



February 2, 2017

Mr. Larry M. Spring, CPA
Executive Director
City of North Miami Community Redevelopment Agency
775 NE 125th Street, Fourth Floor
North Miami, Florida 33161

RE: CHINATOWN CULTURAL ARTS AND INNOVATION DISTRICT WEB PRESENCE (Corrected)

Dear Mr. Spring:

This letter serves as Keith & Schnars' proposal for additional services related to the dedicated project web presence.

Web Hosting

A hosting server will be provided for the approved public version of the web presence. All files will be migrated from the staging server to the public server upon approval of the final version of the web presence.

Consultant's Lump Sum Fee\$350 yearly, a minimum of one (1) year prepaid required

Web Presence Maintenance

- All technical maintenance of the website, including updates of the server firmware, platform programming, and database files to ensure the latest standards of security and performance are maintained. Bi-monthly reports of visitor traffic and other site statistics will be delivered to the CLIENT via email. (Up to 3 hours per month)
- Updates of content as provided by the CLIENT and/or K&S for the Project will be provided on the web presence on a bi-weekly basis. If more frequent updates are required, additional billing at an hourly rate will apply. (Up to 15 hours per month)
- Uploading and display of any documents relevant to the project, ensuring they are available in cross-platform compatible format. (Up to 3 hours per month)
- Maintaining and updating any event calendars and other outreach-based features of the web presence. (Up to 3 hours per month)
- Providing basic social media outreach in connection with updates and changes to the web presence and/or the Project using integrated social media accounts. (Up to 6 hours per month)
- Additional updates and work for the Project web presence beyond this Scope may be provided upon request and shall be billed at \$50/hour.

CONSULTANT'S Lump Sum Fee \$1,500 monthly

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Upon receipt of the executed Contract Addendum (see attached) we will begin these tasks.

We appreciate the opportunity to assist the City of North Miami. Please feel free to contact me if you have any questions.

Sincerely,





Debbie Love, AICP
Director of Planning, Public Relations and Outreach



SUPPLEMENT/AMENDMENT TO SERVICE AGREEMENTS

1. PROJECT NAME: Conceptual Design Masterplan for Proposed NW 7 th Avenue Chinatown Cultural Arts and Innovation District		2a. PROJECT #: 18283	2b. PROPOSAL #:
		3. START DATE: 12/28/16 END DATE: 12/30/17	4. P.O. #
5a. CLIENT (Name, Street Address, City, State, Zip): City of North Miami Community Redevelopment Agency 776 NE 125 th Street North Miami, FL 33161		5c. CLIENT'S REPRESENTATIVE (Name, Title): Larry Spring, CPA, City Manager	
5b. CLIENT NUMBER:		5d. TELEPHONE NUMBER: (305) 893-6511 FAX #: ()	
6a. CONSULTANT (Name, Street Address, City State, Zip): KEITH and SCHNARS, P.A. 6500 NORTH ANDREWS AVENUE FORT LAUDERDALE, FL 33309-2132		6b. PROJECT MANAGER/LINE MANAGER: Debbie Love, AICP	
		6c. TELEPHONE NUMBER: (954) 776-1616 FAX #: (954) 771-7690	
X	7. THIS ITEM ONLY APPLIES TO AMENDMENTS/SUPPLEMENTS TO CONTRACT		
X	A. THIS CHANGE IN INITIAL SCOPE OF WORK IS ISSUED PURSUANT TO: (Specify Authority) . THE CHANGES SET FORTH IN ITEM 8a ARE MADE IN THE PROJECT # IN ITEM 2a.		
X	B. THE ABOVE NUMBERED PROJECT IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN PURSUANT TO THE AUTHORITY OF: Larry Spring, CPA, Executive Director		
X	C. THIS ADDITIONAL SERVICE REQUEST IS ENTERED INTO PURSUANT TO AUTHORITY OF: Larry Spring, CPA, City Manager		
X	D. CLIENT IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE CONSULTANT PRIOR TO COMMENCEMENT OF WORK.		
8a. DESCRIPTION OF AMENDMENT/SUPPLEMENT:			
<p>Web Hosting A hosting server will be provided for the approved public version of the web presence. All files will be migrated from the staging server to the public server upon approval of the final version of the web presence. Consultant's Lump Sum Fee.....\$350 yearly, a minimum of one (1) year prepaid required.</p> <p>Web Presence Maintenance <ul style="list-style-type: none"> • All technical maintenance of the website, including updates of the server firmware, platform programming, and database files to ensure the latest standards of security and performance are maintained. Bi-monthly reports of visitor traffic and other site statistics will be delivered to the CLIENT via email. (Up to 3 hours per month) • Updates of content as provided by the CLIENT and/or K&S for the Project will be provided on the web presence on a bi-weekly basis. If more frequent updates are required, additional billing at an hourly rate will apply. (Up to 15 hours per month) • Uploading and display of any documents relevant to the project, ensuring they are available in cross-platform compatible format. (Up to 3 hours per month) • Maintaining and updating any event calendars and other outreach-based features of the web presence. (Up to 3 hours per month) • Providing basic social media outreach in connection with updates and changes to the web presence and/or the Project using integrated social media accounts. (Up to 6 hours per month) Additional updates and work for the Project web presence beyond this Scope may be provided upon request and shall be billed at \$50/hour. Consultant's Lump Sum Fee.....\$1,500 monthly </p>			



8b. REASON FOR SUPPLEMENT/AMENDMENT: Request from CRA Staff			
8c. COMPENSATION REQUIRED BY CONSULTANT FOR COMPLIANCE WITH REQUESTED PROFESSIONAL SERVICES AS SET FORTH HEREIN: Estimated Reimbursable Expenses: \$ _____ Consultant's Lump Sum Fee \$ Website Hosting: 350.00 (yrly); Website Maintenance \$1,500.00 (monthly)			
9. Except as provided herein, all items, terms and conditions of the document referenced in item 2a, as heretofore changed, remains unchanged and in full force and effect.			
10a. NAME AND TITLE OF CONSULTANT (Type or Print): Debbie Love, AICP, Director of Planning		11a. NAME AND TITLE OF CLIENT'S REPRESENTATIVE (Type or Print):	
10b. CONSULTANT REPRESENTATIVE:  _____ Signature of Person Authorized to Sign	10c. DATE SIGNED: 2-2-17	11b. CLIENT'S REPRESENTATIVE:  _____ Signature of Client Representative Authorized to Sign	11c. DATE SIGNED: 2-8-17

Return to: Keith and Schnars, P.A., Planning Department • Fax # (954) 771-7690 • Form 9003-1A