



AGENDA ITEM MEMORADUM

Town Manager's Office

Connie Hoffmann

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Jan 10, 2012	Dec 30 th
<input type="checkbox"/> Jan 17, 2012 SPECIAL COMMISSION MEETING	Jan 6
<input type="checkbox"/> Jan 24, 2012	Jan 13
<input checked="" type="checkbox"/> Feb 14, 2012	Feb 3
<input type="checkbox"/> Feb 28, 2012	Feb 17

***Subject to Change**

- | | | | |
|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: WORK AUTHORIZATION FOR DESIGN OF COMMERCIAL BOULEVARD STREETScape FROM THE INTRACOASTAL BRIDGE TO SEAGRAPE DRIVE

EXPLANATION: The primary goals of this very important project are to create a distinct sense of place as one crosses the bridge over the Intracoastal Waterway and enters Lauderdale-by-the-Sea, and to create an inviting atmosphere that supports the retail businesses along this section of Commercial Boulevard. We solicited proposals to design this project from two of the firms with landscape architecture expertise that have continuing contracts with the Town – Architectural Alliance and Calvin Giordano. After receipt of their proposals, I visited built examples of both firms’ streetscape work in South Florida.

It is recommended that the design contract be awarded to Architectural Alliance for several reasons:

- the quality and beauty of the streetscape and landscape work they have done elsewhere, and the distinction evident between their various projects.
- the excitement their principal has shown about helping us create a distinctive look at this important entrance to the Town and along the street.
- They indicated in their proposal they can do the design work in 20 weeks (assuming the Town is responsive and doesn’t delay the process unduly), while Calvin Giordano indicated it would take 31 weeks to complete the design.
- They have been very easy to work with in negotiating changes to their proposal and a modification to the scope of services. Architectural Alliance has added to their team a very creative designer whose impressive work I saw in another small seaside town completely captured that town’s identity and will, I believe, do the same for Lauderdale-by-the Sea.
- The fees proposed by Architectural Alliance are slightly less than 14% of the project budget and include design, permitting, assistance in the bidding process and evaluation, and technical assistance in oversight of construction. The norm for projects of this size for such services is 15-18%, so the fees proposed are acceptable.

The fees proposed by the two firms were similar (\$150,178 from Architectural Alliance; \$155,355 for Calvin Giordano) so that was not a factor in my recommendation.

The construction budget for the two block project is estimated to be \$1.1 million, but I noted in the scope of services that the budget could increase if an exceptional Town entry feature(s) was designed that the Town felt was worth an additional expense.



RECOMMENDATION: Approve a Work Authorization in the amount of \$150,178 and grant the Town Manager authority to increase the authorization by up to \$7,500 for unanticipated meetings, costs, etc.

EXHIBITS: Work Authorization Proposal from Architectural Alliance

FISCAL IMPACT AND APPROPRIATION OF FUNDS: \$150,178 from the CIP, Account# 300.576.128.500.629 Design/Permitting

Reviewed by Town Attorney

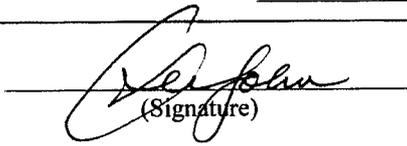
Yes No

Town Manager Initials CA

Using Work Authorization Form Approved by Town Attorney

**TOWN OF LAUDERDALE BY-THE-SEA
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

Contractor: Architectural Alliance			
Contractor's Address: 612 SW 4 th Avenue, Fort Lauderdale, Fl 33315			
Contract No. Agreement Description: Continuing Professional Services Contract for Professional Services for Municipal Construction, Repair & Maintenance Projects		Work Authorization No.: Effective Date _____	
P.O. # For Work Authorization:		Budget \$1,200,000.00	
Brief Task Description: Design and construction drawings for Streetscape Improvements to Commercial Boulevard and adjacent municipal parking areas and municipal rights of way from the eastern boundary of Seagrape Drive to the Intracoastal Waterway Bridge.			
In accordance with the above referenced agreement, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All required services will be completed on or before: <u>See Exhibit "C"</u>			
The total amount or the limiting amount of the compensation will be: <u>\$150,178.00</u> unless additional services are authorized by the Town in writing. Consultant acknowledges that compensation for this project is a not-to exceed lump sum, in the total amount stated below.			
Compensation elements are as follows:			
	Method of Compensation (Lump Sum, Hourly NTE)	Amount (\$)	
TASK 1: CONCEPTUAL DESIGN	Lump Sum	\$27,345.00	
TASK 2: SCHEMATIC DESIGN	Lump Sum	\$32,320.00	
TASK 3: FINAL DESIGN	Lump Sum	\$51,340.00	
TASK 4: PERMITTING & BID PHASE SERVICES	Lump Sum	\$17,870.00	
TASK 5: CONSTRUCTION PHASE SERVICES	Lump Sum	\$19,503.00	
Direct Expenses		\$1,800.00	
Total		\$150,178.00.	
PLEASE NOTE TO ELIMINATE THE DIRECT EXPENSES FROM EXHIBIT D1 AND D2.			
Other Notes: This Work Authorization is subject to the same terms and conditions of the Continuing Professional Services Contract dated <u>August 3, 2011</u> . Please acknowledge receipt of, and agreement with, this Work Authorization by signing and dating and returning three (3) original signed copies to the Town Manager. The Town will send you one fully executed copy.			
Town of Lauderdale by-the-Sea Approval:			
Constance Hoffmann, Town Manager		_____	_____
		(Signature)	(Date)
June White, Town Clerk		_____	_____

