



Halff Associates, Inc.
Agreement for Continuing Contract for Professional Design Services
Task Order #1

Ms. Megan Wepfer, Public Works Director
Public Works Department
City of Madeira Beach
300 Municipal Drive
Madeira Beach, Florida 33708
mwepfer@madeirabeachfl.gov

March 16, 2023
038545.001

RE: Landscape Architecture Services for Boca Ciega Ave Pocket Parks

Site Location

County: Pinellas County State: Florida
Latitude: 27°47'30.19"N Longitude: 82°47'11.04"W

Dear Ms. Wepfer:

Absent a fully executed form of contract to contrary, once signed by you or your authorized representative, this Task Order ("the Agreement") shall, for all purposes, constitute a binding contract upon City of Madeira Beach, (CITY) and CONSULTANT. This agreement will comply with terms and conditions of the general services agreement executed between City of Madeira Beach and Halff dated June 24, 2020. In addition, once signed by you or your authorized representative, this Agreement shall serve as the Notice to Proceed with the work identified herein.

ABBREVIATED PROJECT DESCRIPTION

The CITY has requested Halff to prepare plans in sufficient detail for construction for the enhancement of five (5) pocket parks along Boca Ciega Ave at the following intersections: 135th Ave E, 134 Ave E, 132nd E (north), 131st Ave E, and 132nd Ave E (south). It is Halff's understanding that the CITY does not desire all five (5) parks to be designed exactly the same; however, the designs should demonstrate a cohesive theme. The design for each of the five (5) parks will include sod, raised planter area, pavers, irrigation (if water source is available, reclaimed source is assumed), and restricted access into parks (using bollards, picket fencing, etc.), as well as site furnishings (i.e. bench, waste receptacle, and dog station kiosk) as an alternative bid.

Project locations are shown on Attachment A.

SCOPE/INTENT AND EXTENT OF SERVICES

1. Survey

- A. Boundary/Topographic Survey of (5) pocket parks designated as 135th Avenue E, 134th Avenue E, 132nd Avenue E (north), 131st Avenue E, and 132nd Ave E (south) as shown on Attachment A.
- B. Includes topographic locations to the center of the existing road, 5' overlap onto adjacent parcels, trees 2" diameter and larger, visible above ground utilities, and accessible inverts. Each 5 sites will have individual surveys.
- C. Elevations to determined from published government benchmarks through differential GPS methods. Expected accuracy within 0.05'.
- D. Deliverables to include CAD file in 2023 format. Plot any easements supplied by the CLIENT and five (5) certified copies of the map of survey and signed certification.

2. Inventory and Analysis

- A. Prior to commencing design, Halff will conduct a thorough site inspection to evaluate and observe the existing conditions of the site. Conditions will be analyzed for incorporation into project objectives, budgets, etc. The plans will include plant and hardscape demolition/preservation plans.

3. Conceptual Landscape/Hardscape Plans

- A. Halff will develop (1) conceptual plan view design solutions for each of the five (5) pocket parks with supplementary graphics as needed, at a reasonable scale, and in sufficient detail to convey design intent, including but not limited to:
 - i. Site furnishings such as benches, waste receptacles, and dog station kiosk.
 - ii. Parking where applicable through client coordination.
 - iii. Landscape conceptual design including suggested species and general arrangement.
 - iv. Prepare one (1) planting palette imagery board to convey theme and intent.
 - v. Specialty paving, raised planter areas, kayak launch (if feasible), and limiting park access to pedestrians through the use of bollards and/or fencing where necessary.
 - vi. Prepare a Preliminary Opinion of Probable Construction Costs (POPCC) for each pocket park. These POPCC's are for discussion purposes only.
- B. As part of these design efforts, Halff does not intend to reconfigure existing utilities or roadway. Design will be limited to within the existing permeable areas only.

- C. Based on CITY coordination, Halff will refine the concepts once and will be used as a basis for final construction plans. Any additional refinement of the concept plans will be billed hourly as Client Coordination, Task 10.

