



May 29, 2024

Mr. Rick Gierok, PE
Public Works Director
City of Eustis
4 North Grove Street
P.O. Drawer 68
Eustis, FL 32727

Dear Mr. Gierok:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this task order quote to the **City of Eustis** (“Client” or “City”) to provide professional landscape architectural services for the Tranquil Gardens & Estate Plots cemetery improvements. The Task Order will be performed under City Services RFQ#002-18, effective August 1, 2018. Our project understanding, scope of services, schedule, and fees are described below.

PROJECT UNDERSTANDING

It is our understanding the Client would like to progress the schematic design concept for the tranquil garden and estate plot Greenwood Cemetery improvements shown in Exhibit ‘B’, which was reviewed and approved on April 23rd, 2024 for the 100,000 S.F. (2.3 Ac.) site shown in Exhibit ‘A’. The Client has requested to include one (1) presentation to the City to discuss the schematic design for additional comments before progressing into construction documents.

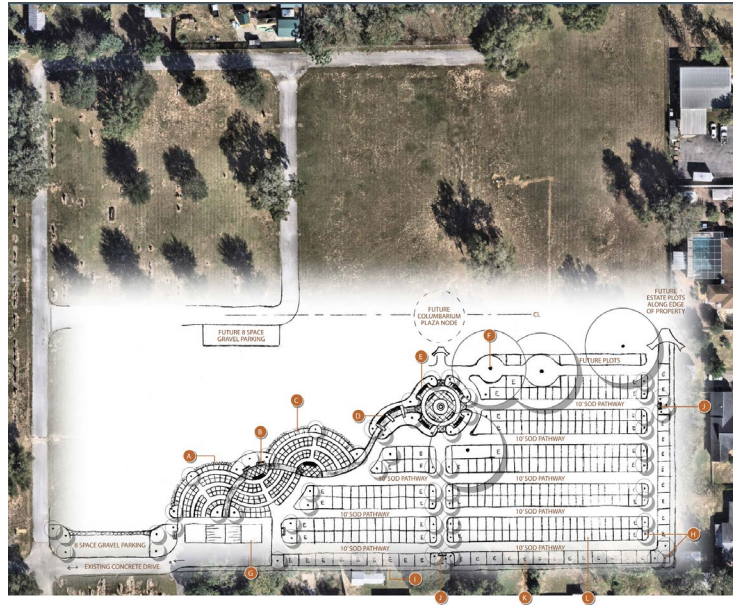
The scope of services will include taking soil borings on-site and developing a topographic survey to be used to develop final Construction Document (CD) package for landscape architectural and civil engineering services. Site elements to be included in the final construction plans are circulation paths, columbarium placement and specification, tranquil garden and estate plot landscaping, a central fountain feature, site furnishing and hardscape paving selection, a trellis feature, data for ‘American Bloom’ requirements and an onsite stormwater management system that will be designed and permitted to comply with the requirements of the St. John’s River Water Management District (SJRWMD) and the City of Eustis, FL.

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Exhibit 'A':



Exhibit 'B'



SCOPE OF SERVICES

Task 1 - Topographic Survey

Kimley-Horn will, through a subconsultant, provide a topographic survey suitable for civil engineering design purpose as follows:

Topographic Survey and stake out 3 soil borings (see Exhibit 'C' below). Data will be collected in NAVD 88. No underground utilities will be located unless evident from above ground observations.

Exhibit 'C'



Task 2 - Geotechnical Borings

Kimley-Horn will, through a subconsultant, provide a geotechnical report suitable for civil engineering design purpose as follows:

Based on input provided by KHA, and our experience with similar projects in the vicinity of the project site, we propose the following field exploration program which is anticipated to be completed with 1 day of on-site after boring layout and utility:

Number of Borings/Type	Planned Boring Depth (feet)	Planned Location ¹
3 Auger	15	Stormwater management areas

1. The planned boring locations are shown on Exhibit 'C'

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map. We can alternatively coordinate with your Project Surveyor to include locations and surface elevations in project information if so requested.

Subsurface Exploration Procedures: Prior to drilling, we will subcontract GPR services in areas of suspected utility conflict. We will advance borings with a truck-mounted drill rig. The machine auger borings will be performed by hydraulically turning a 4 inch diameter continuous flight auger into the ground in 5 foot increments. Additional flights are added until the desired termination depth is achieved. The auger is then extracted without further rotation and representative soil samples are retrieved from the auger. Samples are visually classified in the field and are then packaged and returned to our soils laboratory for further classification and testing.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Property Disturbance: Subconsultant will take reasonable efforts to reduce damage to the property. However, it should be understood that in the normal course of our work some disturbance could occur including rutting of the ground surface and damage to landscaping.