(Signature)	(Date)	
If over \$15,000, date this work was approved by the Town Commission on: _____		
Contractor Acceptance: Contractor Name: Hugh Johnson Title: Principal	 _____ (Signature)	<u>2-9-12</u> (Date)

Approved Form HSK 11-8-11

Exhibit D-1 Staff Time Estimate

CONTRACTOR NAME – Architectural Alliance, Inc.

Principal/Landscape Architect- Hugh Johnson	\$110.00	22	22	14	2	5						65	\$7,150
Project Landscape Architect- Manny Madera	\$95.00	25	30	30	10	40						135	\$12,825
Landscape Designer- Brian Kitchens	\$90.00	8	25	35	35	10						113	\$10,170
												0	\$0
												0	\$0
Sub Total (hours)		109	143	143	51	61	0	0	0	0		0	\$0
Surveying													
												0	\$0
												0	\$0
												0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0		0	\$0
Cost per Task (\$)		\$11,455	\$14,780	\$14,580	\$4,760	\$5,910	\$0	\$0	\$0	\$0			\$51,485
Budget \$ per Task		\$11,455	\$14,780	\$14,580	\$4,760	\$5,910	\$0	\$0	\$0	\$0			\$51,485
Subconsultants													
Entry Feature Designer- Laura Fisher Huck													\$12,000
Total Labor and Subconsultants		\$11,455	\$14,780	\$14,580	\$4,760	\$5,910	\$0	\$0	\$0	\$0			\$63,485
Direct Expenses													\$3,174
Work Authorization Total													\$66,659

**Exhibit D-2 Staff Time Estimate
Planning/Irrigation**

Subcontractor-Engineers/Traffic

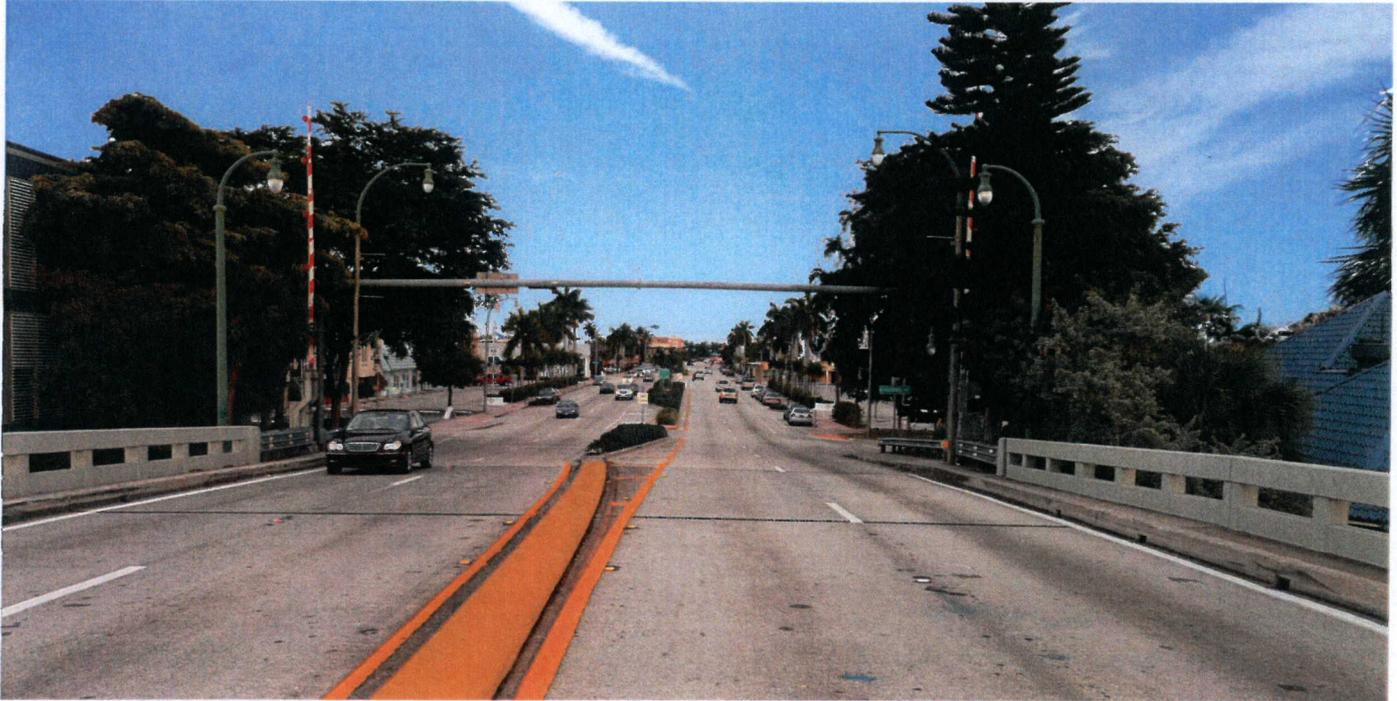
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
Civil Engineering /Structural Engineering												
Principal- Jay Flynn,P.E.	\$195.00	2	2	8	2	4					18	\$3,510
PE Project Manager- Dennis Schultz	\$165.00	20	36	80	40	40					216	\$35,640
CAD/Planning Tech- Damon Ricks	\$107.00			80	40	24					144	\$15,408
											0	\$0
Project Engineer- Murray Bryntesen	\$140.00		2	2	2						6	\$840
Engineer- Kervin Ventura	\$115.00			6		4					10	\$1,150
Draftsman- Argiro Chambers	\$65.00		2	8	2						12	\$780
Sub Total (hours)		22	42	184	86	72	0	0	0	0	406	\$57,328
Electrical Engineering												
Principal Engineer- George San Juan	\$100.00		24	28	8	14					74	\$7,400
											0	\$0
Traffic Planning/ Irrigation												
Principal- Molly Hughes	\$200.00	46	27								73	\$14,600
Division Manager- Todd Mohler	\$105.00			30	6	17					53	\$5,565
Sub Total (hours)		46	51	58	14	31	0	0	0	0	200	\$27,565
Cost per Task (\$)		\$12,890	\$14,540	\$30,760	\$13,110	\$13,593	\$0	\$0	\$0	\$0		\$84,893
Budget \$ per Task		\$12,890	\$14,540	\$30,760	\$13,110	\$13,593	\$0	\$0	\$0	\$0		\$84,893
Subconsultants												
Total Labor and Subconsultants		\$12,890	\$14,540	\$30,760	\$13,110	\$13,593	\$0	\$0	\$0	\$0		\$84,893
Direct Expenses												\$4,245
Work Authorization Total												\$89,138

