

SCOPE OF SERVICES

The scope is divided into seven major phases of work:

- Phase 1..... Project Start up and Kick Off Meeting
- Phase 2..... Program Development
- Phase 3..... Draft Master Plan/Architectural Development and Refinement
- Phase 4..... Draft Master Plan Presentation to TWAB and BVRAC
- Phase 5..... Master Plan/Architectural Revisions
- Phase 6..... Master Plan/Architectural Presentation for TWAB and City Commission Approval
- Phase 7..... Development Plan and Conditional Use Permit

Below is a detailed scope of the seven phases.

PHASE 1 – PROJECT START UP AND KICK OFF MEETING

The purposes of this critical initial stage are:

- Prepare summary brief of project master planning effort to date;
- Confirm the City's vision for the Master Plan and plan components;
- Establish the organizational structure for project development and management;
- Review City and stakeholder concerns and City requirements;
- Define and confirm project boundaries;
- Establish schedule and presentation dates;
- Update the existing survey and provide topography;
- Collect data on existing buildings to remain;
- Confirm environmental mitigation efforts and schedule conducted by the Navy.

During this initial phase the following tasks will be conducted:

1.1 Master Planning Summary Brief

B&A will prepare a summary brief of the Master Planning efforts undertaken during the previous phases of the development of the Harry S. Truman Presidential Park.

1.2 Project Kick off Meeting

B&A will coordinate a kick-off meeting with the City staff and members from the BA team participating in Task One. The kick off meeting will include:

- Introduction of the key personnel on the B&A team;

- Introduction of City staff involved with the project;
- A presentation by B&A of the summary brief reviewing the history of the Master Planning effort. This will be provided in a powerpoint presentation;
- Develop and confirm a common understanding of the scope of work for Task One and deliverables;
- Confirmation of the City's and TWAB's project goals and objectives;
- Clarification of project management requirements (frequency of meetings, progress reports, and review periods and approvals);
- Discussion of ongoing and/or planned City projects, community issues and other items that may serve to frame the context of the Master Plan;
- A preliminary inventory of all additional data needed for collection.

1.3 Initial Direction and Strategy

B&A and the City will discuss the major policy directions for the project. Amongst the policy directions for discussion will be:

- City's mission and organization;
- The role of the site in the community;
- For-profit elements vs. non-profit elements of the project;
- Project priorities;
- Site access points;
- Other topics to be identified by the City.

1.4 Project Coordination with Adjacent Properties

B&A will conduct meetings with the adjacent property owners/representatives to determine specific requirements affecting the Master Plan. This may include representatives from:

- The Assisted Living Care Facility
- Navy
- Parks Department/Fort Zachary Taylor State Park
- NOAA
- Marina Developer
- Westin Hotel
- Monroe County
- TAMPOA

1.5 Update Survey

B&A will update the existing survey from 2005 and include topographic information. The survey will include spot elevations based on a 25' grid and 6" contour intervals and all existing trees over 4" caliper. Where possible, the survey will include information 10 feet beyond the property lines.

1.6 Existing Structure Field Measurements and Inventory

B&A will conduct on site surveys of the existing buildings to field measure each of the buildings and photographically document the interior and exterior conditions of each structure.

1.7 Base Maps

B&A will prepare a new base map to accommodate City requirements for use throughout the project process. This will include utilizing an updated survey as a base map for the Master Planning effort.

1.8 Confirm Site Regulatory Requirements

B&A will review with the City the local regulations governing uses and development of the site to confirm the program and its permitability.

Specific regulatory information to be reviewed includes:

- Permissible land uses both within and surrounding the project area.
- Maximum number of floors and building height requirements along the waterfront and within the project area;
- Setbacks;
- Parking, open space, pedestrian, access and roadway right-of-way requirements;
- Transportation network requirements, restriction of access (to streets adjacent to the project area), and long range vision;
- Utility network requirements and long range vision;
- Environmental issues;
- Specific building code regulations as they pertain to the public facilities;
- Others to be identified.

1.9 Missing information

B&A will identify areas that information is missing and will be required during this Task or may be needed for later Tasks.

