

**Charlotte County Board Of County Commissioners  
Agenda Item Summary**

## Item Number: F- 5

### 1 DEPARTMENT MAKING REQUEST

Purchasing

### 2 MEETING DATE

6/24/2014 9:00:00 AM

### 3 REQUESTED MOTION/ACTION

a) Award Contract 10-335, Work Order #90, File #14-282, Sidewalk Design - Harbour Heights to Charlotte Engineering & Surveying of Port Charlotte for the not-to-exceed amount of \$99,999; and  
b) Award Contract 10-335, Work Order #91, File #14-283, Medians Improvement - Harbour Heights to Charlotte Engineering & Surveying of Port Charlotte for the not-to-exceed amount of \$24,900; and  
c) Approve budget adjustment BA 14-31 in the amount of \$125,000, to add funding for design of two new CIP projects.

### 4 AGENDA

Regular

### 5 IS THIS ITEM BUDGETED ( IF APPLICABLE ) - Yes

#### **Budget Action**

Approve budget adjustment 14-31 transferring \$100,000 to new CIP "Harbour Heights Sidewalks" for design and \$25,000 to new CIP " Harbour Heights Median Curbing and Irrigation" for design.

#### **Financial Impact Summary Statement**

Funding is from assessments in the Harbour Heights Street and Drainage MSBU.

**Detailed Analysis Attached -**

**Budget Officer-**

### 6 BACKGROUND ( Why is this Action Necessary, and What Action will be accomplished )

a) Work Order #90 is for the design and permitting of sidewalks within the Harbour Heights MSBU. A complete breakdown of scope and fee is attached.  
b) Work #91 is for the design, permitting, and associated incidentals for medians improvement within the Harbour Heights MSBU. A complete breakdown of scope and fee is attached.

#### **ATTACHMENTS:**

Name:	Description:	Type:
<input type="checkbox"/> <a href="#">scope-fee.pdf</a>	WO91scope-fee	Backup Material
<input type="checkbox"/> <a href="#">scope-fee.pdf</a>	WO90 scope-fee	Backup Material
<input type="checkbox"/> <a href="#">c411508_Harbour_Hqts_Median_Curbs.Irrigation.pdf</a>	C411508 Harbour Hqts Median Curbs.Irrigation	Cover Memo
<input type="checkbox"/> <a href="#">c411509_Harbour_Hqts_Sidewalks.pdf</a>	C411509 Harbour Hqts Sidewalks	Cover Memo
<input type="checkbox"/> <a href="#">BA14-31_Harbour_Heights_new_Projects.pdf</a>	BA14-31 Harbour Heights New Projects	Cover Memo
<input type="checkbox"/> <a href="#">CIP_Email.pdf</a>	CIP Email from Steve Vieira	Backup Material

EXHIBIT A – SCOPE OF SERVICES

June 2, 2014

**CHARLOTTE COUNTY  
MEDIANS IMPROVEMENT, WO#91 FILE 2014000283  
CONTRACT NO. 2010000335**

**Scope of Services**

This project consists of constructing a type “D” curb, low volume irrigation and incorporation of the existing landscape design prepared by Charlotte County within the existing medians on Sunnybrook Road and Broadpoint Drive.

The scope prepared below will be based on the tasks as follows:

**Table 1: Tasks and Description**

Task No.	Description
1.0	Preliminary Process
2.0	Construction Plans (Engineering Phase)
3.0	Final Contract and Bid Documents
4.0	Construction Phase Services

**TASK 1.0 PRELIMINARY PROCESS**

The consultant shall undertake a Preliminary Process, which shall include the following tasks:

**TASK 1.1 SURVEY/EXISTING CONDITIONS**

Consultant shall perform field and office survey services as may be required to provide topographic and existing conditions for the roadway medians. The extent of the survey will be spot elevations at 50’ stations along median, from the centerline of the median, both inside and outside edge of roadway pavement and inside edge of the yellow painted stripe on each side of the median. The survey will also include the horizontal location of all existing above ground structures such as; existing curbing, signage trees, etc.

**TASK 1.2 UTILITY COORDINATION**

The consultant shall coordinate and obtain current relative utility information from the various utility companies that may be impacted or are required for the functional operation of the project. The public utilities for this project are Charlotte Harbor Water Association (CHWA), FP&L, Comcast and Century Link. As-built utilities shall be requested from various utility companies as well as requesting redline markups on the preliminary plans of their utility locations.

**TASK 2.0 CONSTRUCTION PLANS**

The consultant shall furnish design services necessary to perform project design and prepare construction plans and specifications. All curbing, landscaping and irrigation shall be prepared as separate plans.

In addition the consultant shall provide Landscape Architecture services for the landscape phase of the project which will include recommendations for alternative landscape design as well as alternative plant material selection.

Construction plans shall be prepared to include (but not limited to) the following and as may be necessary to

## EXHIBIT A – SCOPE OF SERVICES

June 2, 2014

convey the intent of the design for the scope of services outlined herein:

Cover Sheet  
Aerial  
Existing Conditions/Demolition Plan  
Overall Site Plan with Key Map  
Site Plans (Curbing, Landscaping & Irrigation)  
Typical Section  
Grading Plans (Curbing)  
Cross Sections (Where Needed)  
Details and Specifications (Curbing, Landscaping & Irrigation)  
Erosion Control Plan (BMP's)  
Maintenance of Traffic (Standard FDOT-MOT Standard Indexes)

The consultant shall submit Preliminary plans at the 30% and 60% review stage and final plans at the 90% review stage and shall conduct project plan reviews with the County at each of these stages.

