



## Additional Services Agreement

**DATE:** January 9, 2023  
**RE:** Key West Sport Complex Design Services ASA  
**CLIENT:** City of Key West  
 1300 White Street  
 Key West, FL 33040  
**ATTENTION:** Ms. Patti McLaughlin  
**CGA NO.:** 19-3329.1

Calvin, Giordano & Associates, Inc. (CGA) is pleased to provide this proposal for additional professional services for the preparation of construction drawings for the proposed modifications to the park's parking-lots and access points, preparing the site to "pad ready" for a future skate park, accommodations for a new restroom building, and storage buildings, a mast arm traffic signal at the intersection of Duck Avenue and 14th Street and addition of signage and striping along Kennedy Drive to accommodate the bicycle connection through the park as discussed with the City and shown in the included exhibit. This proposal includes design, permitting and bidding assistance. Construction phase services are not included at this time. Work will be performed in accordance with the Professional Traffic Engineering Services Agreement between the City of Key West and CGA as outlined in the Professional Services Agreement dated 05/29/2018 and per the City of Key West Resolution 18-143. The detailed scope of work is written below.

### I. Professional Engineering Services

#### A. Electrical Engineering

##### 1. Data Collection and Evaluation

- CLIENT shall provide any available utility as-built drawings for the existing facility.
- Review the as-built drawings for the preparation of the site visit to confirm as-built conditions.

Building Code Services  
 Civil Engineering / Roadway & Highway Design  
 Coastal Engineering  
 Code Enforcement  
 Construction Engineering & Inspection (CEI)  
 Construction Services  
 Data Technologies & Development  
 Electrical Engineering  
 Engineering  
 Environmental Services  
 Facilities Management  
 Grant Management & Writing  
 Geographic Information Systems (GIS)  
 Governmental Services  
 Indoor Air Quality (IAQ)  
 Landscape Architecture  
 Planning  
 Project Management  
 Redevelopment & Urban Design  
 Surveying & Mapping  
 Transportation & Mobility  
 Transportation Planning  
 Water / Utilities Engineering  
 Website Development

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 Suite 600  
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- Field visit to obtain and verify as-built conditions. CLIENT representative and access to electrical equipment shall be provided to CGA for visual observation. A second field visit might be required upon review of the findings from first field visit.
- Review and evaluate collected field data, including but not limited to, existing electrical service, existing electrical distribution panels, existing irrigation system electrical service, and existing park parking lots' electrical circuits.
- Meeting with CLIENT staff to review our findings from collected data and obtain any concerns or comments regarding the scope of work to proceed with construction documents preparation.

## 2. 60% Design Documents

- Prepare 60% design plans indicating proposed electrical and plumbing plans. Design plans will include:
  - Overall site plan indicating the proposed location of the restrooms, storage building, skate park, bicycle and pedestrians path, and parking lot renovations.
  - Electrical plans showing the proposed electrical system modifications as per scope of work.
  - Photometric analysis and lighting plans for the additional parking stalls south side of school parking lot, bike/ped path and skate park lighting photometrics.
  - Electrical plans for the proposed electrical services for the storage and restroom buildings, and proposed electrical for the future skate park.

- Coordination for the prefab building manufacturer or shop drawing for utility service requirements.
- Prepare a 60% Engineer's opinion of probable costs.
- Provide 60% design plans to CLIENT for review and comments.
- Prepare a 60% Engineer's opinion of probable costs.
- Approval of the 60% design plans from CLIENT will be required prior to start of the 90% construction documents.

### 3. 90% Design Documents

- Incorporate CLIENT comments from 60% submittal prior to the preparation of the 90% design plan.
- Prepare 90% design construction documents indicating proposed electrical and plumbing plans. Design construction document will include:
  - Overall site plan as noted in 60% submittal.
  - Finalize electrical and lighting plans as noted in 60% submittal phase.
  - Prepare technical specifications.
- Provide 90% design document and technical specifications to CLIENT for review and comments.
- Update the Engineer's opinion of probable costs.

- Incorporate CLIENT comments from 90% construction document submittal prior to provide documents for dry run to the Building Department.