1.10 Outreach Strategy Formulation

B&A and the City will establish the outreach plan for the project. A successful outreach effort—one conducted using both one-on-one and group meetings—will help correctly identify strengths, weaknesses, and opportunities facing the Site over the long-term and, increase the prospect of community and stakeholder acceptance of the overall Plan.

A list of organizations, individuals and entities that may be contacted and involved in the effort will be identified. This Task includes B&A attending up to five individual meetings or presentations to neighborhood representatives or groups and key elected officials. These meetings are in addition to meetings with Permitting Agencies and City

staff to review the plans as listed elsewhere in this scope.

PHASE 2 – PROGRAM DEVELOPMENT

The purposes of this phase are to:

- Establish the final use program for the master plan;
- Establish the scale of specific elements such as the amphitheater, interactive water feature, public buildings, etc.;
- Determine the parking requirements for the proposed program;
- Establish the internal programs for each of the public buildings.

2.1 Programming

Working with the City, B&A will develop, define and confirm the overall program for the site and each of the public buildings. This will include the program developed indicated in the existing conceptual Master Plan and potential additional uses suitable for the site:

- Recreation and Park Facilities
 - Passive Recreation
 - Picnic Areas
 - Non Programmed Open Space
 - Water Features
 - Active Recreation Facilities
 - Playgrounds
 - Interactive Water Feature
 - Amphitheater
 - Exercise Trail
 - Soccer/Football Fields
 - Craft Fair/Farmer’s Market and Festival Space
 - Boat Races
- Circulation
 - Public Parking
 - Multi modal facilities
 - Vehicular Access points
 - Connections to Bahama Village, TAMPOA and the proposed Assisted Living Care Facility
 - Pedestrian Circulation/Water Front Esplanade
 - Connection to Adjacent Sites (Admiral’s Cut)
 - Internal Circulation and Access
 - Boat Race Circulation and Operations
 - Service
- Public Buildings
 - Interactive Water Feature Bath House and Concessions
 - Old Navy Generator Building Renovation (Museum for an estimated 1/2 of building s.f.)

- PAL Facility Renovation and Expansion (Recreation Center)
- Free Standing Restroom
- Maintenance Facility and Storage (Public works/Parks Facility)
- Navy/City Gate House to Mole Pier

Ballard King will be involved with the Programming process and provide the following:

- Ensure that the project's operational goals are met
- Project component recommendations/prioritization
 - Validate or adjust any existing facility program
 - Determine sizing and space allocation requirements
 - Component relationships and interaction
- Development of program statement consensus

2.2 Preliminary Operations Analysis

Ballard King will prepare a Preliminary Operations Analysis based on the program developed from Task 2.1. This will include:

- Preliminary Operations Estimate
- Use/Attendance Estimates
- Possible Fee Structures
- Sources of Income
 - Identification and verification of revenue sources
- Operating Costs Projections
 - Staffing
 - Contractual Services
 - Commodities
 - Capital Replacement
- Revenue Generation Projections
 - Admissions
 - Programs and Services
 - Rentals
 - Other Revenue Sources
- Revenue/Expenditure comparisons
 - Cost Recovery Level

PHASE 3 – DRAFT MASTER PLAN/ARCHITECTURAL DEVELOPMENT AND REFINEMENT

The purpose of this Phase will be to develop a revised overall draft Master Plan utilizing the existing plan for the upland areas with the addition of new program components developed in Phase 2. The schematic design for all proposed public buildings and Navy Guard House will be developed in this phase

3.1 Overall Master Plan

The previously developed Master Plan will serve as a basis for the layout and design of an updated Master Plan for the upland areas. Components developed or added to the overall plan in Phase 2 will be incorporated into the new draft plan. The assisted living care facility site will be relocated to east of the Naval Base entry road adjacent to Bahama Village and the original site utilized for park activities including an expanded entry into the park from Southard.

3.2 Architectural Schematics

B&A will develop schematic floor plans, elevations and sections for each of the public facilities and Navy/City Gate House. Plans for reuse of existing buildings will be based on field measurements taken by B&A in Phase 1.

3.3 Traffic Analysis

B&A will determine the trip generation for the project based on the program components developed in Phase 2. The City's 2006, Truman Waterfront Traffic Impact Study will be utilized for off-site traffic counts on affected roadways. B&A will also determine the existing and projected level of service to the surrounding street system.

