



Bermello Ajamil & Partners, Inc.

Architecture
Engineering
Planning
Interior Plan
Landscape Architecture

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WORK AUTHORIZATION No. 1 **City of Key West, Florida** **Truman Waterfront Park Fruit Tree Grove**

Bermello Ajamil & Partners Inc. (B&A) is pleased to provide this Scope of Services to the City of Key West, Florida (Client) for landscape architectural services associated with design of the fruit tree grove in Truman Waterfront Park. Services rendered shall be provided under General Landscape Architectural Services Agreement No. RFQ 12-002.

PART I - PROJECT BACKGROUND & DESCRIPTION

The Client, in response to a request made by Truman Waterfront Advisory Board (TWAB), has requested B&A to provide professional design services for the planning and design of a fruit tree grove. The grove is intended to be a living museum; a space for visitors and locals to learn, and enjoy the wonders of tropical fruit, as well as understand the edible vegetation used historically in Key West. The proposed grove is to be located at the south end of Truman Waterfront Park, along the east side of the park spine road, as shown on the figure below, highlighted in green. The proposed site is approximately 5,000 square feet and is owned by the Client.



The Client has requested B&A prepare one (1) black and white concept sketch, which shall distinguish between and depict trees and hardscape improvements. The Client has requested B&A to prepare construction drawings, which shall consist of fencing/gate plan and details; landscape plans including a Green Buttonwood windbreak and up to fifteen (15) tropical fruit trees; and an irrigation drip system connected to the Truman Waterfront Park mainline (located along the Park spine road). Knowing that the Park open space/lawn area will be used for event parking, the irrigation connection from the mainline shall be designed to be protected from damage due to vehicle loading/impacts.

The Client shall be responsible for electrical plan and electrical service to the site/area.

Additional Professionals working on the project as sub-consultants to BA include:

Tropical fruit expert & tropical fruit history expert	Grimal Grove
Irrigation design services	Dixie Landscape

PART II SCOPE OF SERVICES

Task 1 – Project Initiation and Concept Sketch:

- 1.1 Base Data Development** – B&A shall create a project title block and assemble a base plan from the available data from the Truman Waterfront Park project. This will be provided to the Client in PDF format for their review and comment.
- 1.2 Design Intent Conference Call** – B&A shall participate in one (1) conference call to kick off the project with the Client. Representatives from Grimal Grove shall be present/on the call to advise and comment on plant species, their arrangement, and location. The purpose of the meeting shall be to further define the image and design vocabulary for the project that shall be used by the design team to measure the appropriateness of future design decisions. The meeting shall also be used to agree on the project schedule, timing and content of meetings, record keeping standards, communications protocol, meeting dates, and preliminary and final submissions. B&A shall prepare and distribute minutes summarizing items discussed and direction given.
- 1.3 Concept Sketch** – Based on direction given and themes discussed at the design intent meeting, B&A shall develop one (1) black white concept sketch that depicts the location of paving, fencing furniture, Conch House Shed and cistern as well as the location of fruit trees. B&A shall provide a PDF versions of the concept sketch via e-mail.

Deliverables for Task 1 – Project Initiation and Concept Sketch; as a result of this task, B&A shall deliver the following:

- *One (1) AutoCAD base file transmitted via e-mail*
- *One 8 ½" X 11" black and white PDF copy of minutes from design intent conference call meeting transmitted via e-mail*
- *One (1) 24" X 36" black and white PDF copy of conceptual sketch transmitted via e-mail*

Task 2 – Preparation of Construction Drawings:

- 2.1 Draft 100% Construction Drawings** – Based on comments received on the conceptual plan and direction given by City Commission, B&A shall prepare construction drawings. The submittal shall consist of PDF's provided via e-mail.
- 2.2 100% Construction Drawings Review Meeting** – B&A shall participate in one (1) conference call review meeting with the Client to discuss the 100% CD's. The Client shall provide B&A one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the final drawings. Major changes that represent a significant departure from the original design program shall be provided as an additional service charged on an hourly basis. B&A shall prepare or distribute meeting minutes.
- 2.3 Final Construction Drawings** – Based on comments received during the 100% CD's review meeting, B&A shall finalize and issue signed and sealed final construction drawings. Drawings shall be suitable for bidding and construction.

Deliverables for Task 2 – Preparation of Construction Drawings: as a result of this task, B&A shall deliver the following:

- *One (1) 24" X 36" black and white PDF copy of draft 100% CD's, including fencing, landscape and irrigation, transmitted via e-mail*
- *One 8 ½" X 11" black and white PDF copy of minutes from 100% CD's review meeting transmitted via e-mail*
- *One (1) 24" X 36" black and white PDF copy of final CD's, including fencing, landscape and irrigation, transmitted via e-mail*
- *Two (2) 24" X 36" black and white signed and sealed sets of CD's including fencing, landscape and irrigation, transmitted via FedEx*

Task 3 – Plant Installation Oversight:

- 3.1 Plant Installation Oversight** – B&A's sub-consultant Grimal Grove shall assist the City and their chosen contractor with sourcing the specified fruit trees, delivery, site area preparation and installation oversight.

PART III COMPENSATION

Tasks 1 through 4 – B&A shall bill the Client hourly, not to exceed amounts for Tasks 1 through 4 from the Scope of Services listed below:

Task 1	Project Initiation and Concept Sketch	\$	3,325.00
Task 2	Preparation of Construction Drawings	\$	7,305.00
Task 3	Plant Installation Oversight	\$	1,960.00
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Subtotal		\$	12,590.00
Reimbursable Expenses		\$	500.00
Total		\$	13,090.00

PART IV SCHEDULE

B&A is prepared to provide these services upon issuance of a purchase order. B&A, in consultation with the Client, shall perform its work in such a manner as to comply with an agreed upon schedule.

PART V ADDITIONAL SERVICES

B&A shall provide Additional Services to the Client at an agreed upon fee. Items specifically not included in this scope:

1. Additional Concepts
2. Perspective Renderings
3. Sketch-Up Models
4. Additional Revisions
5. Preparation of tree disposition plans and/or relocation table
6. Electrical plan services including selection of light fixtures, lighting plan or photometrics
7. Civil Engineering design services including potable water tap, backflow preventer, sizing of water meter, storm water plan, permitting, modification of existing permits or certifications to regulatory agencies or the building department
8. Structural design services
9. Preparation of technical specification sections
10. Preparation of project manual
11. Preparation of opinions of probable cost or cost estimates
12. Bidding services including but not limited to preparation of a bid tabulation, bid form or schedule of values or responses to requests for information (RFI's)
13. Construction services including but not limited to submittal review, responses to RFI's, site visits, construction meetings, substantial completion walkthrough inspections, preparation of punch list or final completion inspection.
14. Design or specification of a conch style house/garden shed.
15. Cistern design or specification.
16. Soil analysis.
17. Signage or interpretive signage design.
18. Preparation of PowerPoint Presentation
19. Attendance at TWAB Meeting
20. Permitting assistance
21. Preparation of Commission presentation/PowerPoint
22. Attendance at Commission meetings