#### 4. 100% Construction Documents

- Provide 100% design documents to CLIENT for bidding and construction.
- Provide 100% technical specifications for bidding and construction.
- Final Engineer's opinion of probable costs.

#### 5. Assumptions

- It is assumed the existing electrical service for the facility can accommodate any improvements listed on the scope of work. Electrical service and panels upgrade are not included within the scope of work.
- It assumed construction administration is not part of the scope of work. This service can be provided as additional services (ASA).
- This scope of services includes services related to Site Plan Approval and/or Building permitting.
- It is assumed that the existing parking-lot to remain, just south of the school, does not require any lighting upgrades. All lighting improvements to the school's parking-lot are limited to the proposed south parking stalls for that same lot.
- Street Lighting for the proposed signalized intersection at Duck Avenue and 14th Street is excluded from this proposal. These services can be provided as additional services if needed.

### **B. Traffic Engineering**

1. CGA traffic engineers will provide design, permitting and bidding services for the proposed bicycle flashing beacons along Kennedy Drive and the traffic signal mast arm conversion at the intersection of 14th Street and Duck Avenue. The traffic signal infrastructure will include mast arm assemblies that meet current FDOT wind load requirements for this regional area and other pertinent signal infrastructure including pedestrian signals, video detection cameras, controller cabinet, pull boxes along with signal cabling and conduit. The modification to the existing traffic signal is needed based on the consolidation of the access points to the park into one (1) along 14th street and to improve the pedestrian and bicycle connectivity through the park. Permitting coordination with the maintain agency will be provided to secure approval of the traffic signal design for the modifications at the intersection.
  - CGA will provide project management and coordination services throughout the minor development review with the City, as well as design and permitting processes. These services include the following: Coordination of the design team, subconsultant deliverables, adherence of design to the City's goals and objectives, and interactions with City Staff. Status updates shall be submitted to City at key milestones, indicating percent complete for each task and Quality Assurance/Quality Control.
  - Note: This scope of work includes up to two (2) DRC virtual meetings and one (1) virtual Planning & Zoning meeting for the minor site plan development process. As well as one site visit field review for the development of the signal plans. Any additional meetings will require an additional service agreement for the City's review and approval
2. Subsurface Utility Engineering Services (Limited)
  - Provide subsurface utility engineering subconsultant services to confirm locations of any underground utility lines near the proposed improvements within the park and at the existing traffic signal at Duck Avenue and 14th Street. This scope of services is limited to a maximum of twelve (12) test-holes. Five (5) within the park area and seven (7) at the mentioned signalized intersection. This service includes up to \$3,500 for travel expenses, based on a 3-man crew and 2-night stay.

3. Geotechnical Engineering Services are not listed as part of this Additional Services Agreement as these services had already been accounted for in the original contract
4. Structural Engineering Services
  - Preparation of structural plans, permitting and bidding assistance for the foundation designs of the following items:
    - Concrete slab on grade for the future skate park rink.
    - Miscellaneous structures for the proposed mast arm signal support at the signalized intersection of 14th Street and Duck Avenue in accordance with FDOT wind load criteria for Monroe County.

## C. Civil Engineering

1. PRELIMINARY ENGINEERING AND SITE PLAN APPLICATION
  - 60% PLANS PREPARATION & SUBMITTAL
    - Attend a virtual project kick-off meeting with the Client.
    - Conduct an additional site visit to assess conditions based on the new layout.
    - Prepare a civil site plan based on the preliminary conceptual site plan provided by the Client.
    - Prepare Preliminary Paving, Grading & Drainage plan for Client review and coordination along with the civil site plan referenced above.

- Prepare preliminary water and sewer plans for services to the new restroom building.
- Prepare preliminary drainage and water and sewer service calculations as needed for site plan submittal.
- Prepare a preliminary Engineer's Opinion of Probable Cost
- Perform an internal QA/QC of preliminary plans and calculations.
- Submit the preliminary engineering package to the Client for review prior to submitting for site plan approval.
- Attend one (1) virtual meeting with the Client to discuss the preliminary documents.
- Address initial Client comments.
- MINOR SITE PLAN MODIFICATION APPLICATION SUPPORT
  - Prepare plans for a minor site plan modification submittal to the City of Key West.
  - Prepare applications and submit to the City of Key West for review.
  - Coordination with City staff regarding the application.
  - Attend two (2) virtual DRC meetings during the site plan review and approval process, one (1) virtual Planning & Zoning meeting, one (1) virtual tree commission meeting, and one (1) virtual City Commission meeting.