4. Final Landscape/Hardscape/Irrigation Plans

- A. Halff will prepare final plans and construction details in compliance with the City Land Development Code. These documents will also depict schedules, notes, and details sufficient for the construction of the enhancements depicted in the refined concepts. Any subconsultant professional fees, not expressly identified within this agreement, are not included in this contract and shall be billed directly to the City.
- B. Coordinate, as required, with local agency staff during the review/approval process and address comments for clarification and/or provide additional information. Resubmit for approval based on the comments and additional information requests from the staff.
- C. It is Halff's understanding that there reclaim available at each park, irrigation shall be limited to bubblers for proposed trees and drip or spray irrigation for proposed shrubs and groundcover. Halff will design an automatic time-activated irrigation system with distribution piping, all lateral piping, control valves and sprinklers for 100% coverage of proposed landscape improvements. Meters, permits, and applications required for irrigation system shall be the responsibility of the contractor.

5. Bid Services

- A. Halff will provide limited bid phase services related to the Final Construction Documents as prepared in this scope. It is understood that all five (5) parks will be bid for construction simultaneously and will include an alternative bid for site furnishings.
- B. Halff will communicate with the interested bidders/parties during the time period between contract advertisement and bid submission.
- C. Halff will assist the CLIENT in preparing the required advertisement for bids, attending the bid opening, reviewing bids, preparing ad bid tabulation, and making recommendations regarding the award of the construction contract.

6. Construction Observation

- A. Halff will provide limited construction observation for the construction of improvements. Construction phase services will be billed hourly with an anticipated fee shown in the schedule below.

- B. Halff will attend a pre-construction meeting, review shop drawings, and material submittals including irrigation design. Halff will visit the site once, if requested by the CLIENT, to confirm work is constructed in accordance with the construction plans. Once construction is substantially complete, Halff will create a final punch list of items for the contractor to complete prior to close out.

7. Subconsultant Coordination

- A. Halff will coordinate the use of subconsultants based on project design and need. This coordination shall be billed hourly. This phase shall include coordination with Bullseye (survey), and any additional subcontractors that may be required.

8. Client Coordination

- A. Halff will coordinate with City Staff as directed by the CLIENT on project design and need. This coordination shall be billed hourly.

Deliverables:

One (1) PDF electronic copy will be provided at each submittal. The final submittal documents will be signed and sealed. An OPCC will be provided along with the Final Plan Submittal. The CADD file of the plans will also be provided with the Final Plan Submittal.

Schedule:

Upon receipt of a fully executed copy of this Agreement, Halff shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder

Fee

The fee breakdown for developing the project is as follows:

Task	Description	Cost
1	Survey (By Subconsultant)	\$7,400.00
2	Inventory and Analysis	\$735.00
3	Conceptual Landscape/Hardscape Plans	\$3,000.00
4	Final Landscape/Hardscape/Irrigation Plans	\$4,600.00
5	Bid Services	\$750.00
6	Construction Observation (Hourly, Anticipated Fee Shown)	\$1,000.00
7	Subconsultant Coordination (Hourly, Anticipated Fee Shown)	\$500.00
8	Client Coordination (Hourly, Anticipated Fee Shown)	\$800.00
	Subtotal	\$18,785.00
	Reimbursable Fees	\$500.00
	Total	\$19,285.00

Notes:

- 1. The proposed fees are only valid if this Agreement is signed by both parties within 30 days from the date of transmittal and all work is authorized within 90 days.*
- 2. Fees depicted as "Hourly" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis in accordance with the attached Standard Rate Schedule.*
- 3. Items indicated as "If Necessary" are phases that may be omitted based upon the CLIENT and/or agency.*

Approved:

 Laura Duplain, PLA Date
 Senior Project Manager
 Halff Associates, Inc.

 Martin Steffen, PLA Date
 P|LA Team Leader
 Halff Associates, Inc.

Approved:

Signature: _____

Name: _____

Title: _____

Date: _____

Client: **CITY OF MADEIRA BEACH**

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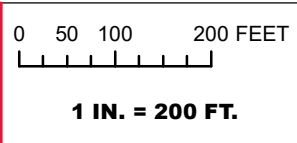
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Location Map



38545.001
Pocket Parks