We will backfill borings with auger cuttings and/or bentonite pellets upon completion. Our services do not include repair of the site beyond backfilling our boreholes. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

Safety

Subconsultant is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Subconsultant will comply with local regulations to request a utility location service Sunshine State One Call of Florida (SSOCOF). We will consult with the landowner/client regarding potential utilities or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Subconsultant will not be responsible for damage to private utilities not disclosed to us.

Subconsultant proposes to subcontract with a private utility locating service. Fees associated with this service are included in our Scope of Services.

The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the landowner/client of their responsibilities in identifying private underground utilities.

Site Access: Subconsultant must be granted access to the site by the property owner. Without information to the contrary, we consider acceptance of this proposal as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Our proposed fees do not include time to negotiate and coordinate access with landowners or tenants. Subconsultant will conduct field services during normal business hours (Monday through Friday between 7:00am and 5:00pm). If our exploration must take place over a weekend or at night, please contact us so we can adjust our schedule and fee.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Water content
- Grain size analysis
- Constant head permeability (includes 3 tests)

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the results of our field and laboratory programs, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Estimated seasonal groundwater fluctuations
- Geotechnical engineering stormwater management design parameters (seasonal high groundwater, permeability, porosity, and depth to confining layer)

In addition to an emailed report, your project will also be delivered using our client portal known as Compass. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of the portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we upload a printable version of our completed Geotechnical Engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Task 3 - Stormwater Management System Design

The existing property contains no primary stormwater BMP to provide water treatment (water quality) and/or attenuation (water quantity) for stormwater runoff. Stormwater runoff from the new improvement area will be managed by a proposed onsite stormwater management system that will be designed and permitted to comply with the requirements of the St. John's River Water Management District (SJRWMD) and the City of Eustis, FL. Sufficient water quality (treatment) and water quantity (attenuation) volumes will be provided within the proposed pond, and post-development discharge rates will be designed to be limited to their pre-development conditions.

Based on the project location, it's our understanding the property falls within two (2) special SJRWMD basins: Ocklawaha River Hydrologic Basin and Wekiva Recharge Basin

Further, assuming the property ultimately discharges into Lake Eustis, a nutrient-impaired waterbody, stormwater design shall provide reasonable assurance that the surface water management system will attenuate the post-development discharge of nutrients to at or below pre-development levels.

Special Basin Criteria

- The project site is located within the Ocklawaha River Hydrologic Basin. The applicant shall demonstrate that the proposed stormwater management system meets all conditions for issuance of permits, pursuant to Chapter 62-330 F.A.C. and Section 13.2 A.H. Vol II. More specifically.
- The project is also located within the Wekiva Recharge Protection Basin. The applicant shall demonstrate that the system provides for retention storage of three inches of runoff from all impervious areas proposed to be constructed on Type "A" Soils.

The stormwater management system will be designed based on the parameters provided within the Geotechnical Investigation.

A Drainage Analysis Report and calculations for the stormwater management system will be prepared in support of the applicable permit submittals. The drainage analysis will be performed using ICPR v4.05 to ensure compliance with SJRWMD special basin and Eustis LDC.

Task 4 - Construction Documents

Client has requested a preliminary presentation to the City of Eustis to review the current Schematic Design shown in Exhibit B. Once Client and City approves Schematic Design, Kimley-Horn will provide civil engineering and landscape architectural design services for the preparation of Construction Documents for the cemetery site improvements described within the tasks of this agreement. Kimley-Horn will prepare one (1) set of Construction Documents (CDs) which will include:

Cover Sheet

The cover sheet includes: plan contents, vicinity and aerial maps, legal description and project team identification.

Existing Conditions/Demolition Plan

This plan will include the data provided from the master developers construction documents, as well as any provided Surveyor boundary, topographic, and tree survey. This sheet will indicate and identify the onsite demolition of "existing" infrastructure, including pavement limits, structures, facilities, or other items, required to be cleared, demolished, and/or relocated or removed prior to construction of the proposed site.