- Support site plan application as required to address Civil related items.
  
- Note that changes to the site plan layout after document preparation has begun will require an additional services agreement.
  
- As this is a minor development plan modification submittal, we have assumed that no City Commission meeting attendance will be required.

## 2. 90% PLANS PREPARATION & SUBMITTAL

- Prepare 90% Plans & Calculations
  - Cover Sheet
  
  - General Notes & Specifications
  
  - Legend & Abbreviations
  
  - Existing Conditions Plan
  
  - Demolition Plan
  
  - Paving, Grading and Drainage Plan
  
  - Typical Cross Sections & Details Sheets
  
  - Water & Sewer Service Plan and Details
  
  - Signing & Marking Plans and Details



- Right of Way Improvement Plans in Kennedy Drive and the 14th Street and Duck Avenue intersection.
- Stormwater Pollution Prevention Plan & Details
- Finalize engineering calculations and reports for permitting agencies.
- Prepare Engineer's Opinion of Probable Cost
- Conduct internal QA/QC reviews on the Construction Documents (drawings, specifications, and cost estimate)
- Submit 90% Plans & Calculations
- Attend one (1) virtual design meeting with the Client to discuss the plans.

### 3. 100% CONSTRUCTION DOCUMENT SUBMITTAL

- Revise Construction Document deliverables, as needed, based on the Client's 90% review.
- Prepare supplemental specifications as required by the City.
- Submit Construction Plans, Specifications and Engineer's Opinion of Probable Cost.

### 4. PERMITTING

- Attend a virtual pre-application meeting with each agency described below.
- Prepare and file applications, plans, and supporting documentation to the following governmental agencies:

- South Florida Water Management District
  - Modification to the existing school permit for park improvements. All improved areas will be included in the modified permit area.
  - Permit Exemption for improvements within the Kennedy Drive right of way.
  - Permit Exemption for improvements within 14th Street right of way.
- City of Key West Engineering Department Review
- City of Key West Building Permit Dry Run
- Address and respond to agency comments from one (1) round of comments from each agency. As a result of staff review, any revisions to the engineering plans because of site plan layout changes are not included in this proposal and can be addressed and invoiced on an hourly basis at CGA's standard Time and Material rates, per the Agreement, outside of the contract fees identified herein.

## 5. PROJECT MANAGEMENT

- Provide project and client management during phases as noted above. This includes internal team coordination for meetings as needed, adherence to the project schedule, client phone calls and updates. Eight (8) hours for each task are included.

## 6. TRAVEL EXPENSES

- Lodging and travel expenses for meetings and site visits described in the civil scope above. For purposes of this proposal we have assumed that there will be up to two (2) in-person Civil meetings/site visits required during the duration of the project.

- Expenses will be billed on a time and materials basis up to the estimate provided. Additional site visits/inspections/meetings that require physical attendance by CGA's civil staff will be billed in addition to the estimate only upon written approval by City staff.

## 7. ASSUMPTIONS & EXCLUDED SERVICES

- The only services included in this proposal/contract are those identified above. No other services are included in this contract.
- It is assumed that the City has coordinated the conceptual layout shown in ATTACHMENT A with the adjacent school property and the proposed improvements will be allowed to proceed.
- The proposal does not include subconsultants for environmental testing or evaluation, listed species reports, or hydrogeological investigation. These services may be required to complete the site plan process. These services can be contracted directly by the client or as a subconsultant under a separate services agreement.
- Bidding assistance and post-design construction phase services are excluded from this scope. These services will be addressed under a separate contract or ASA.
- As a matter of clarification, and to further emphasize this point, we note that the following items may otherwise be reasonably thought to be included in the proposed scope of work, but do not currently appear to be necessary, required, or appropriate and are therefore specifically excluded from this contract:
  - This proposal does not include provision of design services for any improvements other than the work described above.
  - Any meetings other than those specifically identified in above sections are excluded from this proposal and contract. If additional meetings are required, they can be added on an hourly (T&M) basis.