The traffic analysis will identify programs and operational opportunities to reduce the amount of onsite parking required. It will also review alternative locations for the location of parking and possible traffic impacts if used. Finally, the traffic analysis will identify the traffic impacts if any associated with a pedestrian bridge over Admiral's Cut.

A traffic report documenting the traffic impacts created by the project will be prepared and presented to the City.

PHASE 4 – DRAFT MASTER PLAN PRESENTATION TO TWAB AND BVRAC

This phase will involve the preparation of draft documents for a formal presentation to TWAB and the BVRAC. B&A and appropriate team members will attend the public meeting to present the plans and answer questions from TWAB, BVRAC and the public. Comments during the meetings will be recorded and documented and B&A will provide the City with a formal written response to each comment provided following a review with the City of the Master Plan and architectural plans.

4.1 Powerpoint Presentation

B&A will prepare a powerpoint presentation of the plans developed in Phase 3. Presentation boards of key plan elements will also be prepared for the presentation. Sections and elevations will be utilized to illustrate the plan concepts. (No renderings of the overall plan will be prepared at this stage)

4.2 Presentation Handout

To supplement the powerpoint presentation in Task 4.1, B&A will prepare a summary document outlining the project to date and the various plans prepared for the powerpoint presentation. The document will be in an 8 ½ x 11 format suitable for distribution to the TWAB and BVRAC members and public. (The City will provide printing of copies in addition to the five prepared by B&A)

4.3 Follow-up Meeting with City Staff

Following the presentation, B&A will meet with City staff to review the recommendations and determine the impact on the project components. This meeting will serve as a basis for the responses to the TWAB, BVRAC and public comments.

4.4 Presentation to City Commission

B&A will prepare a powerpoint presentation of the plans developed in Phase 3 incorporating responses to meetings with TWAB and BVRAC for presentation to the City Commission. Presentation boards of key plan elements will be included in the presentation. Sections and elevations will be utilized to illustrate the plan concepts. (No renderings of the overall plan will be prepared at this stage) The B&A team will note City Commission comments and incorporate into the plan development where appropriate.

PHASE 5 – MASTER PLAN/ARCHITECTURAL REVISIONS

This purpose of this phase is to develop a final Master Plan and revise the schematic drawings for the public buildings based on input during Phase 4.

5.1 Plan and Architectural Revisions

In response to comments from the presentation in Phase 4, B&A will make revisions to the draft Master Plan and schematic architectural plans. Significant changes or additions to the Master Plan program or the programming for public facilities established in Phase 2, will be considered additional services.

5.2 Presentations to the City and Review Agencies

B&A will attend meetings with TDC, The Navy, Art in Public Places, BVRAC, NOAA, the Planning Board and the City's Planning Department to present the Master Plan during this phase. The fees for this Task include up to seven meetings with different agencies.

5.3 Cost Estimate

B&A will prepare a cost estimate based on the final Master Plan and schematic Architectural Plans. The cost estimate will include:

- Harbor walks, pedestrian paths, bicycle ways, and recreational paths;
- Utility infrastructure to serve all upland facilities (excluding Marina upland facilities);
- Roadway and parking lot infrastructure;
- Ingress and Egress to the property for off-site roadways;
- Community facilities including:
 - Interactive Water Feature Bath House and Concessions
 - Old Navy Generator Building Renovation (Museum)
 - PAL Facility Renovation and Expansion (Recreation Center)
 - Free Standing Restroom
 - Maintenance Facility and Storage (Public works/Parks Facility)
 - Navy/City Gate House to Mole Pier

The Cost estimate will reflect construction standards, materials and labor costs applicable to the Key West area construction market.

The cost estimates will also include operational and maintenance cost estimates for all phases of the implementation and will include the identification of new personal and equipment necessary to manage and maintain the park and all of its elements.

PHASE 6 – MASTER PLAN/ARCHITECTURAL PRESENTATION FOR TWAB AND CITY COMMISSION APPROVAL

This phase will involve the preparation of final documents for a formal presentation to TWAB and a follow-up presentation to the City of Key West, City Commission.

