

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: C466A III Widening Consulting Engineering Services (Staff recommend approval)
REQUESTED ACTION: Board Approval

Work Session (Report Only) **DATE OF MEETING:** 10/26/2010
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: Kimley-Horn and Associates
Effective Date: 11/1/2010 Termination Date: 12/1/2011
Managing Division / Dept: Public Works Division/Road and Bridge

BUDGET IMPACT: \$479,715
 Annual **FUNDING SOURCE:** Impact Fee Fund 153
 Capital **EXPENDITURE ACCOUNT:** 153 344 541 6554
 N/A

HISTORY/FACTS/ISSUES:

The firm of Kimley-Horn and Associates was selected by the Sumter County Selection committee in August 2010, to design and permit the widening of C 466A from US 301 to Powell Road. In addition to the design, this effort will include related consulting engineering services such as planning and public involvement, and right of way assistance such as right of way mapping and legals and sketches, bid document assistance. The Public Works Division conducted scope and price negotiations with KHA during the period of September 9 - October 11, 2010, resulting in the negotiated price of \$479,715.

This price includes 3 major tasks for a lump sum price of \$408,785 and one major task (Permitting and ROW Assistance) for a not to exceed amount of \$70,930.

Potential future services related to this effort are construction engineering and inspection (CEI) services, and right of way acquisition services such as appraisals and negotiations.

It is anticipated that the Board would issue the notice to proceed (NTP) on or about November 1, 2010 for a 13 month period of service, concluding on or about December 1, 2011.



TABLE OF CONTENTS
C466A WIDENING CONSULTING ENGINEERING AGREEMENT

PURPOSE..... 1

SCOPE OF SERVICES..... 1

Task 1 – Planning and Public Involvement..... 1

 A. Project Concepts..... 1

 B. Traffic Operations Analysis 1

 C. Surveying and Mapping Services.....2

 D. Tree Canopy Field Evaluation.....3

 E. Geotechnical Explorations 3

 F. Environmental Studies4

 G. Public Officials Meetings.....4

 H. Scheduled Public Meetings 5

 I. Unscheduled Meetings 5

 J. Final Alignment Memorandum 5

Task 2 – Final Roadway Design..... 6

 A. General/Project Administration.....6

 B. Drainage Design Analysis6

 C. Roadway Design Plans7

 D. Utility Coordination9

 E. Signalization Plans9

Task 3 – Permitting and Right-Of-Way Acquisition Assistance 10

 A. Permitting.....10

 B. Surveying and Mapping Services.....10

Task 4 – Bid Documents and Assistance..... 11

 A. Bidding Assistance 11

PROVISIONS FOR WORK 11

ADDITIONAL SERVICES..... 12

SERVICES NOT PROVIDED IN THIS SCOPE 12

SCHEDULE 12

FEE..... 13

CONSULTING ENGINEERING AGREEMENT FOR: *C466A Widening from US 301 to Powell Road*

This AGREEMENT is made this 19th day of October, 2010, by and between Kimley-Horn and Associates, Inc. (the “ENGINEER” or “KHA”), and the Board of County Commissioners of Sumter County, Florida (the “BOARD”) in accordance with the terms of the Consulting Engineering Agreement dated March 25, 2008, which is incorporated herein by reference.

PURPOSE

The purpose of this AGREEMENT is to describe the scope of work and the responsibilities of the ENGINEER and the BOARD, in connection with the completion of necessary Planning Studies, Public Involvement activities and the final Design and preparation of a complete set of roadway construction plans for the proposed improvements to *C466A*. The limits of the improvements are identified in Sumter County’s RSQ 161-0-2010/AT, and generally consist of all improvements needed for widening to a 3-lane undivided and 4-lane divided section from US 301 to Powell Road (formerly C139) for a total distance of approximately one (1) mile.

The ENGINEER shall perform the services required to complete the studies and prepare sets of contract plans and documents for bidding to include roadway, drainage, signing and pavement markings, signalization, landscape and irrigation plans, lighting and aesthetics, utility adjustments and irrigation sleeves. The ENGINEER will also work with the Florida Department of Transportation (FDOT) to coordinate the application for a permit for pavement and signalization modifications at the intersection of C466A and US 301, as well as a permit for modification to the existing connection to the FDOT drainage system on US 301.