* Please note to eliminate the Direct Expenses from our total cost.

Consultant acknowledges that compensation for this project is a not-to exceed lump sum, in the amount stated on page 1 of the Work Authorization.

PROPOSAL FOR:

Design and Construction Document Preparation for Streetscape Improvements to Commercial Boulevard and Adjacent Municipal Parking Areas and Rights of Way from the Eastern Boundary of Seagrape Drive to the Intracoastal Bridge



Town of Lauderdale-By-The-Sea



ARCHITECTURAL ALLIANCE



ARCHITECTURAL ALLIANCE

URBAN PLANNING

LANDSCAPE ARCHITECTURE



Connie Hoffman, Town Manager
Town of Lauderdale-by-the-Sea
4501 Ocean Drive
Lauderdale-by-the-Sea, Florida 33308

Dear Ms. Hoffman:

Thank you for the opportunity to propose for the design services to provide a streetscape and improvement plan, construction document preparation, bidding and permitting, and construction administration for Commercial Blvd., the adjacent municipal parking areas, and the Rights Of Way from Seagrape Drive to the Intracoastal Waterway Bridge.

This project is of particular interest to our firm because of the unique design opportunity presented to the Town, the project design team and the community. With the Intracoastal Waterway as the western boundary of the town, the proposed design should create an immediate sense of place as vehicular passengers or pedestrians descend the Intracoastal Commercial Bridge traveling eastbound. The opportunity presented by this "Vista to the Sea" to design a unique beachside hamlet is unlike most municipal streetscape projects.

Due to the Town's ownership of the parking lots adjacent to and fronting the retail shops, the possibilities for progressive design solutions become numerous. We anticipate an end result which not only meets and exceeds the project goals established in the Scope of Services, but establishes Lauderdale-by-the-Sea as one of the most desirable seaside communities on the East Coast.

Our team is made up of local, well established design professionals who often work together on projects throughout Broward County. They are: Hugh Johnson- Principal, Architectural Alliance, Urban Planning, Landscape Architecture. Jay Flynn- Principal, Flynn Engineering, Civil Engineering. Molly Hughes- Principal, Hughes, Hughes, Inc., Traffic Planner. George San Juan- Principal, Delta G Consulting Engineers, Electrical Engineering. Murray Bryntesen-

cont.





cover letter cont.

Principal, Bryntesen Structural Engineers. Todd Mohler- Division Manager, Masuen Consulting, LLC, Irrigation Consultants.

We have reviewed and considered the findings of the University of Miami Urban Design Analysis of the project area and are prepared to respond and explore this design scenario as well as other viable design solutions. I also understand that working with the City Manager, the Commissioners and the public is german to the design process and a key factor to the success of this project.

I have personally worked with every member of the consulting team on a multitude of projects over the past 30 years. We are all long term residents of Fort Lauderdale and all have offices in Fort Lauderdale with the exception of Flynn Engineering, which is located adjacent to the project site on the east side of Commercial Blvd. We know the permitting agency staff at the local level, the Broward County level and the State (FDOT) level. The principals from each consulting team will all be heavily involved with this streetscape project. I will personally be the lead Urban Planner and lead Landscape Architect. We all have a vested interest in making Lauderdale-by-the Sea a memorable, beautiful and exceptionally well planned seaside community.

