

Westchase Community Development District

Board of Supervisors

Matt Lewis, Chairman
Gregory Chesney, Vice Chairman
James Joseph Wimsatt, Assistant Secretary
Christopher Barrett, Assistant Secretary
Reginald Gillis, Assistant Secretary

Mark Vega, District Manager
Sherida Cook, Office Manager
David Sylvanowicz, Field Manager

Continued Meeting and Workshop Agenda

Tuesday, August 19, 2025 - 4:00 p.m.

Continued Meeting:

1. Call to Order
2. Audience Comments
3. Discussion with Ivy Clinton on Landscape Planning and the Trail Project
4. Consideration of vhb District-wide Landscape Assessment
5. Adjournment

Workshop:

1. Call to Order
2. Audience Comments
3. Discussion with District Vendors
 - A. Securitas, RedTree
4. Discussion of Pay Raises for Staff and PTO Buyback
5. Discussion of Long-Range Planning
6. Supervisors' Requests
7. Adjournment

District Office:
2654 Cypress Ridge Boulevard, Suite 101
Wesley Chapel, Florida
813-991-1116

Meeting Location:
Swim & Tennis Center
10405 Countryway Blvd
Tampa, FL. 33626



Engineers | Scientists | Planners | Designers

501 East Kennedy Boulevard, Suite 1010, Tampa, Florida 33602

P 813.327.5450 F 813.209.2365 www.vhb.com

Client Authorization

☐ New Contract

Date: August 15, 2025

☒ Amendment No. 1

Project No. 66747.00

Project Name: District Wide Landscape Assessment

To: Sherida Cook
Office Manager
Westchase CDD
9515 W Linebaugh Ave
Westchase, FL 33626

Cost Estimate			
	Prior Approved Contract Total	Amendment No. 1 Value	Total Contract Value after Execution
Labor	\$2,400	\$35,200	\$37,600
Expenses	As incurred	As incurred	As incurred
TOTAL	\$2,400	\$35,200	\$37,600
	+ expenses	+ expenses	+ expenses

Email: CDD@WestchaseCDD.com

☐ Lump Sum

☐ Time & Expenses

☐ Cost + Fixed Fee

☒ Other

Phone No: 813.920.4268

Estimated Date of Completion: May 2026

AMENDMENT SUMMARY

This Amendment to the Original Agreement between Westchase Community Development (Client) and Vanasse Hangen Brustlin, Inc. (VHB) is required for the following reasons:

- Client has requested VHB assess the current landscape within the district, as it relates to areas within the right-of-ways and around signage. This assessment would be the basis for an overall Master Plan outlining opportunities for renovations, conceptual designs, and design guidelines within the District.
- Client has requested VHB to prepare construction documents for several locations along Linebaugh Ave to prepare full landscape plans for median bullnoses and full intersections around District monument signage.

VHB will provide additional analysis services and propose design and construction administration services to complete this request as described in the Additional Scope of Services and numbered components (Tasks) below.

KEY ASSUMPTIONS

In developing this additional scope and fee estimate, VHB has made the following key assumptions. Changes to these assumptions will require additional changes to VHB's scope and fee.

- References to agency requirements, criteria, standards, governing regulations, code, or policy refers to the version applicable at the time of VHB's notice to proceed from the Client. Should additional work be required to meet updated agency criteria, standards, governing regulations, code, or policy occurring after the notice to proceed, VHB will prepare a proposal or amendment, at the Client's request, which contains the scope of services, fee, and schedule needed to complete the additional work.
- VHB's fees do not include application and review fees. The Client will be responsible for all application and review fees, or other fees not specifically identified within this scope and fee.

- › The base plans for the work included will be comprised of GIS linework, publicly available high resolution aerial imagery, and any CAD linework the CDD Civil Engineer may be able to provide. It is assumed no survey work will be provided or will be necessary for the landscape design plans.
- › It is assumed that the installation of new landscape materials proposed in the Design Phase will fall under the landscape maintenance agreement between the District and Hillsborough County. This scope does not include full permitting with Hillsborough County.

