



VILLAGE OF WELLINGTON

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

WORK AUTHORIZATION: 002

SUBJECT: Greenbriar Park Design, Permitting and Bid Phase Services

THIS WORK AUTHORIZATION AUTHORIZES KIMLEY-HORN AND ASSOCIATES, INC. TO PERFORM THE WORK SET FORTH HEREIN AND IS ISSUED PURSUANT TO THE AGREEMENT NAMED "AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES - ENGINEERING AND DESIGN SERVICES FOR GREENBRIAR PARK AND SOUTH SHORE COMMUNITY PARK", BETWEEN WELLINGTON AND KIMLEY-HORN AND ASSOCIATES, INC. ("KIMLEY-HORN" OR "CONSULTANT"), DATED MARCH 5, 2018 ("AGREEMENT"). ALL TERMS AND CONDITIONS OF SAID AGREEMENT ARE HEREBY INCORPORATED AND MADE PART OF THIS WORK AUTHORIZATION.

WORK AUTHORIZATION BACKGROUND

The Village of Wellington recently selected Kimley-Horn for Engineering and Architectural Services for Greenbriar Park and South Shore Community Park. The initial work authorization for this project was as authorized in Purchase Order #180594 (Work Authorization 1) for conceptual site plan and design program documents. The first step in this planning and programming phase was to survey, collect geotechnical data and prepare preliminary concepts for both parks.

Preliminary concepts for both parks were presented to the Village in April 2018. Village Staff decided to separate the planning process for the two parks and to focus on Greenbriar Park in the first phase of the overall project. The desired layout of Greenbriar Park has become more quickly defined and South Shore Park has been placed in a second phase to accommodate accelerated Greenbriar Park development. To progress Greenbriar Park to design and ultimately construction, the conceptual site plan was presented in a report prepared as part of Work Authorization 1 and South Shore was separated to a different Phase of concept development.

This Work Authorization 2 expands on the Greenbriar Conceptual plan prepared in Work Authorization 1 and provides Design and Bid Phase Services for the Greenbriar Park only. See attached Concept Site Plan developed in Work Authorization 1 which will be used as the conceptual guide for the proposed design documents herein provided. The project elements to be designed are as follows:

WORK AUTHORIZATION: 002 (cont'd)**SUBJECT:** Greenbriar Park Design and Bid Phase Services

1. Four (4) lighted multiuse natural sport turf fields
2. An approximate 2,500 s.f. concession building with shaded roof extension areas for patrons, concessions, restrooms, meeting area, storage space, electrical room and janitor's closet as identified as Option C, attached;
3. An approximate 2,250 s.f. maintenance building with office space, break area, equipment storage, and restrooms as identified in the attached including a soil storage bin and wash down area;
4. Site lighting capable of serving night games (sport lighting) and parking lot lighting. This includes the Dog park existing parking lot and the relocated existing volleyball courts.
5. Associated parking and site work incidental to construction of the multiuse fields including landscape islands with irrigation, interior circulation sidewalks and access sidewalk to front of park;
6. Relocation of the existing volleyball courts, shade structures and showers.
7. Frontage landscaping features and irrigation along Greenbriar Blvd. in front of new park area and excluding the dog park area;
8. Public water and sanitary sewer facilities to serve the proposed concession building, proposed maintenance building, and existing dog park restroom facilities, including connection to the municipal lift station at the corner of Ousley Farms Road and Greenbriar Blvd.
9. Site power distribution to service new buildings and site accessories including conduits to service the future score boards. This includes communication infrastructure limited to conduit routing to future accessory locations.
10. Storm water ponds for new site area required to meet Village (ACME) storm water requirements for Greenbriar Park (excluding Dog Park and Dog Park Parking lot).
11. Site Accessories including portable spectator bleachers; two (2) dumpster enclosures, pre-manufactured shade structures, goals, PA system, monumental entry sign, benches, signage, grill enclosure, fencing and site trash receptacles.
12. Minor reconfiguration of the existing dog park parking lot to accommodate new maintenance building and to provide a separate connection of existing parking lot to new parking lot.

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SUBJECT: Greenbriar Park Design and Bid Phase Services

SCOPE OF WORK

CONSULTANT will work with VILLAGE staff to develop construction documents to be used by the VILLAGE to build the new park expansion at Greenbriar park. This scope of services is based on the overall assumption that the Village will be hiring a Construction Management (CM) firm to oversee and implement the construction of the project. This Work Authorization's Scope of Services is detailed further below:

Preliminary Services

Based on finalized building and site structure features, supplemental site investigation services will be provided for general geotechnical recommendations for building foundations, parking area paving and site drainage. Investigation will include new borings as follows:

- three (3) 25-foot-deep SPT borings near concession building,
- one (1) 20-foot-deep SPT boring near maintenance building,
- one (1) 30-foot-deep SPT boring and four (4) 35-foot-deep SPT boring for low and high mast light poles

These borings will be utilized in addition to previously obtained shallow borings for design recommendations.