- Additional permits for this work may be required in addition to those described above. However, such permits are required to be applied for by a licensed contractor, and as such, have been excluded from CGA's scope of work under this contract.
- Should any of these services become necessary or desired by the Client, these services can be requested and provided by CGA. Any costs or efforts associated with the provision of these services shall be invoiced on an hourly basis at CGA's standard Time & Materials rates, attached.

## **II. Professional Landscape Architecture Services**

### **A. 60% PLANS PREPARATION & SUBMITTAL**

1. Attend one (1) virtual project kick-off meeting with the Client.
2. Conduct one (1) site visit to assess conditions based on the new layout. Site visit to include the Design Lead and the in-house ISA-Certified Arborist. Lodging and travel expenses for meetings and site visits shall be billed separately as a reimbursable expense.
  - Verify locations of trees and palms, as noted on the survey.
  - Collect data about each tree/palm, including specie identification, DBH, overall height, canopy spread, and any notation needed to address the conditions of the tree – particularly those that may impact the survivability of the tree/palm for relocation or that may impact mitigation requirements.
3. The LA Design Team will transcribe all field-collected data into a CAD-based plan.

4. Preparation of schematic-level Site Plan: LA Design Team will prepare a layout plan for the park site, with input and coordination of all intersecting disciplines listed in this overall fee proposal. Site plan preparation shall be based on previous efforts of the City and city guidance and feedback provided during the kick-off meeting. To arrive at the 60% layout plan, the LA Design Team will iterate up to three (3) modifications of the site plan layout to be vetted by City Staff at design review meetings. For this purpose, three (3) virtual meetings with City staff are included. The following process is anticipated (any additional iterations in design and needed review meetings shall require a separate amendment to the contract through an ‘Additional Services Agreement.’
  - Preparation of schematic-level site plan layout (#01)
    - Virtual review meeting #01 with City Staff – Feedback provided by Staff for design modifications. Following the design review meeting, the LA Design Team will coordinate with all relevant professional disciplines accordingly.
  - Preparation of revised schematic-level site plan layout (#02)
    - Virtual review meeting #02 with City Staff – Feedback provided by Staff for design modifications. Following the design review meeting, the LA Design Team will coordinate with all relevant professional disciplines accordingly.
  - Preparation of final schematic-level site plan layout (#03)
    - Virtual review meeting #03 with City Staff – Staff approval of design and issuance of notice to proceed with preparation of document for Minor Development Plan process. Note that changes to the site plan layout after document preparation has begun shall require a separate amendment to the contract through an ‘Additional Services Agreement.’

5. Upon acceptance of the final schematic site plan layout by City Staff, the LA Design Team will prepare a complete site plan package, consistent with that of a Minor Development Plan, inclusive of all relevant and applicable component outline in the City's Land Development Code Sections 108-226 through 108-289. The LA Design Team shall coordinate and consolidate all contributing components from intersecting disciplines included in this overall proposal. The City shall be responsible for any permit application fees associated with the Development Application and Approval process. Specific plans to be prepared by the LA Design Team include:
  - Site Plans and Details
  - Tree Disposition Plans identifying trees to remain, to be relocated, and to be removed. The Client shall note that all determinations of trees to be removed, relocated, or protected will be based on technical expertise of the LA Design Team and shall be limited to processes and restrictions outlined in the City's Zoning Code and Tree Preservation Ordinance. Requests to address tree-related concerns, objections, or issues brought up by residents' groups shall require a separate amendment to the contract through an 'Additional Services Agreement.'
  - Landscape Planting Plans identifying existing trees/palms to remain in place, receptor locations for trees/palms to be relocated, any new trees/palms needed to satisfy mitigation requirements, limited to those necessary to satisfy the City's zoning code, and any new planting, including shrubs.
  - Perform an internal QA/QC of the Site Plan and required open space area and open space ratio calculations
6. Preparation of rendered graphics for the Minor Development Plan approval and for use during Public Outreach by the City:
  - The LA Design Team will prepare the illustrative graphics, to include:
    - One (1) color-rendered plan view
    - Four (4) color-rendered typical sections

- Four (4) color-rendered 3-d perspective illustrations, including (a) the squared-up intersection, (b) the skatepark, (c) City-identified prefabricated storage / restrooms, and (d) the path in a landscaped setting with a ball game in the background.