SCOPE OF SERVICES

Task 1 – Planning and Public Involvement

A. Project Concepts

Using available base mapping, soil, traffic, and environmental information, The ENGINEER will prepare one (1) conceptual layout of the road (Alternate 2 from the proposal). The ENGINEER will also develop typical sections for the conceptual layout. This concept will be laid out using the design survey on aerial imaging that is suitable for public review. This concept will be used to reach decisions on a final right-of-way, plan, and typical section for implementation.

B. Traffic Operations Analysis

The ENGINEER will perform a traffic operations analysis to determine design year capacity requirements to provide an acceptable level of service. The ENGINEER will collect afternoon turning movement counts at up to three intersections within the corridor. The ENGINEER will briefly review available crash data to identify correctable trends. Daily and peak hour traffic volumes will be forecasted to an opening year (presumed 2015) and design year (presumed 2035) using techniques defined in FDOT’s Traffic Forecasting Handbook. Level of service will be calculated for existing and proposed geometry. Turn lane lengths will be provided based on a calculation of expected vehicle queues, deceleration distance, and access constraints. The traffic operations analysis will be summarized in the Final Alignment Memorandum described in Task 1.J, and provided to the BOARD.



C. Surveying and Mapping Services

The ENGINEER will sub consult with a registered professional land surveyor ("LAND SURVEYOR") to provide surveying services as part of the Planning and Public Involvement task as described below:

1. *Survey Control Horizontal/Vertical:* The LAND SURVEYOR will establish horizontal and vertical control on the proposed route every 1,000' +/- . Establish benchmarks and control points along said route using the datum as specified by the design.
2. *Records Research:* The LAND SURVEYOR will obtain information from the Sumter County Property Appraiser's Office, Sumter County Clerk of Courts, FDOT, and Bureau of Land Management to acquire record evidence of parcel ownership, existing right-of-way limits for County Road Number 466A (Cleveland Street), US 301 and all intersecting roadways, certified corner records and horizontal and vertical control.
3. *Base Map Digital Control File:* The LAND SURVEYOR will create a master horizontal control file to be utilized throughout the planning and design of the roadway alignment. This map will include the location of the existing right-of-way lines for those portions of intersecting roadways that fall within the project limits. These right-of-way lines together with the boundary lines and controlling monuments for the ownership entities will serve as the base geometry for the project.
4. *Route Survey and Topography:* The LAND SURVEYOR will obtain cross-section elevations at 100-foot intervals along the route and extend a distance of 75 feet right and 75 feet left of the centerline alignment. Above ground improvements, including trees lying within 50 feet either side of the proposed right of way line will be located. If no right of way taking is anticipated for those parcels containing privacy walls, the topographic survey will stop at the privacy wall. Surface evidence of underground utilities, including wells and septic tanks, will be located. All residential or commercial buildings will be located along the proposed route. Invert elevations and pipe sizes will be obtained on all structures along the proposed route.

The following intersections will be surveyed to obtain cross section elevations at 100-foot intervals within the existing right-of-way:

- a) Highway 301 – each way (north and south) along Highway 301 500 feet, and west to CSX railway building.

The LAND SURVEYOR will also obtain topographic data in four (4) drainage retention areas, adjacent to and near County Road Number 466A.

The LAND SURVEYOR will provide up to 40 hours of field time and 15 hours of office time at for miscellaneous data that needs to be located and added to the route survey during the design process.

5. *Underground Utility Locations:* The LAND SURVEYOR will coordinate with an Underground Location Company to provide utility locations along the proposed route, intersecting roads and proposed drainage retention areas. The locating company will flag all existing underground utilities and the LAND SURVEYOR will locate the flags and depict the location and type of utility on the Route Survey Map. It is understood by the ENGINEER and the BOARD that all underground utilities present may not be located under this effort and that existing utilities are routinely discovered during construction of this type of project.



D. Tree Canopy Field Evaluation

1. KHA will perform a field review and evaluation of existing mature trees within the project area subject to removal or construction impacts and prepare a report relating to relative health, condition, and viability of the trees with recommendations regarding preservation or removal, and regarding arboricultural measures to mitigate construction impacts to tree selected to remain.

