



June 10, 2025
Dr. Jeremy Earle
City Manager

Hallandale Beach Community Redevelopment Agency
400 N. Federal Highway
Hallandale Beach, FL 33009

Dear Dr. Jeremy Earle:

RE: AS-NEEDED OWNER'S REPRESENTATIVE SERVICES

Affordable Housing Program

Artaic Group is thrilled about the opportunity to support the **Hallandale Beach Community Redevelopment Agency** ("Hallandale Beach CRA") as your Owner's Representative/Project Management firm for a diverse array of projects, including public improvements, commercial fit-ups, and affordable housing. With deep ties to the region and a proven track record of delivering successful municipal projects, our team is uniquely positioned to bring value, expertise, and efficiency to your endeavors.

PROPOSED TEAM

Our team brings extensive experience managing construction projects throughout South Florida, with a proven track record of delivering exceptional results for municipal clients. Notably, several of our team members previously collaborated with the Hallandale Beach CRA while managing the GO Bond Program, which encompassed ten key projects. This familiarity with the City's processes, priorities, and stakeholders positions us to hit the ground running. Our team will be led by **Matt Cohen, Frank Kennedy, Gregg Harris, and Anna Morgan**. They will be supported by deep bench of 45+ project managers with diverse expertise and experience.

SCOPE OF SERVICES

Tailored to your project's needs - Artaic Group is an experienced Project Management firm that understands all aspects of project delivery including pre-development, stakeholder engagement, planning, scoping, design, bid preparation, materials procurement, project execution and control, construction, and closeout. With each project, more knowledge and expertise is obtained. Our team looks forward to applying the lessons learned from decades of experience to your projects

PRECONSTRUCTION & DESIGN PHASES

1. Program Budget

- a. Audit existing cost records as requested by the HBCRA and incorporate as requested into an overall program budget.
- b. Review, refine and/or develop a master budget for the project, including, but not limited to construction costs, FF&E, engineering, design, permitting, escalation and contingency.
- c. Thoroughly review HBCRA and Contractor estimates to date.



2. Program Scheduling

- a. Update and/or prepare a Master Schedule depicting the completion dates as well as overall program anticipated completion date.
- b. Incorporate contractor developed schedules for detailed analysis of progress to date and expected finish constraints.
- c. Update the Master Schedule monthly and submit it to the HBCRA monthly.

3. Consultant Selection Process & Contract Negotiations

- a. Assist the HBCRA and other stakeholders in developing and implementing a selection process for any required consultants (e.g. Materials Testing, Engineers, etc.).
- b. Facilitate contract negotiation and administration with selected firm(s).
- c. Prepare contract exhibits as needed.

4. Contractor Procurement & Contract Negotiations

- a. Assist the HBCRA and other stakeholders in developing and implementing a selection process for a General Contractor, if needed.
- b. Facilitate contract negotiation and administration with selected firm.
- c. Prepare contract exhibits as needed.
- d. Review subcontractor procurement, award recommendations, and contract negotiations (as necessary).

5. Ongoing Meetings & Reporting

- a. Facilitate a weekly progress meeting with project team, document, and report any pending challenges, monitor action items, and follow up as necessary to ensure timely resolution.
- b. Assist HBCRA and other stakeholders with coordination and facilitation of design review meetings, ongoing communication, and general approvals.
- c. Work with Design Team to obtain approvals from HBCRA.
- d. Present to the HBCRA Board as required throughout the project.
- e. Conduct weekly update meetings with the key stakeholders from the HBCRA.
- f. Assist Design Team and Contractor with Value Engineering efforts.

6. Permitting Process

- a. Work with Design Team and Contractor to navigate the permitting process as required.

7. Project Status Report

- a. Issue one (1) report per month, containing an executive summary of the project's progress, budget status, outstanding major issues, future risks to the project's progress, and a detailed cost report including commitments, payment status and final cost projections.

CONSTRUCTION & CLOSEOUT PHASES

1. Construction Management, Observation & Reporting

- a. Provide two (2) site visits per week throughout construction.
- b. Facilitate a weekly meeting with the project team including outside stakeholders as required.



- c. Document and report pending challenges, monitor action items, and follow up as necessary to ensure timely resolution.
- d. Require contractor to provide meeting minutes for all progress and/or OAC meetings and monitor them for content to ensure proper documentation.
- e. Coordinate onsite activities with project team and onsite representative from HBCRA.
- f. Conduct weekly update meetings with the HBCRA and other key stakeholders.
- g. Provide a weekly email update on project status.
- h. Issue one (1) report per month, containing an executive summary of the project's progress, budget status, outstanding significant issues, future risks to the project's progress, and a detailed cost report including commitments, payment status and final cost projections.

2. Schedule Updates & Analysis

- a. Analyze the quality and content of all contractor schedules ensuring an appropriate plan and approach have been contemplated by the contractor ensuring completion within the projected timeframe.
- b. Review and track the Contractor's progress schedule against the baseline schedule to ensure reasonableness, accuracy, and compliance with industry standards once each month.
- c. Work with the HBCRA to further develop and implement a detailed turnover plan.