ADDITIONAL SCOPE OF SERVICES

As outlined above, VHB has prepared this document to outline the additional scope of services that VHB will complete as part of the design of the Project. A detailed summary of each additional Task of the scope is presented below:

1.0 MASTER PLAN PHASE

1.1 Landscape Conditions Assessment, Master Plan, and Design Guidelines

During this Phase, VHB will provide the following:

- **Landscape Conditions Assessment:** VHB will perform an inventory and analysis for the District within the identified Rights-of-Way and provide a Landscape Conditions Assessment in PDF format. This assessment will detail the current planting conditions, presence of invasive or noxious species, plant material that is thriving or struggling, and identify areas for improvement for the right-of-way areas.
- **Master Plan:** VHB will create a high-level rendered Master Plan that identifies opportunities for renovation in PDF format. The package will include precedent imagery, a general landscape palette, and typical landscape concepts for medians, bullnoses, and roadsides as well as identify ideal phasing and priorities over time. VHB will work with the District's landscape contractor to develop ROM costs for the improvements outlined in the Master Plan.
- **Design Guidelines:** VHB will develop Design Guidelines for the District as a supplement to the Master Plan that identifies the plant material palette, typical layouts, best practices for planting and maintenance, and recommended plant swaps for the community. This booklet can also be used as a guide for the HOAs and non-public entities to guide landscape renovations and a District wide cohesive experience.

Deliverables:

- Landscape Conditions Assessment
- Master Plan Package
- Design Guidelines

1.2 Project Communication and Meetings – Master Plan Phase

Communication with the Client will be needed to facilitate design discussions, identify project goals, understand design character, review ROM costs, and develop phasing. This phase will include two (2) in-person workshop meetings with the Client. Building off the Analysis Phase meetings, the first meeting will present preliminary findings from the assessment and initial proposals for the Master Plan and Design Guidelines. The second meeting will consist of presenting the final Landscape Conditions Assessment, Master Plan, and Design Guidelines to the client. This phase will also include up to three (3) virtual meetings with the Client staff. If additional meetings are required, VHB will request additional compensation and written authorization prior to attending future meetings under this task.

Deliverables:

- Project Meeting Notes

2.0 DESIGN PHASE

2.1 Conceptual Design Plans

During the design phase, VHB will prepare rendered high level concepts for the Landscape Plan areas outlined along Linebaugh Avenue (see Exhibit) building off the work done in the Master Plan Phase. The concepts will include precedent imagery and a general plant palette according to the overall project scope, phasing, and budget considerations. Upon the Client's review and comments, VHB will prepare one (1) final revised Conceptual Design Plan. The Conceptual Design Plan will be in CAD and softline format as needed to clearly convey design intent for design team collaboration and estimating.

Deliverables:

- Conceptual Design Plans

2.2 Landscape Construction Documents

Based on the approved concept landscape plans, VHB will prepare final landscape construction plans for the planting improvements. The focus of VHB's work will be to communicate with the Client and to identify, qualify, and quantify the scope of work to be implemented by the Contractor.

VHB will prepare final enhanced planting plans for construction that will show the location, type and sizes of proposed trees, shrubs, groundcover and grass areas. VHB will provide landscape specifications, planting schedule, planting details and general landscape notes.

The Landscape Construction Documents will be transmitted to the Client for review at 90% before final completion. Please note that significant changes resulting from modifications to the approved concept design plans, response to comments from the regulatory authorities and issuance of multiple versions of the Construction Plans (e.g. 90% plans, bid documents) may require a modification to VHB's scope and fee as Additional Services.

Deliverables:

- Landscape Construction Plans signed and sealed by a Professional Landscape Architect licensed in the State of Florida

2.3 Project Communication and Meetings – Design Phase

VHB will attend and participate in project communication, project meetings, work sessions and site meetings with the Client and their other Consultants as required throughout the Design Phase of the Project. Communication with the Project design team will be needed to facilitate design discussions and maintain project schedule. It is anticipated that up to three (3) in-person project meetings may be scheduled by the Client and attended by a VHB representative. Also included in this task is one (1) meeting with Hillsborough County to review project and confirm design parameters for maintenance activities. If additional meetings are required, VHB will request additional compensation and written authorization prior to attending future meetings under this task.

