



Bermello Ajamil & Partners, Inc.

Architecture  
Engineering  
Planning  
Interior Plan  
Landscape Architecture

September 6, 2016  
Revised September 6, 2016  
Revised April 5, 2017  
Revised April 11, 2017

Page 1 of 5

## **WORK AUTHORIZATION No. 1**

### **City of Key West, Florida**

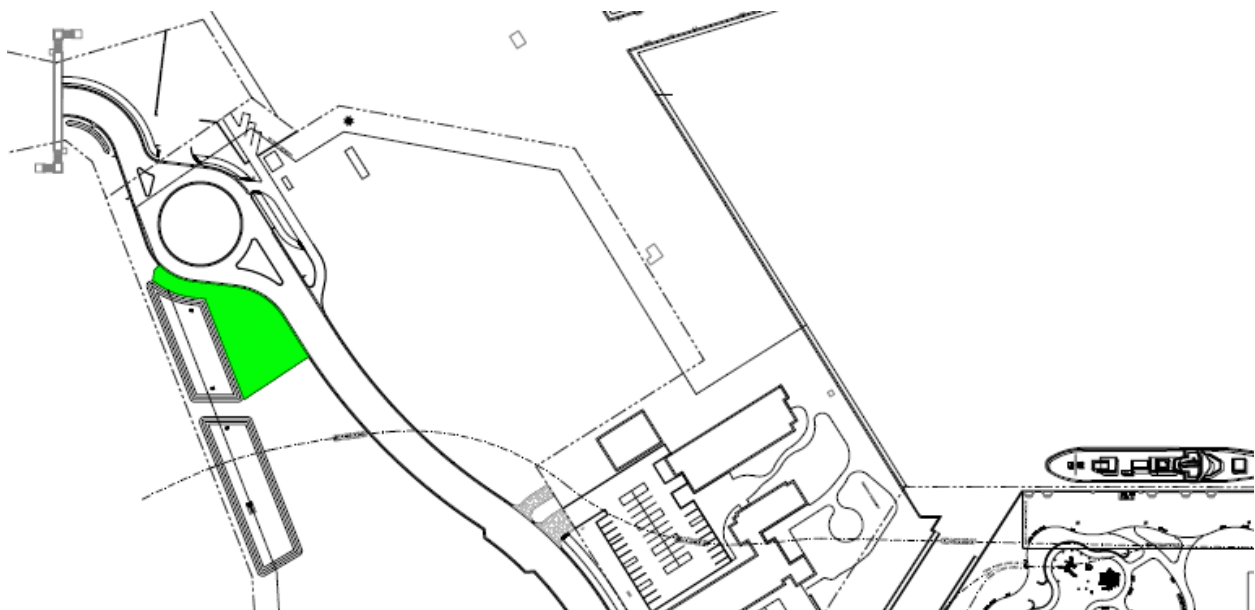
### **Truman Waterfront Park Fruit Tree Garden**

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 garden in Truman Waterfront Park. Services rendered shall be provided under General Landscape Architectural Services Agreement No. RFQ 12-002.

### **PART I - PROJECT BACKGROUND & DESCRIPTION**

Under previous authorizations, B&A prepared a master plan, Development Application and construction drawings for Truman Waterfront Park, which included Landscape Architecture, Civil Engineering, Architecture, Electrical and Plumbing Engineering, Signage and Wayfinding, Environmental Engineering and Irrigation plans. Construction of that phase of the project started in January of 2016. B&A is currently providing construction services/assistance to the Client.

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 garden. The garden 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 garden 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. Part of the proposed site is within the Navy 30' Setback; which cannot contain vertical elements. The proposed site is approximately 11,120 square feet and is owned by the Client.



The Client has requested B&A prepare one (1) conceptual plan, which shall distinguish between and depict fruit trees and hardscape improvements. The Client has also requested B&A to prepare construction drawings which shall consist of fencing/gate plan and details; landscape plans including a Green Buttonwood wind break and up to fourteen (14) species of tropical fruit trees; and an irrigation drip system connected to the Truman Waterfront Park mainline.

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:**

- 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.

*Deliverables for Task 1 – Project Initiation; 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*

### **Task 2 – Preparation of Conceptual Plan:**

- 2.1 Conceptual Plan and Elevation** – Based on direction given and themes discussed at the design intent meeting, B&A shall develop one (1) conceptual plan that depicts paving pattern and location, fencing and furniture location, Conch House Shed and cistern location as well as fruit tree species and location. B&A shall also prepare one (1) conceptual elevation that depicts fencing, plant massing and the Conch House Shed. B&A shall provide PDF versions of the conceptual plan and elevation via e-mail.

- 2.2 Conceptual Plan Review Meeting** – B&A shall participate in one (1) conference call review meeting with the Client and representatives from Grimal Grove to discuss the conceptual plan and elevation. The Client shall provide B&A one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the documents during the next phase of work. 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 and distribute meeting minutes.
- 2.3 City Commission Presentation** – Grimal Grove shall attend and present the approved conceptual plan and elevation at one (1) City Commission Meeting. The goal is to obtain feedback and to receive direction on the conceptual plan. The Client shall instruct the B&A Team on minor modifications that shall be incorporated into the construction 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 not be responsible for preparing minutes or summarizing direction given by the Commission.