We are all very excited about the redevelopment of this portion of Commercial Blvd. and the significantly positive impact that it will have on the quality of life of the residents, the experience of visitors, and our entire community.

If you have any questions or comments please contact me at my office, on my cellular phone, or by E-mail.

Very Best Regards,

Hugh Johnson, RLA, LEED AP
Office: (954) 764-8858
Cell: (954) 249-1136
E-mail: hjohnson@archall.net





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COMPANY PROFILE



Formed in 1991, Architectural Alliance, Landscape Division is a mid-sized local Landscape Architectural Practice. Our goal is to bring new developments into diverse urban environments by providing distinctive, high quality design that provides residents with a strong sense of community. We're an energetic firm with an open-minded, friendly and progressive attitude and we service our clients better than or as well as anyone in the market place. The firm is known for being not only responsive, but for the expertise and design talent we bring to the table.

Division, Hugh Johnson, has been a LEED AP since 2006. In recent years, the firm has designed urban streetscape redevelopments in the City of Fort Lauderdale within the Community Redevelopment Agency (CRA) boundaries in the Flagler Village neighborhood. Architectural Alliance

Architectural Alliance Landscape Division is a Fort Lauderdale, Florida, based landscape architecture and urban planning design firm. The company has been established for over 21 years and our work involves municipal, commercial, mixed-use projects, master planning, housing, park projects and marina design. Our offices are located south of the New River in downtown. The partners and our staff are local homeowners, our children attend local schools and we have a keen interest in our community and the future direction of development within South Florida.

The principal in charge of the Landscape Architecture



Flagler Village Streetscape

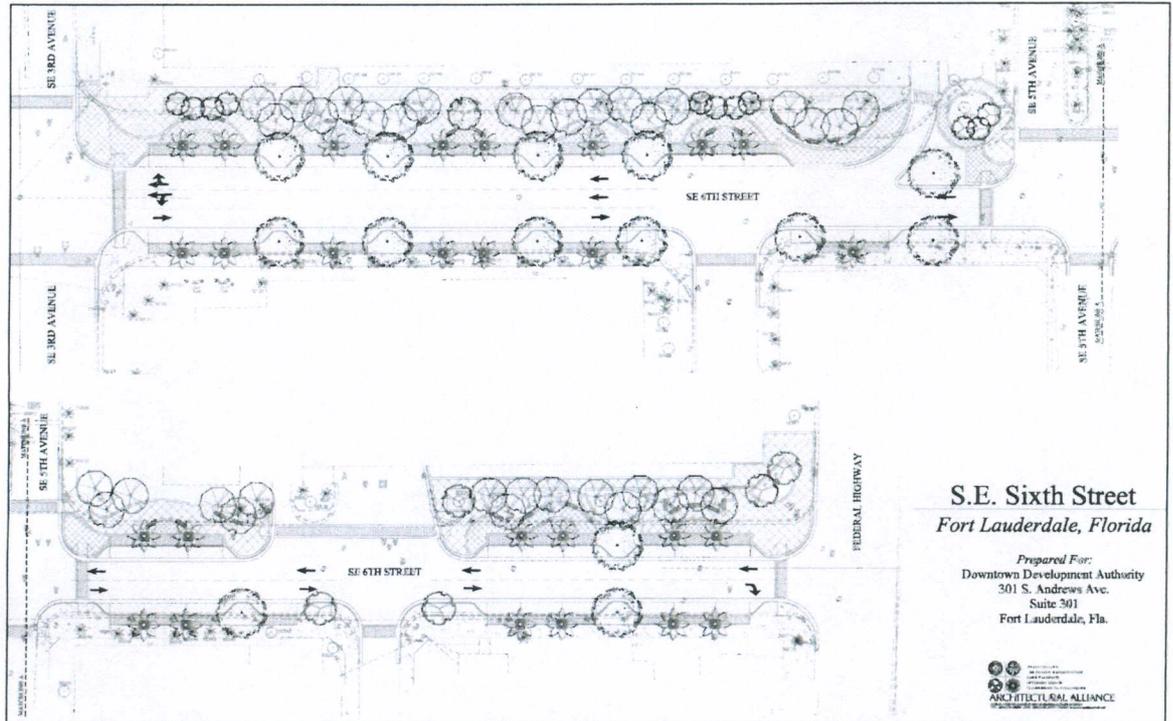


Deerfield Station





COMPANY PROFILE



S.E. Sixth Street

developed the streetscape sections which are being used as the standard for this neighborhood as well as throughout the City. We have also prepared the streetscape plans for target east/west through streets on the north and south sides of the New River for the Downtown Development Authority (DDA). Included in these plans is an urban plaza and promenade adjacent to the Broward County Courthouse Parking Garage.

