



VILLAGE OF WELLINGTON

ENGINEERING AND ARCHITECTURAL SERVICES FOR GREENBRIAR PARK AND SOUTH SHORE COMMUNITY PARK

WORK AUTHORIZATION: 001

SUBJECT: Conceptual Site Plan and Design Program Documents

THIS WORK AUTHORIZATION AUTHORIZES KIMLEY-HORN AND ASSOCIATES, INC. TO PERFORM THE WORK SET FORTH HEREIN AND IS ISSUED PURSUANT TO THE AGREEMENT NAMED “ENGINEERING AND ARCHITECTURAL SERVICES FOR GREENBRIAR PARK AND SOUTH SHORE COMMUNITY PARK”, BETWEEN WELLINGTON AND KIMLEY-HORN AND ASSOCIATES, INC. (“KIMLEY-HORN” OR “CONSULTANT”), DATED (FORTHCOMING IN FEBRUARY 27 COUNCIL MEETING) (“AGREEMENT”). ALL TERMS AND CONDITIONS OF SAID AGREEMENT ARE HEREBY INCORPORATED AND MADE PART OF THIS WORK AUTHORIZATION.

WORK AUTHORIZATION BACKGROUND

The VILLAGE, as part of the RFQ process, established the following minimum criteria for each of two parks (Greenbriar Park and South Shore Community Park) that will be used by CONSULTANT as the initial guidelines for the layout and design criteria of each park. In addition to these guidelines, data collected from forthcoming joint meetings with the VILLAGE and various stakeholders will also be used to establish the accepted conceptual site plan and conceptual building floor plans for each park. These plans will be used by CONSULTANT in preparing future design Work Authorizations(s).

GREENBRIAR PARK:

1. Four (4) multiuse sport turf fields, final dimensions to be provided by Village of Wellington Parks and Recreation Department.
2. Spectator bleachers;
3. Provide an approximate 2000 s.f. building with pavilion areas for patrons, concessions, restrooms, announcers booth, storage space, electrical room and janitor’s closet;
4. Site lighting capable of serving night games and parking lot security;
5. Associated parking and site work incidental to construction of the multiuse fields and concessions.
6. Public water and sanitary sewer facilities to serve the proposed concession stand, existing

WORK AUTHORIZATION: 001 (cont'd)
SUBJECT: Conceptual Site Plan and Design Program Documents

restroom facilities and the future PBSO sub-station, including a municipal lift station.

SOUTH SHORE COMMUNITY PARK:

1. Provide six (6) baseball/softball fields. The fields shall include dugouts and bleachers (dimensions to be provided by Village of Wellington Parks and Recreation Department);
2. An enclosed indoor gymnasium (approx. 30,000 s.f.) with the following components:
 - a. Three (3) indoor basketball courts
 - b. Reception area
 - c. Restrooms (with outdoor accessibility)
 - d. Administrative office
 - e. Kitchen/break room
 - f. Associated storage areas, electrical room and janitors closet
3. Provide an approximate 2000 s.f. building with concession area, restrooms, announcers booth, storage space, electrical room and a janitor's closet;
4. Site lighting capable of serving night games and parking area security;
5. Associated parking and site work incidental to construction of the multiuse fields and concessions.
6. Public water and sanitary sewer facilities to serve the proposed concession stand and gymnasium.

As part of this Work Authorization, the VILLAGE has requested that CONSULTANT provide Conceptual Site Plan and Design Program services for Greenbriar Park and South Shore Community Park.

SCOPE OF WORK

CONSULTANT will work with VILLAGE staff to develop preliminary design documents to be used by the VILLAGE to establish the design criteria and program for each park. Final Design will be conducted under separate Work Authorizations by CONSULTANT.

This Work Authorization's Scope of Services is detailed further below:

Preliminary Services

WORK AUTHORIZATION: 001 (cont'd)
SUBJECT: Conceptual Site Plan and Design Program Documents

For each of the two (2) parks, the following Preliminary Site Investigations services will be provided:

- A. Topographic Survey of Existing Conditions: CONSULTANT will provide a topographic survey of the park including easement locations based on title packages obtained by Surveyor, if any. CLIENT will provide base files in AutoCAD format for use by CONSULTANT of available utility as-builts.
- B. Preliminary Geotechnical Investigation: CONSULTANT will provide preliminary field sub-surface geotechnical investigation of the park with respect to general material composition and type. Investigation will include four (4) borehole percolation tests and general design parameters for drainage. This preliminary investigation is not for use for design but to identify suitability of the material on site for reuse on site and for a better understating of the retention pond areas capability to support drainage. Future Work Authorizations will consist of geotechnical investigation for the design of the facility once the layout has been established and approved by VILLAGE.