*Deliverables for Task 2 – Preparation of Conceptual Plan; as a result of this task, B&A shall deliver the following:*

- *One (1) 24" X 36" color PDF copy of conceptual plan transmitted via e-mail*
- *One (1) 24" X 36" color PDF copy of conceptual elevation*
- *One 8 ½" X 11" black and white PDF copy of minutes from conceptual plan review meeting transmitted via e-mail*

**Task 3 – Preparation of Construction Drawings:**

- 3.1 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.
- 3.2 100% 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.
- 3.3 Final Construction Drawings** – Based on comments received during the 100% CD's review meeting, B&A shall finalize and issue final construction drawings. Drawings shall be suitable for bidding and construction.
- 3.4 Permitting** – B&A shall provide the Client signed and sealed drawings necessary for building department permitting.

*Deliverables for Task 3 – 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*
- *Four (4) 24" X 36 black and white signed and sealed sets of CD's including fencing, landscape and irrigation, transmitted via FedEx*

**Task 4 – Plant Installation Oversight:**

**4.1 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	\$	1,225.00
Task 2	Preparation of Conceptual Plan	\$	7,670.00
Task 3	Preparation of Construction Drawings	\$	8,265.00
Task 4	Plant Installation Oversight	\$	1,960.00
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Subtotal		\$	19,120.00
Reimbursable Expenses		\$	500.00
<b>Total</b>		<b>\$</b>	<b>19,620.00</b>

**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

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Revised April 10, 2017

SCOPE		Project Manager		Landscape Architect		Landscape Designer		Administrative Assistant		Bermello Ajamil & Partners Hours and Fees		Sub-Consultant	Sub-Consultant	
		HRS	\$175 RATE/HR	HRS	\$100 RATE/HR	HRS	\$85 RATE/HR	HRS	\$60 RATE/HR	HOURS SUBTOTAL	FEE SUBTOTAL	GRIMAL GROVE	DIXIE LANDSCAPE	
												TROPICAL FRUIT EXPERTS FEES	IRRIGATION FEES	
Task 1	Project Initiation													
1.1	Base Data Development	0	\$0	2	\$200	4	\$340	1	\$60	7	\$600	\$0	\$0	\$600
1.2	Design Intent Conference Call	0	\$0	2	\$200	1	\$85	1	\$60	4	\$345	\$280	\$0	\$625
TASK 1 SUBTOTAL		0	\$0	4	\$400	5	\$425	2	\$120	11	\$945	\$280	\$0	\$1,225
Task 2	Preparation of Conceptual Designs													
2.1	Conceptual Plan and Elevation	8	\$1,400	8	\$800	20	\$1,700	1	\$60	37	\$3,960	\$1,505	\$0	\$5,465
2.2	Conceptual Plans Review Meeting	1	\$175	1	\$100	1	\$85	1	\$60	4	\$420	\$280	\$0	\$700
2.3	City Commission Presentation	0	\$0	1	\$100	1	\$85	1	\$60	3	\$245	\$1,260	\$0	\$1,505
TASK 2 SUBTOTAL		9	\$1,575	10	\$1,000	22	\$1,870	3	\$180	44	\$4,625	\$3,045	\$0	\$7,670
Task 3	Preparation of Construction Drawings													
3.1	Draft 100% CD's	1	\$175	4	\$400	32	\$2,720	1	\$60	38	\$3,355	\$420	\$250	\$4,025
3.4	Ddraft 100% CD's Review Meeting	1	\$175	1	\$100	0	\$0	1	\$60	3	\$335	\$280	\$0	\$615
3.5	Final Construction Drawings	1	\$175	4	\$400	16	\$1,360	1	\$60	22	\$1,995	\$420	\$250	\$2,665
3.6	Permitting	0	\$0	2	\$200	2	\$170	1	\$60	5	\$430	\$280	\$250	\$960
TASK 3 SUBTOTAL		3	\$525	11	\$1,100	50	\$4,250	4	\$240	68	\$6,115	\$1,400	\$750	\$8,265
Task 4	Plant Installation Oversight													
4.1	Plant Installation Oversight	0	\$0	4	\$400	0	\$0	1	\$60	5	\$460	\$1,500	\$0	\$1,960
TASK 4 SUBTOTAL		0	\$0	4	\$400	0	\$0	1	\$60	5	\$460	\$1,500	\$0	\$1,960
BASE SCOPE OF SERVICES SUBTOTAL		12	\$2,100	29	\$2,900	77	\$6,545	10	\$600	128	\$12,145	\$6,225	\$750	\$19,120
DESIGN DIRECT EXPENSES														\$500
BASE SCOPE OF SERVICES TOTAL														\$19,620