E. Geotechnical Explorations

KHA will subcontract with Geo-Tech, Inc. ("Geo-Tech") to provide geotechnical investigations for the project. Included in this project are the expansion of two (2) existing drainage retention areas and the construction of two (2) new drainage retention areas. Two (2) borings to support mast arm signal pole foundation design are also anticipated.

Geo-Tech's scope of services for this project will consist of the following:

1. Twenty-four (24) soil borings to depths of ten (10) feet below existing site grade in the existing one (1) mile roadway section of County Road 466A. Soil borings will be performed on two-hundred (200) foot centers in alternating lanes.
2. Two (2) soil borings to depths of twenty (20) feet below existing site grade in the existing one (1) mile roadway section of County Road 466A. Soil borings will be performed at two (2) of the proposed twenty-six (26) locations on two-hundred (200) foot centers in alternating lanes.
3. Six (6) soil borings to depths of ten (10) feet below existing site grade in the two (2) existing drainage retention areas.
4. Six (6) soil borings to depths of twenty (20) feet below existing site grade in the two (2) proposed drainage retention areas.
5. Nine (9) field horizontal and field vertical permeability tests in the two (2) existing and two (2) proposed drainage retention areas.
6. Four (4) fillable porosity tests performed on samples recovered from the existing and proposed drainage retention areas.
7. Two (2) Standard Penetration Test (SPT) soil borings to depths of thirty (30) feet below existing site grade in the proposed mast arm signal pole locations.
8. Two (2) limerock bulk sample retrievals in the existing roadway. Locations will be saw cut for access to the underlying limerock.

Samples will be recovered from the roadway soil borings per ASTM standards and returned to the laboratory for visual classification per the AASHTO Classification Group System. A report will be issued presenting the findings, evaluations and recommendations to aid in the design of the proposed roadway expansion.

Samples will be recovered from the existing and proposed drainage retention area borings per ASTM standards and returned to the laboratory for visual classification per the Unified Soil Classification Group System. A report will be prepared which will present the findings including estimated seasonal high water table levels, depths to confining layers and permeability rates to guide design and expansion of the existing and proposed drainage retention areas.



Samples will be recovered from the proposed Mast Arm signal pole locations SPT borings per ASTM standards and returned to the laboratory for visual classification per the Unified Soil Classification Group System. A report will be prepared which will present the findings including the findings, evaluations and recommendations to guide design of the foundation system for the proposed mast arm signal poles.

F. Environmental Studies

1. KHA will perform a “desktop” environmental review of the CR 466A project and a field review of four (4) potential pond sites. The desk top review will be limited to the following:
 - a) Review readily available natural resource documentation, previous environmental studies (provided by client), and listed species information;
 - b) Request information from the Florida Natural Areas Inventory (FNAI) and the Florida Fish and Wildlife Conservation Commission (FWC) regarding known occurrences of listed species on and in the vicinity of the subject property;
 - c) Request information from the State Historic Preservation Officer (SHPO) regarding historic and archaeological resources.
 - d) Review the Flood Insurance Rate Map (FIRM) to determine if the project is within the 100 year floodplain.
 - e) Review of wetland and soils maps
2. KHA will conduct site reconnaissance of the potential pond sites. The purpose of the site reconnaissance will be to identify if there are wetlands or surface waters or potential listed species habitat. The land cover will be mapped on an aerial during field reconnaissance based on the Florida Land Use, Cover and Forms Classification System (FLUCFCS) and any obvious signs of listed species activity will be noted. This scope does not include field flagging/delineation of wetlands or other surface waters or formal listed species surveys.
3. KHA will prepare a Technical Memorandum summarizing the findings and any recommendations for additional studies or evaluation required based on the findings such as but not limited to listed species surveys or wetland delineation. The technical memorandum will include copies of the maps and other data reviewed.

G. Public Officials Meetings

The ENGINEER will meet jointly with BOARD representatives and with agency officials and/or representatives to discuss the project and obtain any input on the conceptual alignments. The meetings will be held with the following agencies:

1. Florida Department of Transportation,
2. BOCC Meeting Workshop,
3. City of Wildwood – two (2) meetings,
4. Sumter County School Board.

