

July 2, 2019

Ed De La Vega, General Services Director
Village of Wellington
12300 Forest Hill Boulevard
Wellington, FL 33414



**RE: VILLAGE OF WELLINGTON TOWN CENTER
MASTER PLAN
UDKS REF. #18-043.001**

Urban Planning and Design
Landscape Architecture
Communication Graphics

Dear Mr. De La Vega:

This proposal is submitted by **URBAN DESIGN KILDAY STUDIOS**, hereinafter referred to as the "**Consultant**" to **THE VILLAGE OF WELLINGTON**, hereinafter referred to as the "**Client**". This proposal is for those services that the Consultant, and other professionals retained by the Consultant for this project on Client's behalf and known as the "**Consultant Team**", will provide to perform the scope of services anticipated in the Request for Qualifications for Consulting Services for the Town Center Project RFQ #201906. The site is a ± 23-acre parcel located in the Village of Wellington on the west side of Forest Hill Boulevard, and west of its intersection with South Shore Boulevard. It is our understanding that the Village desires to develop a Master Plan for this site reflecting the community's input on program and design, and addressing phasing for future improvements.

In order to address the areas of review, outreach and design requested by the Village, UDKS has assembled a Consultant Team in response to the RFQ to assist in this project. These firms include:

- Stantec
- LEO A DALY

The Consultant Team will begin the project with the Site Assessment Phase by conducting a Site Evaluation, Inventory and Analysis, starting with a kick-off meeting with all Consultant Team members and Village Staff that will include a summary of the initial Master Planning efforts and an update on any new considerations. The Consultant Team will also meet one-on-one with Village Council members to discuss the prior efforts and plans. The Consultant Team will also review the design of the boardwalk/waterfront improvements developed by Simmons & White to provide feedback regarding the integration of that project with the future Town Center Master Plan. The Consultant Team will visit the project site to inventory, document and analyze the existing conditions of the Town Center and the adjacent properties, and compile base information for the site.

Concurrent with the site evaluation, the Consultant Team will prepare a Targeted Public Outreach Program to review design concepts with the adjacent property owners and project site user groups. This will include reviewing the results from the initial Village workshops and charrettes, and implementing a

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LCC35

webpage to advise and engage the community. In addition, the Consultant Team will facilitate a meeting with specific stakeholder groups to gather their further input. Invited groups would include:

- Wellington Chamber of Commerce
- Lake Wellington Professional Center tenants
- Parks and Recreation Master Plan Consultant
- Adjacent Residential Communities – Mayfair and Wellington Commons
- Aquatic Facility Users
- Private Sector Property Owners – Regency Shopping Center (Publix), Chancellor Office Park (Shapiro Pertnoy), PNC Bank, and the Mall at Wellington Green (Starwood)
- Village Parks and Rec and Special Events Staff

To implement this outreach program, it is envisioned that one (1) work session with the above groups would be scheduled to solicit further input on the conceptual master plan options. A public workshop would also be held that would allow for public review and comment. All meeting and workshop discussions will be documented.

Using the data and information gleaned from the previous work efforts to analyze development issues related to drainage, transportation improvements, roadway design, and opportunities for programming expansion on and off-site, the Consultant Team will initiate the Data Collection and Program Analysis effort. The Consultant Team will evaluate elements such as expanded programming, parking alternatives, vehicular and pedestrian mobility and circulation patterns; identify potential uses that may create an opportunity for cost recovery and work with Village Staff on estimated revenues; and identify compatible uses and development opportunities for adjacent commercial properties based on the input and level of participation from these property owners.

The Site Assessment deliverables will include a summary of the existing site conditions and constraints associated with the Town Center Site, a summary of the public input effort, and a summary of the data collection and recommendations.

Based on the findings from the Site Assessment Phase and feedback from Village Officials and Staff, the Consultant Team will begin the Master Planning Phase by refining the development program for the Town Center. The Consultant Team will refine the previously designed four (4) conceptual master plans to incorporate the desired program and amenities on site. These plans will illustrate:

- Roadway alignments and cross sections
- On and off-site circulation that integrates access and connectivity to adjacent properties
- Alternative parking designs
- Site programming – green space, event space, water features, etc.
- Perimeter treatments/buffers
- Strategy for phasing of improvements

Once these concept plans have been refined, the Consultant Team will meet with Village Council members one-on-one to update them on the plan development and

elicit their feedback on the proposed program and preliminary designs. These plans will then be presented to the public in the public workshop described above.

After the preliminary designs have been evaluated, the Village Staff and Consultant Team will select up to two (2) plans for further refinement. This will include developing buffer sections, roadway cross-sections (including pedestrian and bicycle facilities), and schematic designs for up to eight (8) amenity areas. As part of this study, phasing will be evaluated. The Consultant Team will prepare illustrative graphics for the master plans and phasing program. The team will then present the refined Master Plans and phasing to Village Council up to two (2) times to reach consensus on a Final Recommended Master Plan.

The final Master Planning deliverables will include a summary of the various Master Plan alternatives leading to the refined Master Plans, and a final report that summarizes all of the supporting information developed during this scope of work.

To facilitate Project Coordination throughout all phases of the Town Center project, the Consultant Team will meet with Village Staff on a monthly basis to review the team's interim progress and share their assessments and findings.

Individual proposals from each member of the Consultant Team outline the Scope of Services each firm will provide along with the fee for that work. These proposals are attached herewith in and made a part of this proposal.

SCOPE OF SERVICES

This contract encompasses the scope of services that were outlined in the Request for Qualifications for the subject site, as well as those efforts necessary to coordinate with the Client and Consultant Team, and to manage the project on behalf of the Client. A complete description of the scope of services to be provided by the Consultant and the Consultant Team is included in the attached exhibits entitled "Scope of Services" as follows:

- Exhibit "A" – Urban Design Kilday Studios
- Exhibit "B" – Stantec
- Exhibit "C" – LEO A DALY

FEES

As discussed with the Client, this contract is presented based on a "Lump Sum" basis for the professional services included.