Architectural Alliance has been a part of the Master Plan design team for Johnson & Wales University for the past 15 years. We have completed 2 streetscape improvement projects on the University Campus. The first is the north/ south collector spine through the center of the campus consisting of vehicular travelways, parallel parking, pedestrian/bicycle

travelways, intersection roundabouts, site furniture, lighting, landscaping and irrigation. On the second project we closed a city block dedicating the street as a pedestrian student plaza which conjoins a series of a student housing facilities. We are currently working on a streetscape



Flagler Village Streetscape



COMPANY PROFILE



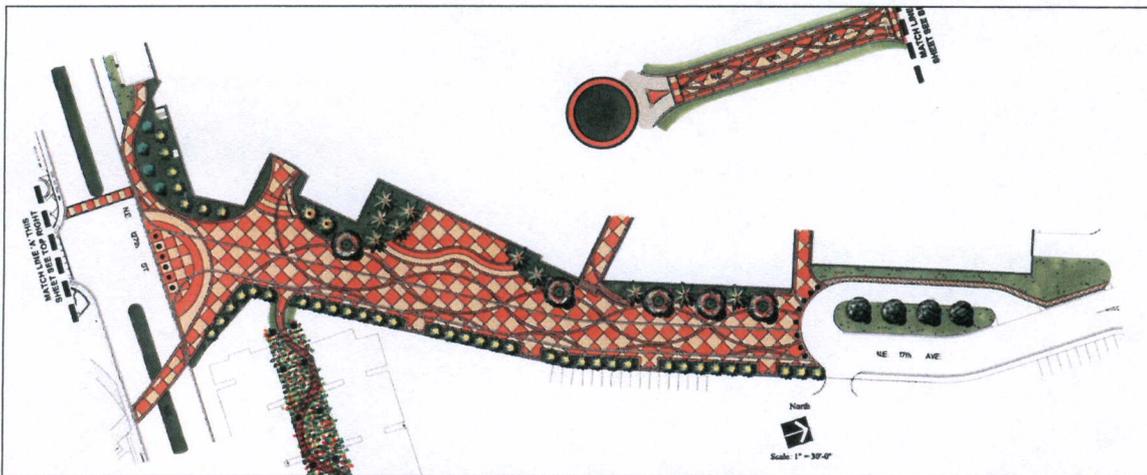
project fronting the Universities' main academic classroom facility.

Architectural Alliance has designed several urban plazas along Brickell Avenue in Miami. Although these projects are on jointly and privately held land, they have relevance to the public and private interface you strive to achieve at your streetscape project. A couple of the plazas are the Espirito Santo Plaza and the 800 Brickell Plaza. Other municipal streetscape improvement projects include a portion of Dixie Highway in Pompano Beach, and a

portion of Hallandale Beach Blvd. in the Town of Pembroke Park.

Architectural Alliance qualifies as a Community Disadvantaged Business Enterprise with Broward County.

Architectural Alliance is guided by a philosophy which dictates working integrally with the client to achieve a superior product, on time and on budget. The firm has a keen awareness of how to balance community needs, client concerns and financial realities to assure success of every project.



University Center Plaza/Johnson & Wales University



N.E. 5th Street/Flagler Village





COMPANY BACKGROUND

HISTORY-SAMPLE PROJECTS

Architectural Alliance was founded in 1991 and has been established in Fort Lauderdale for over 18 years. The partners and staff are local homeowners, our children attend local public schools and we have a keen interest in our community and the future direction of development within our city.

The principal in charge and owner of the Landscape Architectural Division is a Landscape Architect and LEED® AP with over 30 years of experience as a practicing design professional. After 11 years of experience at national design practices in California and Florida, Mr. Johnson formed Architectural Alliance.

Examples of projects in the South Florida region over the past 18 years are many and varied. A list of some of the more notable projects are as follows:

- Broward County Convention Center, Fort Lauderdale, Florida
- Flagler Village Streetscapes, Fort Lauderdale, Florida
- Downtown Streetscape Plans (N.E. 4th Street, N.E. 5th Street, S.E. 6th Street and S.E. 7th Street), DDA Study, Fort Lauderdale, Florida
- Johnson & Wales University Master Plan & Streetscape, North Miami, Florida
- The Wave Transit Plan - North of New River, Fort Lauderdale, Florida
- The Promenade at Coconut Creek, Coconut Creek, Florida
- "One Stop Shop" Redevelopment Plan & Surrounding Streetscape, Fort Lauderdale, Florida
- The Las Olas River House, Fort Lauderdale, Florida