For each of the above meetings, The ENGINEER will prepare for, attend, and provide meeting minutes to participants and the BOARD.



H. Scheduled Public Meetings

The ENGINEER will prepare for and attend three scheduled public meetings as described below.

Meeting #1: Community Meeting: The purpose of this meeting is to inform citizens of the design alternative and ENGINEER's recommendations. The ENGINEER will prepare and disseminate an invitation to the public meeting by using Sumter County Property Appraiser data to identify property owners and residents within 300 feet of the project corridor. The ENGINEER will invite other stakeholders including representatives from Sumter County Government, the City of Wildwood, the Florida Department of Transportation District 5, the members of the Lake-Sumter MPO and any stakeholders directed by the BOARD. The ENGINEER will prepare and submit a newspaper display legal advertisement in *The Villages Daily Sun* announcing the date, time, location, and purpose of the public meeting, and identifying the location of the project. The ENGINEER will prepare project display boards to illustrate a preferred alternative. The ENGINEER will prepare and present a power point presentation that explains the project alternatives and project next steps. The ENGINEER will participate in open dialogue with members of the public in attendance at the meeting. The ENGINEER will prepare a summary of the public meeting, and will prepare written responses to all written public inquiries.

Meeting #2: Board of County Commissioners: The ENGINEER will prepare and give a presentation to the Board of County Commissioners. This presentation will provide a recommendation of a final alignment and typical section and a summary of public and City of Wildwood comments. The purpose of the meeting will be to obtain the consent of the Commission for a preferred alignment and scope of construction activity.

I. Unscheduled Meetings

In addition to agency kick-off and scheduled public meetings, the ENGINEER will prepare for and attend up to three meetings with public citizens, agencies, or stakeholders as directed by the BOARD.

J. Final Alignment Memorandum

After the BOCC public meeting, the ENGINEER will summarize the recommended concept, public meetings and engineering factors that led to the selection of a final alignment in a concise signed and sealed Final Alignment Memorandum. The concept plan included in the memorandum will be based on the design survey and illustrate the horizontal layout of the proposed plan. The memorandum will generally include the following information:

1. Engineer's Executive Summary of issues considered and Engineer's Certification,
2. Results of Updated Traffic Operations Analysis,
3. Field survey,
4. Final alignment graphics,
5. Typical Sections,
6. Design Criteria,
7. Drainage summary,
8. Geotechnical summary,
9. Environmental summary,
10. Meeting minutes from all meetings with public officials,

11. Meeting minutes from the community meeting,
12. Summary of adoption by Board of County Commissioners.

Task 2 – Final Roadway Design

The ENGINEER will prepare a complete Roadway Plans Package as described below. This work effort includes the roadway design and drainage analysis needed to prepare a set of Roadway Plans, Right-of-Way Maps, Drainage Plans, Traffic Control Plans, Traffic Signal Plans, Signing and Pavement Markings, Environmental Permits and other necessary documents.

A. General/Project Administration

Project administration activities will be undertaken throughout the project that will include the following:

1. *Project Setup*: The ENGINEER will establish project files, project work plan, initiating accounting system.
2. *Kick-off Meeting*: The ENGINEER will participate in a kick-off meeting with the BOARD and the project team.
3. *Monthly Progress Meetings*: on a monthly basis, The ENGINEER will meet with the BOARD to review the progress of work, to conduct project reviews and to coordinate with utility companies. The ENGINEER will maintain the project schedule and review/update the schedule at each progress meeting. Twelve (12) monthly meetings are budgeted for this project.
4. *Progress Reports and Invoices*: The ENGINEER will prepare a monthly progress report to be included with the monthly invoice.