The fee provided does not include responding to any changes in scope of work or major 'unforeseen' occurrences that would require modifications to the contract or additional resources or man-hours above those identified herein. Any major changes to the Scope of Services requested by the Client or required by the reviewing authorities which are outside of the Scope provided in the proposals attached must be authorized by the Client prior to those services being rendered.

Professional fee breakdown by Consultant Team is as follows:

- Urban Design Kilday Studios \$101,984.00
- Stantec \$84,566.00
- LEO A DALY \$57,000.00

TOTAL PROFESSIONAL FEES..... \$243,550.00
LUMP SUM

REIMBURSABLE EXPENSES

The Client will be responsible for compensation for reimbursable expenses from UDKS and Team Consultants up to the established budget amount.

TOTAL REIMBURSABLE BUDGET..... \$5,000.00

Thank you for the opportunity to provide you with this proposal for professional services. If you have any questions regarding the professional services proposed, please feel free to contact me.

Sincerely,
URBAN DESIGN KILDAY STUDIOS


Kenneth Tuma
Managing Principal/Contract Manager


Collene W. Walter
Principal/Project Manager

EXHIBIT 'A'
Scope of Services

URBAN DESIGN KILDAY STUDIOS

June 28, 2019

Ed De La Vega, General Services Director
Village of Wellington
12300 Forest Hill Boulevard
Wellington, FL 33414

Urban Planning and Design
Landscape Architecture
Communication Graphics

**RE: VILLAGE OF WELLINGTON TOWN CENTER
MASTER PLAN
UDKS REF. #18-043.001**

Dear Mr. De La Vega:

This proposal is submitted by **URBAN DESIGN KILDAY STUDIOS (UDKS)**, (hereinafter also referred to as the "Consultant") to the **VILLAGE OF WELLINGTON** (hereinafter referred to as the "Client") for professional services the Consultant will provide to assist the Village with an analysis of the site assessment, expansion opportunities and creation of a phased Master Plan for the above-referenced project.

PART I. PROJECT COORDINATION - GENERAL SERVICES

- Coordinate and attend monthly meetings with the Village's Project Manager for a status update of findings and deliverables [assumes one (1) meeting per month for six (6) months];
- Coordinate and attend monthly Consultant Team meetings for a status review of findings and deliverables [assumes one (1) meeting per month for six (6) months].

SITE ASSESSMENT

PART II. SITE EVALUATION INVENTORY AND ANALYSIS

- Attendance at initial project review kick-off meeting with the Client and Consultant Team to review results of past public outreach, and discuss goals and objectives of project and contemplated refinements to the conceptual development programs;
- Review schematic waterfront/boardwalk design prepared by others and comment on same regarding future integration into the Town Center site. Attend up to two (2) meetings with Client and outside Consultant to discuss design and comments;
- Attend an individual meeting with each member of the Village Council to review project programming and design, including past master planning efforts and public comment;
- Prepare Base Map from Client supplied survey/as-built information;

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- Perform site review and document the character of the subject site and existing conditions including usage, amenities, vegetation and circulation. Analyze current conditions;
- Review of the Village's Goals and Objectives for the Town Center, Land Development Regulations, restrictions and/or requirements for anticipated development program;
- Review and document the character of adjacent properties and existing conditions, including entitlement approvals, physical design, tenant mix, property conditions and circumstances. Analyze interface of adjacent properties with subject site;
- Prepare graphic and written representations of findings on site and on adjacent properties.

PART III. TARGETED PUBLIC PARTICIPATION

- Attend one (1) informational meeting with Client and Village Staff to discuss and review the results of initial surveys, workshops and charettes implemented earlier in the year;
- Assist in the development of a continuing public participation program targeted toward obtaining input on the master plans from active users of the site and adjacent property owners;
- Attendance at a work session with user, stakeholder groups and adjacent property owners to assist in the solicitation of further input on site design, buffering, connectivity, and perceived impacts [assumes 1.5 days];
- Attend one (1) public meeting with Village representatives and Consultant team.

PART IV. DATA COLLECTION AND PROGRAM ANALYSIS

- Utilizing information gained from the Village Staff, public participation and during the site evaluation, develop a refined program for expanded activities. Identify related amenities to include improvements such as access, parking, connectivity, buffering, accessibility, etc.;
- Utilizing information gained from meetings with adjacent commercial property owners, identify potential programming and improvements off-site to complement the Town Center;
- Evaluate program, development options and compatible/complementary uses for the Town Center and adjacent properties, and recommend refinement to program and improvements. Assist in the evaluation of program impacts on the roadways, parking needs, connectivity, buffering and locations of potential uses;
- Work with Village Staff and Consultant Team to refine several development program narratives for on and off-site improvements for consideration and master planning.

MASTER PLAN

PART V. MASTER PLANNING

- Based on input received during the public participation process, prepare vignettes of buffers, amenities, off-site development opportunities and roadway alignment studies to seek consensus and incorporate into Master Plan;
- Refinement of the four (4) previously prepared conceptual Master Plans based on the programs identified above and input from the Client and Consultant Team to include location of Town Center amenities, drainage, proposed vehicular, pedestrian and bicycle circulation systems, land uses, parking, buffering and improvements on site, and development opportunities on adjacent properties;
- Attend an individual meeting with each member of the Village Council to review proposed programming and refined master plans prior to presentation at public meeting;
- Following additional input received from the Client and at the public meeting, refine development program(s) for endorsement and for use for further study;
- Development of conceptual landscape buffer and open space program;
- Development of conceptual hardscape and site amenity program;
- Work with the Consultant Team to develop phasing programs for each refined Master Plan;
- Provide a workshop presentation to the Village Council
- Preparation of a final recommended program, design and phasing of the Master Plan(s);
- Present findings and recommendation to Village Council in a public meeting.

PART VI. DELIVERABLES

- Provide a final comprehensive report with supporting information and including the following:
 - Summary of existing site conditions and constraints associated with the Town Center site;
 - Summary of the data collection and program analysis recommendations;
 - Summary of the various Master Plan alternatives leading to the preferred / recommended Master Plan(s).