Construction Document Preparation

- A. Consultant will prepare construction documents for the Project. Construction Documents Milestones will be delivered as listed in the Deliverables section of this Task. Scope is based on the preparation of two (2) separate sets of Bid documents for Construction Manager Use. The two packages are generally: Earthwork & Utilities package, a Site Package with Buildings. The general content of each package will be mutually agreed to between the Village and Consultant during the design phase.

The following are items that will be developed as part of the Construction Documents Preparation Phase:

1. Construction Drawings: Drawings will show the design and construction requirement for the Project as summarized in Work Authorization Background.
 2. Technical Specifications: Technical specifications for the Project Work where applicable and required. Technical specifications will not include Division 1 General Administrative specifications for use on the project.
- B. Opinion of Probable Construction Cost and Schedule: Consultant will provide a general review and comment on Opinion of Probable Construction Cost and schedule prepared by others.

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Consultant will review the Client's Construction Manager's opinion of probable cost for each package of work.

C. Meetings and Coordination:

Consultant will meet with the Client during construction document development to discuss progress and project development issues/items. Meetings are assumed to be at the Client's offices in Wellington with durations of up to two (2) hours. Meeting will be as follows:

- Design Kick-off meeting
- At each Milestone Submittal

Meetings will have Village staff, Consultant Project Manager or suitable replacement and Construction Manager at Risk in attendance.

Separately, consultant will also participate in up to five (5) progress conference calls during design to discuss progress and status.

D. Deliverables

The following are the Milestone Submittals for the Construction Document Preparation Phase for each Construction package identified in the Construction Documents Preparation task:

1. 60% Review Submittal – This submittal consists of partially developed construction drawings and Technical Specifications based off the approved concept plan prepared under previous Work Authorization 1 to this master agreement. Deliverable will be a PDF of each of the above items emailed to Client and four sets of 11 x 17 drawings and 8.5 x 11 specifications.
 2. 90% Review Submittal – This submittal consists of completed Construction Drawings and Technical Specifications for final review. This submittal will be made after receiving comments from the Client's review of the 60% review submittal. These are ready to permit (Building Department) less Client comments. Deliverable will be a PDF of each of the above items emailed to Client and four sets of 11 x 17 drawings and 8.5 x 11 specifications.
 3. Permit Documents – This submittal consists of completed construction drawings and Technical Specification including value engineering/constructability items resulting from the 90% design review meeting attended by all stakeholders after the Client's review of the 90% Review submittal. This submittal is defined herein as final and coordinated documents without permit revisions and without bid addenda. These documents will be submitted signed and sealed for permit submission to the building department.
 4. Bid Set Submittal – This submittal consists of completed construction drawings and technical specification ready for Bid.
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SUBJECT: Greenbriar Park Design and Bid Phase Services

Services during Building Department Permitting

For each Construction package identified in Construction Documents Preparation task:

- A. CONSULTANT will provide the Client project specific and technical information for Client or Client's contractor to submit and to process permit applications for Building Permit including construction drawings and specifications along with calculations where applicable.

- B. Meetings and Coordination:

Consultant will meet with the Building Department during the Building Permit process to assist the Client. A total of one (1) meeting is assumed for the permitting effort. This meeting will be attended by Consultant's Project Manager or Project Engineer / representative. Meeting is assumed to be at the Permit Agency's offices in Wellington, FL.

- C. Deliverables

Consultant will provide the Client with signed and sealed sets of the drawings (full-size format), Technical Specifications and Calculations (8.5 x 11 format) if required by the Building permitting agencies for Building permit application. Cost for Reproduction will be reimbursable. Separately, Consultant will provide a PDF of each of the above items emailed to Client.

Services during Utility and Environmental Permitting

- A. Utility and Environmental Permit Support

Consultant will submit permit applications to the following agencies for the identified permits below:

- FDEP – Health Department – Water and Sewer Permit
- SFWMD – Environmental Resource Permit
- SFWMD – Irrigation Consumptive Use Permit
- FAA - Notification Form (Site Lighting Impact)
- Village of Wellington - Major Utilities Permit
- Village of Wellington - Land Development Permit

Once the application is submitted, Consultant will respond to one Request for Additional Information (RAI) from Each Agency per Permit Application. Any additional RAIs or meetings with Agency will be considered additional services. All application fees shall be paid directly by the Client.