### **TASK 2.1 CLIENT/COMMITTEE MEETINGS**

The consultant shall have three (2) meetings with Charlotte County and the Harbour Heights MSBU. The meeting will be conducted with Charlotte County and the Harbour Heights MSBU, at the 30% stage and at the final phase (90%) of design or as directed by Charlotte County. Project review shall include construction drawings and any supporting information and shall be scheduled for three (3) weeks for County review.

### **TASK 2.2 30% PLANS**

The consultant shall submit 30% construction plans to the County Project Manager in electronic PDF format and (2) copies in 11" x 17" format for review purposes. The plans will depict the existing conditions and existing utilities along with any relative information obtained during the Preliminary Process and will contain the following:

- A. Cover Sheet
- B. Aerial
- C. Existing Conditions/Demolition Plan
- D. Overall Site Plan with Key Map
- E. Site Plans showing existing conditions and the following:
  - 1. Location of the proposed curbing and median configuration
  - 2. Location of proposed trees
  - 3. Location of proposed water source and irrigation main lines
- F. Typical Section

### **TASK 2.3 60% PLANS**

The consultant shall submit 60% construction plans to the County Project Manager in electronic PDF format and (2) copies in 11" x 17" format for review purposes. The plans will depict the information provided during the 30% submittal along with any modifications that were requested by Charlotte County and the Harbour Heights MSBU and will contain the following:

- A. Cover Sheet
- B. Aerial
- C. Existing Conditions/Demolition Plan

## EXHIBIT A – SCOPE OF SERVICES

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- D. Overall Site Plan with Key Map
- E. Site Plans showing existing conditions and the following:
  - 1. Location of the proposed curbing and median configuration.
  - 2. Location and identification of proposed trees, shrubs and groundcover.
  - 3. Location of proposed water source and irrigation main lines and laterals.
- F. Grading Plans (Curbing)
- G. Typical Section
- H. Cross Sections (Where Needed)
- I. Details (Curbing, Landscaping & Irrigation)
- J. Erosion Control Plan
- K. Maintenance of Traffic (MOT)

An electronic copy (PDF) of the technical documents and special provisions as used and adopted by Charlotte County on previous projects will be provided to the consultant to be used as a guideline for this project's specifications. Adjustments will be made to these documents to conform to this project and submitted to the County Project Manager for review.

### **TASK 2.4 90% PLANS**

The consultant shall submit 90% construction plans to the County Project Manager in electronic PDF format and (2) copies in 11" x 17" format for review purposes. The plans will depict the information provided during the 60% submittal along with any modifications that were requested by Charlotte County and the Harbour Heights MSBU. The 90% plans will be complete construction plans and specifications and will include all documents required for implementation of the project along with a Preliminary Opinion of Cost.

After review of the 90% plans the consultant shall incorporate all comments, edits and revisions into the final 100% Construction Plan set.

### **TASK 3.0 FINAL CONTRACT & BID DOCUMENTS**

Once Charlotte County and the Harbour Heights MSBU have approved the design documents, the consultant shall prepare a final set of bidding and contract documents for the construction of the improvements. This task will include the following:

- 1. Final Plans and Supporting Documents.
- 2. Special provisions to be provided by Charlotte County, Technical Specifications and Bid Tabulation Forms.

The consultant will provide (5) sets of prints of the final plans (signed and sealed), electronic CAD files, Special Provisions, Technical Specifications and Bid Forms. The Special Provisions, Technical Specifications and Bid Forms will be submitted in Microsoft Word format. The hard copies of the entire package will also be provided in PDF electronic format.

### **TASK 4.0 CONSTRUCTION PHASE SERVICES**

After approval of the construction plans and bidding documents by the County, the consultant shall perform the following services:

#### **TASK 4.1 PRE-BID & PRE-CONSTRUCTION MEETINGS**

Attend and participate with the County in conducting a Pre-Bid Meeting and a Pre-Construction Meeting. The consultant shall also respond to RFI's during the bidding and procurement phase.

## EXHIBIT A – SCOPE OF SERVICES

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### **TASK 4.2 SHOP DRAWING REVIEW**

The consultant shall review shop drawings submitted by the contractor for conformance with the design plans and for compliance with the contract documents. The consultant shall also determine the acceptability, subject to County approval, of substitute materials and equipment proposed by the contractor.

### **TASK 4.3 PROJECT RECORD DRAWINGS**

The consultant will prepare Record Drawings of the constructed improvements base on the as-built drawings provided by the contractor.

### **TASK 4.4 FINAL INSPECTIONS**

The consultant shall provide two (2) final site inspections at the completion of the project. The first inspection will review all three (3) tasks (Curbing, Landscaping, Irrigation), for compliance with the construction plans and contract documents. During this inspection a punch list will be prepared for all items that are insufficient and need to be corrected. The second inspection will be to confirm completion of the punch list items and recommend final acceptance by the County.