PART VII. ADDITIONAL SERVICES

Additional Services required as a result of substantial changes in the established project program, constraints or other major changes in the project concept, or as requested by the Client or Village will require written authorization by the Client and will be billed at the hourly rates referenced herein, or may be provided on a fixed fee basis.

Additional Services not included within this proposal consist of, but are not limited to, the following:

- Preparation of additional plans, other than referenced above;
- Preparation of any applications for development approvals or permits;

- Preparation of any design development or construction drawings for the purposes of permitting or construction;
- Opinions of cost.

FEES:

PART I. MASTER PLANNING
LUMP SUM \$101,984.00

PART II. ADDITIONAL SERVICES
HOURLY OPEN *(Client authorization required prior to services being rendered)*

Consultant may suspend the performance of its services if Client fails to pay Consultant in full for services rendered or expenses incurred. Client understands and agrees that Consultant shall have no liability because of such suspension of services or termination due to Client's nonpayment.

UDKS REIMBURSABLE BUDGET \$3,500.00

Task	Task Description		Principal		Licensed Landscape Architect		Senior Urban Planner		Urban Planner		Landscape Designer		CADD Technician		Clerical	
			\$164		\$125		\$100		\$90		\$95		\$69		\$53	
PROJECT COORDINATION - GENERAL SERVICES	Coordinate and attend monthly meetings with the Village's Project Manager for a status update of findings and deliverables (assumes one (1) meeting per month for six (6) months).	12	\$1,968	24	\$3,000		\$0		\$0		\$0		\$0		\$0	
	Coordinate and attend monthly Consultant Team meetings for a status review of findings and deliverables (assumes one (1) meeting per month for six (6) months).	12	\$1,968	24	\$3,000		\$0		\$0		\$0		\$0		\$0	
TOTAL			\$3,936		\$6,000		\$0		\$0		\$0		\$0		\$0	\$9,936
SITE EVALUATION INVENTORY AND ANALYSIS	Attendance at initial project review kick-off meeting with the Client and Consultant Team to review results of past public outreach, and discuss goals and objectives of project and contemplated refinements to the conceptual development programs;	6	\$984	8	\$1,000	6	\$600		\$0		\$0		\$0		\$0	
	Review schematic waterfront/boardwalk design prepared by others and comment on same regarding future integration into the Town Center site. Attend up to two (2) meetings with Client and outside Consultant to discuss comments		\$0	16	\$2,000		\$0		\$0		\$0		\$0		\$0	
	Attend an individual meeting with each member of the Village Council to review project programming and design, including past master planning efforts and public comment;	8	\$1,312		\$0		\$0		\$0		\$0		\$0		\$0	
	Prepare Base Map from Client supplied survey/as-built information		\$0		\$0		\$0		\$0	24	\$1,656		\$0		\$0	
	Perform site review and document the character of the subject site and existing conditions including usage, amenities, vegetation and circulation. Analyze current conditions;		\$0	24	\$3,000		\$0		\$0	16	\$1,520		\$0		\$0	
	Review of the Village's Goals and Objectives for the Town Center, Land Development Regulations, restrictions and/or requirements for anticipated development program		\$0		\$0	4	\$400		\$0		\$0		\$0		\$0	
	Review and document the character of adjacent properties and existing conditions, including entitlement approvals, physical design, tenant mix, property conditions and circumstances. Analyze interface of adjacent properties with subject site.		\$0	16	\$2,000	4	\$400		\$0	8	\$760		\$0		\$0	
	Prepare graphic and written representations of findings on site and on adjacent properties;	4	\$656	16	\$2,000	16	\$1,600		\$0		\$0		\$0		\$0	
TOTAL			\$2,952		\$10,000		\$3,000		\$0		\$2,280		\$1,656		\$0	\$19,888
TARGETED PUBLIC PARTICIPATION	Attend one (1) informational meeting with Client and Village Staff to discuss and review the results of initial surveys, workshops and charrettes implemented earlier in the year	6	\$984	8	\$1,000		\$0		\$0		\$0		\$0		\$0	
	Assist in the development of a continuing public participation program targeted toward obtaining input on the master plans from active users of the site and adjacent property owners	4	\$656	8	\$1,000		\$0		\$0		\$0		\$0		\$0	
	Attendance at a work session with user, stakeholder groups and adjacent property owners to assist in the solicitation of further input on site design, buffering, connectivity, and perceived impacts [assumes 1.5 days];	8	\$1,312	14	\$1,750		\$0		\$0		\$0		\$0		\$0	
	Attend one (1) public meeting with Village representatives and Consultant team.	6	\$984	6	\$750		\$0		\$0	8	\$552		\$0		\$0	

