



# City of Clearwater

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## Crest Lake Park Proposal

January 19, 2018

Submitted By:



150 W. Jessup Ave.  
Longwood, FL 32750  
Phone: (407) 667-1777

Contact Person:  
Kody Smith, PLA  
Project Manager  
[ksmith@dixhite.com](mailto:ksmith@dixhite.com)



January 19, 2018

Leroy Chin  
Park, Planning & Project Manager  
Parks & Recreation Department  
100 South Myrtle Avenue  
Clearwater, FL 33756

**Re: Crest Lake Park, City of Clearwater**

Dear Leroy;

Please find attached our proposal for Phase 1 schematic design services for Crest Lake Park. Included you will find the revised Limit of Work – Exhibit A and our revised Scope of Services that address your previous comments.

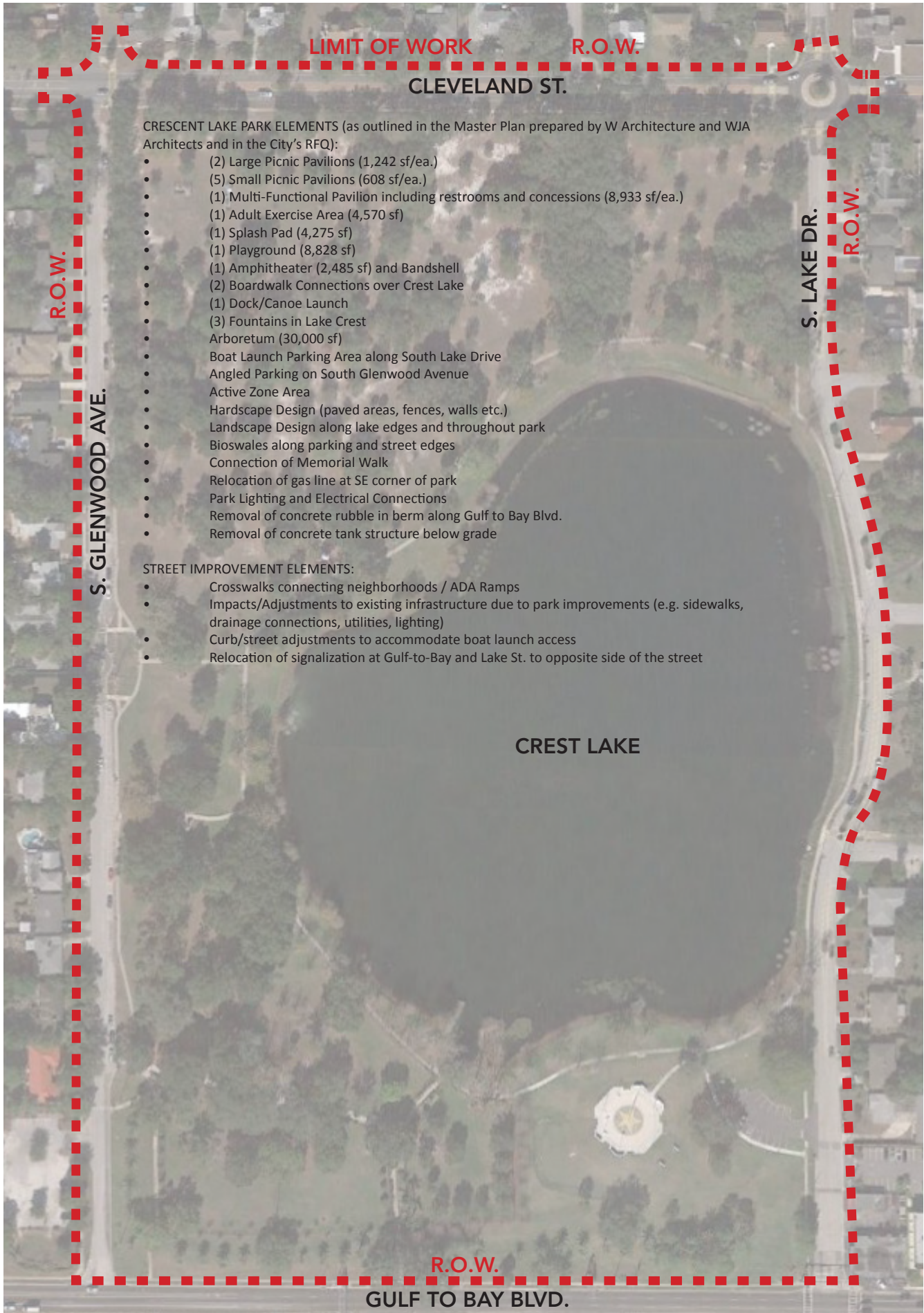
Sincerely,  
Dix.Hite + Partners, Inc.