- B. Meetings and Coordination:

Consultant will meet with the SFWMD, Health department (FDEP) and FAA as needed during the processing phase to assist the Client. These meeting will be attended by consultant's Project

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Manager or Project Engineer / representative. Meetings are assumed to be at the Permitting Agency's offices in West Palm Beach. FAA meeting is assumed to be via conference call.

C. Deliverables

Consultant will provide letter request as defined above to the Environmental permitting agencies for permit processing. Cost for Reproduction will be reimbursable. Separately, Consultant will provide a PDF of each of the above items emailed to Client.

D. The following permit applications are assumed to be prepared and processed by the Village and the Construction Manager at Risk with no engagement by the Consultant:

- Right of Way Permit for Landscaping along Road
- SFWMD - Well Construction Permit
- SFWMD – SWPPP / NPDES Permit for construction
- SFWMD / FDEP Dewatering Permit

Services During Advertisement, Bidding, and Award

Consultant will assist the Client in the advertising and bidding of the projects for each of the two (2) bid packages by:

- A. Attending one (1) pre-bid meeting at the Client's or applicable Client office in Wellington, Florida. The meeting is assumed to involve one (1) professional from consultant's office. Consultant will be present to answer questions and to participate in the site walk-through for the project.
- B. Responding to Bidder's written questions submitted in RFI format. The Client will be responsible for receiving and distributing the questions and responses to the Contractor. Consultant will address RFI questions in written response and where applicable Consultant will update drawings and technical specifications with revisions as required.
- C. Assisting the Client in the technical review of the Guaranteed Maximum Price Proposals from the Construction Manager proposals for technical responsiveness.

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:

- A. 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.

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- B. All information provided by VILLAGE or others can be relied upon in the performance of professional services required in the Work Authorization.
- C. Access to the Site will be provided by VILLAGE or an escort provided where necessary.
- D. Site Plan Approval and Site Plan permitting services are excluded.
- E. Reproduction, color plots and color boards for presentations and public meetings are excluded.
- F. Geotechnical investigations and reporting obtained in Work Authorization 1 will be used for the design of project. Supplement reports will be as detailed in this scope.
- G. Utility Location utilizing a utility location company is excluded. Consultant will fully rely on the VILLAGE's as-builts and survey data provided by the Village.
- H. Design of turning lanes and road improvements are excluded.
- I. Traffic assessment and counts are excluded.
- J. Maintenance of Traffic planning, design and layout. Assumed by Village or Contractor. Including those required for permit applications.
- K. Design of the Sheriff Substation and associated site is excluded
- L. Design of the Utility tank and tank area is excluded.
- M. Design of Dog Park building lift station or connections is excluded. Only laterals to building are included.
- N. Topographic Surveying obtained in Work Authorization 1 will be used for the design of project. No additional surveying will be conducted for easements, platting or permit and site plan requirements.
- O. A detailed Opinion of Probable Cost preparation is not included— assumes construction manager will prepare at various milestones and Consultant will review for scope and content.
- P. Development or incorporation of Client's standard general or special conditions, agreement, or other front end documents for procurement of services/construction will be by Village staff and Construction Manager.

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SUBJECT: Greenbriar Park Design and Bid Phase Services

- Q. Construction Administration Services or site representation are not included in this scope of work.
- R. As-built preparation and surveying are excluded from this scope.
- S. All Permit fees are excluded.

FEE AND BILLING

Preliminary Services	
Geotechnical Subconsultant Services	\$ 9,857.50
Preliminary Services - Subtotal	\$ 9,857.50
Construction Document Preparation	
Construction Document Preparation	\$ 359,120.00
Construction Document Preparation - Subtotal	\$ 359,120.00
Services during Building Department Permitting	
Building Department Submittal Support Services	\$ 7,460.00
Services during Building Department Permitting - Subtotal	\$ 7,460.00
Services during Utility and Environmental Permitting	
FDEP - Health Department - Water and Sewer Permit	
SFWMD - Environmental Resources Permit	
SFWMD - Irrigation Consumptive Use	
FAA - Notification (Site Lighting)	
Village of Wellington - Land Development Permit	
Village of Wellington - Major Utility Permit	
Services during Utility and Environmental Permitting - Subtotal	\$ 23,845.00
Services During Bidding	
Services During Bidding	\$ 8,270.00
Services During Bidding - Subtotal	\$ 8,270.00
Work Authorization No. 2 - Total	\$ 408,552.50

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SUBJECT: Greenbriar Park Design and Bid Phase Services

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

Accepted by:

Kimley-Horn and Associates, Inc.