Conceptual Site Plan and Design Program

Each Park will be studied and developed as separate packages and deliverables. For each park the following services will be provided:

- A. CONSULTANT will prepare up to two (2) separate rough conceptual site plan options addressing the elements listed in the Work Authorization Background and further expanded in Workshop meetings with the VILLAGE and Stakeholders. These rough conceptual site plan options will be used by VILLAGE to selected the preferred option or a blended hybrid of the two options. Once the selected option or hybrid is determined, CONSULTANT will develop a final conceptual site plan of selected option. The results from items C - E below will be used to refine the site layout to accommodate space for parking, utilities, and drainage infrastructure.
- B. For each primary building (excluding dugouts, pavilions, batting cages), CONSULTANT will prepare a block diagram floor plan identifying general layout and function. CONSULTANT will also prepare a building program table with square footages and space summaries.
- C. CONSULTANT will prepare a utility needs summary (water, sewer, power and irrigation) and assess record drawings and as-builts for the park and adjacent properties to determine the utility criteria and improvements needed to support the park. Assessment will include discussions with VILLAGE staff to identify future expandability requirements and adjacent services required to connect that may impact capacities.
- D. CONSULTANT will conduct a drainage assessment to identify existing and future drainage needs and to determine the infrastructure requirements needed for water quality and storage on the final conceptional site plan based on the selected option. This task will require meetings with VILLAGE staff and other permitting agencies.

WORK AUTHORIZATION: 001 (cont'd)**SUBJECT:** Conceptual Site Plan and Design Program Documents

- E. CONSULTANT will evaluate the parking needs for the park based on existing site plan and use compared to the proposed site plan use. Consultant will conduct a multi-park assessment at up to two (2) parks in the Village limits at peak times to assess parking to field ratios.
- F. CONSULTANT will prepare a phasing plan for the final conceptual site plan. The phasing plan will address operational constraints and construction limits needed to maintain partial operations during construction.
- G. Upon completion of the two-conceptual site plans and development of the final conceptual site plan and upon completion of the building programs, CONSULTANT will prepare a Technical Memorandum that will contain the following design program summaries for the final conceptual site plan option at each park:
 - 1. Site Program, ball field program and appurtenances needs summary (field sizes, bleachers, benches, pavilions, etc.)
 - 2. Parking assumptions and cursory traffic impact analysis summary
 - 3. Utility assumptions summary
 - 4. Drainage assumptions summary
 - 5. Summary of Development Approvals and Permits anticipated to be required
 - 6. Phasing plan
 - 7. A rough order of magnitude opinion of probable construction cost broken down by construction phase which will be used as a guide by the VILLAGE selected Construction Manager (CM) in the preparation of the official opinion of probable cost prepared by others.
 - 8. A rough order of magnitude schedule broken down by construction phase which will be used as a guide by the CM in the preparation of the official opinion of probable cost prepared by others..
 - 9. Building Floor Plan Concept with tabulated space program.
 - 10. Conceptual Drawing Sketches
- H. Meetings and Workshops:

CONSULTANT will meet with the CLIENT during Conceptual Site Plan and Design Program Documents development at the VILLAGE offices to discuss progress and development of

WORK AUTHORIZATION: 001 (cont'd)
SUBJECT: Conceptual Site Plan and Design Program Documents

deliverables. Meetings are assumed to be at the durations assumed below. Meetings will be as follows

1. Kick-off/Concept Charrette Workshop – Half Day Work Shop with Stake Holders and VILLAGE to establish criteria and program for each park.
2. Follow-Up Workshop – Two (2) hour Work shop with Stake Holders and VILLAGE to review the two rough concept site plans developed and to obtain endorsement from VILLAGE on the selected option.
3. Engineering Department Meeting– Two (2) hours with VILLAGE project manager and Engineering Department staff, utility department staff and Planning and Zoning Department Staff.
4. Draft Final Conceptual Site Plan Review meeting – Two (2) hours with Stake Holders and VILLAGE to review the final conceptual site plans developed from previous meetings and comments.
5. One meeting for each of the Draft and Draft Final Site Plan and Technical Memo Deliverable Milestones Defined below except Final. – One hour each
6. Public Meeting – Two (2) hour Village Council or P.R.A.B. Presentation
7. Aero Club HOA Meeting – Two (2) hour Aero Club Home Owners Association Presentation

DELIVERABLES

The following are the Milestone Submittals for the Conceptual Site Plan and Design Program Documents for each park:

- A. Topographic Survey - Deliverable will be a PDF of the topographic survey emailed to CLIENT. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if prints exceed 11 x 17 in size.
- B. Preliminary Geotechnical Investigation - Deliverable will be a PDF of Preliminary Geotechnical Investigation emailed to CLIENT. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if prints exceed 11 x 17 in size.
- C. Draft Conceptual Site Plan Submittal –This Submittal consists of rough sketches of the two conceptual site plans defined above. Deliverable will be a PDF of each of the above items emailed to CLIENT prior to the follow-up workshop. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if

WORK AUTHORIZATION: 001 (cont'd)
SUBJECT: Conceptual Site Plan and Design Program Documents

prints exceed 11 x 17 in size.