## **CONTRACT PRICING**

EXHIBIT A – SCOPE OF SERVICES

June 2, 2014

<b>Task No.</b>	<b>Description</b>	<b>Terms</b>	<b>Fee</b>
1.1	Survey/Existing Conditions	LS	\$3,575
1.2	Utility Coordination	LS	\$ 650
2.1	Client/Committee Meetings	NTE	\$ 500
2.2	30%	LS	\$3,525
2.3	60%	LS	\$8,500
2.4	90%	LS	\$3,850
3.0	Final Contract & Bid Documents	LS	\$1,500
4.1	Pre-Bid & Pre-Construction Meetings	NTE	\$ 500
4.2	Shop Drawing Review	NTE	\$ 500
4.3	Project Record Drawings	LS	\$ 800
4.4	Final Inspections	NTE	\$1,000
<b>Total</b>			<b>\$24,900</b>

Note:

- Task 2.1 Client Meetings shall be invoiced at \$250 per meeting.
- Task 4.4 Final Inspections shall be invoiced at \$500 per inspection.

EXHIBIT A – SCOPE OF SERVICES

May 29, 2014

**CHARLOTTE COUNTY  
SIDEWALK DESIGN, WO#90 FILE 2014000282  
CONTRACT NO.**

**Scope of Services**

This project consists of constructing sidewalks/walkways in six (6) roadway links as follows:

		<u>Location of Proposed Sidewalk</u>
1) Sunnybrook Rd from Triangle to Peace River Dr.	0.45 miles	North or South Side
2) Peace River Dr. from Sunnybrook Rd to San Marino Dr.	0.19 miles	East or West Side
3) San Marino Dr. from Broadpoint Dr. to Peace River Dr.	0.54 miles	North or South Side
4) Broadpoint Dr. from Voyageur Dr. to Washington St.	0.57 miles	East Side
5) Salstone Dr. from Sunnybrook Rd. to Terminus	0.57 miles	East or West Side
6) Voyageur Drive from Broadpoint Drive to end	<u>0.59 miles</u>	North or South Side
<b>TOTAL</b>		<b>2.91 miles</b>

All pedestrian sidewalks shall be 4" thick concrete, six feet in width. Location of sidewalk may be adjusted by the County's Project Manager.

**Basic Understanding**

- No landscape or street lighting design is associated with this project
- All ADA considerations of the pathway shall be considered including existing driveways and existing intersections
- Signage shall be provided as required by the Florida Department of Transportation (FDOT) Standard Specifications, FDOT Roadway Plans Preparation Manual, Drainage Manual, the Florida Access Code and the A.D.A.
- Design shall include accommodations for maintaining existing drainage patterns within roadside swales and side of existing lots draining to roadside swale.
- No pavement analysis or restoration is included in this design

The scope prepared below will be based on the tasks as follows:

**Table 1: Tasks and Description**

Task No.	Description
1.0	Preliminary Process
2.0	Construction Plans (Engineering Phase)
3.0	Permits
4.0	Final Contract and Bid Documents
5.0	Construction Phase Services

**TASK 1.0 PRELIMINARY PROCESS**

The consultant shall undertake a PRELIMINARY Engineering process program, which shall include the following:

## EXHIBIT A – SCOPE OF SERVICES May 29, 2014

### TASK 1.1 DESIGN SURVEYS & FIELD WORK

Consultant shall perform such field and office survey services as may be required to provide all topographic and horizontal control information for the design of the sidewalk. The extent of the survey will be from centerline of the existing roadway to the R/W of the determined side of the road. Services shall include, but not limited to:

- Cross-section of the sidewalk grades (25 foot generally), drainage patterns (off-site and side-yard) and connectivity of driveways and other existing features.
- Topographic survey information for this sidewalk project will consist of obtaining existing spot elevations at 100 stations at the centerline of road, edge of pavement (E/P), R/W line and 10' and 20' off of R/W. Each drive way along the sidewalk route will be located with spot elevations at E/P, over culvert pipe, at R/W line and 10' and 20' off of R/W. Drive culverts will be located horizontally with invert elevations, culvert diameter, culvert material and length of culvert. Each road intersection will be located and spot elevations obtained at center line of road, around pavement radii and end 25' into side road. All roadside ditch storm water inlets will be located along with storm pipe inverts, pipe diameters and pipe material. This survey information will be reflected in the construction plans.
- Locating and referencing property lines, right-of-way lines, easements of record and other control lines; adjacent to the sidewalk.
- Location of visible, above ground, improvements, structures, street signage, trees over 4" in diameter and/or utilities within R/W limits.
- Establish benchmarks at 1,100 foot intervals along proposed sidewalk route.
- Title Search or abstract is not part of this scope.
- Utilities shall be called in to Florida SUNSHINE (Phone 811) to facilitate an open ticket to have field marked existing utilities of the various (public and private) agencies. These locates will be field surveyed, collected and reflected in the existing conditions plan sheet.
- No subsurface utility engineering (SUE) is anticipated for this project.
- The consultant shall provide all surveying and CAD tasks to incorporate any/all CHWA information, plans, material provided from their subsurface utility engineering (SUE) findings.
- Geotechnical services are not anticipated by the Consultant for this project. However, where necessary for footers, piles, abutments, retaining walls or other needed structural components, the Consultant shall prepare location maps and preliminary scope of services for the needed geotechnical investigation. The County shall provide, through a separate contract with others, any required geotechnical services. The results of any geotechnical investigation will be incorporated into the design and plans.

