

TASK ORDER No. 4

Dated this day of , 2024

TOWN OF LAKE PARK

CONCEPTUAL DESIGN SERVICES FOR 700/800 BLOCK ALLEYS NORTH OF PARK AVE

PROFESSIONAL SERVICES

This Task Order between the Town of Lake Park, a Florida municipal corporation (“TOWN” or “CLIENT”), and Kimley-Horn and Associates, Inc., a North Carolina Corporation authorized to transact business in Florida (“CONSULTANT”), is pursuant to the Civil Engineering Consulting Services, Continuing Contract, RFQ 113-2023 December 20, 2023 and expiring on December 20, 2026 (“MASTER AGREEMENT”).

PROJECT BACKGROUND

The CLIENT has requested professional design services for the development of public space concepts for a new alley in existing Town easements north of the 700 and 800 blocks of Park Avenue. The space is currently undeveloped and measures 50 feet in width and approximately 1,200 feet in length between 9th Street and 7th Street.

The CLIENT desires to develop additional parking and a drive lane, as well as space for landscape and hardscape treatments. Additional design scenarios will also be explored through the development of concepts.

Concept designs and preliminary opinions of probable cost (OPC) will be developed to aid the CLIENT in planning and budgeting for future improvements.

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT will be as follows:

- CONSULTANT will perform limited utility coordination to determine potential City and franchise utilities within the project limits. CONSULTANT will contact Sunshine 811 for a design ticket and contact utility owners in the area to determine approximate utility locations.
- Base Map Preparation – using available GIS and aerial photography, as well as data provided by the CLIENT, the CONSULTANT will prepare a base map of sufficient detail to prepare conceptual designs. This base map will not be of sufficient detail for future permit or construction documents. CONSULTANT will make one site visit to observe the existing conditions for use in preparing the base map.
- CONSULTANT will prepare up to three initial concepts depicting alley configurations for review by the CLIENT. Concepts will be prepared in AutoCAD, to scale, over the project base map, and be presented as black and white line drawings with limited color. Inspiration image exhibits will be prepared in support of design recommendations.

- CONSULTANT will attend one meeting with the CLIENT to present the initial concepts and receive feedback.
- CONSULTANT will prepare one revised draft concept, incorporating CLIENT comments, selecting elements of the initial concepts for further development into a draft concept. The draft concept will be prepared as a plan drawing with limited color.
- CONSULTANT will prepare an Opinion of Probable Cost (OPC) for the draft concept.
The CONSULTANT has no control over the cost of labor, materials, equipment, or over a Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to CONSULTANT at this time and represent only the CONSULTANT'S judgment as a design professional familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.
- CONSULTANT will attend one meeting with the CLIENT to present the draft concept and draft OPC to receive CLIENT feedback.
- CONSULTANT will prepare the final concept, incorporating CLIENT comments. The final concept will be prepared as a plan drawing with color. A final OPC will be prepared to incorporate elements depicted in the final concept.

PROJECT ASSUMPTIONS

The Task Order scope of services assumes the following:

- CLIENT will furnish as built drawings, record drawings of the existing utilities, site survey or any other available information for CONSULTANT'S use in producing a base map.
- If a site survey does not exist for the property, Consultant will prepare a base map using available data and the CLIENT-requested data noted above, along with available aerial photography and GIS property data.
- Engineering and/or landscape architectural services to produce construction documents are not included in this scope.
- 3D renderings or rendered photo-simulation images of design recommendations are not anticipated to be required. Those services are excluded from this scope.
- Undergrounding overhead utilities is not anticipated. Specific planning and budgeting for undergrounding the overhead utilities within the project limits (or beyond) may require additional effort. A limited, per-linear foot order of magnitude cost can be identified as a part of the preparation of opinions of probable cost. Services related to detailed planning for undergrounding utilities are excluded from this scope.
- Presentations to Town Council or public meetings are not included in this scope.

ADDITIONAL SERVICES

If authorized in writing by the TOWN, as an amendment to this Task Order, the CONSULTANT will furnish, or obtain, Additional Services of the types listed in the MASTER AGREEMENT. The TOWN, as indicated in the MASTER AGREEMENT, will pay for these services.

- Professional survey services

- Preparation of bid, construction, or permit drawings
- Bid phase services
- Construction phase services
- Public meeting attendance or leading a public involvement effort
- Attendance at Town Council meetings or related hearings
- Development of 3D or photo-simulation renderings

PERFORMANCE SCHEDULE

This Task Order is anticipated to be completed within 8 weeks from written Notice to Proceed.

METHOD OF COMPENSATION

CONSULTANT will perform the services described above on a labor fee plus expense basis with the maximum labor fee shown below.

Maximum Labor Fee	\$19,315.28
Estimated Expenses	\$ 500.00
Total Maximum Fee	<u>\$ 19,815.28</u>

CONSULTANT will not exceed the total maximum labor fee shown without authorization from the CLIENT. Individual task amounts are provided for budgeting purposes only. CONSULTANT reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. Direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the CLIENT request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the CLIENT.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

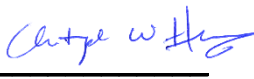
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We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed: 
Jonathan D. Haigh
Title: Project Manager

Signed: 
Christopher W. Heggen
Title: Vice President

TOWN OF LAKE PARK
By: _____

(Date)

(Print or Type Name)
Title: _____
(Member or Manager, as authorized)

(Email Address)

_____, Witness

Exhibit A – Work Break Down Fee Schedule

Project: Alley Concepts								
Client: Town of Lake Park								
Estimator: Jonathan Haigh								
Category	Principal in Charge	Senior Professional	Professional 2	Professional 1	Analyst	Admin / Clerical	Total Hours	Total
Contract Rate	\$ 118.56	\$ 93.28	\$ 63.38	\$ 55.49	\$ 35.83	\$ 33.56		
Task 1 Prioritization and Recommendations								
Prepare Base Map		0			6		6	\$214.98
Develop initial concepts		6		3	30	1	40	\$1,834.61
Initial Concept Meeting		2			2			\$258.22
Draft Concept and OPC Development		6		3	22	1	32	\$1,547.97
Draft Concept Meeting		2			2		4	\$258.22
Final Concept and OPC refinement		6		3	18	1	28	\$1,404.65
Hours	0	22	0	9	80	3	114	
Fee	\$0	\$2,052	\$0	\$499	\$2,866	\$101		
							Sub-Total	\$5,518.65
							Expenses	\$500.00
							Multiplier	3.50
							Total	\$19,815.28