6.1 Final Master Plan

Based on the plan refined and developed in Phase 5, B&A will render in full color the overall Master Plan. This will be produced in both printed board format and in a powerpoint presentation. Master Plan components may be supplemented with rendered sections.

6.2 Architectural Schematics and Materials Selection

The proposed schematic design for each of the public buildings will be presented to the City utilizing floor plans, elevations and sections. The final presentation will be prepared in powerpoint, pdf and Auto Cad formats.

6.3 Colored 3D Renderings

Up to eight colored 3D renderings will be prepared to graphically illustrate the Master Plan and public buildings included within the Park. Images will be rendered with a standard resolution of 5000 pixels wide. The renderings will be incorporated into the

powerpoint presentation to TWAB and City Commission. B&A will meet with City staff to determine the preferred character of the renderings and viewpoints. This proposal includes the preparation of three aerial renderings and five eye level renderings.

The City may reduce or increase the number of renderings at their discretion beyond the first four renderings. The first four renderings will be a set lump sum fee of \$8,800.00 and each additional rendering will be \$1,800.00 per rendering. The City shall determine total number of renderings prior to work on Task 6.3 and notify Consultant in writing of total number of renderings and type of rendering to be prepared.

6.4 Preliminary Phasing Plan

B&A will prepare a phasing plan for the overall site to meet City objectives and financial conditions. B&A will work with City staff to determine the scope and number of phases.

6.5 Final Presentation

B&A and selected team sub consultants will prepare and present a full presentation of the plans and architectural components of the park to both TWAB and the City Commission at dates determined by the City. The City will receive fifteen hard copies of the powerpoint presentation in a bound booklet format for distribution at the presentations.

PHASE 7 – DEVELOPMENT PLAN AND CONDITIONAL USE PERMIT

B&A and appropriate members of the consulting team will prepare applications for Major Development Plan and Conditional Use Approval (to be compliant with the City's Comprehensive Plan and Land Development Regulations) B&A will attend necessary meetings to achieve approval of the Development Plan and Conditional Use. The plans to be produced for this permit application are listed as follows:

7.1 Existing Conditions Plan(s):

The following plans will be prepared as part of the submission for the permit.

Survey showing all dimensions with distances from property lines, including:

- 1) Size of site;
- 2) Buildings, structures, and parking;
- 3) FEMA Flood Zone;
- 4) Topography at 6" contour intervals;
- 5) Easements; and
- 6) Location of Utility Lines (sewer, water, electric, cable) adjacent and extending into the site.

Tree Survey

Existing size, type and location of trees, hedges, and other features.

Existing Drainage Plan

Existing stormwater retention areas and drainage flows

Context Plan

Adjacent land uses, buildings, and driveways.

7.2 Proposed Development Plans:

The following plans and drawings will be prepared as part of the permit application.

Master Site Plan: (with dimensions)

- 1) Buildings
- 2) Setbacks
- 3) Parking:
 - a. Number, location and size of automobile and bicycle spaces
 - b. Handicapped spaces
 - c. Curbs or wheel stops around landscaping
 - d. Type of pavement
- 4) Driveway dimensions and material
- 5) Location of Utility Lines (sewer, water, electric, cable) adjacent and extending into the site.
- 6) Location of garbage and recycling
- 7) Signs (regulatory and locations only)
- 8) Lighting Plan
 - a. includes development of photometrics to determine adequacy of proposed lighting layout in conformance with IESNA and any other applicable criteria
 - b. preparation of conceptual lighting plans of the entire site with details of luminaires to be used. B&A will work with the City to select appropriate fixture style(s)

The plans will also include the following Project Statistics:

- a. Zoning
- b. Size of site
- c. Number of units (or units and Licenses)
- d. Floor area & proposed floor area ratio
- e. Consumption area of restaurants & bars
- f. Open space area and open space ratio
- g. Impermeable surface area and impermeable surface ratio
- h. Number of automobile and bicycle spaces required and proposed

Architectural Drawings:

Complete set of Building Elevations including;

- 1) Drawings of all buildings (as described in Phase 2, Task 2.1) from every direction. This does not include existing buildings on the site which are not to be renovated or reused.
- 2) Heights of buildings
- 3) Finished floor elevations and bottom of first horizontal structure
- 4) Height of existing and proposed grades

Drainage Plan:

Drainage plan shall include, but not be limited to: delineation of drainage areas, proposed topography (spot elevations or contour lines as appropriate to express hardscape/roadway/soil grades), drainage structure locations, slope arrows with % of slope indicated, swale locations, injection well locations, surface conveyance structures (curbs, curb inlets, etc...) and fire suppression locations.

