

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

**Mayor Jim O'Brien
Council Members
Robert McKinley
Andy Williams
Chris Sapp
Bill Martini
Liz Andert**

Agenda

Agenda

**SPECIAL MEETING
August 27, 2019
6:00 PM**

**WINDERMERE TOWN HALL
520 MAIN STREET
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. **PLEASE NOTE:** IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
 - FLAG SALUTE
 - INVOCATION
1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)
 2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS
 3. NEW BUSINESS
 - a. CONTRACTS AND AGREEMENTS
 - i. RFQ 2019-03: Construction Manager At Risk (CMAR) Selection (Attachments-Selection Committee Recommends H.J. High Construction)
 - ii. IPO 102 – Bessie Street Stormwater Improvement Design Not to Exceed \$174,000 (Attachments-Board Option)
 - iii. IPO 103-Butler Stormwater Improvement Design Not to Exceed \$150,000 (Attachments-Board Option)
 4. OTHER ITEMS FOR CONSIDERATION
 - a. Cut Thru Traffic Discussion
 - i. Orange County 1 Cent Sales Tax Discussion (TM to Address with Board)
 - ii. Individual Project Order #13: Urban Traffic Planning: *An Urban Planning exercise is desired to address the cut-through traffic and speeding in Downtown Windermere. The intention of this project is to build consensus on potential recommendations and/or improvements. The study area consists of the residential neighborhoods surrounding Downtown Windermere (Attachments-Board Option-KHA to Present)*
 5. MAYOR & COUNCIL LIAISON REPORTS
 - a. MAYOR O'BRIEN
 - b. COUNCILMAN MCKINLEY
 - c. COUNCILMAN WILLIAMS
 - d. COUNCILMAN SAPP
 - e. COUNCILMAN MARTINI
 - f. COUNCILMEMBER ANDERT
 6. STAFF REPORTS
 - a. TOWN MANAGER ROBERT SMITH
 - b. TOWN ATTORNEY TOM WILKES
 - c. POLICE CHIEF DAVE OGDEN
 - d. PUBLIC WORKS DIRECTOR SCOTT BROWN
 7. ADJOURN
-

- **REPORTS: NO ACTION REQUIRED**
- **FILED ITEMS**
- **IMPORTANT DATES**

August

- **8/28 – Historical Preservation Board Meeting**
- **8/30 – Farmers Market**

September

- **9/2 – Labor Day. Town Offices CLOSED**
- **9/3 – Code Enforcement Hearing**
- **9/5 – Food Truck / Farmers Market Selection Committee Meeting**
- **Oral History Project Subcommittee Meeting**
- **9/6 – Farmers Market**
- **9/10 – Town Council**
- **9/11 – Tentative Budget Hearing**
- **9/12 – Parks & Recreation Meeting**
- **9/13 – Farmers Market**
- **9/17 – Development Review Board Meeting**
- **9/19 – Windermere Tree Board Meeting**
- **9/20 – Farmers Market**
- **9/23 – Final Budget Hearing**
- **9/24 – Town Council Workshop**
- **9/25 – Historical Preservation Board Meeting**
- **9/26 – Long Range Planning Committee Meeting**
- **9/27 – Farmers Market**
- **Food Truck Night**

October

- **10/1 – Elders Luncheon**
- **Code Enforcement Hearing**
- **10/2 – Downtown Business Committee Meeting**
- **10/3 – Food Truck / Farmers Market Selection Committee Meeting**
- **10/4 – Farmers Market**
- **10/8 – Town Council**
- **10/10 – Parks & Recreation Meeting**
- **10/11 – Farmers Market**
- **10/12 – Craft Beer Fest**
- **10/15 – Development Review Board Meeting**
- **10/17 – Windermere Tree Board Meeting**

- 10/18 – Farmers Market
- 10/22 – WOCC Lunch & Learn @ Town Hall
- Town Council Workshop
- 10/25 – Farmers Market
- Food Truck Night
- Halloween Movie (?) TBD
- 10/26 – Halloween Hayride & Costume Parade
- 10/30 – Historical Preservation Board Meeting

November

- 11/1 – Farmers Market
- 11/5 – Code Enforcement Hearing
- 11/7 – Food Truck / Farmers Market Selection Committee Meeting
- 11/8 – Farmers Market
- 11/12 – Town Council
- 11/14 – Parks & Recreation Meeting
- 11/15 – Farmers Market
- 11/19 – Development Review Board Meeting
- 11/21 – Windermere Tree Board Meeting
- 11/22 – Farmers Market
- Food Truck Night
- Light Up Windermere (?) TBD
- Holiday Movie Night (?) TBD
- 11/26 – Town Council Workshop
- 11/27 – Historical Preservation Board Meeting
- 11/28 – Thanksgiving. Town Offices CLOSED
- Long Range Planning Committee Meeting RESCHEDULE TBD
- 11/29 – Town Offices CLOSED

December

- 12/3 – Code Enforcement Hearing
- 12/4 – Downtown Business Committee Meeting
- 12/5 – Food Truck / Farmers Market Selection Committee Meeting
- Oral History Project Subcommittee Meeting
- 12/6 – Farmers Market
- Holiday Hoopla
- 12/10 – Elders Luncheon
- 12/12 – Parks & Recreation Meeting
- 12/13 – Farmers Market
- 12/17 – Development Review Board Meeting
- 12/19 – Windermere Tree Board Meeting
- 12/20 – Farmers Market
- 12/24 – Christmas Eve. Town Offices CLOSED
- Town Council Workshop RESCHEDULE TBD

- **12/25 – Christmas Day. Town Offices CLOSED**
- **12/26 – Long Range Planning Committee Meeting**
- **12/27 – Farmers Market**
- **Food Truck Night**
- **12/31 – New Year's Eve. Town Offices CLOSED**



EXECUTIVE SUMMARY

SUBJECT: RFQ #2019-03 Construction Manager At Risk (CMAR) Selection

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** August 27, 2019
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: H.J. High Construction
Effective Date: 08/27/2019 Termination Date: N/A
Managing Division / Dept: Public Works

BUDGET IMPACT: TBD
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/BACKGROUND/RECOMMENDATIONS:

Mayor & Council,

History

The Town of Windermere has developed a conceptual master plan and space utilization needs in the form of a draft program totaling 11,057 SF, for Town Administration, Police Department, Public Works Building and Connector Entry and Community Room. The design professional is Architecture Design Group (ADG).

Background

Staff identified the need to utilize the services of a Construction Manager at Risk (CMAR), a firm that offers the expertise for preconstruction estimating service and oversight to establish a Guaranteed Maximum Price (GMP) for construction of these facilities. For this, the Town issued a Request for Qualifications (RFQ) for qualified firms or individuals offering to provide Construction Manager at Risk (CMAR) services for the new Town Facilities at a Guaranteed Maximum Price ("GMP"). The RFQ required that the proposers shall be experienced in the development and construction of complex municipal facilities. Furthermore, the selected CMAR will participate in the design process, perform construction cost estimating and constructability services, value engineering analysis, manage the schedule and perform construction services. All proposers must be licensed as general contractors in the State of Florida pursuant to Chapter 489 Florida Statutes by the submittal date for proposals.

Recommendation

A Selection Committee was formed with Members John Fitzgibbon (Chair), Stephen Withers (Secretary) and Scott Brown (Public Works Director) to review the CMAR responses. The Town received eight (8) qualified responses to the RFQ from firms in alphabetical order:

Ajax Building Corporation
Bandes Construction
Core Construction
Hembree Construction, Inc
HJ High Construction
McCree Design Builders, Inc
MCI Mulligan Constructors
W+J Construction

The Selection Committee reviewed all responses and narrowed the selection down to three (3) as their short list. The short-listed firms each gave individual presentations as well as providing the firms an opportunity to present their team. The results of the Selection Committee's findings are attached. The Selection Committee is recommending HJ High Construction. Once approved by Council, Town Staff can then begin to negotiate the terms of the GMP, contractor Fee and preconstruction cost estimating services during design development. The Selection Committee was formed to review and make a CMAR selection recommendation to Council. At this time the Selection Committee has completed it's assigned task and was disbanded as of the end of their August 14, 2019 meeting - at which time their final determination was made. In the event that the town cannot come to reasonable terms with the selected firm H.J. High Construction, the Town has the ability to begin negotiations with the second-place firm.