Deliverable for this task will be the Existing Conditions sheet to be in the Construction Plan set.

### TASK 1.2 UTILITY COORDINATION

The consultant shall coordinate the requirements of the various utility services during the project design. The public utilities for this sidewalk project are Charlotte Harbor Water Association (CHWA), FP&L, Comcast and Century Link. Work under this task shall also include the following:

#### Task 1.2.1 Initial Utility Notification

An email notification and concept plans will be sent by the consultant to each utility (public/private) which may have facilities installed within the sidewalk path corridor and requesting the utility to submit plans of existing and proposed facilities and submitting their comments relative to the proposed project. A copy will be submitted to the Charlotte County Public Works Project Manager (CCPW-PM). The letter will also require a response, even if no utilities are to be affected or in the vicinity. The consultant will attend necessary



**EXHIBIT A – SCOPE OF SERVICES**  
**May 29, 2014**

meetings upon County's written request to discuss and coordinate this project.

- Task 1.2.2      **Coordination of Utilities - Relocations/Adjustments**  
Coordination of utilities within the R/W shall consist of providing 30% Construction plans to each utility company having utilities within the R/W and requesting each utility company to locate (redline) the location of their utilities on the construction plans. The required utility relocations/adjustments will be designed by the affected utility (gas, electrical, telephone, cable television, etc.). Designs shall be in a format suitable for inclusion in bid documents prepared by the utility and will not require any plan preparation effort on the part of the consultant. Design plans prepared by the utility will be included in the bid set. The contract schedule is based upon receipt of the relocation/adjustment plans from the utilities within (15) business days from submission of the Grades & Geometrics Plans (30%) to the utilities. The Relocation/Adjustment sheet(s) (if needed) will be the deliverable for this task.

**TASK 2.0      CONSTRUCTION PLANS (Engineering Phase)**

The consultant shall furnish design services necessary to perform project design and prepare construction plans and specifications. All sidewalk projects shall be separate plans and specifications, in accordance with sidewalk design and plans preparation standards in effect on the date of this agreement as approved by the County as set forth in the Florida Department of Transportation (FDOT) Standard Specifications, FDOT Roadway Plans Preparation Manual, Drainage Manual and Florida Access Code the A.D.A. Plans shall be accurate, legible and complete in design. The sidewalk will have an individual plan set, specifications, calculations, survey, and associated materials specific to its location and configuration.

Construction plans shall be prepared to include (but not limited to) the following necessary to convey the intent of the design for the scope of services outlined herein:

- Cover Sheet
- Aerial
- Existing Conditions (topography, survey data)
- Site Plan with key map
- Plan & Profiles (with grading & drainage)
- Geometric
- dimensioning plan
- Horizontal control sheet(s)
- Cross Sections at specific areas where needed
- Utility improvements / relocation/adjustments plans (if needed)
- Summary of quantities
- Typical Sections
- Maintenance of Traffic (Standard FDOT – MOT Standard Indexes)
- Erosion Control Plan (BMP's)
- Detail Sheet

The consultant shall submit design notes and computations sheets to document the design conclusions reached during the development of the final construction plans for each sidewalk project. Computer output forms and other oversized sheets shall be folded or otherwise reduced to letter size. The data shall be submitted to the County.

A PDF electronic version of the appropriate design notes and computation sheet(s) shall be submitted to the County at each plan review stage. When the plans are submitted for final review, the design notes and computations, corrected for any County comments, shall be resubmitted. At the project completion, a final set of the design notes and computations shall be submitted with the record set of plans as an electronic PDF submittal.

## EXHIBIT A – SCOPE OF SERVICES

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The design notes and calculations shall include, but not be limited to, the following data:

1. Design criteria used for this project;
2. Geometric design calculations for horizontal alignment;
3. Vertical geometry calculations;
4. Drainage computations (if necessary);
5. Earthwork calculations;
6. Documentation of decisions reached resulting from meetings, telephone conversations, or site visits;
7. Calculations of quantities for all items set forth in the bid item/unit price section of the construction contract. Each drawing of each submittal shall be signed and sealed by the applicable Florida Professional Engineer or Professional Surveyor for the type of work depicted on the drawings. Each set of plans and the design computations and quantity computation booklet shall be signed and sealed by the applicable design professional. Each submittal called for below shall be delivered via email transmission indicating the submittal package is complete.

Preliminary plans shall be submitted at the 30%, 60% review stage and final plans shall be submitted at 90% review stage. Plans shall be submitted with the final sidewalk plans in accordance with the Florida Department of Transportation (FDOT) Roadway and Traffic Design Standards, FHWA, MUTCD, and County standards and practices for review.

The consultant shall conduct project plan reviews with the County in accordance with the following schedule:

- 30%, 60% and 90% Reviews

Consultant shall have three (3) meetings with Charlotte County and the Harbour Heights MSBU. The meetings shall be conducted at an initial "kick-off" meeting with Charlotte County and the Harbour Heights MSBU, at the 30% stage and at the final phase of design or as directed by Charlotte County.

