agencies				
Name of Public Agency	Service Provided	Team Lead / Team	Current Client (Y/N)	Past Client (Y/N)
Cinegreen (Developer)	Mixed Use Lake Eustis	Heather / Lance, Osniel, Nilsa	Y	
City of Dania Beach	FLU amendment /Recertification with Broward Planning Council	Osniel / Santiago, Nilsa	Y	
City of Boynton Beach	Comprehensive Plan update	Osniel / Nilsa, Santiago, Austin	Y	
Town of Juno Beach	Code Text Amendment	Lance / Santiago, Austin, Nilsa	Y	
Town of Jupiter Inlet Colony	On going services 10 Years Water Supply Work Plan Code text amendment	Lance / Austin	Y	
City of Lake Worth Beach	Landscape Code Amendment On going services 10 Years Water Supply Work Plan Major Site Plan Carbon Neutrality Whispering Pines - Rezoning	Lance / Sara Nilsa / Lance Lance	Y	
Town of Mangonia	10 Years Water Supply Work Plan	Lance	Y	
Town of Mangonia Park	On going services EAR based Comprehensive Plan Finding of Necessity	Lance / Santiago Lance / Heather, Santiago, Austin Nilsa / Lance, Santiago	Y	
City of Miami	Commodore Trail	Lance / Sara, Peter, Eric	Y	
City of Port St. Lucie	On going services	Osniel / Santiago, Sara, Austin, Nilsa	Y	
City of Westlake	On going services EAR based Comprehensive Plan	Osniel / Santiago, Sara, Austin, Nilsa Osniel / Nilsa, Austin, Sara, Santiago	Y	
Westgate CRA	CRA plan update	Osniel / Nilsa, Austin, Sara	Y	
Town of Lantana	Updating utility fee	Santiago	Y	
Village of Palm Springs	Site plan reviews	Santiago	Y	

3.5 Individuals Involved in Project employed by Primary Firm (Consultant)

3.5.1 Details on the qualifications of the individual(s)

Details on the qualifications of the individual(s) that will be assigned to the RFQu.

Submit project sheets, resumes, etc. for the Primary Firm team members that will perform the consulting services for this RFQu, including relevant college, graduate or professional training courses, summary of professional experience and experience in similar work/design projects.

Experience directly related to projects requiring public engagement, planning, urban design and architectural services for Public agencies should be clearly highlighted and identified.

Submitted as Attachment and labeled as 3.5.1, Item A.

(Please see 3.5.1 / Item A included as part of Attachment A, from PAGE 11-24 - for ChenMoore's Team Resumes containing the request information in 3.5.1)

B. Summation of individuals submitted in item 3.5.1, A

3.4 ChenMoore's Client list showing experience with Public Agencies				
Name	Title / Role in City Project	Years of Experience	Years with Firm	Office Location
Nilsa Zacarias, AICP	Director of Planning / Principal-In-Charge	28	17	West Palm Beach, FL
Shahin Hekmat, PE, F.FES, FACEC	Senior Director, Risk Management, Compliance / QA/QC Compliance	36	5	West Palm Beach, FL
Osniel Leon, AICP	Principal Planner / Project Manager	18	5	West Palm Beach, FL
Lance Lilly, AICP	Senior Planner / Senior Planner	17	10	West Palm Beach, FL
Heather Croney	Senior Planner / Senior Planner	13	1	West Palm Beach, FL
Sara Colon	Associate Planner / Urban Designer	6	5	West Palm Beach, FL
Austin Lawrence	Associate Planner / Associate Planner	19	1	West Palm Beach, FL
Santiago Cleves	Planner / Planner	3	2	West Palm Beach, FL
Suzanne Dombrowski, PE, ENV SP	VP, Practice Resource and Capacity / Engineering	22	20	West Palm Beach, FL
Brent Whitfield, PE, ENV SP, F.ASCE	Director of Water Resources / Engineering	22	9	West Palm Beach, FL
Ben Lehr, PE, LEED AP	Director of Transportation / Engineer	26	4	West Palm Beach, FL
Eric Harrison, PLA	Director of Landscape Architecture / Principal Landscape Architecture	23	13	West Palm Beach, FL
Brittany Bourgault	Landscape Designer / Landscape Designer	13	7	West Palm Beach, FL
Angelica Figueroa	Landscape Designer / Landscape Designer	2	2	West Palm Beach, FL
REG Architect	Waiting on Sub	X	X	West Palm Beach, FL

Managers and other staff may only be changed with the express prior written permission of the City of Boca Raton. The City of Boca Raton retains the right to approve or reject replacements.