Task	Task Description		Principal		Licensed Landscape Architect		Senior Urban Planner		Urban Planner		Landscape Designer		CADD Technician		Clerical	
			\$164		\$125		\$100		\$90		\$95		\$69		\$53	
TOTAL			\$3,936		\$4,500		\$0		\$0		\$0		\$552		\$0	\$8,988
DATA COLLECTION & PROGRAM ANALYSIS	Utilizing information gained from the Village Staff, public participation and during the site evaluation, develop a refined program for expanded activities. Identify related amenities to include improvements such as access, parking, connectivity, buffering, accessibility, etc.	4	\$656	16	\$2,000	16	\$1,600		\$0		\$0		\$0		\$0	
	Utilizing information gained from meetings with adjacent commercial property owners, identify potential programming and improvements off-site to complement the Town Center	2	\$328	8	\$1,000	8	\$800		\$0		\$0		\$0		\$0	
	Evaluate program, development options and compatible / complementary uses for the Town Center and adjacent properties, and recommend refinement to program and improvements. Assist in the evaluation of program impacts on the roadways, parking needs, connectivity, buffering and locations of potential uses;	4	\$656	12	\$1,500	8	\$800		\$0		\$0		\$0		\$0	
	Work with Village Staff and Consultant Team to refine several development program narratives for on and off-site improvements for consideration and master planning.	4	\$656	8	\$1,000		\$0		\$0		\$0		\$0		\$0	
TOTAL			\$2,296		\$5,500		\$3,200		\$0		\$0		\$0		\$0	\$10,996
MASTER PLANNING	Based on input received during the public participation process, prepare vignettes of buffers, amenities, off-site development opportunities and roadway alignment studies to seek consensus and incorporate into Master Plan;	4	\$656	24	\$3,000		\$0		\$0		\$0		\$0		\$0	
	Refinement of the four (4) previously prepared conceptual Master Plans based on the programs identified above and input from the Client and Consultant Team to include location of Town Center amenities, drainage, proposed vehicular, pedestrian and bicycle circulation systems, land uses, parking, buffering and improvements on site, and development opportunities on adjacent properties;	12	\$1,968	64	\$8,000		\$0		\$0	32	\$2,208		\$0		\$0	
	Attend an individual meeting with each member of the Village Council to review proposed programming and refined master plans prior to presentation at public meeting;	8	\$1,312	8	\$1,000		\$0		\$0		\$0		\$0		\$0	
	Following additional input received from the Client and at the public meeting, refine development program(s) for endorsement and for use for further study;	8	\$1,312	24	\$3,000		\$0		\$0	24	\$1,656		\$0		\$0	
	Development of conceptual landscape buffer and open spaces program;		\$0	16	\$2,000		\$0		\$0	8	\$760		\$0		\$0	
	Development of conceptual hardscape and site amenity program		\$0	32	\$4,000		\$0		\$0	8	\$760		\$0		\$0	
	Work with the Consultant Team, develop phasing programs for each refined Master Plan;	4	\$656	24	\$3,000		\$0		\$0		\$0		\$0		\$0	
	Provide a workshop presentation to the Village Council;	16	\$2,624	16	\$2,000		\$0		\$0		\$0		\$0		\$0	
	Preparation of a final recommended program, design and phasing of the Master Plan(s);		\$0	16	\$2,000		\$0		\$0	24	\$2,280		\$0		\$0	
	Present findings and recommendations to Village Council in a public meeting.	8	\$1,312	8	\$1,000		\$0		\$0		\$0		\$0		\$0	
TOTAL			\$9,840		\$29,000		\$0		\$0		\$3,800		\$3,864		\$0	\$46,504

Task	Task Description		Principal		Licensed Landscape Architect		Senior Urban Planner		Urban Planner		Landscape Designer		CADD Technician		Clerical									
			\$164		\$125		\$100		\$90		\$95		\$69		\$53									
DELIVERABLES	Provide a final comprehensive report with supporting information and including the following:	8	\$1,312	16	\$2,000	16	\$1,600		\$0	8	\$760		\$0		\$0									
	Summary of existing site conditions and constraints associated with the Town Center site.																							
	Summary of the data collection and program analysis recommendations;																							
	Summary of the various Master Plan alternatives leading to the preferred/recommended Master Plan(s).																							
TOTAL			\$1,312		\$2,000		\$1,600		\$0		\$760		\$0		\$0		\$5,672							
OVERALL SCOPE TOTAL																\$ 101,984.00								

EXHIBIT 'B'
Scope of Services

STANTEC



Stantec Consulting Services Inc.

800 Fairway Drive Suite 195, Deerfield Beach FL 33441-1828

June 27, 2019

Urban Design Kilday Studios
610 Clematis Street
Suite CU02
West Palm Beach, FL 33401

Attention: Ms. Collene Walter

Reference: Proposal for Professional Services for
Village of Wellington Town Center Master Plan

Dear Ms. Walter:

The firm of **Stantec Consulting Services, Inc.** is pleased to submit this price proposal for professional services in support of the above referenced project for your review and consideration. We look forward to the opportunity of working with UDKS on this most exciting project. Our services shall include engineering support as well as public engagement as outlined in the attachments included herein.

Attachment 1 identifies the engineering services to be provided which, in summary, include data gathering, site assessment, review of existing plans and utility atlases, assistance with the development in the master plan concepts, recommendations for engineering aspects of the master plan and developmental construction phasing plans. A more detailed scope of services is included in the Attachment.

Attachment 2 identifies the public engagement services to be provided in support of the process of developing an approved Master Plan for the Village of Wellington Town Center. Services provided here include review of previous workshop survey results, reporting of progress on the project website, stakeholder interviews, staff meeting updates and a report of program engagement. A more detailed scope of services is included in the Attachment.

We look forward to the opportunity of working with the Urban Design Kilday Studios. Should you have any questions, please feel free to contact us at your convenience.

Respectfully Submitted
Stantec Consulting Services, Inc.

A handwritten signature in blue ink, appearing to read 'T. Glunt'.

Terrance N. Glunt, P.E.
Principal

Cc: Jared Beck, Jeff Sauser



ATTACHMENT 1:

Wellington Town Center Civil - Stantec

Stantec will provide civil engineering design and support for the Wellington Town Center Masterplan process in coordination with Urban Design Kilday Studios (UDKS) and Leo A. Daily (LAD). In support of the overall project, we have assumed the work to be divided into general phases that include a Site Evaluation, Development of a targeted Master Plan and delivering of a Final Comprehensive Report with Recommendations from the team. Each phase shall also be subdivided into tasks that provide a framework and methodology to complete the overall intention of arriving at an agreed upon Master Plan.

Phase 1: Site Assessment

Stantec will work with Village staff in order to obtain all of the available data required to support an assessment of the basic utility infrastructure in the Town Center area as well as the affected adjacent properties. A site evaluation will be performed based on the data collected, identifying and outlining the major utilities in the area. Stantec shall meet with the following Village entities to obtain the necessary data and/or waiver of impacted utilities:

- Village of Wellington Utilities Dept.
- Village of Wellington Public Works Dept.
- Village of Wellington Engineering Dept.