3. Change Order Cost and Schedule Impact Review & Verification

- a. Provide analyses of change orders presented by the Contractor(s) and/or Installer, including review of detail provided for compliance with industry standards, mathematical and contractual correctness, and schedule impacts.

4. Project Disbursement, Pay Application Analysis & Project Funding Management

- a. Obtain Consultant invoices and Contractor pay applications to verify mathematical and contractual correctness, confirm appropriate back up, and validate completion status of the project in relation to these items.
- b. Obtain and review Lien Waivers.
- c. Prepare a monthly project disbursement for HBCRA's approval and funding.
- d. Work with HBCRA, Consultants, and Contractor(s) to address questions or concerns regarding disbursement.

5. Punch List Review

- a. Schedule and facilitate a punch walk with the Project Team to develop a punch list, resulting in the production of a schedule for completion of each item.
- b. Follow-up as necessary with Contractor and coordinate with HBCRA to complete the punch list.

6. Project Close-out

- a. Work with Contractor(s) to provide all warranties, training, operation, and maintenance manuals, and contact information for pertinent subs.



PROPOSED FEE

HALLANDALE BEACH CRA AFFORDABLE HOUSING PROJECTS

1. NW 6th & 4th Ave - 3 new duplex modular townhomes
2. SE 2nd Terrace Apartments – 21-unit modular apartment building
3. Lake House Duplex Renovation
4. SW 6th Terrace Duplex Renovation

Artaic Group proposes \$100,000 to manage Affordable Housing Projects. This fee includes \$7,500 in anticipated reimbursable expenses that will be billed separately without markup. Reimbursable expenses will be limited to travel to and from the job sites and printing (if required). Professional services will be billed using the hourly rate fee schedule below.

2025 HOURLY RATE SCHEDULE

TEAM MEMBERS	TITLE	RATE
Matt Cohen	Project Director	\$190
Frank Kennedy	Project Director	\$190
Gregg Harris, PMP	Senior Project Manager	\$175
Anna Morgan	Project Manager	\$150

REIMBURSABLES

Reimbursable expenses will be billed at cost and general guidelines discussed in advance. We always work hard to keep our expenses to a minimum. For this project, we expect expenses to be limited to mileage and minimal project related meals. If requested, we can provide an estimate for reimbursable expenses.

STANDARD PROPOSAL PROVISIONS



1. The Client agrees to indemnify, defend, and hold Artaic Group, LLC harmless against any and all actual or consequential damages in excess of the fees herein, as well as any actions, causes of action, fines, costs and claims arising out of or in any way relating to this project not the result of willful misconduct or gross negligence by Artaic Group, LLC.
2. Processes used and documents prepared or provided by Artaic Group, LLC while working for the Client are solely provided as instruments of service to the Client for use on this project. They are and shall remain the property of Artaic Group, LLC, who reserves all rights thereto.
3. A signed proposal or contract will be required prior to Artaic Group, LLC, Inc. beginning work.
4. The above fees do not include reimbursable expenses, which include items such as travel, lodging, shipping, printing costs, parking, and mileage.
5. Client shall pay Artaic Group, LLC within thirty (30) calendar days of the submission of each invoice. All unpaid balances outstanding at the end of thirty (30) calendar days shall be assessed a 1% processing fee. A 1.5% late fee will be assessed in addition to the processing fee for each 30 days of delinquency (18% annually).
6. The agreement may be terminated for the following reasons:
 - a. Artaic Group, LLC does not perform the work included in the Base Scope of Services in accordance with industry standards.
 - b. Timely payment is not received by Artaic Group, LLC for services rendered.
 - c. Suspension or abandonment of project by Owner.
7. Both parties subject to this agreement shall notify the other in writing if contemplating termination of the agreement. If the cause of termination is either 6a or 6b above, fifteen (15) business days from date of notification shall be allowed for the notified party to correct the non-compliance with the agreement. Correction of non-compliance within the allotted time shall preclude grounds for termination.
8. In the event the Owner suspends the project, this agreement may also be suspended for a like period of time. A suspension greater than thirty (30) calendar days will allow for equitable adjustment to fees upon the resumption of the work.
9. In the event that suspension or termination of the project occurs through no fault of Artaic Group, Artaic Group shall be entitled to all costs of work completed to the date of the notice of suspension or termination and all costs associated with work scheduled for the following thirty (30) business days (while continuing efforts to finalize closeout documentation, etc.).
10. It is important to note Artaic Group will be providing construction industry knowledge and experience but will not be providing legal expertise. The Owner will need to have its counsel review contracts during negotiations and prior to execution.
11. Fees represented in this proposal are valid for thirty (30) calendar days.



Thank you again for your consideration. If you have any questions or require additional information, please do not hesitate to contact me.

Kindly,

John Bills

Principal | Artaic Group | 720.201.6373 | John.Bills@ArtaicGroup.com



This proposal is submitted and authorized by John Bills at Artaic Group, LLC.

On behalf of _____, I _____ authorize the above proposal.

SIGNATURE: _____ DATE: _____

NAME: _____

TITLE: _____