A handwritten signature in blue ink, appearing to read "CH", followed by a horizontal line.

Chris Hite, PLA  
President



## EXHIBIT A



## **SCOPE OF SERVICES**

### **City of Clearwater Crest Lake Park January 19, 2018**

The Scope of Services proposed herein by Dix.Hite + Partners (Dix.Hite) addresses the desire of The City of Clearwater, Florida (City) to create a park at Crest Lake (Project).

## **BACKGROUND**

### **PROJECT DESCRIPTION:**

The Project includes improvements to Crest Lake Park (bounded by South Lake Drive to the east, South Glenwood Avenue to the west, Cleveland Street to the north and Gulf to Bay Boulevard to the south); and to the street and sidewalks (to the opposite right-of-way) adjacent to the park on three sides (South Lake Drive, South Glenwood Avenue and Cleveland Street). Refer to Exhibit A for the Limits of Work. The City originally established a budget of \$5,447,258.59 for the construction of the improvements to Crest Lake Park; this budget does not include improvements to the adjacent streets as these improvements were not included in the original RFP and Master Plan.

The Design Team will prepare the project in two phases:

- In Phase 1 the Design Team will gather base data, kick-off the project with the City and key stakeholders, and prepare Schematic design plans, schedule and order of magnitude statement of construction costs for the program elements listed below. We anticipate that the cost to construct the program outlined in the Master Plan document along with the adjacent streetscape improvements will exceed the City's current budget for these improvements. As an outcome of Phase 1 work, the City will provide direction to the Design Team for the Program that is to be designed and constructed within the budget designated by the City.
- In Phase 2 the Design Team will prepare Construction Documents for the agreed program; provide support to the City in bidding the project with potential contractors; and provide services during construction of the project.

### **CRESCENT LAKE PARK ELEMENTS (as outlined in the Master Plan prepared by W Architecture and WJA Architects and in the City's RFQ):**

- (2) Large Picnic Pavilions (1,242 sf/ea.)
- (5) Small Picnic Pavilions (608 sf/ea.)
- (1) Multi-Functional Pavilion including restrooms and concessions (8,933 sf/ea.)
- (1) Adult Exercise Area (4,570 sf)
- (1) Splash Pad (4,275 sf)
- (1) Playground (8,828 sf)
- (1) Amphitheater (2,485 sf) and Bandshell
- (2) Boardwalk Connections over Crest Lake
- (1) Dock/Canoe Launch
- (3) Fountains in Lake Crest
- Arboretum (30,000 sf)
- Boat Launch Parking Area along South Lake Drive
- Angled Parking on South Glenwood Avenue
- Active Zone Area

- Hardscape Design (paved areas, fences, walls etc.)
- Landscape Design along lake edges and throughout park
- Bioswales along parking and street edges
- Connection of Memorial Walk
- Relocation of gas line at SE corner of park
- Park Lighting and Electrical Connections
- Removal of concrete rubble in berm along Gulf to Bay Blvd.
- Removal of concrete tank structure below grade

#### **STREET IMPROVEMENT ELEMENTS:**

- Crosswalks connecting neighborhoods / ADA Ramps
- Impacts/Adjustments to existing infrastructure due to park improvements (e.g. sidewalks, drainage connections, utilities, lighting)
- Curb/street adjustments to accommodate boat launch access
- Relocation of signalization at Gulf-to-Bay and Lake St. to opposite side of the street

#### **DESIGN TEAM:**

The following firms will provide the services as outlined below. Where certain services are performed by a specific team member they will be named separately. Otherwise reference is made to the **Project Team** or **Design Team** collectively.