All data obtained from the entities mentioned herein shall be reviewed and verified for use in the assessment and evaluation portion of our services. Maps and service atlases shall be obtained for use in the master planning phase to determine the impacts to existing utilities on both the properties within the Town Center area but also to avoid negative impacts to adjoining properties. It should be noted that the utility infrastructure assessment is relegated to water, sewer and drainage facilities and does not include other facilities such as power (FPL), communication (ATT, BellSouth, Comcast, Florida Fibernet, etc.) or public gas (FPUC). We have been informed that those will be reviewed in future task assignments.

In addition, the plans for the proposed boardwalk project currently being designed by others, will be reviewed for potential impacts to the concept plans in the next phase. The intent of that review is to ensure that there is positive connectivity and harmonization between the two projects from an engineering perspective.

Simultaneous to the data collection, Stantec, UDKS and LAD will all participate in meetings with all of the various stakeholders in the Town Center area. Of importance to our task here, we shall meet with the Village staff and user groups for the aquatics facility to acquire their input into their daily activities and programs as well as an assessment of the overall status of their facilities. Stantec Urban Places Group, UDKS and LAD have included their participation in their respective scopes and are not included in the engagement fee estimate identified by Stantec for these specific services.

As part of the data collection, Stantec shall assist the planners in looking at the existing parking and traffic routes with emphasis on eventual evaluation of parking requirements and traffic flow for the proposed master plan. The current traffic routes will be reviewed for the purpose of providing recommendations for increasing parking and improving traffic flow in the area in the master planning phase of this scope of services. It should be noted here that actual traffic counts and projected traffic volumes based on analysis



are not required at this time. Instead, it will be assumed that there will be some measure of increased traffic that needs to be accounted for with additional parking in the Town Center area and we will move forward with that assumption.

Subsequent to the data collection and review, meetings will be attended with Village staff and with each of the Village Council members to obtain their perspective on the Town Center project. At the end of this task, a Summary of Existing Conditions report along with all data collected shall be published for the Village to review. Preliminary recommendations shall be provided as they pertain to the engineering infrastructure in the area.

Phase 2: Master Plan Development

Stantec shall assist the planners in the furthering of the development of the original four (4) concept plans which were developed previously under separate contract for the Town Center area. Our duties in this phase shall include the development of typical roadway sections based on minimum code requirements as well as improved circulation patterns. Once the typical sections have been developed, they shall be applied to the roadway venues as envisioned by the planners to ensure that the roadway corridors will fit within the proposed alignment with adequate and safe traffic flow in mind. It should be noted here that it is anticipated that all work will be created from existing aerial maps, GIS files and County tax appraiser office R/W maps. No actual survey data is being used for the development of the Master Plan.

In the evaluation of the traffic patterns, we shall assist the architects and planners in determining the required parking and the potential need for construction of parking garages in the area. The location of the parking, development of new circulation routes and the need to provide safe and expeditious traffic flow will all be evaluated in this phase.

Storm water management shall be evaluated only in a simplistic manner in this phase based on the available as-built plans provided to us by the Village. The evaluation of the impact of storm water in the Town Center area will include only a basic review to identify drainage easements and cross connections between properties that might impact redevelopment. It is not anticipated at this time, that we will meet with SFWMD and discuss specific impacts to redevelopment. Our evaluation of the existing drainage is meant simply to identify existing facilities for future consideration.

The concepts developed in this phase shall be provided to the Village through a series of Progress meetings, the results of which shall identify the two most desired master plan approaches.

Once the concepts have been vetted, and two (2) refined plans developed, a general developmental phasing plan shall be developed for both concepts showing a sequence of redevelopment expressly focusing on maintaining access to businesses and Village Facilities during implementation of the new components of the Master Plan.

As each of the two master plans are developed with more detail, the roadway concepts shall be updated, expanding on how specifically the corridors will fit with each other with recommendations for upgrades or modifications provided. We shall assist the planners in developing some of the site amenities at this stage and include those on the civil site plans. Once the two plans have been finalized, we shall attend progress meeting to present the plans to staff as well as the final presentation to Village Council.

Upon completion of the final presentation, we shall meet with the design team and develop the final documentation for inclusion in the Final Comprehensive Report that shall be provided to the Village.

A summary of work effort fee budget for these services is included on the attached work sheet.

Assumptions

1. Base sheets will be based on scaled aerial data provided by UDKS for this project. As such, no survey data is included.
2. The Village shall supply all As-Builts, GIS files and Utility Atlases for this project.
3. This scope does not include any coordination meetings with any permitting agencies, nor acquisition of permits for the purpose of determining permit status or civil design elements.
4. This scope does not include any traffic analysis, study or recommendations based on actual traffic counts and analysis, including warrant determination for any signalization involved with the master planning component of this project.
5. It is assumed that the only utilities involved with this scope will be Village water and sewer services in the Town Center area. As such, no utility data will be included for power distribution, communication, storm water or gas in the area.
6. No environmental studies or audits are included in this scope.
7. No archeological studies or reviews are included in this scope.
8. No actual design tasks (Civil, Structural, MEP and Lighting) are included in this scope.
9. Access to all Village facilities will be made available to the team for the purpose of collecting data and field truthing of certain elements that might need direct access.
10. No geotechnical data is to be provided under this scope.

Wellington Town Center Engagement - Stantec

Stantec will facilitate the public engagement program element of the Wellington Town Center Masterplan process in coordination with Urban Design Kilday Studios (UDKS) and Leo A Daily (LAD).

It is anticipated the following items will be included within the engagement program:

1. Development of a project website, updating and reporting, and media outreach in advance of the community-wide public presentation.
2. Participate in a Village staff charette.
3. Conduct key stakeholder interviews with a working session as outlined below.
4. Conduct a community-wide public presentation.
5. Participate in a presentation to the Village Council.
6. Staff review and meetings.
7. Engagement program report.
8. Project coordination.