800 Brickell Ave

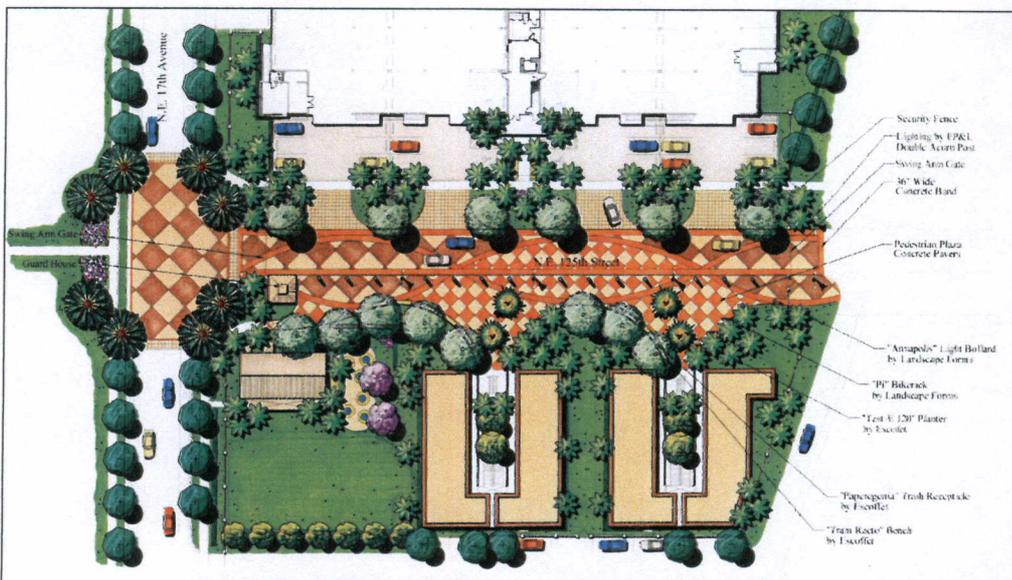


COMPANY BACKGROUND



HISTORY-SAMPLE PROJECTS

- Alexan Solmar, Fort Lauderdale, Florida
- 440 Flagler, Fort Lauderdale, Florida
- Miramar Square, Miramar, Florida
- Valencia Square, Boynton Beach, Florida
- Deerfield Station- TOD District, Deerfield Beach, Florida



N.E. 125th Street Improvements/Johnson & Wales University



London Square



Exhibit A

Name of Project

DESIGN AND CONSTRUCTION DOCUMENT PREPARATION FOR STREETScape & IMPROVEMENTS TO COMMERCIAL BOULEVARD AND ADJACENT MUNICIPAL PARKING AREAS AND RIGHTS OF WAY FROM THE EASTERN BOUNDARY OF SEAGRAPE DRIVE TO THE INTRACOASTAL WATERWAY BRIDGE.

Background Information

The area covered by this scope of services is the western section of the Town of Lauderdale-by-the-Sea's commercial district. The specific boundaries for the streetscape design are Commercial Boulevard from the eastern boundary of Seagrape Drive to end of the Town limits on the Intracoastal Bridge.

Commercial Boulevard in the entire project area is a state road controlled by FDOT. The Town is responsible for the maintenance of the landscape materials in the median islands on Commercial Boulevard.

The Town owns multiple parking areas parallel and perpendicular to Commercial Boulevard in the project area and these areas are to be addressed for aesthetic improvements that fulfill the goals described above in the project design.

The goals of this project are to:

- improve the aesthetic appearance of the street and adjacent Town-owned parking areas;
- design a significant Town entryway feature that reflects the unique qualities and characteristics of the Town;
- create an inviting streetscape that encourages both pedestrians and drivers to visit the retail establishments located on the street and facilitates their ability to do so;
- improve the pedestrian experience and provide features that will attract pedestrians to the project area;
- visually link the commercial areas on the north and south side of Commercial Boulevard and make it easier for pedestrians to cross Commercial Boulevard in the project area;
- create a less suburban and more urban village feel to the street;
- improve access to the businesses located on the street;
- provide a design for way-finding signs and locations for them in the streetscape plan;
- differentiate Lauderdale-by-the Sea from Fort Lauderdale (which is located just across the bridge) through the streetscape design and creative aesthetic treatments.

The anticipated construction budget for this project is \$1.1 - \$1.2 million.

The Town recently commissioned a survey of Commercial Boulevard and the survey will be made available to the Consultant in Auto Cad and PDF formats for use in developing the base maps for the project. The survey includes

1. Horizontal and vertical data on a minimum of 50 foot stations and grade breaks in State Plane Coordinates and current Broward County Vertical Datum.
2. Surface features and limits indicating materials.
3. All above ground utilities and evidence of below ground utilities including main and service lines for potable water and fire hydrants, sanitary sewer manholes, mains and service laterals, storm drainage catch basins, pipes and manholes, traffic signals and related infrastructure including mast arm supports and traffic control boxes, aerial FPL, ATT and Comcast facilities, streetlights, signs and other incidental features. Includes locations of underground utilities as marked by Sunshine One Call for member utilities. Pipe diameter, invert elevation and pipe material, if observable, shall be included. Roadway striping is excluded.
4. Location and species of all trees 3" caliper and greater.