7. Attendance to three (5) virtual meetings are included as follows:

- One (1) virtual meeting for Planning and Zoning
- Two (2) virtual meetings for DRC approval
- One (1) virtual Tree Commission meeting
- One (1) City Commission meeting

**B. 90% PLANS PREPARATION & SUBMITTAL**

1. Prepare 90% Plans

- General Landscape Notes & Specifications
- Site Layout Plans
- Site Dimension Plans
- Site Design Sections and Details
- Tree Disposition Notes, Plans, and Details
- Landscape Planting Notes, Plans, and Details

- Note: As per City's request, the preparation of Irrigation Plans and details is being excluded for this proposal. If needed, these services can be added at a later time as an Additional Service Agreement for the City's review and approval.

2. Finalize open space area and open space ratio calculations and reports for permitting agencies.
3. Preparation of landscape-related component to be included in Engineer's Opinion of Probable Cost
4. Conduct internal QA/QC reviews on the Construction Documents (drawings, specifications, and cost estimate)
5. Submit 90% Plans & Calculations
6. Attend one (1) virtual design meeting with the Client to discuss the plans.

**C. 100% CONSTRUCTION DOCUMENT SUBMITTAL**

1. Revise Construction Document deliverables, as needed, based on the Client's 90% review.
2. Prepare supplemental specifications as required by the City.
3. Submit Construction Plans, Specifications and Engineer's Opinion of Probable Cost.

**D. PERMITTING**



1. Attend a pre-application meeting with each agency described below.
2. Prepare and file applications, plans, and supporting documentation to the following governmental agencies (City shall be responsible for any associated permit fees):
  - Planning Department - Urban Forestry
  - City of Key West Engineering Department/Building Permit Dry Run
3. Address and respond to agency comments from one (1) round of comments from each agency. As a result of staff review, any revisions to the engineering plans because of site plan layout changes are not included in this proposal and can be addressed and invoiced on an hourly basis at CGA's standard Time and Material rates, per the Agreement, outside of the contract fees identified herein.
4. CGA shall only be responsible for permitting with the City's departments to meet the provisions and requirements adopted in the zoning code. CGA shall not be responsible for modifying or preparing plans to satisfy public or community-initiated requests that have not been adopted into the zoning code, as well as securing public support for the project.

#### E. PROJECT MANAGEMENT

1. Provide project management during phases as noted above. This includes internal team coordination for meetings as needed, adherence to the project schedule, client phone calls and updates. Eight (8) hours for each task are included.

#### F. REIMBURSABLE EXPENSES

1. Specific to lodging and travel expenses for meetings and site visits described in the landscape scope above, for purposes of this proposal, we have assumed that there will be a total of two (2) in-person meeting attendances as follows:

- one (1) in-person site visit by two (2) landscape professionals (the LA Design Lead and an ISA-Certified Arborist) during the 60% plans phase and
  - (1) in-person site visit by one (1) landscape professional during the permitting/dry-run phase.
2. Expenses for the above mentioned will be billed on a time and materials basis up to the estimate provided. Additional site visits/inspections/meetings that require physical attendance by CGA's staff will be billed in addition to the estimate, only upon written approval by City staff.

#### G. ASSUMPTIONS & EXCLUDED SERVICES

1. The only services included in this proposal/contract are those identified above. No other services are included in this contract.
2. Bidding assistance and post-design constructions services are excluded from this scope. These services will be addressed under a separate contract or ASA.
3. As a matter of clarification, and to further emphasize this point: we note that the following items may otherwise be reasonably assumed to be included in the proposed scope of work, but do not currently appear to be necessary, required, or appropriate and are therefore specifically excluded from this contract:
  - Provision of design services for any improvements other than the work described above.
  - Any meetings other than those specifically identified in above sections are excluded from this proposal and contract. If additional meetings are required, they can be added on an hourly (T&M) basis.
  - Additional permits for this work may be required in addition to those described above; however, where such permits are required to be applied for by a licensed contractor, they have been excluded from CGA's scope of work under this contract.

