

1851 W. Indiantown Road Suite 100
Jupiter, FL 33458
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April 21, 2025

SENT VIA E-MAIL
myoung@cityoflayton.com

Ms. Mimi M. Young, CMC, CFM
City Manager
City of Layton
68800 Overseas Hwy
Long Key, FL 33051

Subject: City of Layton
Proposal for Preparing and Processing Comprehensive Plan Amendment (Phase 1)
O25.0321 / 25-0000.P0041

Dear Ms. Young,
Chen Moore and Associates (CMA) is pleased to submit this proposal to prepare and process the City of Layton, (the City), Comprehensive Plan text amendment.

PROJECT INTRODUCTION

The City's Comprehensive Plan amendment based on the Evaluation and Appraisal Review (EAR) was last adopted on June 1, 2023, via Ordinance No. 2022-11-01. The City has completed its Vulnerability Study, which will need to be incorporated into the City's Comprehensive Plan. The City requested a proposal to prepare and process the subject amendment based on the Vulnerability Study.

These updates will be processed in accordance with the State Coordinated Review Process pursuant to Section 163.3184(4), Florida Statutes (F.S.), including the transmittal and adoption of the subject document as required by Florida Statutes.

PROJECT STAFFING

Chen Moore and Associates – Land Planning Team

SCOPE OF SERVICES

The scope of services our firm shall provide under this agreement as per our recent discussions and correspondence is as follows:

Task 1: Coordination with the City's staff

- Consultant will meet with the City's Staff for the project kick-off meeting to coordinate scope, project schedule and deliverables.
- Consultant will meet with the City's Staff throughout the project as needed.

Task 2. Prepare Comprehensive Plan Amendment

- Consultant will review pertinent documents that apply to the Comprehensive Plan amendment.
- Consultant will review the Coastal Management Element Goals, Objectives and Policies (GOPs) to identify changes that need to be added to the Comprehensive Plan.
- Consultant will coordinate with Ms. Erin Deady as needed regarding the Vulnerability Study and the Comprehensive Plan updates.
- Consultant will incorporate policy text for the Coastal Management element based on the Vulnerability Study.

Task 3. Processing of the Comprehensive Plan Amendment

- Consultant will prepare legal ads (advertisement) for the LPA and Commission public hearings (transmittal and adoption).
- One (1) City Council Workshop meeting (if needed).
- Consultant will prepare transmittal and adoption letters to the State according to F. S.
- Consultant will submit amendment to the Florida Commerce, Bureau of Community Planning and Growth (BCPG), and all seven (7) agencies for review and comments, see below list.
- Consultant will prepare revisions to amendments based on comments from the State and agencies.
- Consultant will submit adopted Comprehensive Plan Text Amendments to BCPG, and seven (7) agencies in compliance with F.S.
- Consultant will follow procedures detailed on the State website as follows:

[How to Prepare and Submit a Proposed State Coordinated Review Comprehensive Plan Amendment - FloridaJobs.org](http://FloridaJobs.org)

1. A submittal cover letter transmitting the proposed amendment that includes the following:
 - a. A statement indicating the amendment is related to:
 1. An area of critical state concern designated pursuant to Section 380.05, Florida Statutes
 2. An update a comprehensive plan based on an evaluation and appraisal report pursuant to Section 163.3191, Florida Statutes
 - b. The date(s) the local planning agency and the commission held public hearings
 - c. A statement certifying that the proposed amendment(s) have been submitted to the appropriate agencies identified above. Certification means that the letter must state that a copy of a complete amendment package including supporting data and analysis has been mailed to these agencies and the date it was mailed
 - d. A summary of the plan amendment(s) including that the amendment is being submitted under the state coordinated review process
 - e. The month the local government anticipates the amendment will be adopted
 - f. The name, title, address, telephone, fax number, and e-mail of the local contact person
- Consultant will submit the amendment package to the State and Agencies as follows:
 1. Use the FloridaCommerce electronic amendment submittal portal "[Comprehensive Plan and Amendment Upload](#)", or mail one paper copy and two electronic copies in Portable Document Format (PDF) on a CD ROM to the State Land Planning Agency.
 2. One copy to the following to the following seven (7) agencies:
 - The appropriate Regional Planning Council
 - The appropriate Water Management District
 - The appropriate county (municipal amendments only)
 - The Department of Transportation
 - The Department of Environmental Protection
 - The Department of State
 - The Department of Education (amendments relating to public schools)

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ASSUMPTIONS

This scope of service assumes the following:

- The City will provide the word document of the Vulnerability Study.
- Consultant will coordinate with Ms. Erin Deady accordingly.
- Consultant will Not review Maps. Reviewing maps will include a GIS mapping task and it will be considered additional services.
- Consultant will attend public meetings by phone or video conferencing.

DELIVERABLES AND SCHEDULE

CMA will begin the project upon receipt of the purchase order. CMA will provide electronic copy of the final document at transmittal and adoption phases.

FEE SUMMARY

CMA will provide services for a lump sum amount of **not to exceed \$18,470.00 for Phase 1**. Additional tasks such as Staff Report preparation or any other task not included in the scope of work will be billed hourly according to the Hourly Fee Schedule (EXHIBIT B).

Should you have any questions, please do not hesitate to contact me at (561) 758-2252 or send me an electronic message at nzacarias@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Nilsa Zacarias,
AICP Director of
Planning

Attachment(s):

EXHIBIT A - AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION

EXHIBIT B – HOURLY FEE SCHEDULE

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EXHIBIT A

AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION

Client Name: City of Layton
Client Contact: Ms. Mimi M. Young, CMC, CFM
Client Address: 68800 Overseas Hwy
Key Largo FL 33051
Client Phone: 305-664-4667/Fax: 305-664-0105

Client E-mail: myoung@cityoflayton.com

CMA Proposal No. O25.0321 / 25-0000.P0041

Agreement Date:

FEE: Lump Sum for Professional Services is **not to exceed \$18,470**

RETAINER: N/A

Notice to Owner: The City of Layton is the Client.

The undersigned agree to the attached General Conditions/Provisions which are incorporated and made a part of the current Continuing Services Contract. Any additional requested services will be addressed in a separate agreement.

CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)

Authorized Signature

Print Name/Title

Date

CITY OF LAYTON (CLIENT)

Authorized Signature

Print Name/Title

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EXHIBIT B

2024 Hourly Rate Schedule

<u>Labor Category</u>	<u>Hourly Rate</u>
President	\$450
Principal	\$350
Principal Engineer	\$240
Senior Engineer	\$200
Project Engineer	\$140
Associate Engineer	\$120
Engineer	\$110
Principal Landscape Architect	\$220
Senior Landscape Architect	\$150
Project Landscape Architect	\$120
Associate Landscape Architect	\$110
Landscape Designer	\$110
Principal Planner	\$230
Senior Planner	\$120
Project Planner	\$90
Associate Planner	\$85
Senior Environmental Scientist	\$150
Senior Designer	\$150
Designer	\$110
Senior Technician	\$100
Technician	\$95
Senior Construction Specialist	\$140
Construction Specialist	\$95
Administrative Staff	\$85
Intern	\$65