##### **Phase 1:**

Dix.Hite	- Project Management, Landscape Architecture
Rocchetta A:DB	- Architecture
KPI	- Site MEP Engineering
Florida Design Consultants	- Civil Engineering, Wetland Delineation
Exum & Associates	- Ecological Planning and Design
Freeport Fountains	- Fountain and Splash Pad Design

##### **Phase 2:**

Dix.Hite	- Project Management, Landscape Architecture
Rocchetta A:DB	- Architecture
Catalano Engineering	- Building Structural Engineering
KPI	- Building and Site MEP Engineering
Florida Design Consultants	- Civil Engineering, Environmental Permitting
Exum & Associates	- Ecological Planning and Design
Zeyn Uzman	- Site Structural Engineering
Pro Turf Designs	- Irrigation Design
Freeport Fountains	- Fountain and Splash Pad Design
To Be Determined	- Geotechnical Services

#### **CITY RESPONSIBILITIES:**

Integral to the success of meeting the project scope and schedule is that the City timely provides required information, responds to requests, and reviews and provides comments/feedback (if required) to deliverables submitted by Dix.Hite. The project schedule anticipates that the City will require 14 calendar days to respond to submittal of major deliverables from Dix.Hite; this time includes stakeholder review and consolidation / coordination of review comments by the City. The City will identify the appropriate stakeholders who will need to

be involved at the appropriate time in the review process; this includes City of Clearwater departments that will review drawings during the permitting process.

## SCOPE OF SERVICES - PHASE 1

### Task 1: Project Coordination

- 1.1 Dix.Hite will coordinate Project tasks, scheduling and communication with the Design Team and will submit deliverables to the City. In addition to the specific services detailed below (the Services) Dix.Hite shall coordinate our work with the City's representative and the City's Project team, monitor the Project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of Project progress.

### Task 2: Base Preparation

The Project Team will provide the City with a list of base data needed to prepare base sheets for the Project. Data provided by the City will be used to prepare a base map. **The City assumes responsibility for the accuracy of the base data information, and agrees that the Design Team, in relying on this data to prepare its work, is not liable for any rework required due to inaccurate or incomplete information.**

- 2.1 Base data in digital/editable format gathered from readily available City sources, or provided directly by the City if not readily available, will include but is not limited to:
  - Full ALTA survey including overall topography and site characteristics within the Limits of Work (e.g. the location of above grade and subsurface utilities/structures, stormwater, utility easements, sanitary sewer, potable and reclaimed water systems, and gas system infrastructure).
  - "As Built" data for any improvements impacting the Project, including the Veteran's Memorial and Plaza
  - Topography and physical characteristics for all perimeter streets to opposite right-of-way at 25' on center
  - Existing jurisdictional lines, easements and property lines
  - Soils survey
  - Existing stormwater permits
- 2.2 Florida Design Consultants will delineate the limits of the wetlands and surface waters of Crest Lake Park based upon the methods described in "Delineation of the Landward Extent of Wetlands and Surface Waters" Section 62-340 F.A.C and the Regional Supplements to the Corps of Engineers Wetland Delineation Manual. The delineation will include wetlands and surface waters within the project limits. The wetland delineation will be surveyed by the City and provided to the Design Team for design.
- 2.3 Florida Design Consultants will prepare a base map (based on survey(s) prepared by the City) in AutoCad file format .

Conflicts within the limits of work (e.g. utilities, easements, buried structures) that are known based on base data provided by the City will be shown in the base file. These conflicts will be avoided, where possible and reasonable, in the design and planning of the Project. Where conflicts cannot be reasonably avoided, Dix.Hite will notify the City and will work with the City to resolve such conflicts to mitigate impacts to the budget and schedule.
- 2.4 After reviewing the base information from the City, Dix.Hite will advise the City of any additional site information needed and/or request clarification of any base information provided prior to beginning our design work. Site information will be provided by the City in a timely fashion.