4. Should any of these services become necessary or desired by the Client, these services can be requested and provided by CGA. Any costs or efforts associated with the provision of these services shall be invoiced on an hourly basis at CGA's standard Time & Materials rates, attached.

### **III. Professional Surveying Services**

- A. Survey work will comply with the Standards of Practice Requirements for Surveying and Mapping, according to Chapter 5J-17 of the Florida Administrative Code, pursuant to Florida Statutes, Chapter 472, and comply with any City of Key West standards and/or requirements.
  1. Topographic survey for the following areas and as shown in ATTACHMENT B:
    - Wicker Sports Complex baseball and soccer fields.
    - 14th Street, West half right-of-way from Sports Complex entrance to Flagler Avenue.
    - Kennedy Drive, full right-of-way from Sports Complex entrance to Flagler Avenue.
    - Flagler Avenue, North half right-of-way from Kennedy Drive to 14th Street.
    - City of Key West Fire Station No. 3 site.
    - Blake Fernandez Skate Park
    - Pump Station\Generator\Trailer site
  2. Data collection of all above ground improvements within the project limits to include such items as asphalt pavement, sidewalks, trees, buildings, generator equipment, trailers, skate park ramps, parking lot \roadway striping, fences and visible above ground utilities.
    - Visible above ground utilities refer to the visible structures (e.g., manholes, valve boxes, inlets, etc.) typically associated with storm drainage, sanitary sewer, potable water, electric, gas, telephone and cable television

3. Recover right-of-way and property corners along route survey to establish right-of-way lines for Flagler Avenue, Kennedy Drive and 14th Street.
4. Survey location of any utility paint markings, soft dig and/or borehole locations as completed by underground utility contractor.
5. Horizontal control will be referenced to the State Plane Coordinate System, Florida East Zone Datum NAD83/90 and referenced vertically to North American Vertical Datum of 1988 (NAVD88).
6. Survey deliverable will consist of a Map of Route\Topographic Survey, prepared on full size sheets (24"x36") at an applicable scale together with the AutoCAD drawing file for use by the City or their subconsultants.

<b>COST OF THESE SERVICES (Lump Sum)</b>		
<b>I</b>	<b>Professional Engineering Services</b>	
	<b>A Professional Electrical Engineering Services</b>	<b>\$25,345.00</b>
	<b>B Professional Traffic Engineering Services</b>	<b>\$56,200.00</b>
	<b>B2 Subsurface Utility Engineering Subconsultant</b>	<b>\$14,750.00</b>
	<b>B3 Geotechnical Engineering Services (Not Included)</b>	
	<b>B4 Structural Engineering Subconsultant</b>	<b>\$16,640.00</b>
	<b>C Professional Civil Engineering Services</b>	<b>\$32,405.00</b>
<b>II</b>	<b>Professional Landscape Architecture Services</b>	<b>\$45,975.00</b>
	• <b>3D Visualizations</b>	\$5,200.00
	• <b>60% Design Plans &amp; Site Planning</b>	\$20,255.00
	• <b>90% Design Plans &amp; Permitting</b>	\$9,415.00
	• <b>100% Design Plans &amp; Permitting</b>	\$7,025.00
	• <b>Meetings &amp; Field Visits/Coordination</b>	\$4,080.00
<b>III</b>	<b>Professional Surveying Services</b>	<b>\$18,110.00</b>
<b>IV</b>	<b>Travel Expenses</b>	<b>\$12,000.00</b>
<b>V</b>	<b>Meetings not included in I thru III</b>	<b>Hourly</b>
<b>TOTAL (Plus Hourly Services)</b>		<b>\$221,425.00</b>

**AUTHORIZATION**

**Kindly sign and return this authorization at your earliest convenience.  
Calvin, Giordano & Associates, Inc.  
will proceed upon receipt of authorization.**