Deliverables:

- Project Meeting Notes

3.0 CONSTRUCTION PHASE

3.1 Construction Administration

During construction, VHB will make periodic site observation visits as required to observe the landscape construction at intervals appropriate to the stage of site implementation or as otherwise agreed in writing. Visits are to observe progress and quality of the planting implementation and to determine in general if the work is proceeding in accordance with the Contract Documents. VHB will assist in the review of plant approvals and substitutions for landscape related items. VHB will make up to four (4) site observation visits during construction (16 hours maximum), including final acceptance observation. It is assumed all areas will be installed as a single phase.

Deliverables:

- Written site observations
- One (1) Site Substantial Completion Punch List

SERVICES NOT INCLUDED

The Scope of Services for this Amendment is inclusive only of those Tasks described above. Should work be required in these areas or areas not previously described, VHB will update this Amendment or prepare a new proposal or Amendment, at the Client's request, that contains the Additional Scope of Services, fees, and updated schedule required to complete the additional work items.

CLIENT FURNISHED INFORMATION

It is understood that VHB will perform the additional services described above under the sole direction of the Client. In the performance of these services, VHB will coordinate with and communicate the status of its efforts with those of other Project team members. VHB will rely upon the accuracy and completeness of Client and Project team member-furnished information in connection with the performance of services under this Amendment. VHB will not, as a part of this Amendment, independently verify the accuracy and completeness of work prepared by other members of the Project team.

SCHEDULE

VHB will begin performance of the above services upon receipt of a fully executed Amendment. VHB's role is limited to the additional scope of services defined herein as that relates to the schedule. It is VHB's understanding that the Client is providing the ultimate direction to and coordination of all the consultants on the Project team. The schedule may be subject to weather, delivery of information to be provided by others, as well as Client and agency reviews of interim products. VHB shall not be responsible for delays in the performance of services which arise out of causes beyond the



control and/or without the fault or negligence of VHB. If the Client requests that work under this Amendment be stopped, or instructs VHB to complete work out of sequence, the schedule and fee estimate is subject to renegotiation.

COMPENSATION

VHB will perform the Additional Scope of Services contained in this Amendment on a lump sum basis per Task as indicated below. For lump sum Tasks, VHB will bill on a percent complete basis and reserves the right to adjust budgeted amounts from lump sum Task to lump sum Task as may be required.

ADDITIONAL SCOPE OF SERVICES

Task No.	Task	Hourly Est. Fee
1.0 MASTER PLAN PHASE		
1.1	Landscape Conditions Assessment, Master Plan, and Design Guidelines	\$14,500
1.2	Project Communications and Meetings - Master Plan Phase	\$3,400
SUB-TOTAL		\$17,900
2.0 DESIGN PHASE		
2.1	Conceptual Design Plans	\$2,400
2.2	Landscape Construction Documents	\$5,600
2.3	Project Communications and Meetings - Design Phase	\$3,200
SUB-TOTAL		\$11,200
3.0 CONSTRUCTION PHASE		
3.1	Construction Administration	\$6,100
TOTAL FEE ESTIMATE		\$35,200

* In addition to the labor compensation, VHB will be reimbursed for expenditures made specifically for the Project per the Original Agreement.