B. Drainage Design Analysis

1. *Drainage Design Analysis*: The ENGINEER will review the existing drainage systems present in the C466A corridor and determine the modifications that will be necessary to accommodate the proposed roadway widening improvements. This analysis will include information on the needed modifications to existing retention facilities and outfall conveyance systems, as well as identify locations where new retention facilities will be needed.
2. *SWFWMD Coordination*: The ENGINEER will schedule and attend a pre-application meeting with SWFWMD to discuss the findings of the Drainage Design Report and establish the parameters that will be required for permitting. The ENGINEER will meet and coordinate with SWFWMD during review of the permit application to aid the review process
3. *FDOT Coordination*: The C466A roadway currently discharges stormwater to the FDOT drainage system on US 301 from the western portion of the roadway, and also from an outfall structure in the retention area located adjacent to the School Board property. The ENGINEER will meet with FDOT Drainage Staff to review the existing and proposed drainage conditions and establish the parameters that FDOT will require for review of the Project's drainage connection. The ENGINEER will meet and coordinate with FDOT during review of the permit application to aid the review process.
4. *Drainage Design Report*: The ENGINEER will prepare a Drainage Design Report and submit it to the BOARD with up to three (3) signed and sealed copies of the Drainage Design Analysis in addition to those required for permitting. This will incorporate the work undertaken in the preliminary phase of the project and will include final calculations for the proposed storm drainage system, final pond calculations and information required for permit review and approval.



C. Roadway Design Plans

The ENGINEER will prepare roadway design plans on 24"x36" sheets depicting the needed roadway improvements. The roadway design plans will consist of the following sheets:

1. **Cover Sheet.**
2. **General Notes.**
3. **Typical Sections** – Typical sections will be developed to illustrate the recommended roadway improvements from the corridor study.
4. **Pavement Design** – A pavement design for accommodating the existing pavement structure (if feasible) will be developed, as well as the pavement design for the new pavement areas and shoulders.
5. **Drainage Map** – An overall drainage map depicting pond locations and contributing basin areas will be presented.
6. **Roadway Plan / Profile Sheets** – The plan / profile sheets will detail geometric design requirements, pavement resurfacing, pavement widening, turn lane additions, turnouts for intersecting streets/driveways, roadside ditch grading and re-alignment in areas of pavement widening, drainage structure modifications, and erosion control measures.
7. **City of Wildwood Utility Modification Plans** – It is anticipated that the City of Wildwood may wish to partner with the BOARD to coordinate the installation of new potable water, sanitary sewer and reclaimed water facilities in the C466A corridor. Separate plan sheets will be prepared with this design information, as well as needed utility detail sheets for proposed improvements and/or modifications to existing facilities.
8. **Intersection Details** – Where needed, the detailed grading improvements to intersections will be provided
9. **Driveway Details** – Where necessary, the driveway details sheets will include information depicting the limits of driveway reconstruction, grading information and cross drain information for accommodation of existing residential and commercial driveway connections.
10. **Drainage Structures** – Construction plan sheets providing a tabular listing of drainage structure ID's, FDOT Index references, pipe inverts and pavement elevations.
11. **Pond Detail Sheets** – Up to four (4) pond detail sheets will be prepared depicting modifications to existing retention facilities and construction of new retention facilities. The Pond Detail Sheets will include detailed grading information, geometric dimensions, undercut and backfill details, earthwork volume calculations and design hydrologic data.
12. **Roadway Soil Survey Sheet** – Up to two (2) sheets will be provided depicting the soil boring profile information for the project limits.
13. **Cross Sections (Up to 55 cross sections)** – Roadway cross sections will be developed at 100-foot intervals. If grading requirements impact existing wetlands, trees or requires construction to extend outside the limits of the existing right-of-way the ENGINEER will evaluate to use of guardrail or other systems.
14. **Miscellaneous Detail sheets.**