By: \_\_\_\_\_

Ms. Patti McLauchlin  
City Manager

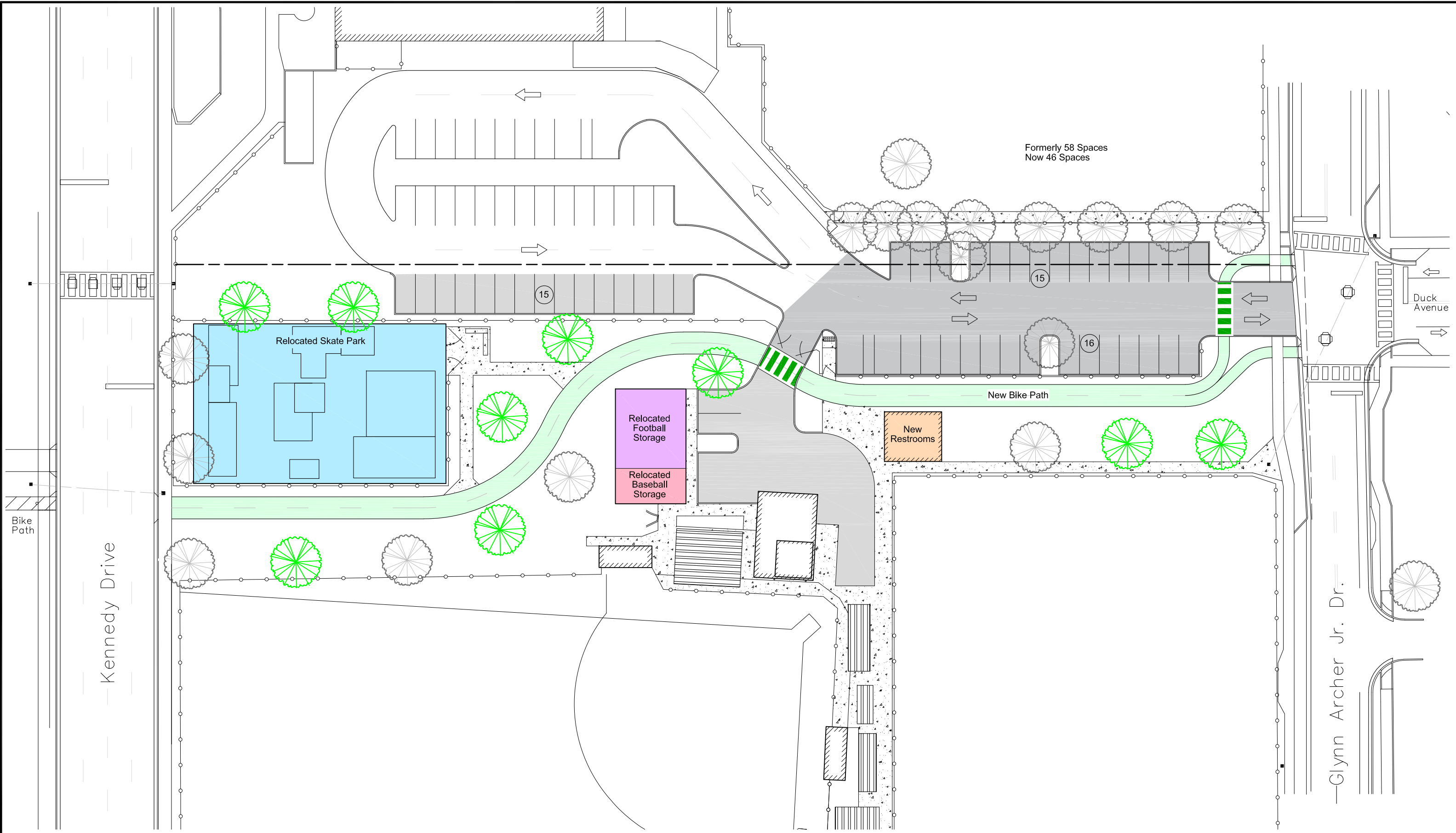
Date: \_\_\_\_\_

By: \_\_\_\_\_

David Stambaugh  
Vice President of Professional Services

Date: 01/11/2023

# **ATTACHMENT A**



City of Key West

Engineering Services  
1300 White Street, Key West, FL 33040

# Plan View

NEW BIKE PATH  
WICKERS SPORTS COMPLEX

DRAWN	GJV
SCALE	AS NOTED
DATE	05/16/22
SHEET	1 OF 1

# **ATTACHMENT B**