Stantec will work with the project team to conduct a charette with Village staff to further develop the three concept plans previously created within the masterplan process. To assist in facilitating the overall process and keeping the public informed, we will develop a project website with past work completed, schedules, community meetings, plan and project updates, and comment components. Following this, we will coordinate with Village staff and the project team in conducting a stakeholder interview and working session that will likely include a recap of previous work, outline scope, process and schedule, review refined plans from staff charette and solicit any further input. It is anticipated key stakeholders will be grouped as appropriate and the sessions will be scheduled over one and one-half days (1.5 days). Following plan development after the stakeholder interview and working session, Stantec will conduct media outreach as necessary in advance of the second public session which is anticipated to reveal the revised master plan to the Wellington community. Stantec will facilitate the public presentation and will participate in an additional presentation to the Village Council. Following completion of the project, Stantec will provide a general engagement program report for use in the final report provided by the project team.

Notes:

- Should additional stakeholders other than those listed in the table below be identified or those included in the outlined sessions require separate individual meetings, fee estimates may require adjustment.
- Stantec, UDKS and LAD will all participate in the working sessions. UDKS and LAD have included their participation in their respective scopes and are not included in the engagement fee estimate identified by Stantec.
- The scope of services fee estimate does not include direct costs associated with workshop sessions, including venue fees, equipment rentals, or food and beverages. It is anticipated that a Village facility be used.

Wellington Town Center Stakeholders

It is anticipated key stakeholders will be grouped within the interview and working session, estimated to occur over 1-1/2 days. Stakeholders identified are as follows:

- Wellington Chamber of Commerce
- LWPC tenants
- AECOM Parks Masterplan
- Mayfair community
- Wellington Commons community
- Aquatic group
- Regency
- Chancellor Office Park
- PNC Bank
- Mall at Wellington Green
- Parks & Recreation
- Other entities determined by Special Events (not certain if the city is partnering with other organizations on events, in which case this could be them)

D. PROJECT WORKPLAN (KEY TASKS/STAFFING/BUDGET): Base Scope

Project Name: Wellington Engagement Draft

Task Manager: JB

Project No.: TBD

Client Name: UDK

Revised.: June 26, 2018

Reviewed by: TG

Personnel Role/Responsibility:	Lead	Support	Support	Support	Support	Support - Langug	Support	-	-	-	-	Total Hours
	Personnel Initials:	JB	AR	RN	TG	EC	NP	JS	-	-	-	
	Hourly Rates:	\$166	\$137	\$116	\$196	\$137	\$126	\$166	\$0	\$0	\$0	
Tasks/ Activities	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
210: Online Engagement	Start date:		End date:		Total duration of this phase:							
Website development	20				4							24
Social/media outreach	8											8
Updates & feedback monitoring	12		8									20
SubTotal Hours	40	0	8	0	4	0	0	0	0	0	0	52
Sub Total Cost	\$6,640	\$0	\$928	\$0	\$548	\$0	\$0	\$0	\$0	\$0	\$0	\$8,116
220: Staff Charette	Start date:		End date:		Total duration of this phase:							
Material preparation							2					2
Charette session	5			5			5					15
Summary/follow-up							3					3
SubTotal Hours	5	0	0	5	0	0	10	0	0	0	0	20
Sub Total Cost	\$830	\$0	\$0	\$980	\$0	\$0	\$1,660	\$0	\$0	\$0	\$0	\$3,470
230: Stakeholder Working Session	Start date:		End date:		Total duration of this phase:							
Material preparation (assumes same used in all)	4											4
Day 1	8			8		8	8					32
Day 2 (half day)	4			4		4	4					16
Coord/Setup/Summary/Misc.	8											8
Additional Language												0
SubTotal Hours	24	0	0	12	0	12	12	0	0	0	0	60
Sub Total Cost	\$3,984	\$0	\$0	\$2,352	\$0	\$1,512	\$1,992	\$0	\$0	\$0	\$0	\$9,840
240: Public Workshop/Reveal	Start date:		End date:		Total duration of this phase:							
Material preparation	4						4					8
Workshop	4			4		4	4					16
Coord/Setup/Summary/Misc.	8											8
SubTotal Hours	16	0	0	4	0	4	8	0	0	0	0	32
Sub Total Cost	\$2,656	\$0	\$0	\$784	\$0	\$504	\$1,328	\$0	\$0	\$0	\$0	\$5,272
250: Presentation to Council	Start date:		End date:		Total duration of this phase:							
Material preparation	4			2								6
Presentation	4			4								8
SubTotal Hours	8	0	0	6	0	0	0	0	0	0	0	14
Sub Total Cost	\$1,328	\$0	\$0	\$1,176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,504
260: Progress Meetings	Start date:		End date:		Total duration of this phase:							
Staff (1)	4			4								8
UDK (12)	12			12			12					36
SubTotal Hours	16	0	0	16	0	0	12	0	0	0	0	44
Sub Total Cost	\$2,656	\$0	\$0	\$3,136	\$0	\$0	\$1,992	\$0	\$0	\$0	\$0	\$7,784
270: Summary Report	Start date:		End date:		Total duration of this phase:							
Draft & review	8		4				4					16
Final												0
SubTotal Hours	8	0	4	0	0	0	4	0	0	0	0	16
Sub Total Cost	\$1,328	\$0	\$464	\$0	\$0	\$0	\$664	\$0	\$0	\$0	\$0	\$2,456
280: Misc.	Start date:		End date:		Total duration of this phase:							
General coord	8			8			8					24
												0
SubTotal Hours	8	0	0	8	0	0	8	0	0	0	0	24
Sub Total Cost	\$1,328	\$0	\$0	\$1,568	\$0	\$0	\$1,328	\$0	\$0	\$0	\$0	\$4,224
												0
												0
SubTotal Hours	125	0	12	51	4	16	54	0	0	0	0	262
Sub Total Cost	\$20,750	\$0	\$1,392	\$9,996	\$548	\$2,016	\$8,964	\$0	\$0	\$0	\$0	\$43,666
Normal disbursements @8% of fees												\$0
Travel, accomodation												\$0
Unusual disbursements (models etc.)												\$0
Total Project Cost												\$43,666
Total Project Hours												262