15. **Traffic Control Plan** – Maintenance of Traffic requirements for the construction of this project will be provided through the use of typical sections, general notes and reference to the appropriate FDOT Design Standards (600 Series). In addition, a conceptual MOT phasing plan depicting detour routes and phase segments of pavement lane closures and traffic shifts will be prepared.
16. **Erosion Control / SWPPP Plans** – Erosion control plans will be prepared depicting site specific erosion control measures, as well as general notes, details and specifications for additional erosion control measures that may be needed depending on site conditions. It is assumed that these plans will constitute the Storm Water Pollution Prevention Plan (SWPPP) that the contractor will utilize during construction.
17. **Signing and Pavement Marking Plan Sheets** – Signing and pavement marking plan sheets and one (1) General Notes sheet will be provided in accordance with Sumter County standards.
18. **Utility Adjustment Plans** – Based on information provided by the various wire utility providers in the corridor, proposed utility adjustments will be detailed in plan view on these sheets.
19. **Landscape and Irrigation Plans** – Michael Pape & Associates, PA (MPA), as a subconsultant to KHA, will prepare the final design of landscape treatment for the roadway, and prepare construction documents, including specifications for installation and for a required watering and maintenance program during a grow-in period. MPA will design irrigation sleeve locations to be included with the roadway plans to allow for the potential future provision of an irrigation system.
20. **Lighting Plans** – MPA, as a subconsultant to KHA, will prepare the design and specification of street light layout within the project area, including provision of photometric plots and data. It is understood that the street lighting layout will utilize the same decorative lights and poles (or equivalent) currently in use on US 301 in Downtown Wildwood for the three-lane roadway section, and the same lights and poles currently in use on CR 466A east of the project area for the four-lane roadway section with median. It is also anticipated that SECO will be installing the street lighting; only the design of the street lighting layout will be provided by MPA, with electrical engineering to be by SECO or others.
21. **Submittals** – The ENGINEER will submit up to five (5) copies of the roadway plans at 30%, 60%, 90%, and Final completion stage to the Board. In addition, The ENGINEER will submit two (2) copies of the roadway plans at 30%, 60%, 90% and 100% to affected utility companies. Interim plan submittals will provide information generally consistent with the Plans Preparation Manual Checklist for interim submittals. An electronic copy will be provided at the Final plan submittal.
22. **Design Exceptions** – The ENGINEER will review survey data and identify any areas in which minimum shoulder width or maximum front slope criteria cannot be met due to existing R/W or wetland conditions. The ENGINEER will also review existing above ground hazards (trees, power poles, walls, etc) within the roadway clear zone and identify those existing features which must be removed or shielded with guardrail. In areas where the removal of the hazard is not practical and the use of guardrail is inappropriate The ENGINEER will prepare documentation for one (1) design exception which could support leaving the hazard in place if operational and safety characteristics are acceptable and the benefit/cost ratio is greater than one.



23. **Quantities** – Develop quantities consistent with Board preferences and prepare an Opinion of Probable Costs (OPC). The OPC will be submitted with the 90% and 100% plans.

Note: The ENGINEER has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided in accordance with this AGREEMENT are based on the information known to at the time the opinions of cost are developed and represent only the ENGINEER's judgment as a design professional familiar with the construction industry. Actual costs for proposals, bids, or actual construction costs will be different.

D. Utility Coordination

The ENGINEER will be responsible for coordinating the proposed design with the affected utility companies in order to minimize utility conflicts. The BOARD or individual utility owners will designate the existing utilities within the project limits and assist the utilities during the design phase.

Each utility provider will be responsible for the design of their respective utilities for this project. These designs will be provided to the ENGINEER by the utility provider or the BOARD in CADD format for inclusion into the Roadway Plans for this project. The ENGINEER will be responsible for coordinating with the utility providers for the proposed construction elements such that utility conflicts are minimized or avoided.

The ENGINEER will provide to the BOARD for distribution to the utility owners, CADD files and up to 20 sets of plans for each of the 30%, 60% and 90% submittals. The ENGINEER cannot be responsible for the accuracy of the CADD files after they are provided to the Utility owners. The ENGINEER will, prior to and during design, obtain available data from the Utility Owners that may be needed to determine the actual location and depth of the underground utilities. The ENGINEER will prepare for and attend up to three (3) utility coordination meetings.

E. Signalization Plans

The Engineer will develop a set of signalization plans to replace existing concrete strain poles and loop detection with steel mast arms and loop detection at the intersection of C466A and US 301. The plan set will include the following sheets:

1. Key sheet,
2. Notes and tabulation of quantities,
3. Signal plans,
4. Mast arm and pole details (if appropriate).

The signalization plan will specify the controller and controller peripherals, phasing and initial timings, cabinet location, electrical service, detector amplifiers, loops and lead-ins, conduit, cabling, pull boxes, vehicular signal displays, and pedestrian displays and detector stations, if appropriate.

