

**CITY OF VERO BEACH CONTRACT 1676-C APPROVAL FOR SERVICE  
RFP 110-15/JO  
WORK ORDER #1**

**VENDOR:** NZ Consultants, Inc.  
1851 W. Indiantown Rd. Suite 100  
Jupiter, FL 33458

**CONTRACT NUMBER:** 1676-C

**ORIGINAL CONTRACT APPROVAL:** July 13, 2015

**WORK ORDER DOLLAR AMOUNT:** Not to exceed \$15,000.

**ACCOUNT NUMBER:** 001.9900.519.331001

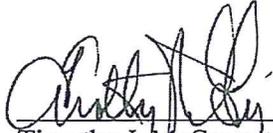
**TERM OF WORK ORDER:** July 13, 2015-September 30, 2015

**SERVICES TO BE PROVIDED:**

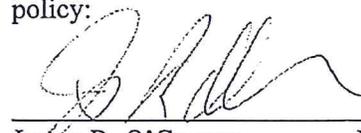
1. The Consultant shall conduct all necessary tasks to prepare draft chapters of the Technical Document to the update of the Vero Beach Comprehensive Plan for review and approval by the Planning Director as follows:
  - A. Preparation of draft Chapter 2, Background Element, by 7/31/15.
  - B. Preparation of draft Chapter 5, Housing Element, by 8/24/15.
  - C. Preparation of draft Chapter 8, Conservation Element, by 9/24/15.
  - D. Preparation of draft Chapter 7, Coastal Management Element, by 9/24/15.
  - E. Preparation of draft Chapter 9, Recreation and Open Space Element, by September 24, 2015.
2. The Planning Director shall review and approve the draft documents prepared by the Consultant. The Consultant shall have 5 working days to make necessary revisions to the draft requested by the Planning Director unless otherwise agreed upon by the Planning Director.
3. The Planning Director may request the Consultant to review and comment on draft chapters of the Technical Document being prepared by the Planning and Development staff as needed.
4. The Consultant shall prepare all draft documents in accordance with the style and format templates and examples provided by the Planning Director.

5. The Consultant shall provide the text of the draft documents in a Word format. Unless otherwise requested, all draft documents and materials may be sent electronically to the Planning Director.

Approved as to technical requirements:

  
\_\_\_\_\_  
Timothy J. McGarry      Date  
Director of Planning and Development

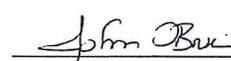
Approved as to conforming to municipal policy:

  
\_\_\_\_\_  
James R. O'Conner      Date  
City Manager

Approved as to budget sufficiency:

  
\_\_\_\_\_  
Cynthia D. Lawson      Date  
Director of Finance

Approved as to bidding requirements:

  
\_\_\_\_\_  
John O'Brien      Date  
Purchasing Manager

**CITY OF VERO BEACH CONTRACT 1676-C APPROVAL FOR SERVICE  
RFP 110-15/JO  
AMENDED WORK ORDER #2**

**VENDOR:** NZ Consultants, Inc.  
1851 W. Indiantown Rd. Suite 100  
Jupiter, FL 33458

**CONTRACT NUMBER:** 1676-C

**ORIGINAL CONTRACT APPROVAL:** July 13, 2015

**WORK ORDER DOLLAR AMOUNT:** Not to exceed \$15,000.

**ACCOUNT NUMBER:** 001.1700.515.331001

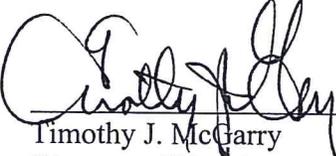
**TERM OF WORK ORDER:** January 25, 2016 – August 31, 2016

**SERVICES TO BE PROVIDED:**

1. The Consultant shall conduct all necessary tasks to prepare draft chapters of the Technical Document to the update of the Vero Beach Comprehensive Plan for review and approval by the Planning Director as follows:
  - A. Preparation of final draft Chapter 2, Background Element, by 7/15/16.
  - B. Preparation of final draft of Chapter 5, Housing Element by 7/1/16.
  - C. Preparation of final draft Chapter 8, Conservation Element by 7/15/16.
  - D. Preparation of final draft Chapter 7, Coastal Management Element by 7/31/16.
  - E. Preparation of final draft Chapter 9, Recreation and Open Space Element by 7/15/16.
2. The Planning Director shall review and approve the draft documents prepared by the Consultant. The Consultant shall have 5 working days to make necessary revisions to the draft requested by the Planning Director unless otherwise agreed upon by the Planning Director.
3. The Planning Director may request the Consultant to review and comment on draft chapters of the Technical and Policy Documents being prepared by the Planning and Development staff as needed.

4. The Consultant shall prepare all draft documents in accordance with the style and format templates and examples provided by the Planning Director.
5. The Consultant shall provide the text of the draft documents in a Word format. Unless otherwise requested, all draft documents and materials may be sent electronically to the Planning Director.

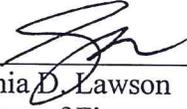
Approved as to technical requirements:

  
\_\_\_\_\_  
Timothy J. McGarry                      Date  
Director of Planning and Development                      6/16/16

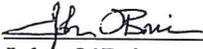
Approved as to conforming to municipal policy:

  
\_\_\_\_\_  
James R. O'Conner                      Date  
City Manager                      6/17/16

Approved as to budget sufficiency:

  
\_\_\_\_\_  
Cynthia D. Lawson                      Date  
Director of Finance                      6/15/16

Approved as to bidding requirements:

  
\_\_\_\_\_  
John O'Brien                      Date  
Purchasing Manager                      6/16/16