- D. Draft Final Conceptual Site Plan and Draft Building Floor Plan Submittal – This Submittal consists of further developed and refined sketches of the selected option. The Draft Final Conceptual Site plan will be a more detailed plan based on the results of the Follow-up Work Shop. This submittal will also include rough sketches of each building's floor plan. Deliverable will be a PDF of each of the above items emailed to CLIENT prior to the Draft Final Conceptual Site Plan Review meeting. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if prints exceed 11 x 17 in size.
- E. Draft Technical Memorandum Submittal – This Submittal consists of one fully developed final conceptual site plan defined above and concept sketches of each building's floor plan. This submittal will also include a draft version of the technical memorandum including phasing, costs, schedule, and technical summaries listed above. Deliverable will be a PDF of each of the above items emailed to CLIENT. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if prints exceed 11 x 17 in size.
- F. Final Technical Memorandum Submittal – This Submittal consists of the final technical memorandum. Deliverable will be a PDF of each of the above items emailed to CLIENT. Should CLIENT require printed copies of the deliverable CONSULTANT can provide but the cost for Reproduction will be reimbursable if prints exceed 11 x 17 in size.
- G. Power Point Presentation – This submittal includes preparation of a 3 – 5 slide power point presentation of the accepted site plan concepts at each park.

TIME OF COMPLETION

Kimley-Horn will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule.

ASSUMPTIONS

The following assumptions were made and apply as part of this Work Authorization:

- Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the VILLAGE, will be considered additional services to this Work Authorization or assumed to be performed by others unless otherwise directed in writing.
- All information provided by VILLAGE or others can be relied upon in the performance of professional services required in the Work Authorization.

WORK AUTHORIZATION: 001 (cont'd)
SUBJECT: Conceptual Site Plan and Design Program Documents

- Access to the Site will be provided by VILLAGE or an escort provided where necessary.
- Workshops and Stakeholder meetings will be the source of design criteria that will be used on Park Concepts and documented in the technical memo.

The following items are excluded from this Work Authorization’s scope of work:

- Design, Permitting, Bidding and Construction Phase Services
- Site Plan Approval Services
- Reproduction, color plots and color boards for presentations and public meetings.
- Geotechnical investigations and reporting beyond those listed above.
- Utility Location utilizing a utility location company. CONSULTANT will fully rely on the VILLAGE’s as-builts and survey data provided by the VILLAGE.

FEE AND BILLING

CONSULTANT will perform above the Scope of Services tasks on a LUMPSUM basis. LUMP SUM fees will be invoiced monthly based upon the overall percentage of services complete to date.

Preliminary Services	
A. Topographical Survey and Coordination	\$ 27,870.00
B. Preliminary Geotechnical Investigation and Coordination	\$ 27,880.00
Subtotal Preliminary Services	\$ 55,750.00
Conceptual Site Plan and Design Program	
A. Concept Development and Technical Memo	\$ 88,695.00
B. Meetings and Workshops	\$ 15,455.00
Subtotal Conceptual Services	\$ 104,150.00
Work Authorization Total	\$ 159,900.00

Accepted by:

Kimley-Horn and Associates, Inc.