Prepared by: K. Riordan

Document Approval: I. Clinton

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

☐ Subject to attached terms & conditions

☒ Subject to terms & conditions in our original agreement

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

By: _____

Print: Peter Pavao, PE

Title: Orlando Operations Manager

Date: _____

CLIENT AUTHORIZATION (Please sign original and return)

By: _____

Print: _____

Title: _____

Date: _____

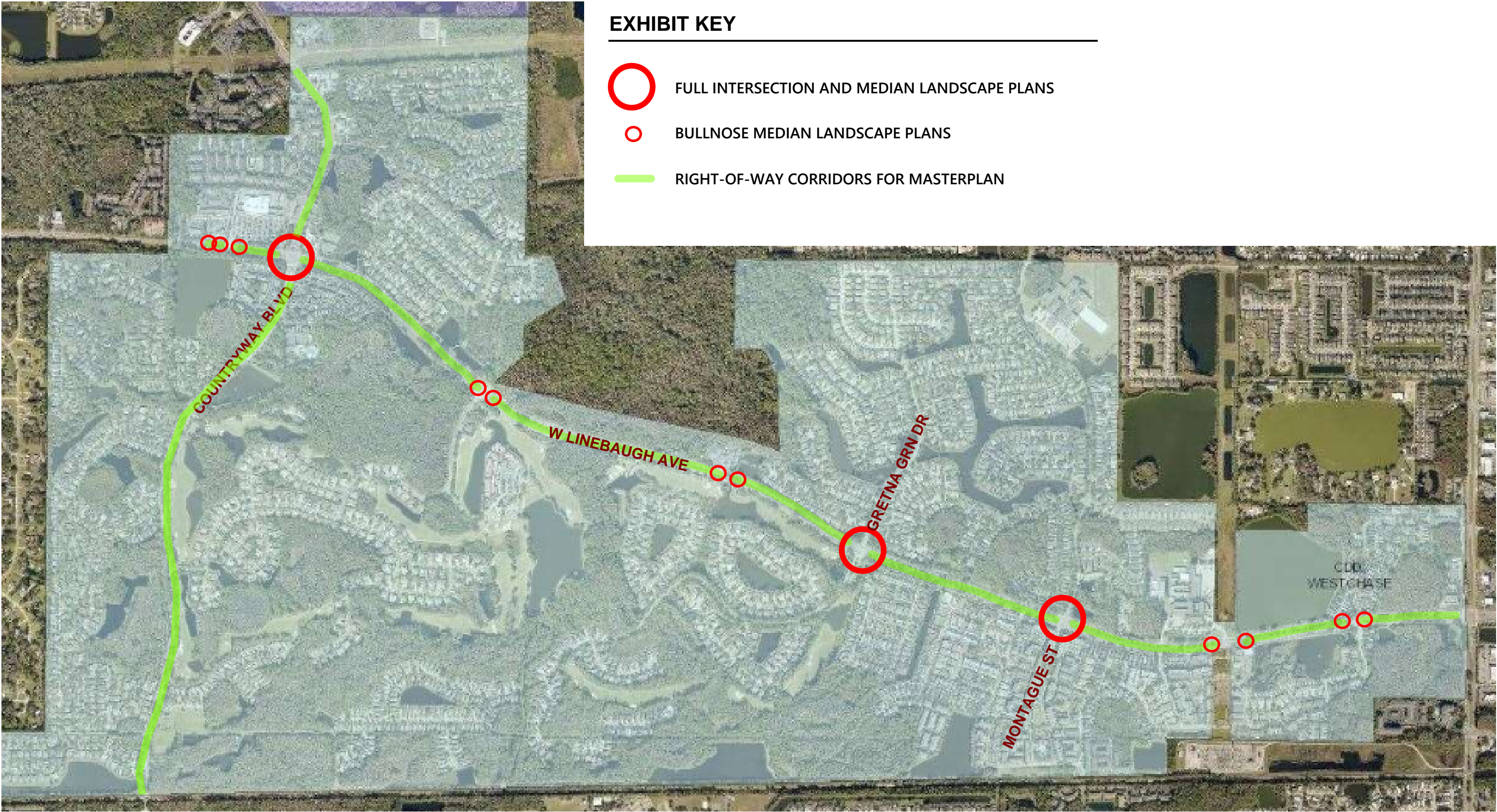





EXHIBIT KEY

-  FULL INTERSECTION AND MEDIAN LANDSCAPE PLANS
-  BULLNOSE MEDIAN LANDSCAPE PLANS
-  RIGHT-OF-WAY CORRIDORS FOR MASTERPLAN