Paving, Grading and Drainage Plan

Kimley-Horn shall prepare a plan for the site paving, grading and drainage systems to include: stormwater in accordance with SJRWMD; pipe materials and sizing; grate and invert elevations; surface parking including pavement structural section; subgrade treatment; curbs;

horizontal control; sidewalks; driveway connections; spot elevations and elevation contours; demolition; interfacing from paved surfaces to buildings; and construction details and specifications, and includes erosion and sedimentation control measures.

Note: Structural retaining walls are not included with this scope, and/or are designed and permitted by others.

SWPPP and Erosion Control Notes

In accordance with FDEP and EPA requirements, notes and details for erosion control throughout and around the construction limits of the project will be included. The task includes the development of the Stormwater Pollution Prevention Plan sheet.

Civil Details and Construction Specifications

Kimley-Horn will prepare detail sheets showing the paving, water, sanitary sewer, and erosion control details required for civil site construction. Additionally, Kimley-Horn will prepare the general construction notes and specifications for the site civil portions of the project. These notes and specifications will be included in the civil construction drawings on the plan sheets. Preparation of additional specifications for inclusion into a separate specification book or project manual is not included in this Scope.

Stormwater BMP Details

Kimley-Horn will prepare detail sheets to depict necessary drainage details and pond cross sections.

Landscape Plans, Details, and Specifications

Kimley-Horn will prepare Landscape Plans for the site showing new and existing plant material locations as they relate to the buildings and site elements. Included in these sheets will be a planting schedule specifying recommended plant species size/specifications, details/specifications illustrating recommended installation methods and requirements, and landscaping satisfying American Bloom requirements.

Schematic Irrigation Plan, Details, and Specifications

Kimley-Horn will prepare Design Intent Irrigation Plans for the proposed project suitable for bidding. These plans will be prepared in an effort to comply with the directives of the Client and the landscape and irrigation ordinances for the jurisdiction. The irrigation plans will be prepared upon Client and jurisdiction approval of the 95% landscape construction documents and will illustrate point of connection, meter, and backflow preventer (coordinated with the engineer's utility plan) areas for drip or spray, rain sensor and Controller/Valve locations. The Client is to specify preferred irrigation equipment type (Toro, Hunter, or Rainbird). The Irrigation Plans will accompany the Landscape Plans and will be submitted to City staff for review and consideration for approval. These documents will consist of irrigation details and notes.

Hardscape Plans

Kimley-Horn will prepare plans showing the location of hardscape features such as sidewalks, benches, specialty paving, fences, wayfinding signs, estate plots, columbarium's, one (1) fountain feature, one (1) trellis feature (replicated if requested), and ADA requirements. This does not include Architectural or Structural/Electrical Engineering design of such items.

Hardscape Details

Kimley-Horn will prepare detail sheet(s) for use in the construction of the hardscape and landscape elements for those items shown on the Hardscape Plans.

- Pedestrian and Specialty Paving Details
- Seating Areas (not including structural details)
- Planter Walls (waterproofing by others)
- One (1) Arbors/Trellis (structural footers by others)
- Design intent sections to illustrate key site features
- Cut sheets for special features including a custom trellis and decorative fountain feature (max of one each). Fountain piping and plumbing details by others.
- Fence Details for perimeter security (structural footers by others)
- Pedestrian Gates (if requested)
- Site furnishings included and approved in Exhibit 'B' which may include but not limited to: Bike racks, litter receptacles, benches, picnic tables, and planter pots.

Electrical Plans, Details, and Specifications

Kimley-Horn will prepare plans showing the location and layout of electrical components needed to power site elements such as one (1) fountain feature and an irrigation controller. Additionally, Kimley-Horn will prepare the electrical specifications, cut sheets, and notes electrical equipment needed to power site elements described above. Any additional site elements needing power shall be billed as an additional service.

Deliverables for this task will include one (24"x36") set of reproducible drawings in PDF format to be included as part of the site plan and civil plan permitting submittal.

The effort for this task includes addressing one (1) round of ordinary and reasonable comments from the City of Eustis. Significant site plan revisions after Construction Documentation will be billed as an additional service on an hourly basis according to the rate schedule in effect at the time.

One (1) preliminary presentation on the current Schematic Design (Exhibit 'B') to the City of Eustis prior to the development of the construction document plans described above.

Two (2) client meetings via conference calls are included in this task.