Each review shall include construction plans and any supporting information relative to the sidewalk design. Each review shall be scheduled for three (3) weeks for County review. Plan development at the respective submittal stages shall conform to the following:

### TASK 2.1 GRADES AND GEOMETRICS (30%) COMPLETE

The consultant shall submit to the County Project Manager an electronic PDF version of the construction plans and (2) copies on 11' x 17" for review purposes. The plans shall depict existing topographic features, existing rights-of-way, property lines and easement lines (as appropriate), existing utilities, all public utilities, preliminary cross sections, and shall contain the following:

- A. Cover Sheet
- B. Overall Aerial
- C. Plan & Profile Sheets (1"=20'H 1"=2'V), may be in double P&P format
- D. Proposed typical section(s)
- E. Proposed preliminary additions to existing rights-of-way and easements (if required)
- F. Proposed preliminary intersection geometry (i.e. crosswalks) (1"=20')
- G. Preliminary cut Cross Section Sheet(s), depicting surface conditions and public utilities.
- H. Individual driveway/access plans (if necessary)
- I. Plan layout
- J. MOT plans
- K. Existing Utilities

## EXHIBIT A – SCOPE OF SERVICES May 29, 2014

### TASK 2.2 BASIC PLANS (60%)

The consultant shall submit to the County Project Manager an electronic PDF version of the construction plans and (2) copies on 11' x 17" for review purposes. The plans shall depict existing topographical features, existing rights-of-way, property lines and easement lines (as appropriate), utilities (existing and proposed), and shall contain the following:

- A. Cover Sheet
- B. Overall Aerial
- C. Plan & Profile Sheets (1"=20'H 1"=2'V), may be in double P&P format
- D. Proposed typical section(s)
- E. Proposed additions to existing rights-of-way and easements (if required)
- F. Proposed preliminary intersection geometry (i.e. crosswalks) (1"=20')
- G. Cross Section Sheet(s)
- H. Proposed maintenance of traffic plans
- I. Reports and calculations required to document design decisions reached during development of plans
- J. All permit applications required by various permit agencies complete with required sketches, drawings and descriptions
- K. Utility information provided by Utilities
- L. Utility Relocation Sheet for each sidewalk and proposed conflict resolution
- M. Preliminary Signing and Striping Plans

An electronic copy (PDF) of the technical documents and special provisions as used and adopted by Charlotte County on previous sidewalk projects will be provided to the Consultant to be used as a guideline for this sidewalk project's specifications. Adjustments will be made to these documents to conform to this sidewalk project. Charlotte County will provide the front end specifications. Consultant will submit the draft itemized bid quantities for the project.

### TASK 2.3 DETAIL PLANS AND SPECIFICATIONS (90%) COMPLETE

The consultant shall submit to the County Project Manager an electronic PDF version of the construction plans and (2) copies on 11' x 17" for review purposes. The plans shall be complete construction plans, including a plan for Maintenance of traffic, construction phasing (where required), and utility relocations/adjustments. A Preliminary Opinion of the Cost of constructing the project will be supplied with quantity (comp) sheets and the itemized bid sheet. Reports and calculations required to document design decisions reached during development of the plans shall be submitted with the plans and specifications. Copies of all required permits obtained at this time shall also be provided.

After review of the 90% from all applicable reviewing stakeholders, comments, edits, revisions will be incorporated and a final 100% Construction Plan set, specifications and other pertinent data will be assembled and submitted in Task 4.0.

### TASK 2.4 EASEMENT/ACQUISITIONS

For any/all land easement/acquisition/Temporary Right-of-Entry (TRE's) necessary for the projects, the Consultant shall provide to the County a sketch/description for each real property interest to be acquired either in fee simple or other interests. Parcel sketches are to be provided at the 60% plan submittal of each parent tract and parcel required for easement/acquisition/TRE at an appropriate scale. The County Real Estate Services (RES) office will be responsible for acquisition from the land owners. The Consultant will be paid based on each/every sketch and description prepared at the written approval of the County, whether the

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instrument is acquired by RES or not.

Because of the location of the proposed sidewalks and the existing right-of-ways, it is anticipated to acquire TRE's or drainage easements for all properties adjacent to the alignments and in some cases land acquisition for the construction of the sidewalks. However, an assumed number of easements have been included in the scope in case needed for the project.

### **TASK 3.0 PERMITS**

The consultant shall prepare permit applications, data and drawings required for submittal by the County to Southwest Florida Water Management District (SWFWMD). The Consultant will pay for permit fees and submit an invoice with proper documentation for reimbursement request from the County. There will be no markup on the handling of the permit fees.

The County shall review the permit applications, may have a representative at all conferences between the consultant and the permitting agency, and shall be copied on all correspondence between the consultant and the permitting agencies. The SWFWMD Pre-Application meeting is a formal agency meeting and is described in Task 1.4. Other permitting agencies shall be notified of the proposed project upon completion of the project stakeholder's meeting. A meeting will be held with representatives of the agencies to review the proposed project and to obtain their comments and areas of concern, which shall be included in the Basic Plans Review with the County. Minutes of these meetings will constitute the deliverable.

All sidewalks will be presented for the exemption according to SWFWMD Rules Chapter 40D-4.051 Exemptions, Parts (13) and (14) that the sidewalks and multi-use recreational trails shall be considered exempt from standard ERP permitting.

SWFWMD Permit exemption application forms, including required design information and data, shall be completed by the consultant prior to the Basic Plans (60%) review, and submitted to the County for appropriate signature. The consultant shall then submit the permit application(s) to SWFWMD after County approval of the Basic Plans (60%).