Landscape Plan:

The conceptual landscape plan will include the sizes, types, location and number of plants to be removed, kept, and installed. The plan will be submitted for approval by the City Landscape Coordinator. As this project is a Major Development Plan the landscape design will be prepared by a licensed Landscape Architect as required per Section 108-511(b) of the Land Development Regulations.

Master Plan Report:

B&A will prepare a Master Plan report illustrating the details of the conceptual master plan, including an executive summary, an outline description of the planning and permitting processes, phasing plan and cost estimate. B&A will provide the City with a digital copy of the report and ten hard copies for distribution.

7.3 Agency Coordination and Footbridge Permitting Coordination

Agency Coordination;

The City of Key West Development Plan and Conditional Use Application requires proof of coordination with applicable local, regional, state and federal agencies, including but not limited to the following agencies that will be involved in the project:

1. South Florida Regional Planning Council (SFRPC).
2. KEYS Energy
3. State department of environmental protection (DEP).
4. Army Corps of Engineers (USACE).
5. South Florida Water Management District (SFWMD).
6. State department of transportation (DOT).
7. Department of Economic Opportunity
8. Florida Keys Aqueduct Authority (FKAA).
9. State fish and wildlife conservation commission (F&GC).

10. The county.

B&A will submit a letter to the agencies listed below describing the project and requesting their comments with regards to environmental issues (i.e. marine resources, listed flora and fauna species). B&A will coordinate with the other agencies.

1. US Army Corps of Engineers
2. Florida Department of Environmental Protection
3. South Florida Water Management District
4. Florida Department of Community Affairs
5. Florida Fish and Wildlife Conservation Commission
6. Florida Key National Marine Sanctuary
7. Monroe County Growth Management Division

If an on-site meeting is requested by the agencies, a reasonable effort will be made to schedule joint meetings. This fee proposal includes one on-site meeting.

This letter request for comments from the agencies is intended to address the required intergovernmental coordination with the named agencies for the permit application. If requested, B&A can coordinate with additional agencies under a revised scope of services.

Footbridge Permitting Coordination (Admiral's Cut):

B&A will conduct a benthic/seagrass survey during the seagrass growing season (June 1 through September 30) in the area of the proposed footbridge over Admiral's Cut in order to evaluate the presence or absence of benthic resources (seagrass, corals, oysters, macroalgae, etc.). This survey will be required to acquire environmental permits from the FDEP, USACE and the FKNMS. If benthic resources are present, we will also perform a functional analysis of the quality of the benthic resources that may be impacted by the project.

A sub-meter Global Positioning System (GPS) device will be utilized to map benthic resources within the project area. We will convert the data to a working AutoCAD and/or GIS file. For purposes of this survey, the minimum size of a seagrass bed is considered to be one square meter (m²).

A summary letter report of our findings along with figures depicting the resources will be prepared to include in the permit applications to be prepared by B&A.

Depending on the results of the benthic survey, mitigation for potential impacts to resources may be required. B&A will submit a separate proposal for work related to mitigation, monitoring, relocation of corals etc., if required.

The fees include one pre-application meeting with FDEP, USACE and FKNMS.

If the City determines that the crossing of Admiral's Cut is not feasible, this portion of the contract will be removed from the scope and all fees associated with

such work by the Consultant. The City is to determine this action prior to any work associated with the permitting to reduce lump sum fees.

7.4 Meetings for Permit Application

B&A will attend to up to six public meetings during the permit application process. This shall include one meeting with each of the following Agencies/Groups:

- Tree Commission
- DRC
- HARC
- Planning Board
- City Commission.

An additional meeting is included in this scope should the City Commission Approval require two meetings. Additional meetings will be billed as additional services at the hourly rates for the specific professionals attending the meetings. B&A's project manager, Randy Hollingworth will attend all meetings.