RFQ CONSTRUCTION MANAGER AT RISK (CMAR)

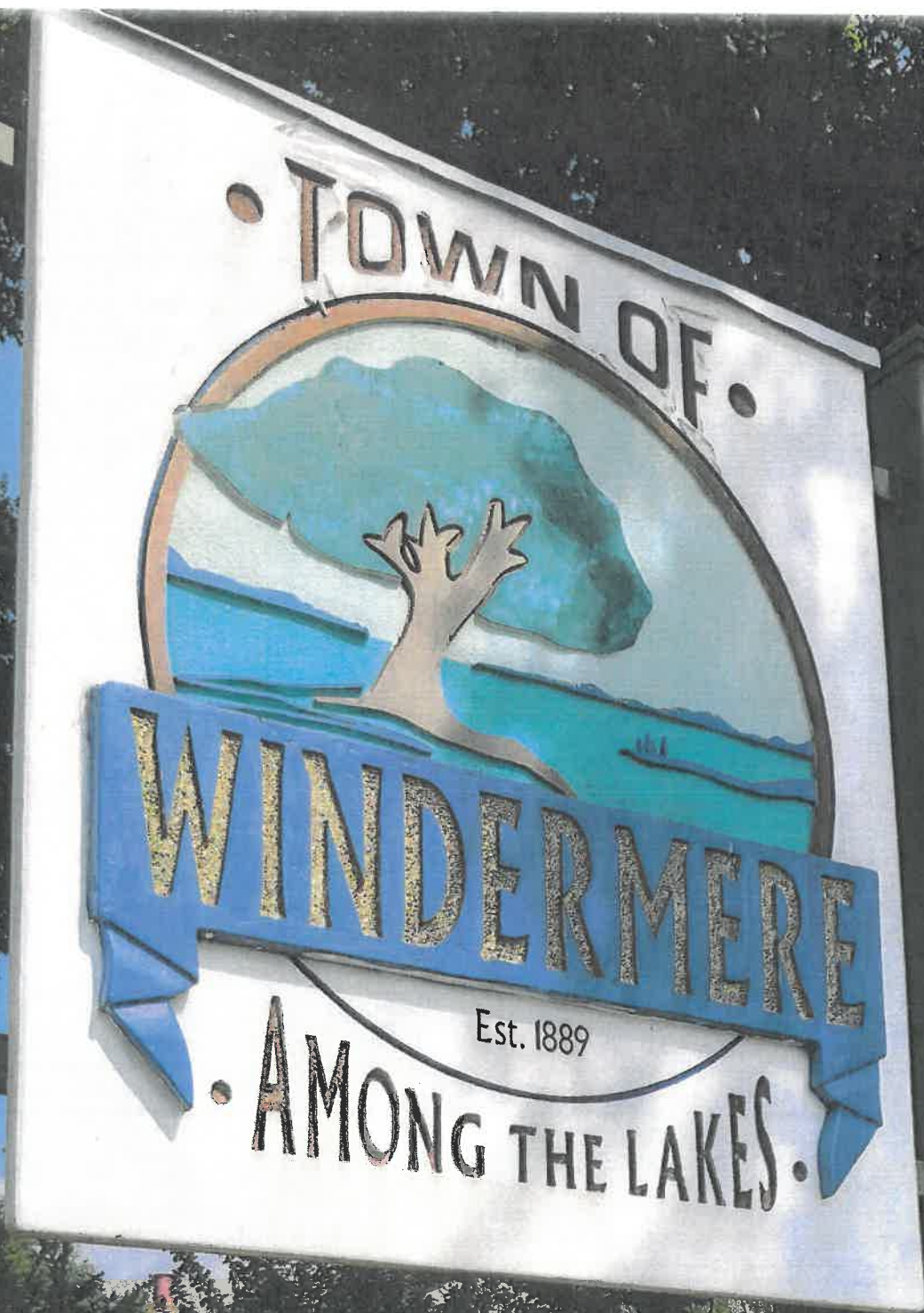
Final Ranking Results

Total Average of Reviewers Scores

Date: 8/14/19

| Question | McCree | Ajax | HJ High Construction |
|--|--------|------|----------------------|
| A. Overview | | | |
| 1. Did the applicant's proposal/Presentation respond to the RFQ in a complete and logical manner? | 4.83 | 3.83 | 5.00 |
| 2. Do they have a team that can address all aspects of the work described in the RFQ? | 5.00 | 5.00 | 5.00 |
| 3. Do they have experience with this size and scope of project similar to the TOW needs | 4.50 | 5.00 | 4.83 |
| a. Overall Design Phase Service/Value Engineering | 5.00 | 4.33 | 5.00 |
| b. Cost Estimation Service | 5.00 | 4.33 | 5.00 |
| c. Construction Management of similar projects | 3.67 | 4.67 | 5.00 |
| d. Constructability Services | 5.00 | 3.33 | 5.00 |
| e. Bid and award services with subcontractors | 4.83 | 4.83 | 5.00 |
| f. GMP Contract experience | 5.00 | 5.00 | 5.00 |
| 4. Do they have experience with presenting at public meetings and documenting the results? | 4.67 | 4.67 | 5.00 |
| 5. Do they have experience with bringing in projects "on time" and "in budget"? | 5.00 | 5.00 | 5.00 |
| 6. Do they demonstrate an true understanding of value engineering | 4.67 | 4.67 | 5.00 |
| B. Construction Manager | | | |
| 1. Do they present quality costing solutions? | 4.67 | 4.67 | 5.00 |
| 2. Did the team assigned to this project work on similar size and scope projects? | 3.67 | 4.33 | 5.00 |
| 4. Do they have references from previous clients? | 5.00 | 5.00 | 5.00 |
| 5. Do they understand the character of Windermere? | 4.33 | 3.67 | 5.00 |
| 6. Do they demonstrate an understanding of the need to correctly receive and document citizen input. | 4.67 | 4.00 | 5.00 |
| 7. Are their offices sufficiently close to be available for meetings etc. | 4.67 | 4.00 | 5.00 |
| 8. Do they demonstrate competency in construction documentation, specifications and management? | 5.00 | 4.67 | 4.67 |
| 9. Do they have insurance? | 4.67 | 5.00 | 4.33 |
| 10. Have they had claims against their insurance in the past 10 years. | 3.33 | 3.33 | 3.33 |
| 11. Is their construction management approach logical and compatible with Windermere? | 4.83 | 4.83 | 5.00 |
| 12. Are all the required forms included? | 5.00 | 5.00 | 5.00 |

| Question | McCree | Ajax | HJ High Construction |
|--|--------|------|----------------------|
| 1. Has the team worked together on similar projects? | 4.33 | 4.33 | 5.00 |
| 2. Do they have knowledge of Windermere's codes and ordinances? | 4.33 | 4.17 | 4.33 |
| 3. Do they demonstrate competency in estimating at all stages of design including life cycle cost? | 4.83 | 4.83 | 5.00 |
| 4. Do they have Multi-disciplinary Functions in house | 5.00 | 4.00 | 4.33 |
| D. Other Considerations | | | |
| SCORE | | | |
| Number of Items being Evaluated | 27 | 27 | 27 |
| Average Score | 4.65 | 4.46 | 4.85 |



H. J. HIGH CONSTRUCTION
BUILD TRUST. BUILD QUALITY. BUILD COMMUNITY.

TOWN OF WINDERMERE

RFQ #2019-03

CONSTRUCTION MANAGER AT RISK

TOWN OF WINDERMERE TOWN FACILITIES

JUNE 21, 2019

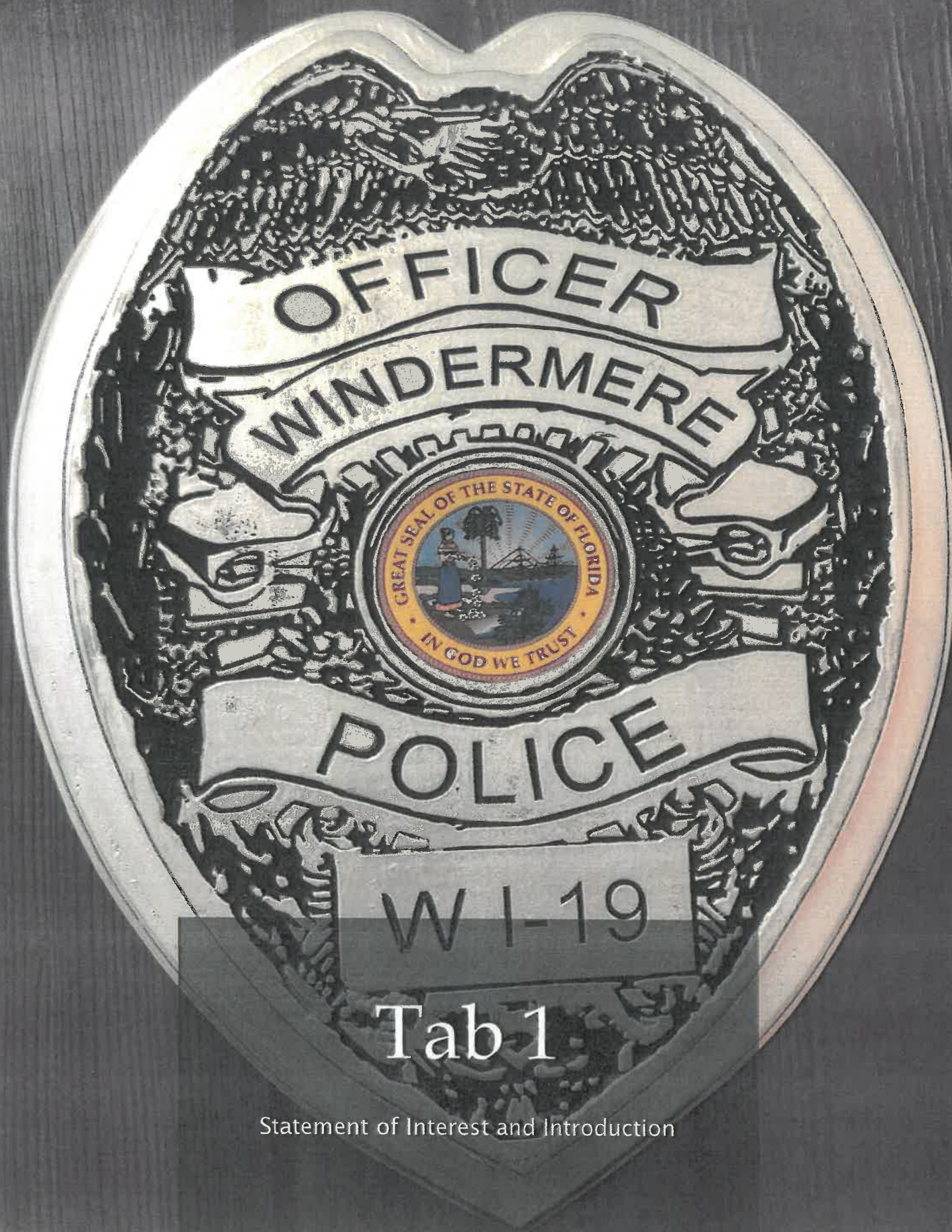
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H. J. HIGH CONSTRUCTION
BUILD TRUST. BUILD QUALITY. BUILD COMMUNITY.