EXHIBIT 'C'
Scope of Services

LEO A DALY



PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS

ABU DHABI
ATLANTA
AUSTIN
BEIJING
CHICAGO
COLLEGE STATION
CORPUS CHRISTI
DALLAS
DAMMAM
DOHA
FORT WORTH
HONG KONG
HOUSTON
LANSING
LAS VEGAS
LOS ANGELES
MIAMI
MILPITAS
MINNEAPOLIS
OAKLAND
OMAHA
ORANGE
RIYADH
SAN ANTONIO
SAN MARCOS
TAMPA
WACO
WASHINGTON DC
WEST PALM BEACH

June 27, 2019

Ms. Collene Walter
Urban Design Kilday Studios
610 Clematis Street
Suite CU02
West Palm Beach, FL 33401

Re: Village of Wellington Town Center Master Plan

Dear Ms. Walter:

LEO A DALY is pleased to present this proposal to provide professional services to Urban Design Kilday Studios. This letter will serve as an Agreement between Urban Design Kilday Studios (Client) and LEO A DALY (Design Architect) for professional services to be performed for you relating to the Village of Wellington Town Center Master Plan (Project).

I. MASTER PLAN

- A. The Architect shall review the program furnished by the Client to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Client.
- B. See attached Project Scope - Exhibit A.

VI. FEE PAYMENT SCHEDULE

- A. In order that we may adequately service our clients, the fee for architectural services as outlined in preceding paragraphs shall be as outlined below:

\$57,000.00 Hourly, not to exceed (NTE), without client approval.

Reimbursables in addition to hourly noted above:

\$1,050.00

Florida License
No. AAC0000734

LEO A DALY – West Palm Beach
1400 Centrepark Blvd, Suite 500
West Palm Beach, FL 33401
561.688.2111

leoadaly.com

- B. Compensation for additional services shall be based on the following fixed hourly rates for all time expended.

Time spent by the Architects technical personnel on the Project is charged according to the following hourly rates. The rate includes total wages, customary and mandatory benefits, overhead and profit.

Standard Hourly Billing Rates

Managing Principal	\$275.00
Project Executive	\$195.00
Senior Designer	\$190.00
Project Manager	\$175.00
Specification Writer	\$175.00
Designer	\$145.00
Job Captain	\$145.00
Graphics Designer	\$130.00
Technician (Draftsperson)	\$115.00
Technical Typist	\$ 85.00

Hourly billing rates are reviewed annually and adjustments made where appropriate.

- C. Progress billings shall be made monthly and will be in proportion to services performed within each phase of architectural services. Payment is due on receipt of invoices.
- D. Field discovered and other unanticipated conditions requiring work outside the scope of this Contract will be brought to the Client's attention. With the Client's written consent, services required will be performed and billed as an Additional Service at the rates stipulated above.
- E. If the project is abandoned or if the Architect's services hereunder are suspended, the Architect shall be compensated for all services performed prior to receipt of notice from the Client of such abandonment or suspension, together with all reimbursable expenses then due. If the project is resumed after being suspended

for more than six (6) months, the Architect shall be entitled to a re-commencement fee equal to five percent (5%) of the total basic compensation due the Architect under this Agreement.

- F. Time spent by consultants retained by the Architect for Additional Services on the Project is charged at the rate billed to the Architect plus fifteen percent (15%).

VII. EXPENSES AND INCIDENTAL COSTS

- A. Certain expenses incurred by the Architect directly related to the Project will be billed to the Client at the cost incurred by the Architect. Such expenses include the following:
 - 1. Reproductions of technical items; e.g. drawings, specifications, reports, calculations and photocopy.
 - 2. Surveys and subsurface investigations unless contracted directly by the Client.
 - 3. Photographs, telecopy charges and postal other than normal mail.
 - 4. Travel and related expenses including automobile mileage, tolls, parking, taxis and appropriate tips (travel to the site and Client's office is not included).
 - 5. Filing fees paid to appropriate authorities unless paid directly by the Client.

VIII. GENERAL

- A. Once the preliminary drawings have been approved and the Architect has been authorized to proceed with Finalized Master Plan, any changes in design requested by the Client will be an Additional Service at the hourly rates stipulated herein.
- B. The following sub-consultants and work product are not included in Architect's contract:
 - 1. Landscape Plans
 - 2. Civil Engineering and Drainage
 - 3. Structural Engineering
 - 4. Mechanical, Electrical, and Plumbing

- C. The architectural concept land plan will be part of this Contract. All site civil engineering, paving, grading, drainage, utility distribution and horizontal control dimensions will be by others.

- D. I.E. PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, LEO A DALY IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDED UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT.

- E. Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to non-binding mediation as a condition precedent to the institution of legal or equitable proceedings by either party. Unless the parties mutually agree otherwise, mediation shall proceed in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The Architect shall include a similar mediation provision in all agreements with its consultants for the project. The Client shall include a similar mediation provision in the agreement with the General Contractor for the Project.

- F. It is agreed that all architectural plans, specifications, renderings, models and other documents or writings prepared by Architect in accordance with the terms of this Agreement are copyrighted by the Architect.

- G. To the fullest extent allowed by law, the total aggregate liability of the Architect, its officers, directors, shareholders, and employees, and any of them, to the Client for any and all claims, demands, losses, causes of action, costs, expenses, or damages of any kind whatsoever, arising out of, resulting from, or in any way related to the Project or the professional services rendered pursuant to this

Agreement shall not exceed the total fee received by Architect for services rendered pursuant to this Agreement. Such claims and causes of action include, but are not limited to, negligence, professional malpractice, errors, omissions, strict liability, breach of contract, and breach of warranty.

We appreciate the opportunity to serve your needs in a professional manner and thank you for considering our organization. This proposal will constitute our contractual understanding and, if you are in agreement with the contents of this letter, please sign and return the enclosed copy.

