



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

February 10, 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. Additionally Halff will evaluate the feasibility of possible kayak launches to be designed and permitted at two locations chosen by the City.

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. Kayak Launch Feasibility Study

- A. It is Halff's understanding that the CLIENT would like to provide floating kayak launch area within (2) parks located at 135th Ave E and 132nd Ave E (south). The kayak launch shall consist of floating components such as aluminium gangway, interlinked dock floating sections which will not require any dredging or piling within the water.
- B. Preliminary Aquatic Resource Survey
- C. Halff will set up a meeting, if necessary, with Pinellas County Water Navigation Authority, Army Corps of Engineering and/or SWFWMD prior to permitting for kayak launch.

5. Kayak Launch Permitting (as needed)

A. ENVIRONMENTAL SITE EVALUATION

Halff biologists will conduct a field review of the project site for the purpose of evaluating and mapping the onsite habitat conditions and the potential occurrence of any species considered Endangered, Threatened, or of Special Concern by the Florida Fish and Wildlife Conservation Commission (FWC) under Chapter 58A-27.003-005 F.A.C. or the US Fish and Wildlife Service (USFWS) under C.F.R. 17.11-12. Specific tasks included with this effort are as follows:

1. Review the project area to map and assess the extent and condition of the onsite habitats. Each habitat type will be mapped using the Florida Land Use, Cover, and Forms Classification System (FLUCFCS: Florida Department of Transportation, 1999).
2. Conduct a field survey to qualitatively document the presence / absence, relative cover and abundance of submerged aquatic resources including benthic habitat considered essential fish habitat (EFH), seagrass, macroalgae, and fish. Transects will be stationed from the shoreline out to varying distances waterward of the proposed structure. The field survey will record resource locations and abundance to document habitat types and where possible, the general condition or apparent health of the organisms will be noted. The field survey will include the following:
 - i. Seagrasses and other submerged aquatic vegetation.
 - ii. Emergent vegetation (mangroves)

- iii. Native shoreline (riparian) vegetation
 - iv. Oyster beds
 - v. Man-made materials serving as aquatic habitat (e.g., rip-rap, concrete pilings, etc.)
 - vi. Listed wildlife, including manatees, dolphins, and selected shorebirds
 - vii. Non-listed fish and wildlife which appear to be common or abundant in the project area.
3. Conduct meandering pedestrian transect surveys for listed species on the project site. All habitats within the project boundary will be surveyed in general accordance with the Florida Wildlife Conservation Guide (2011) as developed by the USFWS, FWC, and FNAI.
 4. Upon completion of field data collection effort, a brief report that summarizes the findings of the site evaluation will be prepared for use in support of the permitting effort. The report will include one or more maps of the project area indicating the location and extent of identified resources. The report will discuss the types of resources located and, their general ecological condition and include representative photos of each habitat type encountered. The report will also note any observations of protected or common wildlife at the site.

B. SWFWMD ENVIRONMENTAL RESOURCE PERMIT (ERP)

1. Prepare wetland assessments utilizing the Uniform Mitigation Assessment Methodology (UMAM) and an environmental narrative to support the ERP application submittal. The narrative will include a detailed discussion of the project site plan, assessments of the upland and wetland habitats and any needed wetland impact areas, and efforts to demonstrate elimination and reduction of wetland impacts. The narrative will also include maps depicting the project environmental conditions and the project wetland impacts based on site plan information.
2. Assist in the preparation and submittal of an ERP application which will include wetland assessments and supporting environmental narrative.
3. If required, schedule and attend a maximum of one (1) field meeting with representatives of SWFWMD to review the condition of wetlands proposed to be impacted and the associated UMAM assessment to negotiate the appropriate wetland compensation, if required.
4. Respond to two (2) requests for additional information from SWFWMD regarding the ERP application prepared and submitted pursuant to this Task.

5. As a part of the application review, the SWFWMD will solicit comments from FWC. Halff will respond to one (1) sufficiency response from this agency in support of the application. Note that this task assumes that no additional research, field data collection/surveys, or project meetings will be required to address any received comments.

C. PINELLAS COUNTY WATER AND NAVIGATION AUTHORITY PERMITTING ASSISTANCE

1. Prepare a Dredge and Fill Permit Application package for submission to the PCWNA. This package will contain permit drawings and components of the SWFWMD environmental narrative report, but will be sufficiently customized to provide the justification for wetland impacts and demonstration of avoidance/minimization of natural resources.
2. Schedule and attend a maximum of one (1) field meeting with representatives of PCWNA to review the condition of project site.
3. Respond to a maximum of two (2) requests for additional information from the PCWNA regarding the application.

D. US ARMY CORPS OF ENGINEERS (ACOE) NATIONWIDE PERMIT (if required)

This task assumes any impacts to Waters of the United States (WOTUS) will be less than 0.5-acre and will qualify for a 404 General Permit. If impacts to WOTUS are greater than 0.5-acre, then an Individual Permit will be required which would be addressed as an amendment to the contract.

1. Complete a wetland functional assessment on each wetland proposed to be impacted by utilizing baseline data and UMAM to estimate the importance of affected wetlands to the surrounding ecological community and the potential effects of the project on wetland functions to determine the significance of impact on each wetland so that mitigation amounts, if required, may be evaluated. Note this task assumes the submitted construction plans will be sufficient for the application review and impact-specific exhibits will not be required. Any additional 404 wetland impact exhibits will be addressed as a contract amendment.
2. Assist and coordinate in the preparation and submittal of an NWP application which will include wetland assessments and supporting environmental narrative. The narrative will include a detailed discussion of the project site plan, assessments of the upland and wetland habitats and wetland impact areas, and efforts to demonstrate avoidance and minimization of wetland impacts. This narrative will also include a discussion of the proposed wetland compensation and the results of the UMAM to demonstrate adequate compensatory mitigation if required.
3. Schedule and attend a maximum of one (1) field meeting with representatives of the ACOE to review the condition of wetlands proposed to be impacted.

4. Respond to two (2) sufficiency responses from the ACOE regarding the application.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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	Kayak Launch Feasibility	\$1,850.00
5	Kayak Launch Permitting (If needed)	\$33,000.00
6	Final Landscape/Hardscape/Irrigation Plans	\$4,600.00
7	Bid Services	\$750.00
8	Construction Observation (Hourly, Anticipated Fee Shown)	\$1,000.00
9	Subconsultant Coordination (Hourly, Anticipated Fee Shown)	\$500.00
10	Client Coordination (Hourly, Anticipated Fee Shown)	\$800.00
	Subtotal	\$53,635.00
	Reimbursable Fees	\$500.00
	Total	\$54,135.00

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

ATTACHMENT A

135th Ave E
Sheet 1

134th Ave E
Sheet 2

133rd Ave E
Sheet 3

132nd Ave E - North
Sheet 4

132nd Ave E - South
Sheet 6

131st Ave E
Sheet 5

Legend



Pocket Park Location



Parcel Boundary

Printing Date: 1/3/2023 3:49:01 PM
File: A:\38000a\38545\001\GIS\MXD\20230103-LocationMap-8x11.mxd

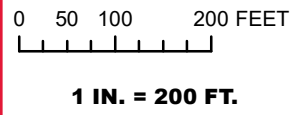
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1000 N. Ashley Drive,
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Location Map



38545.001
Pocket Parks