Tab 1

Statement of Interest and Introduction

Letter of Interest

June 21, 2019

Attn: Robert Smith
Town Manager

Town of Windermere
Town Facilities
614 Main Street
Windermere, FL 34786

Re: RFQ #2019-03
Construction Manager at Risk (CMAR) Services - Town of Windermere Town Facilities

Dear Mr. Smith and Selection Committee Members,

Thank you for the opportunity to present our qualifications for Construction Manager at Risk Services for your Town Facilities project. Your town facilities are essentially the hub of your community and are not just about the services they provide, but the ideas they convey. A police department is a symbol of safety, community, and longevity. These are ideas we at H. J. High understand intimately. Throughout our 83 year history, we have made it our goal to build projects that not only last, but add meaning and beauty to the community. We understand the pride that the Town of Windermere takes in its history and its future and we also understand the impact your police station, community center and public works facility will have for your residents.

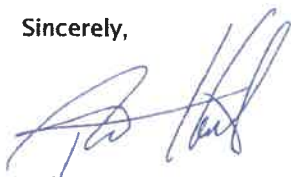
The following proposal has been prepared to show the Town of Windermere that H. J. High is the right choice to serve as your Construction Manager for this important project. We will show you that our firm possesses the following distinct advantages:

- **QUALIFIED EXPERIENCE WITH MUNICIPAL CONSTRUCTION** - We have extensive experience building police stations, both large and small. We've successfully constructed large facilities, like the award-winning Orlando Police Department Headquarters facility as well as facilities similar in size to Windermere's police department, such as the Orlando Police Department Metrowest substation. In addition, over 50% of our current projects are Public Safety Facilities for municipalities around the Florida, including a new state-of-the-art police headquarters for the City of Boynton Beach. We are excited to bring our experience on these facilities to the town of Windermere!
- **WE HAVE THE RIGHT TEAM** - Our team is suited specifically for this project. Not only have we assembled a team of experts that know police stations, but Windermere as well. Our Project Superintendent, Greg Wiedenbeck worked on the Orlando Police Headquarters and also grew up in Windermere. His parents currently still live there (although Greg currently lives on the outskirts of your beautiful town).
- **A LONG AND SUCCESSFUL RELATIONSHIP WITH ARCHITECTS DESIGN GROUP** - H. J. High has been working with ADG for years. They are our "Go To" partner for public safety facilities. We've successfully built five municipal facilities with them and are currently working on six more. We know ADG, and, more importantly, work VERY well with them.

As the president of H. J. High, I can attest that my team and I will be fully invested to ensure our commitments are met and the Town of Windermere receives the level of service we pride ourselves on. It's this approach that has allowed us the long history of success and repeat clients. It's this personal commitment we pledge to this project to make it successful.

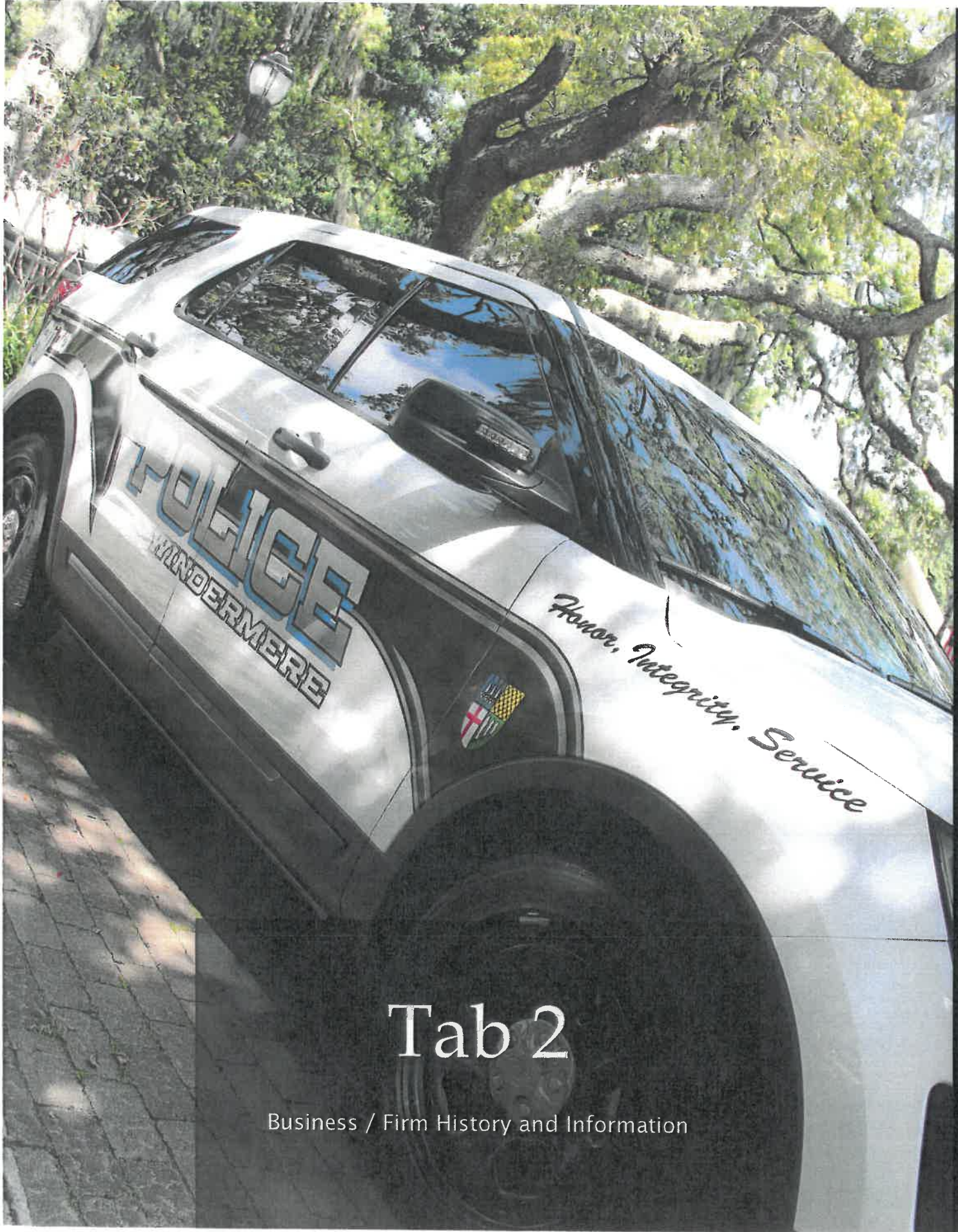
Thank you for considering our firm and we look forward to the opportunity to partner with you as your Construction Manager at Risk.

Sincerely,



Robert High
President, H. J. High Construction





Tab 2

Business / Firm History and Information



H. J. HIGH CONSTRUCTION
 BUILD TRUST. BUILD QUALITY. BUILD COMMUNITY.

At a Glance

**H. J. High
 Construction Company**

Owners:
 Steven High / Chairman
 Robert High / President

1015 W. Amelia Street
 Orlando, FL 32805
 Main — 407-422-8171
 Fax — 407-841-4820
 rhigh@hjhigh.com
 hjhigh.com

83

**Years in
 Business**

38

Employees

Annual Revenue

| | |
|------|--------------|
| 2018 | \$41,120,000 |
| 2017 | \$25,400,000 |
| 2016 | \$50,000,000 |
| 2015 | \$27,000,000 |
| 2014 | \$11,500,000 |

0

**Litigation, Major
 Disputes, Contract
 Defaults or Liens
 experienced in the
 last 83 Years**

H. J. High Construction is a Corporation.

EIN 59-0774606

Corporate Charter #189889

Professional Certifications/Licenses

State of Florida Department of State

I certify from the records of this office that H.J. HIGH CONSTRUCTION COMPANY is a corporation organized under the laws of the State of Florida, filed on December 30, 1955.