Village of Wellington

 Kevin Schanen, P.E., Vice President

Date: _____

Date: _____



FEE SUMMARY		Chief Eng	Contract Mgr	Sr. Specialist	Sr. Planner	Project Manager	Sr. Eng	Sr. Designer	P.E.	Landscap Architect	AutoCAD Designer	Engineer (EIT)	Admin Assist	Total hours	Labor Effort Total	PGAL	FCA	Tierra SF	B&P	FTE	Smith	Expenses	Overall Line Item Total
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$								
Preliminary Services																							
A. Topographic Survey and Coordination																							
1.	Greenbriar		0.5			2			2				3	8	\$ 1,045.00				\$ 9,500.00				\$ 10,545.00
2.	South Shore		0.5			2			2				3	8	\$ 1,045.00				\$ 16,280.00				\$ 17,325.00
B. Preliminary Geotechnical Investigation and Coordination																							
1.	Greenbriar		1			2			2				3	8	\$ 1,165.00			\$ 16,870.00				\$ 18,035.00	
2.	South Shore		1			2			2				3	8	\$ 1,165.00			\$ 8,680.00				\$ 9,845.00	
Preliminary Services Total																							
		\$ 0	\$ 3	\$ 510.00	\$ 0	\$ 8	\$ 0	\$ 0	\$ 8	\$ 0	\$ 0	\$ 0	\$ 12	31	\$ 4,420.00	\$ -	\$ -	\$ 25,550.00	\$ 25,780.00	\$ -	\$ -	\$ -	\$ 55,750.00
Conceptual Site Plan and Design Program																							
A. Site Plan Concept Development																							
1.	Greenbriar		2	16		6		4	8	14		28	6	84	\$ 12,340.00					\$ 1,450.00			\$ 13,790.00
2.	South Shore		2	16		8		4	8	16		36	6	96	\$ 13,950.00					\$ 1,450.00			\$ 15,400.00
B. Building Floor Plan and Program Development																							
1.	Greenbriar		2			2			2				4	8	\$ 1,180.00	\$ 3,000.00							\$ 4,180.00
2.	South Shore		2			2			2				4	8	\$ 1,180.00	\$ 6,000.00							\$ 7,180.00
C. Utility Needs Assessment																							
1.	Greenbriar	1				2			6		4	10	1	24	\$ 3,335.00						\$ 400.00		\$ 3,735.00
2.	South Shore	1				2			6		4	10	1	24	\$ 3,335.00						\$ 400.00		\$ 3,735.00
D. Drainage Needs Assessment																							
1.	Greenbriar					2			6			8	1	17	\$ 2,335.00					\$ 800.00			\$ 3,135.00
2.	South Shore					2			6			8	1	17	\$ 2,335.00					\$ 800.00			\$ 3,135.00
E. Parking Needs Assessment																							
1.	Multi-park Site Visit					2			8			8	2	20	\$ 2,730.00								\$ 2,730.00
2.	Parking review	2				2			8			8	2	22	\$ 3,210.00								\$ 3,210.00
F. Phasing Plan Development																							
1.	Greenbriar		4			1			2		8	2	2	17	\$ 2,610.00								\$ 2,610.00
2.	South Shore		4			1			2		8	2	2	17	\$ 2,610.00								\$ 2,610.00
G. Technical Memo Development																							
1.	Greenbriar Memo	2	2			2	4		4		2	12	12	28	\$ 3,900.00							\$ -	\$ 3,900.00
2.	South Shore Memo	2	2			2	4		4		2	12	12	28	\$ 3,900.00							\$ -	\$ 3,900.00
3.	Greenbriar Cost and Scheduling	1	4			2			8			16	16	31	\$ 4,720.00					\$ 500.00	\$ 500.00	\$ -	\$ 5,720.00
4.	South Shore Cost and Scheduling	1	4			2			8			16	16	31	\$ 4,720.00					\$ 500.00	\$ 500.00	\$ -	\$ 5,720.00
5.	Power Point Presentation Preparation		2			4			8			2	2	20	\$ 3,130.00								\$ 3,130.00
H. Meetings and Workshops																							
1.	Kick-Off/Concept Charrette Workshop		4		4	4			2		400.00	2	2	14	\$ 2,630.00	\$ 1,500.00	\$ 400.00			\$ 800.00	\$ -	\$ -	\$ 5,330.00
2.	Follow-up Workshop		2		2	2			1		200.00	1	1	7	\$ 1,315.00	\$ 750.00	\$ 200.00			\$ 400.00	\$ -	\$ -	\$ 2,665.00
3.	Engineering Department Meeting		2		2	2			1			1	1	7	\$ 1,315.00					\$ -	\$ -	\$ -	\$ 1,315.00
4.	Milestone Meetings (3 total)		6		2	6			2			2	2	16	\$ 3,080.00	\$ 500.00				\$ -	\$ -	\$ -	\$ 3,580.00
5.	Public Meeting		2			2			1			1	1	5	\$ 925.00					\$ -	\$ -	\$ -	\$ 925.00
6.	Acro Club HOA Meeting		2			2			1			1	1	7	\$ 1,265.00					\$ 375.00	\$ -	\$ -	\$ 1,640.00
Concept Site Plan and Design Program Services Total																							
		\$ 10	\$ 48	\$ 8,160.00	\$ 42	\$ 62	\$ 10	\$ 16	\$ 88	\$ 30	\$ 28	\$ 148	\$ 66	548	\$ 82,050.00	\$ 11,750.00	\$ 600.00	\$ -	\$ -	\$ 7,575.00	\$ 2,175.00	\$ -	\$ 104,150.00
PROJECT TOTAL HOURS																							
		\$ 10	\$ 51	\$ 8,670.00	\$ 42	\$ 70	\$ 10	\$ 16	\$ 96	\$ 30	\$ 28	\$ 148	\$ 78	579.0	\$ 86,470.00	\$ 11,750.00	\$ 600.00	\$ 25,550.00	\$ 25,780.00	\$ 7,575.00	\$ 2,175.00	\$ -	\$ 159,900.00
PROJECT TOTAL LABOR EFFORT																							