



July 9, 2015 (*Revised July 23, 2015*)

Mr. Thaddeus Cohen
Director of Planning
City of Key West
P.O. Box 1409
3140 Flagler Avenue
Key West, Florida 33401

Sent via email: tcohen@cityofkeywest-fl.gov

Re: EDSA General Service Contract Task Order #3: Duval Street Schematic Design

Dear Thaddeus,

As discussed, we have enjoyed working with the Key West community, the City's leadership on how to enhance one of the nation's most prestigious streets, Duval! The team at EDSA are looking forward to coming up with a creative solution for enhancing the urban design of the street, while maintaining its unique charm and character. We are committed to working with the residents, business owners and other stakeholders who hold Duval Street near and dear to their hearts.

Per your request, we have drafted the following task order for your review. Upon receipt of your comments, we will finalize the work order and look forward to moving the next step of the project forward.

If you have any questions, please let us know.

All the best,

A handwritten signature in black ink that reads "Paul D. Kissinger". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul D. Kissinger, FASLA, PLA
Principal

cc: Marketing, Accounting

EXHIBIT B

TASK ORDER #3: DUVAL STREET SCHEMATIC DESIGN

SCOPE OF WORK AND FEE SCHEDULE

INTRODUCTION

The following scope of services is for the development of schematic design plans for Duval Street. While we understand that the Task Orders may need to be separated internally at the City of Key West, we have developed a comprehensive Scope of Services for the Duval Street corridor.

EDSA as the lead and prime consultant, has assembled a multi-disciplinary team and will be responsible for overall team management, planning, landscape architecture and urban design, and public consensus building. The rest of the team includes:

- Perez Engineering & Development Inc.: Civil Engineering
- Alta Planning and Design: Traffic Planning (G. Wade Walker)

Hereinafter the above team will be referenced as the "EDSA Team".

PROJECT OBJECTIVES

We understand that the purpose of the project is to prepare schematic design plans for the enhancement of Duval Street. The goal of the EDSA Team will be to develop Schematic Design alternative that builds upon the unique character of the corridor, while enhancing it for the use and enjoyment of the residents and visitors alike.

Key improvements will include:

- Improved pedestrian connectivity
- Improved aesthetics through landscape, site furnishings, hardscape and other urban design elements
- Work within the context of the existing storm drainage
- Improved flexibility for special events and programming by the City of Key West and the business owners and special interests groups that have a focus on improving Duval Street (i.e. cultural arts groups that wish to put on a specific show / festival / etc.)

SCOPE OF SERVICES

The following Scope of Services is designed to prepare schematic design drawing for Duval Street.

Task 1: Collection of Base Materials / Preparation of Base Maps and Review of Existing studies / Storm drainage improvements

- 1.1. **Base Information:** EDSA will rely upon the City of Key West to provide a suitable and accurate base of existing conditions (Site Survey) in an electronic format (AutoCAD file).
- 1.2. **Existing Design Plans / Reports:** EDSA will rely upon the City of Key West to provide the relevant and necessary existing design plans, reports, grant funding requirements (of existing grants), and or any proposed capital improvements slated for the roadway corridor.
- 1.3. **Review of Existing Studies:** Upon receipt of the existing information from the City of Key West, the EDSA team will review the materials and formulate a summary memorandum of the review of the existing materials. If deemed necessary, at this point, the EDSA Team will also identify any missing base information or technical data. During this process, the EDSA team will travel to Key West to prepare a more detailed site inventory and analysis of the existing conditions found along the corridor. We would anticipate that the field work associated with this may take up to three (3) days.
- 1.4. **Preparation of Base Maps:** EDSA will, based on the information provided by the City of Key West prepare a series of base maps for the study, design and development of the proposed enhancements for the Duval Street corridor.
- 1.5. **Site Inventory and Analysis:**
 - 1.5.1. The EDSA team will travel to the City of Key West for the purpose of reviewing the site conditions along Duval Street. As part of this process the EDSA team will review specific site conditions that will affect the design of Duval Street Improvements, take existing condition pictures and review the opportunities and constraints along the corridor.
 - 1.5.2. During the Site visit, EDSA will also be available for meetings/briefings with City leadership and City staff (City engineer, Public Works, Planning, Parks and Recreation, City Manager, etc.). In addition, as with the initial conceptual effort, we would recommend that the City of Key West establish a Steering Committee comprised of 7-9 members from the public that represent a broad cross section of the various interests in the City. In addition to the Steering Committee members, various members of City staff would also attend the meetings.
 - 1.5.3. EDSA will also attend stakeholder meetings (based on groups set up by City Staff) during this initial visit. We recommend that the stakeholder groups or groups with common interests include a resident group, a business owners group, and a special interest group. If other stakeholders emerge, pending time during the 3 day trip, EDSA will be able to meet with them. We would anticipate the stakeholder meetings to last approximately 45 minutes to an hour.
 - 1.5.4. The duration of this initial trip will be 3 days, including travel.

