

SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Marco Island (City, Client) desires to retain Kimley-Horn and Associates (Kimley-Horn, Consultant) to provide construction documents, permitting and construction phase services for enhancements to two existing public beach access locations, one at Maple Avenue and one at Winterberry Drive. The City has requested a plan to address the overall appearance of the entrances, the function of the entrances to accommodate their growing use, and the opportunity to educate beachgoers about the unique ecology of the southwest Florida shoreline and the wildlife that lives here. Additional project assumptions consist of:

- The design will use and follow specifications, details, and design guidelines set by the City of Marco Island.
- The Scope of services assumes using existing available electrical service panels owned by the City to provide power to the Beach Access Improvements. A new electrical service will be required if none is present or if there is a lack of existing electrical capacity.
- Electrical plans will include photometrics, light fixture and control selections, and circuiting information.
- The existing or new electric service location will be indicated on drawings and coordinated with the electrical utility provider for the location.
- It is assumed that design and construction for each beach access will run concurrently, and that design and permitting will last four (4) months, and construction will last four (4) months.

Our scope of services is as follows:

TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND COORDINATION

In this task, Kimley-Horn will provide a project manager and staff to administer the professional services described in this scope and coordinate work with the City's Project Manager. As part of this task, Kimley-Horn will:

- A. Create, monitor, and update project schedule.
- B. Provide monthly invoices and progress reports.
- C. Facilitate and attend up to four (4) meetings with City staff associated with the project including progress reviews, presentation of information, receiving direction and recommending direction throughout the design phase. These meeting are anticipated to be held via Microsoft Teams or similar online platform.
- D. Facilitate up to four (4) additional meetings with select stakeholder groups. This may include the Parks and Recreation Advisory Committee (PRAC), Tourist Development Council (TDC), Arts Council, and City Council. The City will facilitate scheduling of the stakeholder meetings. It is assumed that the City will coordinate and facilitate meetings with these groups on one day, scheduled back to back, and each individual meeting is anticipated to be one hour maximum.

- E. Provide project coordination with sub-consultant design team throughout the design portion of the project.

Deliverables:

- Project schedule in PDF format, developed in Microsoft Project.
- Progress reports in Microsoft Word / PDF format.
- Meeting minutes in Microsoft Word / PDF format.

TASK 2 – DATA COLLECTION

Consultant will provide the services below during the data collection phase:

- A. Review documents provided by the City, including as-built and existing permitted electrical drawings of the available electrical service panels that are to be used to power the new work.
- B. Attend one site visit to each beach access site to observe the existing sites' electrical system and to assess the accuracy of City provided existing electrical design and as-built documentation.
- C. Perform limited site photometric readings of current conditions if the City would like to consider existing lighting in photometric design.
- D. Virtually attend up to two meetings with the City to discuss existing electrical service documentation, site visit, preferred light fixture selections, and to discuss any special lighting or power requests.

TASK 3 – TOPOGRAPHIC SURVEY

Kimley-Horn's subconsultant will provide Topographic Survey as detailed below:

- A. Establish horizontal and vertical control for the project. Horizontal control will be Florida State Plane, West Zone NAD 1983 (2011 Adjustment). Vertical control will be North American Vertical Datum 1988 (NAVD88)
- B. Locate above ground and visible improvements along the perimeter and in the interior of the property such as utility poles and overhead wires, drainage ditches, fences, and existing utility appurtenances.
- C. Ground elevations will be obtained on an approximate 100-foot grid with additional elevations obtained as needed to accurately reflect the existing terrain.

TASK 4 – CONCEPT DESIGN

Kimley-Horn will develop a concept plan for each beach access location. Concept plans will consist of the following:

- A. General layout of proposed site features including walkways, landscape areas, light fixtures, signage, and opportunities for public art. Concepts will be provided in plan view format with supporting design imagery. Concept design will incorporate existing features that are to remain such as furnishings, paver areas, etc. Existing features to remain will be coordinated with the Client.

- B. Kimley-Horn will prepare one (1) concept design for each location and submit to the City for review and comment.
- C. Comments received will be incorporated into a revised concept and submitted to the Client for approval. Any additional comments received will be incorporated into the Construction Documents prepared under Task 4 below.

Deliverables:

- Final concept design for each beach access location in PDF format.