Task 5 - Agency Permitting and Comment Response

Agency Permit Preparation

Kimley-Horn will prepare and submit, on the Owner's behalf, all required permitting packages for review of construction documents and associated documents to obtain the following Agency approvals:

- SJRWMD Environmental Resource Permit (ERP)
- FDEP NPDES NOI Permit

Agency Comment Response

Kimley-Horn will monitor and respond to agency comments, and revise plans and design documents accordingly, to expedite permit issuance. Kimley-Horn will meet with agency Staff members as needed to address and discuss the issued comments.

Responding to requests for additional information beyond what is normal and customary, and responding to permitting issues beyond our control are outside of this scope of services and will be provided, as needed, as an Additional Service only after prior written authorization by Owner. Efforts to respond to issues raised during the permitting process, which cannot currently be anticipated, shall be considered Additional Services.

The Consultant has no control over the actions of jurisdictional agencies and is not a party to agreements between the client and others. Accordingly, professional opinions as to the status of permits and entitlements or the suitability for a specific purpose herein and professional opinions as to the probability and timeframe for approvals are made on the basis of professional experience and available data. The Consultant does not guarantee that the outcome of permits and entitlements or suitability will not vary from its opinions. Because its opinions are based upon limited site investigation and scope of services, the Consultant does not guarantee that all issues affecting the site have been investigated.

Task 6 –Construction Phase Services

Engineering and Landscape Architect construction phase services will be performed in connection with site improvements designed by Kimley-Horn. Based on an assumed two (2) month construction schedule, Kimley-Horn will provide the following services (A through D) during construction, before final certifications are required.

- A. Attend one (1) pre-construction meetings with Contractors and City
- B. Shop drawing review
- C. Respond reasonable contractor's requests for information (RFI's)
- D. Attend one (1) punch-list walk with City

Consultant will provide onsite construction observation services during the construction phase. Consultant will make visits at intervals as directed by Client in order to observe the progress of the work. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the work based on Consultant's exercise of professional judgment.

Kimley-Horn will provide one (1) review "As-built" survey drawings prepared by the Contractor's Registered Land Surveyor, with current registration in the State of Florida, by laying their CAD file over the construction drawings for comparison. Based on these drawings, limited construction observation, and any project testing performed by the contractor, Kimley-Horn will provide the following services (E through F) shown below during the certification phase of this project:

- E. Prepare and submit SJRWMD As-built Certification and Conversion to Operation
- F. Prepare an Engineer's Certification Letter for submittal to the City

The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents. The Consultant is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

ADDITIONAL SERVICES NOT INCLUDED

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional cemetery spaces beyond what was described in project understanding.
- Modifications to illustrative renderings outside the normal design process included above
- Additional Construction Phase Services beyond what was described in project understanding.
- Bidding assistance and contract document preparation
- CSI Formatted written technical specifications
- Structural engineering
- Site planning services
- 3d graphics and renderings

- Project permitting beyond what is described in the tasks above
- Water feature design (selection and product specifications only. Fountain piping and plumbing details by others.)
- Off-site improvements
- Planning assistance for variances, ROW vacates, etc.
- Value engineering
- Additional meetings beyond those listed above

INFORMATION PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Documents/Plans from the City of Eustis included GIS and other DWG /Electronic files to be used for base mapping.

SCHEDULE

Consultant shall provide the services described in the above scope as expeditiously as practical to meet a mutually agreed upon schedule.

FEE AND EXPENSES

Upon authorization, Kimley-Horn will provide the above referenced services for the following Tasks 1-8 for a lump sum plus allowable reimbursable/office expense. Task 9 will be provided on an hourly basis, utilizing our then current standard hourly rates. Any permitting, application and similar project fees will be paid directly by the Client.

Task	Fee
Task 1: Topographic Survey	\$5,000
Task 2: Geotechnical Borings	\$7,000
Task 3: Stormwater Management System Design	\$9,750
Task 4: Construction Drawings	\$40,000
Task 5: Agency Permitting and Comment Response	\$8,500
Task 6: Construction Phase Services	Hourly (Estimated \$7,500)

In addition to the lump sum labor fee, direct reimbursement expenses such as express mail, air travel, out-of-town mileage and other direct expenses shall be reimbursed at 1.15 times cost: All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, plus expenses incurred as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in City Services RFQ#002-18, effective August 1, 2018, which are incorporated by reference.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Raymond Lopez
Project Manager



M. Scott Mingoriet, PLA, AICP
SR VP/Principal