Deliverables:

- Preparation of base maps
- Preparation of site inventory and existing conditions diagram and notations.
- Preparation of a summary memorandum of the existing base information / reports / studies

Task 2: Schematic Design

- 2.1. The EDSA team will continue the planning and design process with the intention to formulate a strategy for the enhancements of Duval Street. The goal of the planning and design work will be for the cohesive plan that ties the entire corridor together as well as enhance the aesthetic of the streetscape corridor.
- 2.2. The focus of the planning and design efforts will be to enhance the streetscape through the inclusion of a new layout and inclusion of urban design elements, such as landscape hardscape improvements, lighting, signage and site furnishings, such as benches, trash receptacles and bike racks. EDSA will examine the most appropriate design solution for the corridor based on feedback from City Staff and the residents.
 - 2.2.1. We anticipate the Preliminary Schematic Design plan package to include the following:
 - 2.2.1.1. Survey of Existing Conditions (survey provided by the City of Key West)
 - 2.2.1.2. Existing conditions notations for the corridor
 - 2.2.1.3. Site illustrative plan of the corridor
 - 2.2.1.4. Strategic enlargement areas (up to four [4])
 - 2.2.1.5. Identification of a pilot study project with City Staff and City Leadership
 - 2.2.1.6. Strategic site sections
 - 2.2.1.7. Preliminary palette of urban design elements and alternatives
- 2.3. Upon the conclusion of the Preliminary Schematic Design Package, the EDSA team will travel to Key West for a focus group meeting, meeting with City Staff and one (1) public meeting. Trip to be up to three (3) days.
 - 2.3.1. Typical three (3) day trip to include the following
 - 2.3.1.1. Travel the morning of the 1st day, with afternoon meetings with Planning staff and Steering Committee. If necessary, we can be available for a Focus group meeting early evening.
 - 2.3.1.2. Second day to include meetings with stakeholders (as determined by City staff) and a public meeting in the evening.
 - 2.3.1.3. Third day, wrap up meeting with City staff and travel back to South Florida in the afternoon.
- 2.4. Upon receipt of review comments from City staff on the Preliminary Schematic Design package, the EDSA team will work towards the completion of the Final Schematic Design for the study areas.
 - 2.4.1. We anticipate the Final Schematic Design package to include the following:
 - 2.4.1.1. Survey of Existing Conditions (survey provided by the City of Key West)
 - 2.4.1.2. Existing conditions notations for the corridor
 - 2.4.1.3. Site illustrative plan of the corridor study areas
 - 2.4.1.4. Strategic enlargement areas (up to four [4])
 - 2.4.1.5. Develop an illustrative pilot study project and installation strategy
 - 2.4.1.6. Strategic site sections
 - 2.4.1.7. Final Schematic palette of urban design elements and alternatives
- 2.5. Upon the conclusion of the Final Schematic Design Package, the EDSA team will travel to Key West for a stakeholder meeting, meeting with City Staff and one (1) public meeting. Trip to be up to three (3) days. We would anticipate that the final public meeting would be with the City Commission. During this meeting, the goal would also be to finalize and approve the proposed pilot project for implementation.

Deliverables

- Preliminary Schematic Design Package of the Duval Street Corridor
- Review meeting with City staff and public (to include up to three (3) trips to Key West for up to three (3) days or a total of nine (9) days)
- Final Schematic Design Package

SCHEDULE

EDSA will work with the City of Key West to develop an appropriate schedule.

The EDSA team assumes that the City of Key West will endeavor to provide review comments on a timely basis. However, we would assume and have anticipated the City of Key West staff will take up to three (3) weeks per review.

Based on past experience, we would anticipate that the schedule would take approximately six (6) months.

SCOPE ASSUMPTIONS

In an effort to provide a comprehensive scope, the above outlines, based on our understanding of the project, the specific scope of services necessary for the project; however, please note the following exclusions and or assumptions based related to the project:

- The above proposal does not include geo-tech design for FDOT pavement.
- If the EDSA team's services under this Task Order do not include services during the construction phase of the project, then Client assumes all responsibility for the application and interpretation of the EDSA team's drawings, specifications and other instruments of service; the observation and evaluation of Contractor's work and the performance of any other necessary construction phase or professional services; and Client waives any claims against the EDSA team that may be connected in any way thereto.
- Since the EDSA team does not have control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including, but not limited to, opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional consultant, familiar with the construction industry. The EDSA team cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If, at any time, the City of Key West wishes greater assurance as to the amount of any cost, the City of Key West shall employ an independent cost estimator to make such determination. Engineering services required to bring costs within any limitation established by City of Key West will be paid for as additional services hereunder by the City of Key West.
- If the services under this Task Order continue for a period of more than one (1) year from the notice to proceed, the EDSA Team shall be entitled to renegotiate the terms of this Task Order. The EDSA team shall not be bound under this Agreement if modifications to the terms contained herein are made without the written consent of the EDSA team (such consent to be signified by the EDSA team's initials next to each modification, and if a fully executed copy hereof is not received from the

- City of Key West by the EDSA team on or before sixty (60) calendar days from the date of execution by EDSA.
- EDSA assumes that City staff will coordinate all stakeholder meetings, public meetings and City Commission meetings.

OPTIONAL SERVICES

Optional services shall be considered those services related to making revisions or additions to drawings, specifications, or other documents outlined when such revisions are inconsistent with instructions previously given, or those services which are in addition to the Basic Services outlined in this Agreement. Such drawing and services may include:

- Geo-Tech testing and analysis
- Additional Meeting, other than described above
- Permitting
- Detailed Design services
- Construction Related Services
- Bidding Assistance/Contractor selection process
- Architectural design or modifications to the existing structures
- Development of additional illustrations, sections, perspectives, sketches or plan enlargements or alternatives
- Traffic studies

Optional services shall be provided if authorized by the client on a lump sum fee. Time spent during the construction phase to correct, clarify, or redesign due to error or omissions of the EDSA Team shall be performed at no additional fee.

COMPENSATION

The EDSA Team will provide the above described services on a lump sum as follows:

Task 1:	\$ 23,000
Task 2:	<u>\$ 92,000</u>
Total	\$115,000

Reimbursable, are included in the lump sum fee.

Reimbursable, such as multiple copies of drawings will not be produced unless authorized by the City of Key West, and will be considered additional.