The Town will also provide the following information to the design consultant team:

1. Delineation of Town-owned parking areas that are to be addressed in the design.
2. Maps that show locations of existing sewer mains and lateral stubs in the public rights of way in the area.
3. FP&L component list for street lighting in the project area

SCOPE OF SERVICES

The scope of services includes:

TASK 1: CONCEPTUAL DESIGN

The Consultant shall

- A. Be responsible from getting from FDOT the location of existing storm water drainage systems that serve the state roadway. The Consultant shall also perform necessary field investigations/reconnaissance and review of available records and add any information needed to prepare base maps for use in design.
- B. Meet with the Town Manager to review previous design concepts for area and to discuss the input the Town has received from residents and business owners regarding the goals stated earlier.
- C. Develop a minimum of two preliminary design concepts for the project area.
- D. Hold two public meetings for the purpose of obtaining input from property owners, shop and restaurant operators located in the project area on the preliminary design concepts. (The purpose of holding two meetings is to enable as many stakeholders to attend, not to meet with the same people twice.)
- E. Hold one public meeting for the purpose of obtaining input from the public on the preliminary design concepts.
- F. Meet with the Town Manager to review the input received at those meetings and discuss resolution of conflicting input.
- G. Prepare a refined conceptual design for the project, with supporting illustrations. The refined conceptual design should consist of the following:
 - i. Recommended pedestrian improvements within the ROW throughout the entire project area.
 - ii. A conceptual sub-tropical landscape design that provides shade to pedestrians and creates a distinctive look for this section of Town.
 - iii. Better utilization of the space available in the municipal parking areas to satisfy the goals of the project stated earlier while, at the same time, maintaining adequate parking to serve the businesses.
 - iv. Addresses vehicular access concerns expressed by shop owners.
 - v. Maintain the visibility of the commercial businesses from the street while softening the appearance of the streetscape with landscaping and other aesthetic improvements.
 - vi. Provide a choice of at least two entryway feature design concepts and illustrates the location of that feature.
- H. Present the refined conceptual design at a Town Commission meeting and facilitate obtaining direction from the Commission on the alternatives presented and on addressing any significant stakeholder disagreement with the design concept.

In addition to the meetings detailed above, the consultant shall consult regularly with the Town Manager and other staff members she may include to review progress, design issues, etc.

Deliverables: A conceptual design package (two printed copies) of proposed streetscape improvements, consisting specifically of:

- Supporting typical sections, sketches, illustrations that clearly show the proposed streetscape alternatives mounted on foam core board or other suitable mounting material for presentations.
- A power point presentation of the design concept.
- No fewer than 4 (four) boards with typical sections, sketches, illustrations and images are required, however, a sufficient number of materials must be prepared and submitted that shows various streetscape elements to a sufficient level of detail for observers to get a true sense of how the streetscape will appear.

TASK 2: SCHEMATIC DESIGN

Using feedback from the Town Commission meeting, develop a Schematic Design for the project including:

- Recommend multiple (at least two) paving and hardscape materials options of varying costs and or style for the Town to select from including textures, colors, patterns and various aggregate or decorative materials. Be advised it is the Town's preference to avoid pavers set in sand due to maintenance concerns. Provide samples and/or advise of installed location(s) of the recommended materials/surface treatment in Broward, Palm Beach or Dade Counties. Provide life cycle costs and the benefits of each option.
- Recommend at least three lighting options for the Town to select from including fixtures, photometric, location and design, and provide specifications for the styles recommended being cognizant of energy efficiency and life cycle costs. Provide life cycle costs (in 2012 dollars) and the benefits of each option.
- Recommend at least two site furnishings options including but not limited to benches, trash receptacles, bike racks, etc. that are consistent with the character the Town is seeking and can hold up under the environmental conditions.
- Provide detailed schematics for the location, size and type of landscape materials. Minimize the use of rocks, plastics and sand to reduce heat build-up.
- Design the entryway feature and note its placement in the project area. Provide coordination between artist and entry feature fabricator.
- Prepare a preliminary construction cost estimate.
- Ensure that the recommended design is consistent with the requirements of permitting agencies and local, County, State and Federal agencies and departments that have jurisdiction over the project area. Communicate with such agencies and departments about any features of the design that are not routinely approved or are out of the ordinary (such as an overhead entryway feature that might span Commercial Boulevard).
- Prepare a list of required or expected permits.
- Hold a focus group meeting with the Commercial Boulevard stakeholders to review the schematic design and get their input.
- Meet with the Town Manager and the five Town Commissioners individually to review the proposed schematic design (6 meetings).
- Present the schematic design at a Town Commission meeting and facilitate obtaining direction from the Commission on the plan elements.

Deliverables:

Consultant shall prepare the Schematic Design package with the intent to solicit detailed review and comment from the elected officials, Town Manager, and general public.

- Provide a Schematic Design (two [2] color sets) as described earlier under the conceptual design phase.
- One set shall be mounted on foam core board or other suitable material for presentations.
- Prepare a power point presentation of the schematic design and the various options for lighting, hardscape materials, site furnishings, etc.
- Provide one hardcopy of the construction cost estimate.
- Provide a list of required permits and the likely time frame to receive approvals.