The consultant shall respond to agency review comments (even if an exemption is not granted), revise applications and basic plans and submit additional material required to support the proposed design and permit application(s), if required, and coordinate with the County and permitting agencies to obtain approval of the permits. Such response shall be made within thirty (30) days subsequent to the agency requests. Requirements of permitting agencies shall be incorporated into final contract documents. The consultant must have County written approval prior to beginning any work associated with this task.

### **TASK 4.0 FINAL CONTRACT AND BID DOCUMENTS**

Once all permits/approvals have been received, these permits/approvals and associated conditions have been approved by the County, a final set of bidding and contract documents will be prepared for the construction of improvements. This task will include the following:

- Final plans, appropriate supporting documents, Engineer of Record's computation sheets, and an opinion of probable construction costs for the sidewalk.
- Special provisions and other appropriate contract documents for incorporating permitting agencies permit requirements in the bid documents.
- Special provisions, Technical Specifications and Schedule of Values, in MS Word format, suitable for inclusion with other contract documents to be prepared by the County.

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NOTE: The Consultant is required to provide 5 sets of prints of final plans (signed and sealed), electronic CAD files, Special Provisions, Technical Specifications and Bid Forms. The Special Provisions, Technical Specifications and Bid Forms will be submitted in Microsoft Word format also. The hard copies of this entire package will also be provided in PDF electronic format.

### **TASK 5.0 CONSTRUCTION PHASE SERVICES**

After approval of construction plans and bidding documents by the County, the consultant shall perform the following services:

#### **TASK 5.1 PRE-BID & PRE-CONSTRUCTION MEETINGS**

Attend and participate with the County in conducting a Pre-Bid Meeting and Pre-Construction Meeting for each of the letting packages associated with these sidewalks. Also, any required response from the Engineer of Record from RFI's during the bidding and procurement phase.

#### **TASK 5.2 SHOP DRAWINGS**

Consultant will do a full shop drawing review for conformance with the design concept of the project and compliance with the contract documents. Also determine the acceptability, subject to County or other utility agency approval, of substitute materials and equipment proposed by contractors. In regards to CCU, there is an acceptable products list from acceptable suppliers. Consultant will confirm the material submittals will be in compliance to this list. Deliverable will be in electronic PDF format to the County Project Manager.

#### **TASK 5.3 PROJECT COMPLETION RECORD DRAWINGS**

Provide certification of substantial completion as required by project permits including Charlotte County, SWFWMD and other agencies. As-Built drawings will be supplied by the Contractor and signed and sealed by the appropriate service provider. Consultant will be responsible for assembling and applying for SWFWMD Transfer of Operations and other agency close-out documentation. This task may require the coordination of deliverables of 3rd parties (Contractor, surveyor, County) and the Consultant will coordinate and gathering of this information necessary for the application and responding to requests for additional information. Deliverable will be a copy of the documentation.

#### **TASK 5.4 CONSTRUCTION RELATED SERVICES**

The consultant shall perform construction related services and other services. The consultant must have County written approval prior to beginning any work associated with this task.

### **CONTRACT SCHEDULE**

The schedule is contingent upon the following:

1. County review time period of fifteen (15) business days for each submittal.
2. Cooperation from and receipt of utility relocation/adjustment plans from affected utilities within fifteen (15) business days of their being provided with Grades & Geometrics (30%).
3. Cooperation and receipt of permits from the Southwest Florida Water Management District within thirty (30) days of submittal of permit applications.
4. There is an assumption within the proposed schedule of reviewing agencies time frames for review, comment, requests for additional information and clarification of received information that is based on standard operating practices.
5. The Schedule will be updated and submitted when changes occur at each weekly report or invoice period at a minimum monthly.

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It is recognized the above contingents provide for schedules which are not controllable by the consultant and therefore the consultants schedule will be adjusted in direct proposition to any delays incurred as a result of these schedules not being met.

**CONTRACT PRICING**

<b>Task No.</b>	<b>Description</b>	<b>Terms</b>	<b>Fee</b>
1.1	Design Surveys & Field Work	LS	\$19639
1.2	Utility Coordination	LS	\$ 1,500
2.1	30%	LS	\$19,790
2.2	60%	LS	\$27,020
2.3	90%	LS	\$19,655
2.4	Easement/Acquisition (10 lots @ \$200 per parcel/lot)	NTE	\$ 2,000
3	Permits	LS	\$ 2,725
4	Final Contract & Bid Documents	LS	\$ 4,620
5.1	Pre-Bid and Pre-Construction Meetings	NTE	\$ 500
5.2	Shop Drawings	NTE	\$ 750
5.3	Project Completion Record Drawings	LS	\$ 800
5.4	Construction Related Services	NTE	\$ 1,000
		<b>Total</b>	<b>\$99,999</b>

**FY2014 Capital Improvements Budget / FY 2014 - FY 2019 Project Detail**

**Project No. c411508**

<b>GENERAL PROJECT DATA:</b>		<b>CONCURRENCY REQUIREMENTS (Y/N)</b>		<b>PROJECT NEED CRITERIA</b>		<b>PROJECT SCHEDULE</b>		FY14		FY15		FY16		FY17		FY18		FY19			
Project Title:	Harbour Heights Median Curbing & Irrigation	Does project add new capacity?	No	Safety	X	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Functional Area:	Landscaping	Is project required to maintain level of service:		Mandate	X																
Department:	Public Works/Engineering	- Within 5 years? List project in CIE	No	Replace																	
Location:	Mid County/Harbour Heights MSBU	- From 6 to 10 years? Monitor Annually	No	Growth																	