Deliverables: *AutoCAD base file for use by the Design Team*

### **Task 3: Kick-off Meeting**

- 3.1 Dix.Hite will organize a meeting with the City at a mutually agreed-upon date/time in the City's offices to kick-off the Project. As part of this meeting, the City and Project Team will review the limits of work, overall schedule, Master Plan and associated budget. Information from the kick-off meeting will help the Project Team advance the Schematic Design. The City will invite required stakeholders on behalf of the City. Design Team members will include: Dix.Hite, Rochetta, KPI, Florida Design Consultants and Exum.

The agenda for the meeting will include:

1. Confirm the Program and limits of work as described herein
2. Confirm City goals and objectives
3. Review the current Project budget
4. Review the Project Base
5. Review City and Design Team responsibilities
6. Review the Project Schedule
7. Walk the site to discuss opportunities and constraints

Meetings: *One (1) City & Design Team meeting*

Deliverables: *One (1) digital copy of Meeting Notes and Action Items (if any)*

### **Task 4: Schematic Concept Plans (30% Plans)**

The Design Team will prepare Schematic Plans for the area identified on Exhibit A, showing major park program features, connectivity, streetscape improvements and adjustments to street/infrastructure elements.

- 4.1 Using site data and reports gathered in Task 2, prepare the following materials to reflect opportunities and constraints for development of the project design that are specific to the site (for example, considering the character of adjacent projects):
- Photographs of similar amenities to establish the character/vision for the Project.
  - Plans, sketches, and drawings to illustrate overall layout and design of the Project Elements.
  - Preliminary stormwater management system design (bioswale, street connections)
  - Order of Magnitude Statement of Construction Cost for the elements detailed in the Schematic Plans.
  - Preliminary schedule for design and construction of project elements

The Schematic Plans will show the improvements for the project as outlined in Exhibit A. The cost statement will show improvements that can be constructed based on the City's original budget, and the cost for improvements that exceed the original budget.

- 4.2 The Design Team will attend one (1) meeting with the City to present the preliminary Schematic Plans and review the Cost Statement and Schedule. The City will invite required stakeholders on behalf of the City. Design Team members will include: Dix.Hite, Rochetta, and Florida Design Consultants. The City and Design Team will discuss opportunities and constraints for development of the various program elements, will review the illustrative drawings, and will discuss the character and vision for the project that will be used as the basis for further design.
- 4.3 The City and stakeholders (City departments) identified by the City will review the preliminary Schematic Plan, Cost Statement and Schedule and will provide a consolidated set of written review comments to Dix.Hite. Included in the review comments will be preliminary direction from the City regarding the project elements that will be included in Design Development and Construction Documents to be prepared by the Design Team, and confirmation of the design vision discussed during the review meeting.
- 4.4 Dix.Hite will update the Schematic Plans, Cost Statement and Schedule to reflect the City's review comments.

- 4.5 Dix.Hite will present the final Schematic Plans, Cost Statement and Schedule to the City of Clearwater City Council, in support of the City gaining approval to proceed with the project design, program and budget put forward by the Dix.Hite team.
- 4.6 Dix.Hite will meet with the City to review feedback/comments from Clearwater City Council. The City will confirm the design and program that will be included in Design Development and Construction Documents to be prepared by the Design Team in Phase 2.

Meetings:	<i>One (1) City review meeting – Preliminary Schematic Plans</i> <i>One (1) City of Clearwater City Council meeting</i> <i>One (1) City review meeting to initiate Phase 2</i>
Deliverables:	<i>One (1) digital copy of Meeting Notes and Action Items (if any)</i> <i>One (1) digital copy of the Program / Limits of Work (Exhibit A)</i> <i>One (1) digital copy of Schematic Design Plans (PDF format)</i> <i>One (1) digital copy of the Order of Magnitude Statement of Probable Cost (PDF format)</i> <i>One (1) digital copy of the Preliminary Schedule (PDF format)</i>

### **Deliverables**

Documents will be provided to the City in digital (pdf) format whenever practical/reasonable. Printed documents will be provided to the City as noted in the Scope, upon request by the City and/or as needed by the Design Team.