For signal pole replacements, a structural analysis will be performed to determine the appropriate size of mast arms, and dimensions of the foundation. The mast arms will be consistent with Sumter County mast arm aesthetics. The structural analysis will be summarized in a calculations book provided with the FDOT permit submittal.



Task 3 – Permitting and Right-Of-Way Acquisition Assistance

A. Permitting

The ENGINEER will prepare and submit the following permit applications:

1. Southwest Florida Water Management District Environmental Resource Permit (ERP) – One (1) permit application including all pond modifications and/or new construction will be prepared and submitted for processing.
2. FDOT Connection Permit – One (1) permit application will be prepared and submitted to FDOT pertaining to geometric modifications and signalization plans at the US 301 intersection.
3. FDOT Drainage Connection Permit – One (1) permit application will be prepared and submitted to FDOT pertaining to the existing drainage connection outfalls to the US 301 drainage system that will be modified by the proposed project.
4. City of Wildwood Utility Permit – One (1) permit application will be prepared and submitted to the City of Wildwood depicting all proposed new construction and/or modifications to existing potable water, sanitary sewer and reclaimed water systems in the C466A corridor.
5. Florida Department of Environmental Protection (FDEP) – Up to three (3) permit applications will be prepared and submitted to FDEP pertaining to utility system modifications to the City of Wildwood facilities.

The ENGINEER will submit the required amount of plans and supporting documentation to provide a complete permit application. The ENGINEER will respond to Requests for Additional Information (RAI) and address permitting agency review comments associated with this scope of services as appropriate. For all permits, except for FDEP, the BOARD will be the applicant and provide signatures and any permitting fees if required. For FDEP permit the City of Wildwood will be the permittee.

B. Surveying and Mapping Services

1. *Sketch and Legal Descriptions of Right-of-Way Acquisition Parcels and Drainage Retention Areas:* Upon determination and acceptance of the final roadway right-of-way limits, the LAND SURVEYOR will prepare legal descriptions and sketches for the acquisition of the required right-of-way and drainage retention areas. The legal descriptions and sketches will be prepared in accordance with the intent of the Florida Minimum Technical Standards set forth by the Florida Board of Professional Land Surveyors in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes. Deliverables to the BOARD will consist of five (5) signed and sealed copies of the legal description and sketch on 11” by 17” or 8.5” by 14” sheets. The BOARD will provide the necessary Ownership and Encumbrance Reports for each parcel along the proposed alignment. These reports will be relied upon for any individual easements or right of way takings.
2. *Right of Way Map:* The LAND SURVEYOR will prepare a right of way map for the final roadway corridor. Prior to final recording in the public record the Surveyor of Record will update the map to depict the boundaries of the acquired parcels based upon the recorded information provided by the BOARD. The Right of Way Map will be prepared in accordance with the intent of the Florida Minimum Technical Standards set forth by the Florida Board of Professional Land Surveyors in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.



Task 4 – Bid Documents and Assistance

This AGREEMENT includes the scope of services necessary to prepare the Project for competitive bidding by construction contractors. It specifically does not include Construction Engineering Inspection (CEI) services or geotechnical materials testing during construction of the project. It is anticipated that a separate AGREEMENT for those services will be prepared at a future date.

A. Bidding Assistance

1. *Bid Document Preparation and Contractor Notification.* The ENGINEER will prepare and assemble construction bidding documents, including specifications for the subject Work and the construction contract, based on “Standard General Conditions of the Construction Contract” (EJCDC No. C-700, 2002 edition) prepared by the s Joint Contract Documents Committee. The ENGINEER will coordinate with the Sumter County Purchasing staff to issue bid packages for the submittal of quotations to perform the work and conduct one (1) pre-bid meeting with potential bidders. The ENGINEER will tabulate the bids received and evaluate the compliance of the bids received with the bidding documents. The ENGINEER will prepare a written summary of this tabulation and evaluation and attend one (1) Selection Committee meeting with representatives from Sumter County to discuss selection of the successful contractor.