Village of Wellington



Kevin Schanen, P.E., Vice President

Date: 7/17/18

Date: _____



SA: 002
Subject: Greenbriar Park Design, Permitting and Bid Phase Services
Client: Village of Wellington
Estimator: J. Casey Long, PE

FEE SUMMARY	Chief Eng	Contract Mgr	Sr. Landscape	Project	Sr. Eng	P.E.	Landscape	AutoCAD	Engineer	CAD TECH	Admin	Total hours	Labor Effort Total	PGAL	Tierra SF	B&P	FTE	Smith	Expenses	Overall Line Item Total
		Sr. Specialist	Sr. Planner	Manager			Architect	Designer	(EIT)		Assist									
\$/hr	\$ 240.00	\$ 240.00	\$ 195.00	\$ 180.00	\$ 170.00	\$ 155.00	\$ 145.00	\$ 130.00	\$ 120.00	\$ 95.00	\$ 85.00									
Preliminary Services																				
A. Preliminary Services	0	1	0	2	0	0	0	0	0	0	2	5	\$ 770.00	\$ -	\$ 9,087.50	\$ -	\$ -	\$ -	\$ -	\$ 9,857.50
Preliminary Services - Subtotal	0	1	0	4	0	0	0	0	0	0	2	7	\$ 770.00	\$ -	\$ 9,087.50	\$ -	\$ -	\$ -	\$ -	\$ 9,857.50
	\$ -	\$ 240.00	\$ -	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170.00									
Construction Document Preparation																				
A. Site Design Services	0	8	40	44	50	72	100	100	244	426	32	1,116	\$ 137,270.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 24,000.00	\$ -	\$ 186,270.00
B. Buildings	0	3	0	6	32	8	0	8	60	80	16	213	\$ 25,680.00	\$ 82,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 108,680.00
C. Volleyball Court Relocations	0	2	0	0	6	0	4	4	10	32	4	62	\$ 7,180.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 8,680.00
D. Phasing Plan and Package Break-out	0	10	0	0	24	24	0	12	24	32	40	166	\$ 21,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,080.00
E. Administrative / Cost and Schedule Assistance	0	6	0	10	8	0	0	0	24	16	4	68	\$ 9,340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,340.00
F. Meetings	0	24	0	13	0	0	0	0	0	0	12	49	\$ 9,120.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 10,120.00
G. Task Management/ QA/QC / Coordination	20	20	0	7	3	14	0	0	4	8	2	78	\$ 14,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,950.00
Construction Document Preparation - Subtotal	20	73	40	80	123	118	104	124	366	594	110	1752	\$ 224,620.00	\$ 82,000.00	\$ -	\$ -	\$ 25,000.00	\$ 27,500.00	\$ -	\$ 359,120.00
	\$ 4,800.00	\$ 17,520.00	\$ 7,800.00	\$ 14,400.00	\$ 20,910.00	\$ 18,290.00	\$ 15,080.00	\$ 16,120.00	\$ 43,920.00	\$ 56,430.00	\$ 9,350.00									
Services during Building Permitting																				
1. Drawing Packaging, Signing and Submittal				4	4					4	6	18	\$ 2,290.00	\$ 1,000.00				\$ 500.00	\$ 1,000.00	\$ 4,790.00
2. RAI Response (limited to 1 round)				4	4					4	2	14	\$ 1,950.00							\$ 1,950.00
3. Meetings (1 meeting with department)				4								4	\$ 720.00							\$ 720.00
Services during Building Permitting - Subtotal	0	0	0	12	8	0	0	0	0	8	8	36	\$ 4,960.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 1,000.00	\$ 7,460.00
	\$ -	\$ -	\$ -	\$ 2,160.00	\$ 1,360.00	\$ -	\$ -	\$ -	\$ -	\$ 760.00	\$ 680.00									
Services during Utility and Environmental Permitting																				
1. Application Preparation																				
a. FDEP - Health Department - Water and Sewer Permit					6				2		4	12	\$ 1,600.00						\$ 100.00	\$ 1,700.00
b. SFWMD - Environmental Resources Permit					2				2		4	8	\$ 920.00						\$ 100.00	\$ 1,020.00
c. SFWMD - Irrigation Consumptive Use					2				2		2	6	\$ 750.00						\$ 100.00	\$ 850.00
d. FAA - Notification (Site Lighting)		2			2						2	6	\$ 990.00						\$ 100.00	\$ 1,090.00
e. Village of Wellington - Land Development Permit with Survey					4				2		2	8	\$ 1,090.00			\$ 1,500.00			\$ 100.00	\$ 2,690.00