TASK 5 –CONSTRUCTION DOCUMENT PREPARATION

Prepare one (1) set of Construction Documents, based on the City approved concept design and in accordance with the City of Marco Island Land Development Code. These plans will be submitted to the City for review and comment at the 90% plan stages. Comments received on the 90% plans will be incorporated into the Final 100% Construction plans and submitted to the City for Site Development Permit and Building Electric Permit applications under Task 6 below. The construction documents will consist of the following:

- A. Hardscape plans will provide dimensions, detailing, specifications, and quantities necessary to construct the proposed improvements and consist of:
 - Paving treatments indicating any changes to the existing paving as necessary based on the approved concept design.
 - Site furnishings specification and layout locations, including incorporation of existing site furnishings into the design.
 - Signage locations and type. It is assumed that the beautification committee / City will prepare the artwork and coordinate with a vendor for fabrication.
 - Grading adjustments as necessary including any required modifications to meet ADA requirements or facilitate improved beach shower drainage.
 - Locations for proposed public art such as murals or wall improvements. It is assumed that the City's Arts council will coordinate with a selected public artist to procure the art. The construction documents can provide locations for conduit for electrical requirement to accommodate the art.
- B. Tree protection, removal and mitigation plans identifying existing trees to be protected in place, removed, or replaced. Calculation for any trees to be removed or replaced will be provided as required by the current land development code.
- C. Planting plans will delineate plant material, plant quantities, plant schedules, specifications, and project-specific planting details for the following:
 - Tree plantings including additional canopy and palm trees.
 - Understory plantings

It is assumed that the majority of tree and canopy plantings will remain, but that understory plantings will primarily be replaced.

- D. Irrigation plans for proposed planting areas. Irrigation is anticipated to incorporate existing irrigation mainline and controllers. Additional equipment to provide 100% irrigation coverage will be identified in plans.
- E. Electrical, lighting, and photometric plans will be prepared for the proposed areas consisting of:
 - Modeling new lighting arrangements for each access point/corridor and perform photometric calculations using AGI32 software to ensure compliance with Collier County and the City of Marco Island. Calculations will be based upon selected light fixture to be coordinated with the City.
 - IES (Illuminating Engineering Society) security lighting recommendations will be used as a basis of design in lieu of any missing photometric target values.
 - Preparation of one set of electrical drawings for the proposed lighting. Electrical drawings will consist of legend and specifications, light fixture schedule, site photometrics, site electrical, panel schedules, and details.
 - Prepare final 100% Construction Document drawings and specifications incorporating all review and building department comments.
 - Electrical plans will include photometrics, light fixture and control selections, and circuiting information.
 - The existing or new electric service location will be indicated on drawings and coordinated with the electrical utility provider for the location.

Deliverables:

- Final 100% construction documents in PDF format.
- Final 100% construction documents in hard copy format as required for permit applications.

TASK 6 – PERMITTING CITY SITE DEVELOPMENT PLAN REVIEW APPLICATION

- A. Prepare and submit one (1) City of Marco Island Site Development Plan application package and required supporting documentation.
- B. It is understood that the selected contractor will be required to prepare and submit the Electric Building Permit application. Kimley-Horn will provide plans to the contractor in support of the Electric Building Permit application process.
- C. Prepare up to two (2) written responses to reasonable comments relating to the information prepared and submitted by Consultant for the Site Development Plan application and Electric Building Permit application.

Deliverables:

- Permitting application and supporting documents.

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates or for a pre-negotiated lump sum fee. Additional services Consultant can provide include, but are not limited to, the following:

- A. Permitting through South Florida Water Management District (SFWMD).
- B. Permitting through Florida Department of Health (FDOH)
- C. Modifications to plans and permit applications required due to changes requested by the City, beyond those specified.
- D. Modifications to plans and permit applications required due to changes in regulations put into effect after the date of this contract.
- E. Offsite improvements such as drainage, utility, or roadway.
- F. Water Use Permitting (i.e., dewatering and irrigation).
- G. Traffic analysis requested by the City.
- H. USACE permitting and coordination.
- I. Bid Phase Services.
- J. Construction Phase Services.

Information Provided by the City

Consultant shall be entitled to rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives. The City shall provide all items and information requested by Consultant during the project, including but not limited to the following:

- Copies of all available information pertinent to Consultant's services on the project.
- All permit fees and review fees.
- All reports related to the site, including but not limited to, Due Diligence, Title Report, Historical Resource Surveys, and Site Inspection/Investigations.
- Copies of all known agreements, resolutions and ordinances pertaining to the subject property.

Fee and Expenses

Consultant will perform the services described in Task 1-6 in the Scope of Services for the lump sum fees listed below. Individual task amounts are for informational purposes only.

An amount has been included in the lump sum to cover certain reimbursable expenses such as in-house duplicating, plotting, and printing, local mileage, telephone calls, facsimiles, postage, and word processing computer time. All permitting, application, and similar project fees will be paid directly by the City.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 25 days of your receipt of the invoice.

TASK	DESCRIPTION	FEE
1	PROJECT MANAGEMENT, MEETINGS, AND COORDINATION	\$14,695
2	DATA COLLECTION	\$2,460
3	TOPOGRAPHIC SURVEY	\$12,635
4	CONCEPT DESIGN	\$6,900
5	CONSTRUCTION DOCUMENTS	\$29,060
6	PERMITTING	\$9,000
TOTAL FEE FOR LUMP SUM TASKS		\$74,750

Schedule

We will provide our services as expeditiously as practicable based on a mutually agreed upon schedule.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Marco Island.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

James R. Pankonin, PLA
Vice President

CITY OF MARCO ISLAND

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____