The document number of this corporation is 189889.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on March 29, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-ninth day of March,
2019*



Randy Rice
Secretary of State

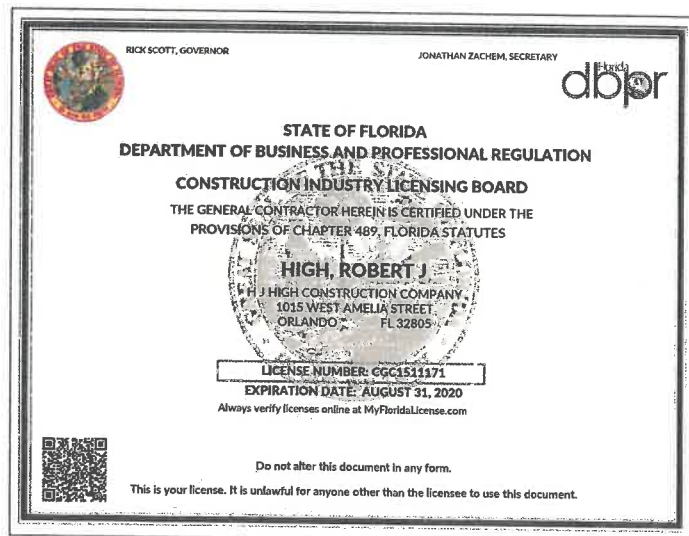
Tracking Number: 3731541245CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Fillings/CertificateOfStatus/CertificateAuthentication>

“ I have worked with H. J. High on multiple City of Orlando projects over the years and have had many opportunities to witness their commitment to client satisfaction, job site safety and the pursuit of a high-quality finished product. ”

– Tom Connery, Division Manager,
City of Orlando



Who We Are

H. J. High Construction is an 83 year old Central Florida construction management firm.

Our History

H. J. High was founded in post-depression Orlando by Harlem John High, known as Johnny High. Born in Indiana, Johnny possessed the intense work ethic Midwesterners are known for and began his construction career in New York City as a brick mason. One of the most notable projects he worked on was the Waldorf-Astoria Hotel. Johnny and his wife relocated to Orlando in 1935 and after working for local building contractors as a brick mason he decided to start his own business. In 1936 Johnny founded H. J. High Construction as a masonry and concrete contractor and developed an excellent reputation with his work on many large construction projects throughout Central Florida.

During our early years we constructed many projects including numerous schools for local school districts, church facilities for the Catholic Diocese of St. Augustine, many hospitals and other facilities. In 1961 the company began work at Cape Kennedy in preparation for the Apollo moon landing. H. J. High was ultimately awarded one of the only two Awards of Merit issued by the Army Corps of Engineers for work excellence delivered at the Cape.

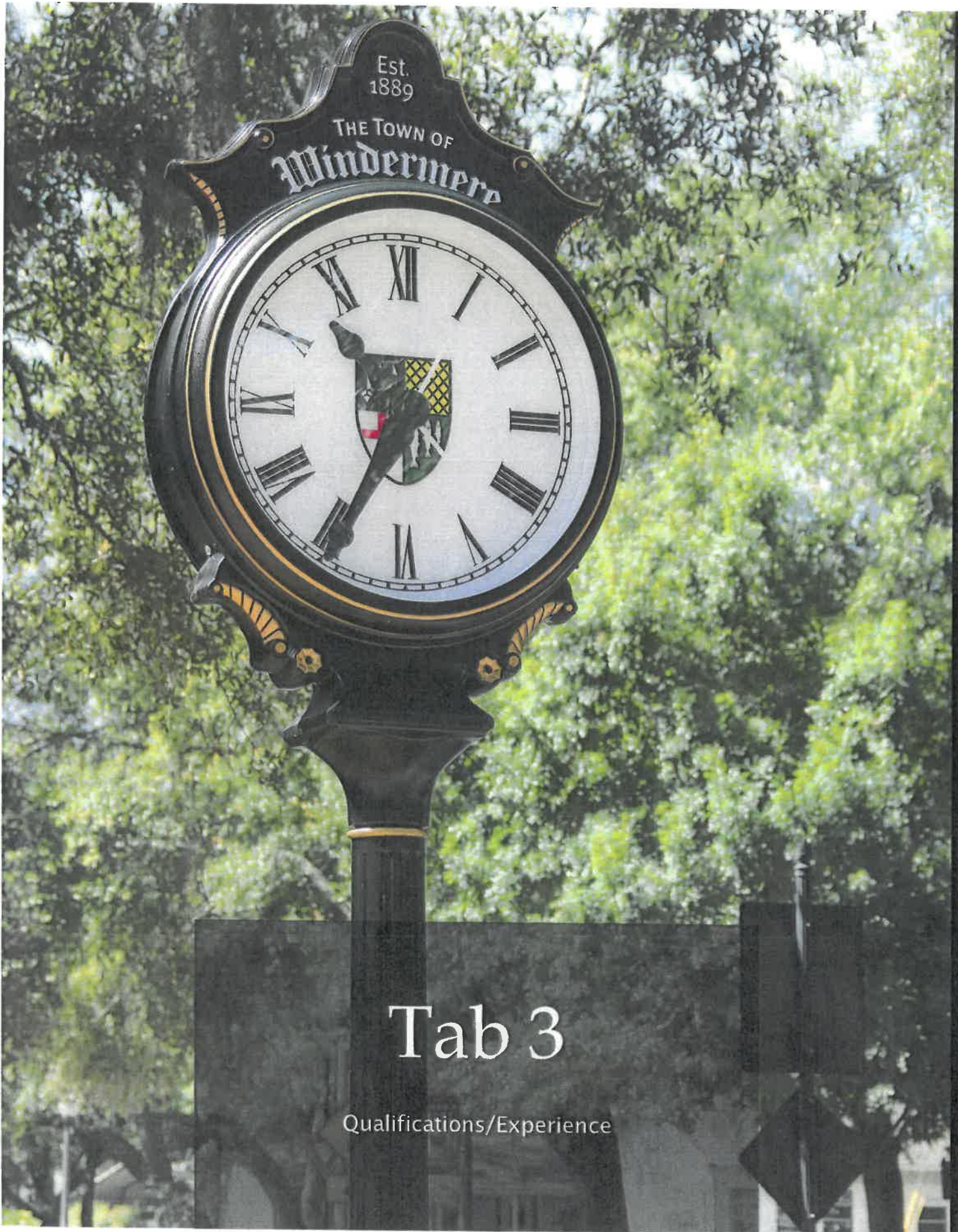
In 1968 Johnny High passed away and his son Steve was appointed company president. During Steve's tenure the company continued to grow and developed into a construction industry leader constructing multi-million dollar projects complex in nature. One of these was the \$60 million main campus for Florida Hospital in Orlando.

Awarded to H. J. High in 1972, the federal Department of Health, Education, and Welfare set forth a new delivery technique for the project: construction management. Thus H. J. High became the first construction company to use construction management in Central Florida.

In 1980 H. J. High recognized the desire on the part of sophisticated owners for design/build services, particularly in the warehousing, food services and high-tech industries which were a growing part of Central Florida's economy. Today construction management, design/build and general contracting are the core services offered by H. J. High Construction.

In 1998 Steve's son Robert John High joined the company, marking the third generation to lead H. J. High. Robert was appointed president of H. J. High in 2006. The same work excellence and dedication established by Johnny High in 1936 are being carried on today. As the company continues to grow, we at H. J. High look forward to serving our clients and community by constructing the very best buildings possible.





Tab 3

Qualifications/Experience

A Team Approach to Success

H. J. High's personnel team brings decades of combined experience in municipal and public safety projects. Our team is structured to provide a clear, efficient, and effective management approach. We are acutely aware of the speed and production demands of these types of projects and have purposefully kept our organization streamlined so team communication is highly effective.

The Town of Windermere lead contact for the project who will have signing authority will be Robert High, President of H. J. High Construction. H. J. High's project managers will coordinate the work on a day to day basis and will regularly coordinate and interface with the Town's project representative.

H. J. High's superintendents will coordinate overall field operations and will lead our field coordination, quality assurance, safety and execution. Our superintendents will interact with the permitting authorities to be sure field inspections are properly coordinated and passed.

THE TOWN OF
Windermere




Project Executive

Robert High

Pre-Construction



Director of Pre-construction

Orrie Feitsma



Senior Estimator

Orrie Feitsma



Estimating Coordinator

Orrie Feitsma

Construction



Project Manager

JP Hurd



Project Superintendent

Greg Wiedenbeck

Safety



Safety Director

Cindy Spiropoulos



Robert High, DBIA, LEED^{AP} President/Project Executive

As your Project Executive, I will oversee the team's involvement through the pre-construction, construction, and warranty phases. As both the Project Executive and President of H. J. High, I work closely with Architects Design Group and the Town of Windermere along with our pre-construction team, project managers and superintendent to keep the process moving forward and to ensure the your needs are being met. It's my honor to have the opportunity to serve your wonderful Town.

Project Experience

City of Orlando Police Department Headquarters \$25.2 Million

Robert was the Project Executive for the \$25 million City of Orlando Police Headquarters building. This three story, 100,307 SF, tilt-wall facility is the flagship of the Orlando Police Department. LEED® Silver certified, it uses day-lighting, energy efficient mechanical systems and environmentally friendly finishes. The facility houses public spaces, recruiting offices, Homicide/Robbery/Assault & Battery Units, as well as the Chief of Police Division, Professional Standards, Technology Management and Legal Divisions.

The City of Orlando Police Department Crime Scene Facility - \$10 Million

Located at the Orlando Executive Airport, Robert was the Project Executive on the \$10 million project consisted of the complete re-purposing of an 80,000 SF existing facility into a state-of-the-art building. The Crime Scene Facility houses the department's secure Property and Evidence Unit Storage, Crime Scene Unit's processing labs, training components, and miscellaneous storage spaces.