f. Village of Wellington - Major Utility Permit					6				4		3	13	\$ 1,755.00							\$ 1,755.00	
FEE SUMMARY (cont'd)	Chief Eng	Contract Mgr	Sr. Landscape	Project	Sr. Eng	P.E.	Landscape	AutoCAD	Engineer	CAD TECH	Admin	Total hours	Labor Effort Total	PGAL	Tierra SF	B&P	FTE	Smith	Expenses	Overall Line Item Total	
		Sr. Specialist	Sr. Planner	Manager			Architect	Designer	(EIT)	Assist											
\$/hr	\$ 240.00	\$ 240.00	\$ 195.00	\$ 180.00	\$ 170.00	\$ 155.00	\$ 145.00	\$ 130.00	\$ 120.00	\$ 95.00	\$ 85.00										
2. RAI Response (limited to 1 round)																					
a. FDEP - Health Department - Water and Sewer Permit					8				1	4	2	15	\$ 2,030.00							\$ 2,030.00	
b. SFWMD - Environmental Resources Permit					4				2	2	2	10	\$ 1,280.00							\$ 1,280.00	
c. SFWMD - Irrigation Consumptive Use					2				1	2	2	7	\$ 820.00							\$ 820.00	
d. FAA Notification (Site Lighting)		2			2				1	2	2	9	\$ 1,300.00							\$ 1,300.00	
e. Village of Wellington - Land Development Permit					4				2		2	8	\$ 1,090.00							\$ 1,090.00	
f. Village of Wellington - Major Utility Permit					2				4		2	8	\$ 990.00							\$ 990.00	
3. Meetings with Agencies																					
a. FDEP - Health Department - Water and Sewer Permit					6				4			10	\$ 1,500.00							\$ 1,500.00	
b. SFWMD - Environmental Resources Permit					4				4			8	\$ 1,160.00							\$ 1,160.00	
c. SFWMD - Irrigation Consumptive Use					4				4			8	\$ 1,160.00							\$ 1,160.00	
d. FAA Notification (Site Lighting)		1			4				4			9	\$ 1,400.00							\$ 1,400.00	
e. Village of Wellington - Land Development Permit					4						1	5	\$ 765.00							\$ 765.00	
f. Village of Wellington - Major Utility Permit					4				4		1	9	\$ 1,245.00							\$ 1,245.00	
Services during Utility and Environmental Permitting - Subtotal	0	5	0	0	64	0	0	0	39	10	28	159	\$ 21,845.00	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 500.00	\$ 23,845.00	
	\$ -	\$ 1,200.00	\$ -	\$ -	\$ 10,880.00	\$ -	\$ -	\$ -	\$ 4,680.00	\$ 950.00	\$ 2,380.00										
Services during Site Plan Approval																					
1. Document assembly												0	\$ -							\$ -	
2. Research requirements / Coordinate with Village												0	\$ -							\$ -	
3. Meeting												0	\$ -							\$ -	
Services during Site Plan Approval - Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Services During Bidding																					
1. Prebid Conference x 2		5		5								10	\$ 2,100.00	\$ 375.00				\$ 500.00		\$ 2,975.00	
2. RAI Response (limited to 1 round x 2 packages)				12						6	6	24	\$ 3,240.00	\$ 375.00						\$ 3,615.00	
3. Technical Review (limited to 1 x 2 packages)		1		8								9	\$ 1,680.00							\$ 1,680.00	
Services During Bidding - Subtotal	0	6	0	25	0	0	0	0	0	6	6	43	\$ 7,020.00	\$ 750.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 8,270.00	
	\$ -	\$ 1,440.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570.00	\$ 510.00										
PROJECT TOTAL HOURS	20	85	40	121	195	118	104	124	405	618	154	1997.0	\$ 259,215.00	\$ 83,750.00	\$ 9,087.50	\$ 1,500.00	\$ 25,000.00	\$ 28,500.00	\$ 1,500.00	\$ 408,552.50	
PROJECT TOTAL LABOR EFFORT	\$ 4,800.00	\$ 20,400.00	\$ 7,800.00	\$ 21,780.00	\$ 33,150.00	\$ 18,290.00	\$ 15,080.00	\$ 16,120.00	\$ 48,600.00	\$ 58,710.00	\$ 13,090.00										

