



INDIVIDUAL PROJECT ORDER NUMBER 02

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and Levy County (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated December 8, 2020, which is incorporated herein by reference.

Identification of Project:

Project Name: Levy County Government Center Park Schematic Design
KH Project Manager: Elisabeth Manley
Date: May 2, 2023

Project Understanding

Levy County wishes to create a new community park in the 3.2-acre undeveloped parcel northwest of and across from the County Government Center's main entry (tax parcel no. 0650200100). The intent of the park is to offer an inviting place for folks waiting for family and friends doing business in the Government Center, for residents in general, and for staff. Park is envisioned to be used for daily community use as well as special events such as 'County Day' expo of County Depts. and Services, art festivals, movies on the lawn, concerts, etc. General program discussed at the scoping meeting included a central green space surrounded by a wide loop walk framed by the existing large Live Oaks, plaza for a portable stage or portable movie screen toward bottom of hill and within loop walk, mile markers along loop walk, connections if appropriate to the cemetery, a playground, a strong pedestrian connection to the front entry of the Government Center, and expanded parking for staff that could be used for food trucks or the public parking during events or on weekends.

Landscape architectural services needed for this project include schematic design for the community park. It is understood that survey information is not available. As such, a recent aerial supplemented with field measurements will serve as the basis of design.

The deliverables of the following scope will be a rendered schematic plan that can be used for grant applications, budgeting, and as the basis for future scoping of construction document preparation and permitting. Preparation of technical or biddable documents or permitting documents are not included below but could be provided as additional services if desired and following completion of the following scope.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1: Community Park Schematic Design

- a. Coordinate a kick-off meeting with the Client, on site, to further discuss vision and program. Immediately following this meeting, conduct one site visit to inventory and measure field conditions in order to prepare a base map for design. Analyze existing conditions.
- b. Prepare a concept plan based on above. Plan to be a black and white working drawing, to scale and labeled. Provide comparable images of proposed improvements.
- c. Prepare an opinion of probable construction cost estimate (OPCC) of proposed improvements for the purposes of establishing a future design and construction budget for the project. Please note that the Consultant 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 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.
- d. Meet with the Client on site to discuss the draft plan and gain input.
- e. Revise to a draft schematic plan based on input. Prepare the presentation plan, to be a rendered drawing, to scale and labeled, with associated comparable images to assist in illustrating design intent. Update the OPCC.
- f. Prepare and give one presentation of the schematic plan, in person and to whom the Client determines, in order to gain input.
- g. Meet with the Client virtually to discuss input and determine direction for plan revisions. Identify proposed phasing, if applicable. Discuss a design implementation strategy regarding preparing permitting and construction documents as general recommendations for future scope. Revise design to the final schematic plan based on input above. Update plan drawing, comparable images, and OPCC.

Task 2: Funding Opportunity Identification/Funding Opportunity Matrix

It is understood that the identification of a potential grant, funding, and/or loan opportunity may come from the Client or from Kimley-Horn. Kimley-Horn will perform the following:

- a. Within the kick-off meeting of Task 1, also discuss estimated project budget and associated timelines.
- b. Conduct a high-level grant, funding, and loan search of Federal, State, Municipal, or other non-governmental sources that suit the Client's project profile.

- c. Prepare a Funding Opportunity Matrix that includes identified funding opportunities (program and source), critical dates, local match requirements, program priority summary, and eligibility.
- d. Schedule one (1) virtual meeting with the Client to review our findings, associated specifics, deadlines, and suggested actions.
- e. Make one (1) revision to the Funding Opportunity Matrix and provide Final Funding Opportunity Matrix to the Client.

Task 3: Miscellaneous Design-Phase Services

- a. Perform services as requested and approved by the Client that are outside of the above Scope of Services but could become needed throughout the duration of the Project. These services will be performed on an hourly labor fee plus expense basis. Requests by electronic mail shall be considered authorization to proceed with services under this task. These services may include additional meetings, presentations, site reviews, or other such related tasks to the above scope.

Additional Services

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:

- 1. Technical, construction and permitting documents for the park site
- 2. Bidding or construction phase services

Schedule

Services will be provided as expeditiously as practicable. A schedule will be prepared prior to and discussed at the kickoff meeting.

Terms of compensation

Kimley-Horn will perform the services in Tasks 1 and 3 for the total lump sum labor fee below. Individual task amounts are informational only. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1: Community Park Schematic Design.....	\$ 16,800.00
Task 3: Funding Opportunity Identification/Funding Opportunity Matrix.....	<u>\$ 4,000.00</u>
Lump Sum Total	\$ 20,800.00



Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred.

Kimley-Horn will perform the services in Task 2 on a labor fee plus expense basis with the maximum labor fee shown below.

Task 2: Miscellaneous Design-Phase Services.....\$ 3,700.00

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn 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. As to these tasks, 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.

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

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

LEVY COUNTY

Signed: 

SIGNED: _____

Printed Name: Chris Towne, PE

Title: Assistant Secretary

PRINTED NAME: _____

Signed: 

TITLE: _____

Printed Name: C. Elisabeth Manley, PLA

DATE: _____

Title: Project Manager