City of Orlando Code Enforcement and Permitting Office - \$5 Million

A 22,000 SF, Tilt-wall structure, consisting of reception and administration areas, conference room, office space and various other components. The 15,000 SF Archives Records Warehouse has office space for one staff member and a microfilm storage vault.

The City of Boynton Beach Boynton Beach Police Department Headquarters - \$18 Million

At just over 63,100 GSF, the new Headquarters will house the Chief and Administrative Offices Suite, Administrative Services Bureau, and all of the required functions of a modern-day, state-of-the-art public safety facility including a 3,000 SF Community Room.

The City of Kissimmee Police Department Training Facility \$8,666,354

The new single-story, 26,000 SF firearms training facility is designed to be a state-of-the-art solution to the growing needs of the Kissimmee Police Department. The project includes a classroom and a defensive tactics lab, offices, storage, three surface parking areas, lift station, access road, landscaping, a 162,914 SF retention pond, and a multipurpose firing range.

Orlando Police Department Metrowest Substation \$431,235

The project was an adaptive re-use of an existing 3,024SF bank facility with an addition of 574 square feet.

Years of Experience

H. J. High: 1998

Education

Management School
Harvard University

Master of Business
Administration
Rollins College

Bachelor of Arts
Furman University

Licenses + Certifications

Certified General
Contractor
(FL, GA and SC)

LEED® Accredited
Professional

DBIA Design-Build
Professional



Orrie Feitsma, DBIA

Director of Pre-construction Services

As Director of Pre-construction Services, I will serve as Chief Estimator, working closely with the project manager and the design team during the pre-construction phase of the project. I will complete site visits, prepare estimates at the schematic, design development and construction document stages and oversee solicitation and pre-qualification of subcontractors and suppliers. In addition, I will manage the Building Information Modeling (BIM) process. This allows us to integrate directly with Architects Design Group, the engineers, and the Town of Windermere to provide real-time information and planning strategies. Together we are able to find the most effective cost-savings for your facility.

Project Experience

City of Orlando Police Department Headquarters \$25.2 Million -

Orrie was the Chief Estimator for the \$25 million City of Orlando Police Headquarters building. This three story, 100,307 SF, tilt-wall facility is the flagship of the Orlando Police Department. LEED® Silver certified, it uses day-lighting, energy efficient mechanical systems and environmentally friendly finishes. The facility houses public spaces, recruiting offices, Homicide/Robbery/Assault & Battery Units, as well as the Chief of Police Division, Professional Standards, Technology Management and Legal Divisions.

The City of Orlando Police Department Crime Scene Facility - \$10 Million - 2016

Located at the Orlando Executive Airport, Orrie was the Chief Estimator on the \$10 million project consisted of the complete re-purposing of an 80,000 SF existing facility into a state-of-the-art building. The Crime Scene Facility houses the department's secure Property and Evidence Unit Storage, Crime Scene Unit's processing labs, training components, and miscellaneous storage spaces.

City of Orlando Code Enforcement and Permitting Office - \$5 Million - 2018

A 22,000 SF, Tilt-wall structure, consisting of reception and administration areas, conference room, office space and various other components. The 15,000 SF Archives Records Warehouse has office space for 1 staff member and a microfilm storage vault.

Boynton Beach Police Department Headquarters - \$18 Million

At just over 63,100 GSF, the new Headquarters will house the Chief and Administrative Offices Suite, Administrative Services Bureau, and all of the required functions of a modern-day, state-of-the-art public safety facility including a 3,000 SF Community Room.

The City of Kissimmee Police Department Training Facility \$8,666,354

The new single-story, 26,000 SF firearms training facility is designed to be a state-of-the-art solution to the growing needs of the Kissimmee Police Department. The project includes a classroom and a defensive tactics lab, offices, storage, three surface parking areas, lift station, access road, landscaping, a 162,914 SF retention pond, and a multipurpose firing range,

Years of Experience

Industry: 2001

H. J. High: 2015

Education

Bachelor of Science in
Construction Management
Southern Polytechnic State
University

Licenses + Certifications

OSHA 30 Hour
Construction Safety

ICC Building Inspector

DBIA Design-Build
Professional



JP Hurd

Project Manager

As the project manager it is my job to lead the team through both the pre-construction and construction phases. During the pre-construction phase, I will support the estimating department. I will work closely with the chief estimator and entire team to develop and refine cost saving opportunities for consideration and review documents for project construction. Once the GMP has been established, I will develop and administer subcontracts, the project budget, baseline and progress schedules, submittals, changes, and support the project superintendent.

Project Experience

The City of Boynton Beach Boynton Beach Police Department Headquarters – \$18 Million

At just over 63,100 GSF, the new Headquarters will house the Chief and Administrative Offices Suite, Administrative Services Bureau, and all of the required functions of a modern-day, state-of-the-art public safety facility including a 3,000 SF Community Room.

The City of Boynton Beach Boynton Beach Fire Department Station 1 – \$4.25 Million

A 14,000 SF, two story complex with apparatus bays, living quarters airlocks and a "walk through" decontamination room. The living quarters, kitchen, dining and day room are all located on the second level. A second-floor balcony allows firefighters to have a space to relax in an outdoor environment.

JetBlue Support Center Lodge Facility – \$25 Million*

This project includes the new development of a 200-room lodge and training facility. The facility includes a reception area, great room, bar, one hundred seat dining area, two large meeting rooms, full service kitchen and support spaces for a total building size of approximately 115,000 SF.

Years of Experience

H. J. High: 2018

Total: 1998

Education

Bachelor of Architecture
(BArch) Construction
Engineering
Florida Agricultural and
Mechanical University

**Denotes previous employer experience.*



Greg Weidenbeck

Project Superintendent

As your Project Superintendent, it is my job to lead the field construction efforts with site work and exterior building components. I'll work closely with the project managers, and subcontractors in implementing and adjusting the project schedule, as well as supervising the workmanship and materials being used on the project. I am responsible for executing H. J. High's safety policy in order to keep all workers safe on the project. I also coordinate modifications and changes needed in the field and inspect the work for quality control and compliance with the contract documents.

Project Experience

City of Orlando Police Department Headquarters \$25.2 Million - 2016

The \$25 million City of Orlando Police Headquarters building. This three story, 100,307 SF, tilt-wall facility is the flagship of the Orlando Police Department. LEED® Silver certified, it uses day-lighting, energy efficient mechanical systems and environmentally friendly finishes. The facility houses public spaces, recruiting offices, Homicide/Robbery/Assault & Battery Units, as well as the Chief of Police Division, Professional Standards, Technology Management and Legal Divisions.

Lucerne Medical Parking Garage

\$8 Million - 2018

This \$8 Million project consisted of constructing a new parking deck and other miscellaneous improvements to replace the existing parking deck with 305 parking spaces. Now holding a total of 366 spaces with added access control, including barrier gates with arms, blue tooth card readers, intercoms, cameras and ticket printer.

Mears Transportation Fleet Maintenance Facilities

\$15 Million - 2017

Located in the heart of Orlando, the \$15 million dollar project was completed in multiple phases all while maintaining the full operation and functionality of Mears maintenance facilities.

Years of Experience

Industry: 2015

H. J. High: 2016

Education

Bachelor of Science in
Criminology - University of
Florida

Associates Degrees
with focus on Building
Construction- Valencia
College

Licenses + Certifications

OSHA 30 Hour
Construction Safety



Cindy Spiropoulos

Safety Director

As your Safety Director it is my responsibility to ensure that all employees and job sites are safe, all the time. I bring over 25 years in the construction industry. I make it a priority to research and implement programs, policies and procedures that are compliant with federal and state regulations and related policies such as OSHA, EPA, Florida Administrative Code, and ADA. I also prepare inspection response for management; notify department managers of areas of noncompliance and provides technical advice and assistance for corrective action.

Project Experience

Responsible for risk identification and investigation.

- Conducts on site life/safety inspections to identify hazards and determine compliance or possible violations of life safety codes and regulations such as Uniform Building, Fire, Electrical, Mechanical, or Plumbing Codes and local ordinances.
- Investigates accidents, worker's compensation claims, and safety and health complaints. Determines causes and assures corrective action is taken for hazards and unsafe environmental conditions.
- Applies hazard reduction techniques.
- Prepares reports of violations and infractions including code citations.
- Develops safety inspection procedures and schedules.
- Monitors progress and effectiveness of corrective safety measures.
- Conducts and evaluates fire evacuations of facilities.
- Assesses potential losses.
- Collects and evaluates safety, loss and accident data, recommend solutions or prevention strategies, and prepare management reports.
- Responsible for safety training, and working with facility training coordinator.
- Develops, recommends, implements, monitors, and interprets safety policies and procedures to ensure compliance with federal, state, and related policies such as OSHA, EPA, Florida Administrative Code, and ADA.
- Designs and implements plans for reduction of losses due to unsafe working conditions.
- Coordinates and presents workshops on safety and health issues such as fire prevention, first aid, life/safety systems, occupational safety, and other safety awareness issues.

Years of Experience

Industry: 1991

H. J. High: 2017

Education

Bachelor of Science
Centenary College

Associate of Science
Southern Sem. Junior
College

Associates of Science
Construction Management,

Civil Engineering

Norwalk Community
Technical College

Licenses + Certifications

LEED GA.

