

Village of Tequesta

345 Tequesta Drive
Tequesta, FL 33469



561-768-0700
www.tequesta.org

TEQUESTA PUBLIC WORKS DEPARTMENT MEMORANDUM

To: Michael R. Couzzo, Village Manager

From: Douglas M. Chambers, Director Public Works

Subject: Parker * Yannette Design Group Inc.

Date: October 1, 2018

Parker * Yannette Design Group will provide Landscape Design options for the Village of Tequesta Welcome Signs on Tequesta Drive and the US1 Medians.

The Contractors agreement requires a signature.

Funding for this design will be paid out of 001-210- 546.309 Landscape and Irrigation Maintenance.

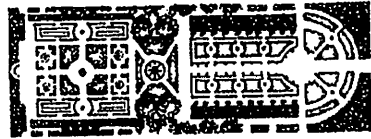
Total Cost: \$1,300

Douglas M. Chambers
Director Public Works
Village of Tequesta

Vice-Mayor Frank D'Ambra
Council Member Steve Okun

Mayor Abby Brennan
Village Manager Michael Couzzo

Council Member Tom Paterno
Council Member Vince Arena



PARKER • YANNETTE
design group, inc.

AGREEMENT

This Agreement is submitted by Parker.Yannette Design Group, Inc. to Mr. Doug Chambers, Village of Tequesta Director of Public Works, 136 Bridge Road, Tequesta, FL with respect to fees for landscape architectural services as stated below.

PROJECT: Village of Tequesta, Common Area Landscape Improvements

SERVICES:

- Draft base plans from surveys provided by client.
- Site visit to photograph and inventory existing conditions.
- Draft existing conditions onto base plan.
- Prepare preliminary planting plan concepts for landscape improvements to the five (5) Village of Tequesta monument signs. Prepare two (2) front elevation rendering options based on planting concepts.
- Prepare preliminary planting plan concepts for landscape improvements to the U.S. Highway One medians.
- Prepare preliminary planting plan concepts for landscape improvements to infill/replace damaged plantings at the commercial plazas adjacent to U.S. Highway One.
- Meet with client to review and approve preliminary plans.
- Prepare final planting plans, plant lists and specifications. Provide final plans to client.

FEES:

Estimation of costs for completion of the Scope of Services:

- Principal: 10 hours @ \$130.00/hr.

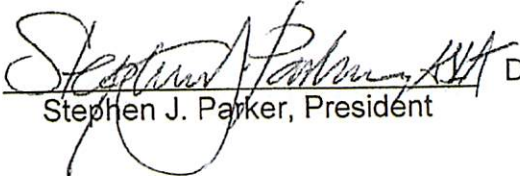
ADDITIONAL FEES:

- Reimbursable Expenses (bond plots, blueprints, consultant fees, etc.)

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Mr. Doug Chambers
Village of Tequesta
October 1, 2018
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PARKER•YANNETTE DESIGN GROUP, INC.


By:  Date: 10/1/18
Stephen J. Parker, President


I (we) guaranty to the offices of Parker•Yannette Design Group, Inc. the payment of all sums due them by the Client in accordance with the above agreement and accept the terms and conditions contained herein. I (we) understand that non-payment of fees as outlined above will result in the immediate cessation of work on this project.

Client:

VILLAGE OF TEQUESTA

Village Manager

By:  Date: 9-20-18
Doug Chambers, Director
Public Works

 9-20-18

PUBLIC RECORDS. In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village's custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 768-0685, OR AT lmcmwilliams@tequesta.org, OR AT 345 TEQUESTA DRIVE, TEQUESTA, FLORIDA 33469.

Palm Beach County Inspector General

Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews, or investigations. All parties doing business with the Village shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority, and power. The inspector general has the power to take sworn statements, require the production of records, and to audit, monitor, investigate and inspect the activities of the Village, as well as contractors and lobbyists of the Village in order to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and abuses.