### **ADDITIONAL SERVICES (NOT INCLUDED IN SCOPE):**

Dix.Hite will present a Request for Additional Services including an estimate of the time (and fee if necessary) required to complete such work. Work on Additional Services will begin upon written approval by the City. The following services are examples of work not included in the above Scope for Phase 1 and would be considered Additional Services (this list is not meant to be all-inclusive):

- Tasks, Meetings and Presentations not specifically outlined in the Scope of Services.
- Public meetings or presentations; or changes to the design that result from input from stakeholders other than the City or regulatory agencies.
- Logo, Marketing, Wayfinding and/or other graphics.
- Preparing or updating surveys, including but not limited to: location of utilities, structures, vegetation, boundary lines and/or topography.
- Design services related to replacing existing stormwater infrastructure beyond those that result from Park improvements.
- Soil Improvement Plans, including but not limited to: subsurface conditions, level of compaction, content, and/or suitability for plant material.
- Drawings and exhibits prepared for municipal or authority review in addition to documents specifically outlined in the Scope.
- Property Services, including but not limited to determining site DRI, PUD, Site Plan Review, zoning, applying for rezoning, variances, and/or subdivision of property.
- Design changes due to soil contamination or other unforeseen existing site conditions.
- Feasibility Studies/Analysis
- LEED Consultation
- Facility Programming
- Master Planning
- Special Code Review including ACHA
- Measured Drawings of Existing Facilities or Existing Facilities analysis
- Toxic Substance Mitigation Surveys and Consultants



- Structural Threshold Inspections
- Traffic Analysis and Traffic Signal Warrant Studies
- Detailed Architectural Renderings/Physical Models
- Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis
- Specialty Consultants including: Voice/Data Communications, Electronic/Audio Visual, Food Service Equipment, Hazardous Material, Hospital/Laboratory, Interior Design, Indoor Air Quality Control, Theater/Acoustical, Security
- Owner Requested Changes to Approved Documents
- Substantive Changes to Scope, Size or Complexity
- Historic site investigation or permitting
- Topographic or boundary survey
- Florida Department of Transportation (FDOT) or US Army Corps of Engineers (USACOE) coordination or permitting
- Modifications to existing or permitted onsite stormwater management systems (e.g. ponds)
- Utility design (sanitary, storm, potable water, reclaimed water, gas, etc.) not directly related to a Project Element
- Wildlife relocation plan
- Geotechnical investigations
- Subsurface utility exploration

## PHASE 1 SCHEDULE

Dix.Hite is prepared to begin work on the Project immediately upon receipt of an executed Agreement from the City. The anticipated schedule for Phase 1 is 5-6 months from receipt of the signed contract.

## PHASE 1 FEE

**\$100,000 lump sum (including direct expenses)**

Dix.Hite	\$55,000
Rocchetta A:DB	\$15,000
KPI	\$5,000
Florida Design Consultants	\$20,000
Exum & Associates	\$4,000
Freeport Fountains	\$1,000

## HOURLY RATES

Dix.Hite	
Principal II	\$ 195
Principal I	\$ 180
Studio Leader	\$ 155
Senior Project Manager	\$ 130
Project Manager	\$ 115
Designer III/Jr. Project Manager	\$ 95
Designer II	\$ 90
Designer I	\$ 85
Administration	\$ 65
Technical	\$ 65

Rocchetta A:DB

Principal Architect	\$ 175
Architect	\$ 150
Project Manager	\$ 125
Designer III	\$ 105
Designer II	\$ 95
Designer I	\$ 85
AutoCad Technician	\$ 85
Administrative	\$ 65

KPI

President	\$ 180
Vice President	\$ 150
Project Manager	\$ 135
Senior Engineer, P.E.	\$ 140
Senior Designer	\$ 90
Project Engineer	\$ 90
Designer	\$ 80
Senior AutoCad Operator	\$ 70
AutoCad Operator	\$ 65
Admin Assistant/Clerical	\$ 55

Florida Design Consultants

Principal Professional	\$ 185
Project Manager	\$ 160
Project Engineer	\$ 115
Senior Designer	\$ 100
AutoCad Technician	\$ 85
ISA Certified Arborist	\$ 130
Senior Ecologist	\$ 130
GIS Technician	\$ 85
Sr. Field Representative	\$ 100
Clerical	\$ 40

Exum & Associates \$175

Freeport Fountains

Principal	\$ 245
Professional Engineer	\$ 195
CAD Designer	\$ 92.50
Clerical	\$ 45