PROVISIONS FOR WORK

A. Governing Regulations

The services performed by The ENGINEER will be in compliance with all applicable BOARD and FDOT Standards Guidelines. The current edition, including updates, of the following References and Guidelines will be used in the performance of this work.

1. Sumter County Land Development Code.
2. FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways.
3. AASHTO’s “A Policy on Geometric Design of Highways and Streets”.
4. FDOT Design Standards.
5. FDOT Standard Specifications for Road and Bridge Construction.
6. Florida Manual on Uniform Traffic Studies (MUTS).
7. Manual on Uniform Traffic Control Devices (MUTCD).
8. AASHTO Guide for Bicycle Facilities Design.

B. Quality Control

The ENGINEER will be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the under this contract.

The ENGINEER will provide a Quality Control Plan ten (10) days after the official Notice-to-Proceed that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. The ENGINEER will describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the as part of the ENGINEER’s normal operation or it may be one specifically designed for this project.



C. Optional Services

At the BOARD's option, the ENGINEER may be requested to provide miscellaneous design services which may include expert witness testimony, utility design, further environmental permitting (if required), plans update and post design services. The fee for these services will be negotiated for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). A supplemental agreement adding the additional services will be executed at the appropriate time.

D. Submittals

The ENGINEER will provide copies of the required documents as listed below. These are the anticipated printing requirements for the project. This tabulation will be used for estimating purposes, and the Project Manager will determine the number of copies required prior to each submittal. Five (5) copies will be submitted to the BOARD and additional copies will be submitted to the regulating agencies as required for review and approval.

1. Drainage Design Report,
2. Final Alignment Memorandum,
3. 30% Roadway Plans and Calculations,
4. 60% Roadway Plans and Calculations,
5. 90% Roadway Plans and Calculations,
6. Cost Estimates at 60%, 90% and 100% Plan Stages,
7. 100% Roadway Plans and Calculations,
8. Presentation Graphics for Public Involvement Meetings.

E. The BOARD and ENGINEER agree that venue for any dispute arising out of this AGREEMENT shall only be in Sumter County, Florida. No dispute arising from this AGREEMENT shall be submitted to binding or non-binding arbitration under any circumstances.

ADDITIONAL SERVICES

A. Payment for Additional Services

Any professional services not specifically listed in the above Scope of Services are not included in the contracted fees. Should the BOARD desire any of these services, the ENGINEER will prepare a fee, scope and schedule for the work at the time the services are requested.

SERVICES NOT PROVIDED IN THIS SCOPE

1. Typical section or concept revisions requested by the BOARD following completion of the 30% plans.

SCHEDULE

The ENGINEER will provide the above Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule. A project schedule will be developed and discussed at the first progress meeting. The project schedule will be maintained throughout the performance of the scope of services. It is anticipated that the Scope of Services will be completed in thirteen (13) months after Notice to Proceed is received unless there are delays outside of the ENGINEER's control, such as delays associated with right-of-way issues and negotiations, unanticipated design or permitting issues, BOARD requested design changes etc.



FEE

The ENGINEER will perform the services described in Tasks 1, 2, and 4 of the Scope of Services for a lump sum fee of \$408,785.00. Task 3 will be performed on a labor fee plus expense basis, not to exceed \$70,930.00. A breakdown by Task is provided below:

Task	Description	Fee
1	Planning and Public Involvement	Lump Sum: \$138,125.00
2	Final Roadway Design	Lump Sum: \$259,545.00
3	Permitting and Right-of-Way Acquisition Assistance	Hourly, Not to Exceed: \$70,930.00
4	Bid Documents and Assistance	Lump Sum: \$11,115.00

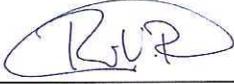
All permitting, application, and similar project fees will be paid directly by the Board. Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed and expenses incurred as of the invoice date. Payment will be due within 10 days of your receipt of the invoice, as per Item 6 in the Consulting Engineering Agreement. If additional efforts become necessary during the performance of the assignment, the ENGINEER will immediately advise the Board of any budget revisions.

ACCEPTED:

BOARD OF COUNTY COMMISSIONERS
OF SUMTER COUNTY, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: 
Richard V. Busche, PE

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: October 19, 2010