CPR / First Aid / AED
Certified

OSHA 30 & OSHA 500
Construction

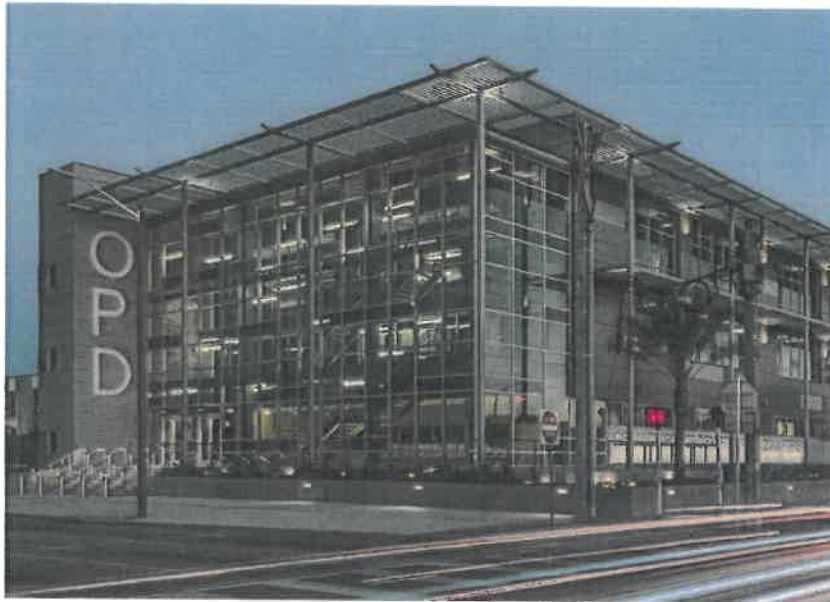
OSHA 10 and 30 hour
General Industry

40 hour HAZWOPER

Storm Water Inspector

City of Orlando Police Department Headquarters

Orlando, FL



Size
100,307 SF, three-stories

Cost
\$25.2 Million

Completion Date
January 2016

Delivery Type
Design/Build

Owner's Representative
Thomas Connery, Division Manager
The City of Orlando
400 S. Orange Ave
Orlando, FL 32801
(407) 246-3751

Architect
Architects Design Group
(407) 647-1706

H. J. High served as the Design-Builder for the Orlando Police Department Headquarters Facility with Architects Design Group. The three-story tilt wall building includes secured staff parking and is designed with features such as day-lighting, energy efficient mechanical systems, and environmentally friendly finishes.

- The ground floor houses all of the public spaces including a lobby, recruiting offices, community meeting and multi-purpose room, gymnasium, locker rooms, Quartermaster, and Patrol Divisions.
- Interview Suite, the Report Review Information Unit, and Criminal Intake.
- Homicide/Robbery/Assault & Battery Units
- Communications Center, Homeland Security OPS Center, Internal Affairs, Planning & Evaluation, Professional Standards, and Legal Divisions.
- LEED® Silver



PROJECT PARTNER

“I would without hesitation recommend H. J. High to any person or organization seeking to hire a contractor who is diligent in serving the client and follows through on commitments, all while producing an excellent finished project.”
– Tom Connery, Division Manager, City of Orlando

City of Orlando Police Department Crime Scene Facility

Orlando, FL



Size
80,000 SF, single-story

Cost
\$10 Million

Completion Date
June 2016

Delivery Type
Design/Build

Owner's Representative
Mr. Thomas Connery, Division Manager
The City of Orlando
400 S. Orange Ave
Orlando, FL 32801
Phone: (407) 246-3751

Architect
Architects Design Group
(407) 647-1706



PROJECT PARTNER

The City of Orlando Police Department Crime Scene Facility consist of an 80,000 SF facility which is now a state-of-the-art building. It was designed to accommodate the modern needs of the department's Crime Scene Unit.

- Secure Property and Evidence Unit Storage
- Crime Scene Unit's processing labs, training components, and miscellaneous storage spaces
- Vehicle processing labs
- 26% M/WBE Participation
- Energy efficient envelope construction, energy efficient lighting and HVAC, and environmentally responsible interior finish materials
- LEED® Silver



City of Orlando Code Enforcement and Permitting Office



Orlando, FL



Size

22,000 Sq Ft.

Cost

\$4,953,055

Completion Date

May 2018

Delivery Type

Design Build

Owner's Representative

Mr. Thomas Connery, Division Manager
The City of Orlando
400 S. Orange Ave., 8th Floor
Orlando, FL 32801
(407) 246-3751

Architect

Architects Design Group
(407) 647-1706

H. J. High strives to provide the absolute best. When constructing the permitting office for the City of Orlando, we had the individuals who would be working there in mind. The building is suitable to accommodate up to 72 staff members and 10 supervisors. The facility has a reception/administration area along with break areas, storage, restrooms, and conference rooms in order to accommodate everyone's needs

- The Code Enforcement and Permitting (CEP) portion of the tilt wall facility is 7,000 SF.
- The conference area has an operable partition wall allowing it to open to the break area for a larger meeting space.
- The Archives Records Warehouse is 15,000 SF. It has office space for 1 staff member and a microfilm storage vault.
- The warehouse has storage for a 10 year projected growth allowance for 26,000 storage boxes as well as approximately 400 plans boxes.



PROJECT PARTNER



City of Orlando Police Department Metro West Substation

Orlando, FL



Size
3,598 Sq Ft.

Cost
\$43,235

Completion Date
April 2013

Delivery Type
Design Build

Owner's Representative
Mr Steve Weidenbeck
The City of Orlando
400 S. Orange Ave., 8th Floor
Orlando, FL 32801
(407) 246-3037

Architect
Architects Design Group
(407) 647-1706

H. J. High Construction served as the design-build contractor for the Orlando Police Department's new Southwest Community Police Office located on Raleigh Street in Orlando.

The project was an adaptive re-use of an existing 3,024 square foot bank facility with an addition of 574 square feet. Architects Design Group was the project's designer.

The facility, which was completed in 210 days and within a very tight budget, provides multiple services including:

- Finger printing
- Public reception area
- Interview rooms
- Administration spaces for sworn officers and staff
- Conference room for community and crime prevention

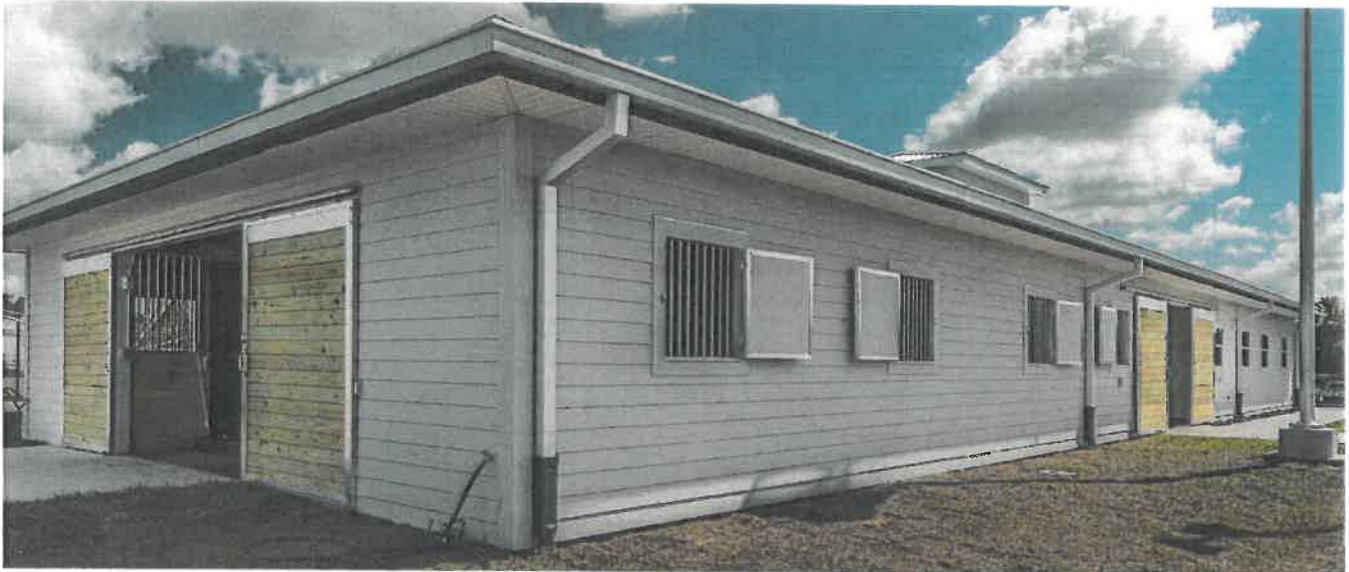


PROJECT PARTNER



City of Orlando Police Department Equestrian Facility

Orlando, FL



Size
5,400 Sq Ft.