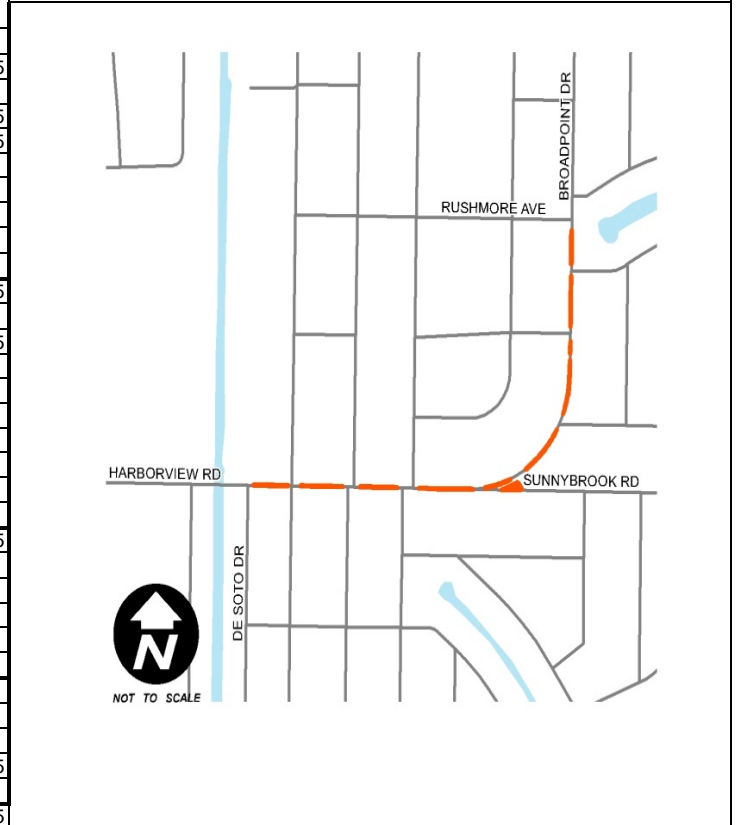
**PROJECT DESCRIPTION:**  
 Project consists of installing irrigation within the landscaped medians along Sunnybrook/Broadpoint to Voyageur Drive, as well as adding curbing to keep landscape mulch in place.

**PROJECT RATIONALE (Include Additional LOS Detail, if necessary):**  
 This project has been requested by the Harbour Heights MSBU advisory committee.

**OPERATING BUDGET IMPACT:**  
 Electric and water costs for the irrigation system, as well as landscape maintenance of the medians.

**REPLACEMENT COUNTY PROPERTY NO.:**

	Prior Actual	Est FY13	Calc. for FY15			FY14	FY15	FY16	FY17	FY18	FY19	FUTURE	Total
			(1) Orig. FY14	(2) Est c/o to FY14	(3) New \$ FY14								
<b>EXPENDITURE PLAN (000'S)</b>													
Design/Arch/Eng					25	25							25
Land (or ROW)													
Construction							175						175
Internal Costs							5						5
Equipment													
Interest													
Other Fees & Costs													
<b>Total Project Cost</b>					25	25	180						205
<b>FUNDING PLAN (000'S)</b>													
MSBU/TU Assessments					25	25	180						205
External Borrowing													
Grants													
<b>TOTAL FUNDING</b>					25	25	180						205
<b>LOAN REPAYMENT SCHEDULE (000'S)</b>													
Assessments													
<b>TOTAL LOAN REPAYMENT</b>													
<b>OPERATING BUDGET IMPACT (000'S)</b>													
Personal Svc.													
Non-personal							35						35
Capital													
<b>Total Operating</b>							35						35



FY2014 Capital Improvements Budget / FY 2014 - FY 2019 Project Detail

Project No. C411509

<b>GENERAL PROJECT DATA:</b>		<b>CONCURRENCY REQUIREMENTS</b> (Y/N)		<b>PROJECT NEED CRITERIA</b>		<b>PROJECT SCHEDULE</b>		FY14		FY15		FY16		FY17		FY18		FY19	
Project Title:	Harbour Heights Sidewalks	Does project add new capacity?	No	Safety	X	Desgn/Arch		1	2	3	4	1	2	3	4	1	2	3	4
Functional Area:	Pedestrian Mobility	Is project required to maintain level of service:		Mandate		Land/ROW													
Department:	Public Works/Engineering	- Within 5 years? List project in CIE	No	Replace		Construct													
Location:	Mid County/Harbour Heights MSBU	- From 6 to 10 years? Monitor Annually	No	Growth	X	Equipment													

**PROJECT DESCRIPTION:**  
Sidewalk design and construction along roadways in the Harbour Heights MSBU, for 15,675 linear feet of new sidewalk.