Sincerely,

LEO A DALY



William A. Hanser, AIA
Principal

APPROVED AND ACCEPTED THIS _____

DAY OF _____, 2019

BY: _____

NAME: _____

TITLE: _____

PROJECT SCOPE
EXHIBIT A

Village of Wellington Town Center Master Plan Scope of Services June 10, 2019	LEO A DALY TASK	PROPOSED HOURS*
<u>Site Assessment</u>		
A. Site Evaluation		
1. Kick off Meeting with Village Staff and Initial Master Plan effort review	Attend	10
2. Boardwalk/waterfront review of Simmons & White design by 7/16/19 - want comments from our team on design and integration into Town Center by mid-July		By others N.I.C.
3. Site Inventory and Analysis of existing conditions a. SFWMD permit b. As Built survey from Village c. GIS maps d. Site visit/photo document	Limited review & analysis	2
4. Character of adjacent properties and their existing conditions a. Approved Site Plans/Surveys b. SFWMD permits c. Site visit/photo document	Limited review & analysis	2
B. Public Participation - Targeted		
1. Surveys a. Review results of initial Village workshops and charrettes b. Develop and implement survey for additional information		By others N.I.C.
2. Online Engagement		By others N.I.C.
3. Private Sector Property Owners – scope meeting with each property owner a. Regency Shopping Center (Publix) b. Chancellor Office Park (Shapiro Pertnoy Companies and their architect) c. PNC Bank d. Mall at Wellington Green – Starwood	Attend some of the meetings in support capacity – office building and parking structure. 1.5 day work session.	12
C. Data Collection and Program Analysis		
1. Current Site Uses a. Utilize information gleaned from meetings with Village Parks and Rec/Special Events staff		By others N.I.C.

PROJECT SCOPE
EXHIBIT A

Village of Wellington Town Center Master Plan Scope of Services June 10, 2019	LEO A DALY TASK	PROPOSED HOURS*
referenced in 7a. above) and proposed expansion of events (per Village, events 6 days per week with approx. 2,500-3,000 attendees per event 3 times per week. Would like to increase to 5-6K for large events. b. Scott's Place, Amphitheater, Community Center		
2. Parking evaluation comparing alternative approaches a. Surface parking vs. structured parking b. Opportunities to park off site at Mall at Wellington Green and bus attendees c. Capture parking on adjoining properties such as the existing detention area on Chancellor office park	Lead and develop strategies and options	80
3. Mobility concerns a. Traffic and circulation study to determine existing patterns/impacts and project based on expansion of events/attendees (vehicles, pedestrians, bicycle, boat)		By others N.I.C.
4. Cost recovery related to uses and estimated revenues a. Lakeside events are currently free – do not charge for paddleboard or kayak rentals		By others N.I.C.
5. Evaluate compatible uses and development options for adjacent commercial properties based on input from property owners and their level of participation (assumed to anticipate the parking garage, potential office building, interface with Regency and PNC)	Support	5
6. Attend public meeting	Attend one	4
D. Site Assessment Deliverables		
1. Summary of existing site conditions and constraints associated with the Town Center site.	Comment	4
2. Summary of the public input surveys, stakeholder and user group meetings, and programming suggestions.	Comment	4
3. Summary of the data collection and recommendations.	Co-publisher	8
Master Plan		
A. Design Phase		

**PROJECT SCOPE
EXHIBIT A**

Village of Wellington Town Center Master Plan Scope of Services June 10, 2019	LEO A DALY TASK	PROPOSED HOURS*
1. Development up to six (6) Conceptual Master Plans including concepts for Regency Center, Chancellor Office Park and/or PNC Bank property	Co-Designer in support of Lead Designer	20
2. Roadway alignments and cross sections a. Ken Adams Way and any improvements at intersection with Forest Hill Blvd. and/or with PNC and Regency entrances b. Chancellor Drive alignment and any improvements at intersection with South Shore c. Town Center Drive		By others N.I.C.
3. On and off site circulation including integrating access and connectivity to adjacent commercial and residential properties		By others N.I.C.
4. Parking design(s) a. Structured parking – parking garage with and without active liner	Lead conceptual designer	40
5. Drainage accommodations		By others N.I.C.
6. Site Programming a. Green space b. Event space c. Expansion of greenspace for Amphitheatre events d. Accessibility e. Water feature?	Review & comment	4
7. Perimeter Treatment/Buffering of Site		By others N.I.C.
8. General Hardscape and Site Amenities		By others N.I.C.
9. Strategy for phasing improvements	Review and comment	4
10. Update to Village Council - One on one meetings with Council members	Attend	10
B. Refinement of Design		
1. Refine two (2) Master Plans including:		
a. Detailed Buffer sections		By others N.I.C.
b. Detailed Roadway/Ped/Bicycle routes cross sections		By others N.I.C.
c. Specific amenity area details – scope up to 10 areas (great lawn, event area, waterfront, amphitheater expansion, parking garage, water	Designer	10

PROJECT SCOPE
EXHIBIT A

Village of Wellington Town Center Master Plan Scope of Services June 10, 2019	LEO A DALY TASK	PROPOSED HOURS*
feature, interface with Regency, interface with Chancellor)		
d. Schematic landscape program		By others N.I.C.
e. Schematic Hardscape program		By others N.I.C.
f. Schematic Amenity program		By others N.I.C.
2. Develop graphics/3-D Modeling for each refined Master Plan	Lead	60
3. Develop two (2) Master Plan phasing programs	Review and comment	4
4. Progress Meetings with Village Staff – scope 2 for Refined MP Design	Attend	6
5. Presentation to Village Council – scope two (2) presentations to get to a Final Recommended Master Plan	Attend	6
C. Master Plan Deliverables		
1. Summary of the various Master Plan alternatives leading to the preferred/recommended Master Plan(s).	Comment	6
2. Final comprehensive report including all supporting information – hard and digital copies.	Provide supporting documents	20
D. Project Coordination – General Services		
1. Coordinate and attend monthly meetings with the Village's Project Manager for a status update of findings and deliverables (assumes 1 meeting per month for 6 months).	Attend	20
2. Coordinate and attend monthly consultant Team meetings for the review of all applications and project-related issues (assumes 1 meeting per month for 6 months).	Attend	20
TOTAL HOURS		361

*The Architect reserves the right to move hours between tasks with the understanding that the total Project hours reflected herein will not be exceeded without prior written authorization.