TASK 3: FINAL DESIGN (60%, 90% [for permit] and Bid Drawings)

- A. Submit designs to the Town for review and discussion at the 60% and 90% level.
- B. Prepare full design/construction drawings details and technical specifications for all Streetscape and other improvements needed to construct the project, such as:
 - i. Sidewalk improvements and treatments and other pedestrian improvements
 - ii. Public Plazas or gathering spaces
 - iii. Steps, stairs, ramps, walls and retaining walls
 - iv. Site furnishings
 - v. Exterior lighting, including street lighting, pedestrian lighting and landscape lighting
 - vi. Specialty features such as banners, public art, decorative walls or seating
 - vii. Hardscape/Paving Plans
 - viii. Curbs and paving
 - ix. Stormwater plans for parking areas as needed
 - x. Erosion Control Plan
 - xi. Planting Plans - Quantity, size, and description of the following:
 - a. Trees (including relocation of any existing trees)
 - b. Shrubs and groundcovers
 - c. Soil mixes
 - d. Planting details and specifications
 - e. Landscaped edges and buffers
 - xii. Irrigation Plans (Town to supply source information for irrigation source, i.e., well or Town water source).
 - xiii. The Entryway feature/Coordination with the artist and signage manufacturer.
 - xiv. Provide coordination with signage/ branding consultants for the way-finding signage for the new project area:
 - a. signs that denote the name of the shopping area with an alternate design providing a directory of stores located there ;
 - b. secondary signage that directs visiting motorists to parking; and
 - c. pedestrian-level way-finding signs that show shops' locations with "you are here" information.
 - xv. Provide coordination with the project artist for revisions to design, location of art, and graphic presentation.
 - xvi. Demolition Plan
 - xvii. Construction Phasing Plans
- C. Prepare all permit applications required for approval of the proposed improvements or portions thereof by all appropriate jurisdictional agencies.
- D. Prepare final estimate of quantities and construction cost estimates.
- E. Prepare a narrative detailing recommended minimum contractor qualifications.

Deliverables: Deliverables for the final design/construction plans, specifications and cost estimate (unbound) are as follows:

1. 60%, 90% and final construction plans – one hardcopy full size, one hardcopy half size, and one electronic copy (.pdf format).
2. Technical Specifications – one hardcopy and one electronic copy (.pdf format)
3. Construction Cost Estimate - one hardcopy

The plans and specifications must be detailed and accurate, capable of being permitted and comply with all applicable TOWN Codes, state and federal laws, rules and regulations, and be constructible for approximately the amount of the Town's budget for the project. The design will accomplish the Town's stated goals for the project.

It is possible that the TOWN may submit this project to the MPO, FDOT or other agencies for construction utilizing federal funding. Therefore the design and technical specifications must conform to Federal funding and grant submission guidelines.

TASK 4: PERMITTING & BID PHASE SERVICES

- A. Apply for and obtain all government or agency permits required for the project. (The Town will pay the permit fees).
- B. Attend one pre-bid conference
- B. Prepare responses to questions from possible contractors and issues.
- C. Prepare addenda as appropriate to the bid documents.
- D. Review bids received for the project and make written recommendations to the Town for contract award.

TASK 5: CONSTRUCTION PHASE SERVICES

The Town will employ a Project Manager who will take care of the administrative aspects of construction management for this and other major capital projects the Town is undertaking. However, the design consultant will be expected to provide the following services during the construction phase:

1. Review technical aspects of the Contractor's work for compliance with technical aspects of their contract with the Town. Elements including, but not limited to reviewing the Contractor's schedule for completeness, logic, durations, activity, flow, compliance with milestone dates, concurrency, resource allotment. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, or errors in logic.
2. Perform periodic site visits to determine if the project is being constructed in conformance with the design or approved design modifications.
3. Inform the Town of any observed omissions, substitutions, defects, violation and/or issue of non-compliance and deficiencies noted in the work of the Contractor.
4. Process and respond to contractor's submittals including, but not limited to, requests for information (RFI's), shop drawings and other related project information and submittals.
5. Review, evaluate and provide recommendations regarding contractor's payment applications.
6. Attend meetings with the contractor, Town and other appropriate entities to discuss any disputes, discussions about contractor's non-conformance with their contract or performance deficiencies, requests for modifications, field conditions that require modification of the plans, etc.
7. Modify the design if the Town determines that field conditions found during the construction phase dictate a change.
8. Complete any project certification required by permitting agencies or as appropriate.

Deliverables: Upon completion of project, provide to Town 2 (two) electronic copies and 1 (one) hardcopy of all reports, logs, minutes, correspondence and other information, permits, forms, and data generated for the project.

COMPOSITION OF PROJECT TEAM

The lead consultant shall compose a project team consisting of urban design, landscape architecture, and civil engineering professionals. The licenses and qualifications of the members of the team shall be consistent with the requirements for their respective professions as required by the Town's RFQ # 11-05-02 for Continuing Contracts for Professional Services.

The names of the members of the project team shall be included on Exhibit D-1 under the Personnel Column.

The lead consultant will be required to commit that the personnel and/or principals named in the proposal for both the lead consultant and the sub-consultants shall remain assigned to the project throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the Town Manager will be required for any such diversion or substitution.

COMPENSATION

The proposed compensation for the consultant shall be broken down by Task on page 1 of the Work Authorization Submission and in detail on Exhibit D-1. The Consultant shall fill in the maximum compensation in total and by Task in the section provided on page 1 of the Work Authorization Submission.