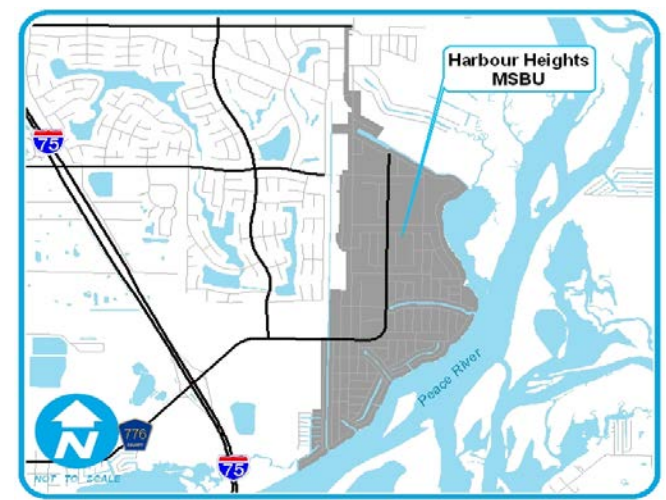
**PROJECT RATIONALE (Include Additional LOS Detail, if necessary):**  
This project has been requested by the Harbour Heights MSBU advisory committee.

**OPERATING BUDGET IMPACT:**  
Mowing and edging of sidewalks will be funded by the MSBU.

	Prior Actual	Est FY13	Calc. for FY15			FY14	FY15	FY16	FY17	FY18	FY19	FUTURE	Total
			Orig. FY14	Est c/o to FY14	New \$ FY14								
<b>EXPENDITURE PLAN (000'S)</b>													
Design/Arch/Eng					100	100							100
Land (or ROW)													
Construction								940					940
Internal Costs					5	5		35					40
Equipment													
Interest													
Other Fees & Costs													
<b>Total Project Cost</b>					<b>105</b>	<b>105</b>		<b>975</b>					<b>1,080</b>
<b>FUNDING PLAN (000'S)</b>													
MSBU/TU Assessments					105	105		975					1,080
External Borrowing													
Grants													
<b>TOTAL FUNDING</b>					<b>105</b>	<b>105</b>		<b>975</b>					<b>1,080</b>
<b>LOAN REPAYMENT SCHEDULE (000'S)</b>													
<b>TOTAL LOAN REPAYMENT</b>													
<b>OPERATING BUDGET IMPACT (000'S)</b>													
Personal Svc.													
Non-personal													
Capital													
<b>Total Operating</b>													

**REPLACEMENT COUNTY PROPERTY NO.:**

Sunnybrook	Triangle to Peace River Dr.	2,350
Peace River Drive	Sunnybrook to San Marino Dr.	1,200
San Marino	Broadpoint to Peace River Dr.	3,000
Broadpoint	Voyageur to Washington	3,025
Sulstone	Sunnybrook to terminus	3,000
Voyageur	Broadpoint to terminus	3,100
		<b>15,675</b>





## Budget Adjustment

**Adjustment #:**  
BA 14-31

**Dept.:**  
Public Works

**Fund #:**  
1315

**Fund Name:**  
Harbour Heights Street & Drainage

Revenues:

<u>Project Title</u>	<u>Project Account Title</u>	<u>Project Account String</u>	<u>G/L Account Title</u>	<u>G/L Account String</u>	<u>Amount</u>	<u>Beginning Balance</u>	<u>Revised Amount</u>
Harbour Heights Sidewalks	Assessments/MSBU	c411509.400.402			\$ -	\$ -	\$ -
Harbour Heights Median Curb & Irrigation	Assessments/MSBU	c411508.400.402			\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>Total All Revenues</b>					<u>\$ -</u>		

Expenditures:

<u>Project Title</u>	<u>Project Account Title</u>	<u>Project Account String</u>	<u>G/L Account Title</u>	<u>G/L Account String</u>	<u>Amount</u>	<u>Beginning Balance</u>	<u>Revised Amount</u>
Harbour Heights Sidewalks	Engineering	c411509.310.06373	Engineering	1315.445405.541.31.0007	\$ 100,000	\$ -	\$ 100,000
Harbour Heights Median Curb & Irrigation	Engineering	c411508.310.00000	Engineering	1315.445405.541.31.0007	\$ 25,000	\$ -	\$ 25,000
			Rsv-Bal Carried Fwd	1315.445405.599.98.0008	\$ (125,000)	\$ 197,333	\$ 72,333
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>Total All Expenditures</b>					<u>\$ -</u>		

Justification:

The Harbour Heights MSBU Advisory committee has requested to bring forward two new projects to be added to the CIP. Project c411509 is to design and construct approximately 15,675 linear feet of sidewalks within the MSBU. The design will begin in FY14; construction is not anticipated until 2016 when funds become available for that phase. Project c411508 is to design and construct median curbing and irrigation in certain medians of the MSBU. The design will begin in FY14; construction is anticipated in 2015. Each CIP must be adopted in order to award the design contract.

The projects had not be identified by the Committee at the time the budget was prepared.

**From:** Steve Vieira [<mailto:stevevieira@comcast.net>]  
**Sent:** Monday, June 16, 2014 9:17 AM  
**To:** Vernon, Joanne  
**Subject:** CIP Amendment

Good Morning JoAnne

As we have discussed in several HH Street & Drainage MSBU Advisory Committee meetings, I wanted to reiterate the unanimous agreement among committee members to move forward with the design phase for sidewalks in Harbour Heights. We do realize that this direction requires an amendment to the CIP as the project was not part of the current two year budget cycle.

Your assistance in gaining this amendment is greatly appreciated by the committee.

Thank you,

Steve Vieira  
Chairman  
Harbour Heights Streets & Drainage  
MSBU Advisory Committee