Cost
\$466,919

Completion Date
May 2016

Delivery Type
Design Build

Owner's Representative
Mr Thomas Connery, Division Manager
The City of Orlando
400 S. Orange Ave., 8th Floor
Orlando, FL 32801
(407) 246-3751

Architect
Architects Design Group
(407) 647-1706



The new Equestrian Facility for the Orlando Police Department's Mounted Patrol Unit is situated on a 2.5 acre site across from the new Orlando Police Department Crime Scene Facility, also constructed by H. J. High. The Equestrian Facility contains a new, fully outfitted 5,400sf 8-stall stable. It houses the Orlando Police Department's six Percheron/Thoroughbred mix horses. Construction took six months, and it replaced the unit's old facility located adjacent to Camping World Stadium. The Mounted Patrol Unit was started in 1982. It is currently staffed by one full-time sergeant and one full-time officer and there are 32 cross-trained officers. The unit's emphasis is on crowd control and special events.

- Connected Wing Wash
- On-site exercise and training facilities.
- Administrative and support spaces



PROJECT PARTNER

City of Kissimmee Police Department Training Facility

Kissimmee, FL



Size
26,000 SF

Cost
Original Estimate: \$8,666,354

Estimated Completion Date
February 2019

Delivery Type
Construction Manager at Risk

Owner's Representative
Robert Masiku
City of Kissimmee Project Manager
(407) 518-2174

Architect
Architects Design Group
(407) 647-1706



The new single-story, 26,000 SF training facility is designed to be a state-of-the-art solution to the growing needs of the Kissimmee Police Department.

The infrastructure for a future City of Kissimmee Fire Department Training Facility will be added to the project as a part of Phase II.

The building also includes:

- Classroom and defensive tactics lab
- Offices, storage, access road, landscaping and a 162,000 SF retention pond.
- Firing range



Architects
Design
Group

PROJECT PARTNER

City of Boynton Beach Police Department Headquarters

Boynton Beach, FL



Project Owner

Colin Groff
City of Boynton Beach
Assistant City Manager, Public Services
(561) 742-6010
GroffC@bbfl.us

Value

\$19,203,175

Completion Date

January 2020 (estimated)

Project Role

Design-Builder

Key Professionals

Robert High, Project Executive
Orrie Feitsma, Lead Estimator
Robert High, Project Executive
JP Hurd, Project Manager
Ken Tucker, Project Superintendent
Ian Reeves, Principal in Charge/Architect



PROJECT PARTNER

The new Boynton Beach Police Department Headquarters is designed to serve the growing community and meet the requirements of an expanding police force. With an estimated delivery date of January 2020, the new Police Department Headquarters promises to be:

- 63,000 GSF
- Two Stories
- Houses the Chief and Administrative Offices Suite, Administrative Services Bureau
- 3,000 SF Community Room.
- Vehicle Storage Building for Tactical
- Booking and Detention Facility
- Physical and Tactical Training Rooms
- Evidence Storage and Crime Labs
- Offices and Locker Rooms



Completed and Ongoing Projects With Architects Design Group



*City of Boynton Beach
Police Department Headquarters*



*City of Orlando Police Department
Metrowest Substation*



*Kissimmee Police Department
Firearms Training Facility*



*City of Orlando Police Department
Equestrian Facility*



City of Orlando Fire Station 6



*City of Orlando Code Enforcement
and Permitting Facility*



City of Orlando Fire Station 9



*City of Orlando Police Department
Crime Scene Facility*



City of Orlando Fire Station 11



*City of Orlando Police Department
Headquarters*



City of Boynton Beach Fire Station 1



*UCF Solar Energy Center
and Auditorium*



H. J. HIGH CONSTRUCTION
BUILD TRUST. BUILD QUALITY. BUILD COMMUNITY.

Partnered With Architects Design Group



**Architects
Design
Group**

Tab 4

References

References



April 8, 2019

To whom it may concern,

I was a member of the Orlando Police Department new building committee from start to finish and during the entire planning and completion of the Police Headquarters project. H. J. High Construction was our contractor for this project and I highly recommend them for Design-Build and Construction Management services.

Throughout the entire process, the H. J. High team worked diligently to answer every question and phone call promptly and made changes during the project as well as accommodate all of our special needs according to city guidelines and the unique security features of a police agency. As you can imagine, a public safety project has a lot of considerations. H. J. High worked hand-in-hand with the Orlando Police Department to ensure that the facility was safe and accommodated all of the needs of the officers and civilians occupying it. They took special care to coordinate with the OPD team and address any concerns we had.

In addition, I worked with H. J. High on the refurbishment of the Orlando Police Department Crime Scene Facility. As with the OPD Headquarters project, they approached this project with the highest level of professionalism and expertise.

I cannot imagine a team more qualified to have built our new Headquarters. They not only met all requirements, but they consistently exceeded our expectations. It is with the highest regard and confidence that I recommend H. J. High. Their dedication, attention to detail and commitment to their clients is unparalleled. H. J. High is truly an advocate for their clients and will, without a doubt, serve your needs and provide the best facilities for your organization.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Beasley". The signature is written in a cursive, flowing style.

Kathleen M. Beasley
Training Coordinator
Orlando Police Department
321-235-5457



Ian C Davis, Deputy Chief
78 W. Central Blvd.
Orlando, FL 32801
321-239-6947
Ian.Davis@cityoforlando.gov

April 2, 2019

To Whom It May Concern,

I am writing to recommend the services of ADG and H.J. High. It has been a pleasure to work with their entire team. Throughout our design phase, the team of ADG and H.J. High has continued to surpass our expectations. It is evident that both companies have a great deal of depth and ability. My team continues to be impressed with their professionalism, responsiveness, innovation, and attention to detail.

As a department, we chose to redesign our stations' floor plan based upon ADG and H.J. High's recommendations. They were able to point out opportunities to improve the stations' overall design such as individual dorms, gender-neutral restrooms, wellness spaces, and effective use of workspaces

I feel confident in recommending ADG and H.J. High services. If you have any questions please feel free to contact me.

Regards,

A handwritten signature in blue ink, appearing to read "I. C. Davis".

Ian C Davis, Deputy Chief

Fire Deputy Chief Ian C. Davis
Orlando Fire Department • Station 1 • 3rd Floor
78 West Central Boulevard • Orlando, Florida 32802
Phone: 407.246.3888 • Fax: 407.246.2758 • Email: ian.davis@cityoforlando.net



August 25, 2017

DESIGN-BUILD INSTITUTE OF AMERICA – FLORIDA REGION

Attn: Karen Wallace, Executive Director
PO Box 781172
Orlando, Florida 32828-1172

Dear Ms. Wallace:

It is my pleasure to write this letter of recommendation on behalf of H. J. High Construction. I have worked with H. J. High on multiple City of Orlando projects over the years and have had many opportunities to witness their commitment to client satisfaction, job site safety and the pursuit of a high-quality finished product.

Most notably, H. J. High recently completed the new Orlando Police Headquarters – a 100,000 SF design-build facility that houses the majority of Orlando Police Department's (OPD) staff. The program for this headquarters was a part of an overall scope which included a stand-alone Crime Scene Facility as well as Equestrian Center, built simultaneously with the Police Headquarters.

From the early stages of the project the City and HJ High acted as partners and teammates striving to achieve the highest quality project possible that would serve the City of Orlando for years to come. Throughout these projects, H. J. High was charged with developing the overall construction strategy of the master plan, producing multiple milestone cost estimates during the various design phases and producing a product to meet the multiple stakeholders' standards. They not only succeeded in all tasks, but exceeded the goals set forth by our organization.

In addition to their skills as contractors, H. J. High excels in projects utilizing the design-build method. With four DBIA certified executives, their team is actively engaged with the entire design-build staff throughout the entirety of the project, resulting in a continuous stream of communication with all parties involved to produce a mutually beneficial project.

In my role as Division Manager of the Project Management Division for the City of Orlando, I would without hesitation recommend H. J. High to any person or organization seeking to hire a contractor who is diligent in serving the client and follows through on commitments, all while producing an excellent finished project.

Sincerely,

A handwritten signature in black ink that reads "Tom Connery".

Thomas R. Connery, PE, DBIA
Division Manager, Project Management Division
City of Orlando Public Works

PROJECT MANAGEMENT DIVISION • PUBLIC WORKS
Orlando City Hall • 400 South Orange Avenue • Eighth Floor
PO Box 4990 • Orlando, FL 32802-4990
P 407.246.3751 • F 407.246.2892 • www.cityoforlando.net

The City of Boynton Beach



3301 Quantum Boulevard
PO Box 310
Boynton Beach, Florida 33426
(P): 561-742-6010 | (F): 561-742-6011
www.boynton-beach.org

April, 10 2019

To Whom It May Concern,

I am writing in reference to H. J. High Construction and the services they have provided as one of our design build partners for the City of Boynton Beach. They are currently working on two construction projects for the City; our Boynton Beach Police Department Headquarters and our Boynton Beach Fire Department Station #1.

Throughout the entire pre-construction phase and into the actual construction phases, H. J. High has shown a level of flexibility, professionalism and leadership that has made the process successful. Their knowledge and skill have been an enormous asset to our city.

Because there are several departments and entities that are stakeholders in these projects, it has been important for our construction team communicate to work with multiple groups and personnel. HJ High hands on approach with our various departments and users groups has allowed us to meet project goals. They have been flexible and creative with meeting the various challenges of a complex project. In addition, we appreciate HJ High achievements towards the City's "Building Wealth" initiative, a program to encourage construction dollars to be spent with local companies and local labor.

They have consistently shown us that they are working in the best interest of the City and for our citizens. I highly recommend H. J. High Construction to any municipality or company that is considering using them.