SCHEDULE

The following schedule has been established working backwards from the City's target of an 8 month completion for Task One.

The major milestones are:

Phase	Time to complete
Phase 1 - Project Start Up and Kick Off Meeting	2 Weeks
Phase 2 - Program Development	1 Month
Phase 3 - Draft Master Plan/Architectural Development and Refinement	2 Months
Phase 4 – Draft Master Plan Presentation to TWAB and BVRAC	1 Week
Phase 5 - Master Plan/Architectural Revisions	1 Month
Phase 6 – Final Master Plan/Architectural Presentation for TWAB & City Commission Approval	1 Week
Phase 7 – Development Plan and Conditional Use Permit	3 Months
Total Estimated Time Frame for Task One	8 Months

The above time line begins on the date of the signed contract between Bermello Ajamil and Partners Inc. and the City, and the notice to proceed.

PRICING

The following are the fees associated with the phases of work:

Phase 1 - Project Start Up and Kick Off Meeting	\$ 39,200.00	LS
Phase 2 - Program Development	\$ 43,900.00	LS
Phase 3 - Draft Master Plan/Architectural Development and Refinement	\$114,500.00	LS
Phase 4 - Draft Master Plan Presentation to TWAB and BVRAC	\$ 6,500.00	LS
Phase 5 - Master Plan/Architectural Revisions	\$ 63,100.00	LS
Phase 6 - Final Master Plan/Architectural Presentation for TWAB & City Commission Approval	\$ 23,000.00	LS
Phase 7 - Development Plan and Conditional Use Permit	\$ 110,200.00	LS
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TOTAL PROFESSIONAL FEES	\$400,400.00	LS
*REIMBURSABLE EXPENSES (not to exceed amount)	\$ 13,500.00	NTE
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TOTAL FEES	\$413,900.00	

LS = Lump Sum Fee

NTE = Not to exceed, City will be billed at cost

NOTES:

The following items are not included in the scope:

1. Market studies
2. Aerials (high resolution aerials to be provided by the City)
3. Underground mapping
4. Geotechnical/soils testing
5. Underwater inspections
6. Underwater environmental mapping
7. Permitting or Environmental Studies except for the Development Plan and Conditional Use Permit application and Environmental services related to the pedestrian bridge over Admiral's Cut in Phase 7
8. Materials Testing
9. Off site traffic counts (B&A will utilize the City's 2006, Truman Waterfront Traffic Impact Study for off-site traffic information)
10. Detailed engineering studies except for the conceptual drainage plans prepared for the Development Plan and Conditional Use Permit application in Phase 7
11. No final electrical circuiting distribution
12. Signage and wayfinding (Conceptual Signage may be indicated in renderings)

ADDITIONAL NOTES:

All plans and documents will be provided to the City in digital format (pdf & AutoCad) for printing and use by the City for this project. (Plans and drawings are not permitted for use on any other project without prior approval by B&A). B&A will provide up to five hard copies of all documents prepared under this scope. Fifteen hard copies of the final presentation to City Commission (in booklet format) will be provided to the City and ten hard copies of the Master Plan Report in Phase 7.

*Reimbursable Expenses listed above are for B&A expenses only. Expenses for subconsultants are included in the fees for each phase. The reimbursable fees include an allowance for printing and reproduction, courier services, travel expenses including mileage, lodging and meals etc. This is a "not to exceed" amount and will be billed at cost.

If new public facilities or buildings are incorporated into the park program, in addition to those listed in Phase 2, Task 2.1, the fee structure will need to be adjusted. The fees do not include the design of a structure for the amphitheater facility or any facilities associated with a proposed marina.

Fees include attendance at up to seven TWAB/staff meetings by the B&A Project Manager, Randy Hollingworth and appropriate team members. Additional meetings will be billed as additional services at the hourly rates for the specific professionals attending the meetings.

Individual elements of the Task order may be amended and reduced in detail, area of investigation and amount or area of reporting and products by the LRA Contract Administrator, following consultation with the Consultant, when such is in the best interest of the City and the prosecution of the Master Plan effort. The City shall provide such task order instruction to the Consultant in writing and Consultant will modify lump sum fees according to amount of work added or deleted.