Sincerely,

Colin Groff

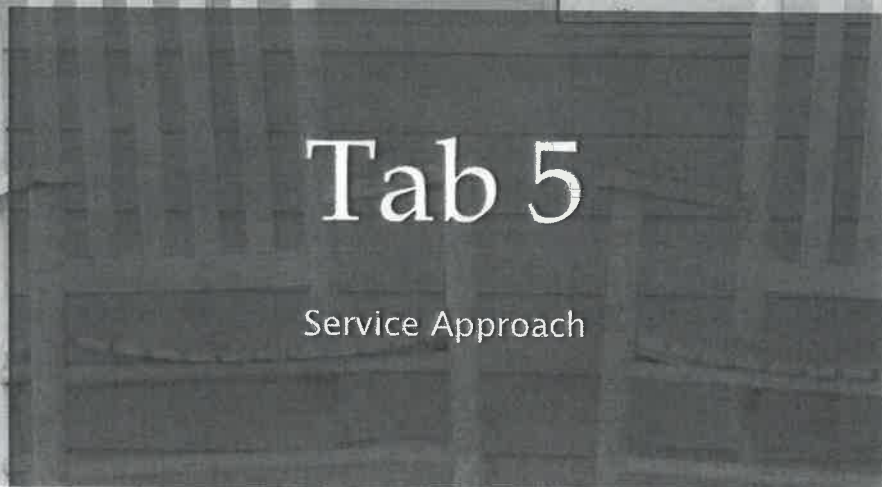
Colin Groff
Assistant City Manager, Public Services
City of Boynton Beach

AMERICA'S GATEWAY TO THE GULFSTREAM

Police
Department

Tab 5

Service Approach



Overall Scope

H. J. High thoroughly understands the scope of your Town Facilities project and will put forth our very best effort to build your Police Station, Community Room, Adjacent Connecting Entry and Public Works Facility to meet the highest quality specifications and safety standards.

We'll build your police station as a reinforced facility with advanced technologies and redundancies necessary for this type of building, while maintaining the aesthetic the town has come to expect. It'll represent your culture while remaining operable in the harshest conditions.

We'll create a community center that will welcome residents and stand as a focal point for your community for generations to come.

We'll apply our knowledge and expertise in maintenance facilities to provide a public works that will serve your town efficiently and without fail.

In addition, we will coordinate the transition of your staff from your current facility to temporary accommodations and then into your final facility. This process is critical to maintaining the functionality of your departments.

We'll be facilitating the entire process to ensure minimal downtime and a smooth transition. We'll pool from our experience and provide you with the best practices to make sure the "little things" aren't overlooked.

As experts in the Construction Manager at Risk delivery method (we were the first Construction Managers in Central Florida) and in public safety projects, H. J. High will bring a unique level of knowledge and proficiency to deliver the needs of your community, all while maintaining the essence of the Town of Windermere.

We will provide a variety of services that will ensure construction of your facilities within your established timeline and within your budget. These services will include Pre-construction services to establish budget estimates, analysis of the design documents for constructibility as well as establishing a Guaranteed Maximum Price (GMP), coordinating with subcontractors and maintaining quality control. In addition, we will work closely with the Architects Design Group, the Town's Purchasing Division and the facility's end users to guarantee your facilities will exceed all expectations.

Safety

Safety is our first and foremost concern; H. J. High requires safety programs from each contractor. These programs are reviewed in pre-construction meetings before any work begins on a project. H. J. High Safety Director Cindy Spiropoulos visits the job site on a regular basis to ensure that the job site safety is acceptable. We also invite our insurance representative to visit each job site once per quarter to get their ideas or concerns. We feel the more people on the job reviewing safety, the better the chance of eliminating work-related injuries.

Budget

We understand that budget is always a concern for clients, but especially for projects being built for municipalities.

The residents of Windermere have a vested interest in your Town Facilities since it is their tax dollars that will fund this project. H. J. High will work to make sure every dollar counts and that every opportunity to provide cost savings and engineering will be explored.

We understand that being able to build your facilities at or below budget will ultimately lead to tax savings to your residents. This is a win/win for everyone involved.

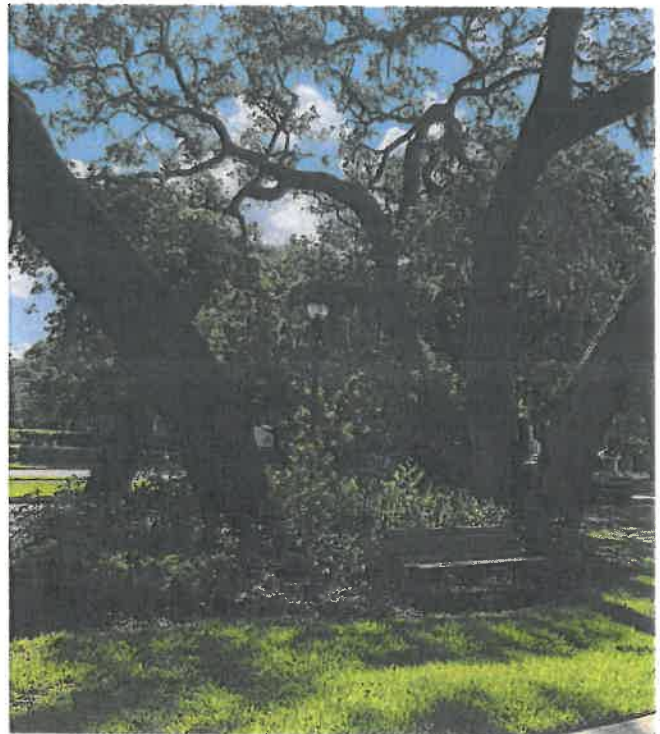
This is why it is H. J. High's priority is to meet all of your needs while still meeting a cost effective budget.

Community

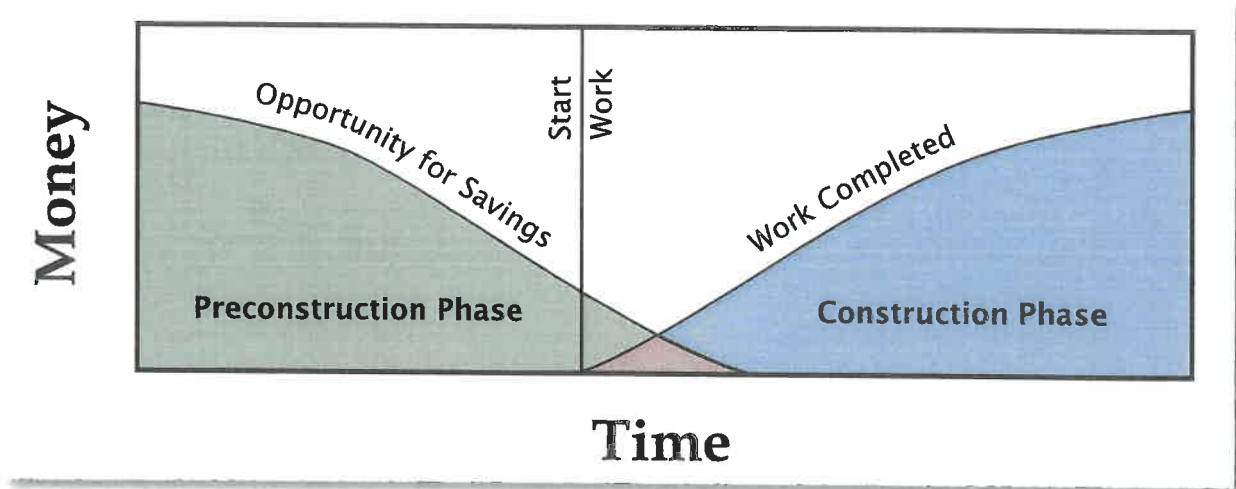
Beyond the budgetary concerns, we know that the residents of Windermere have taken a very proactive role in making your new facilities a reality. It is our commitment to honor the role they've taken and ensure your citizens stay informed and involved.

Whether it's knocking on doors to inform residents of upcoming construction events, or hosting town hall meetings to provide updates and answer questions, we are committed to being good stewards of your community.

We'll especially play close attention to the preservation of landmarks and historical trees, both on-site, and adjacent to this project. We understand the value of preserving the natural beauty that has distinguished Windermere and will make every effort to maintain the aesthetics and uniqueness of your town.



Service Approach



As your Construction Manager, the H. J. High Team will employ a proven method of cost controls to ensure costs are managed during all project phases, from the earliest pre-construction phases to construction completion.

Cost Control

Our cost analysis begins with defining and analyzing the project budget. Many assumptions are made during this "first blush" estimate, and these assumptions will be discussed and reviewed with the team. The cost analysis will focus on all site development and building costs in categories comparable to the client's funding sources or budget categories. We keep the numbers on the table, in view, so no design "creep" occurs.

The best opportunity to capture cost savings on any project is during design. As time progresses and designs take shape, the opportunity to affect large-scale savings diminishes. Once construction begins, that opportunity nearly vanishes entirely. Therefore, our team expends great efforts to solicit, pursue, review, analyze and submit as many cost and time saving options as possible early in the design process.

Our team will perform a comprehensive review of the design, building systems and construction methods to ensure maximum value. These detailed progress

estimates will be produced to inform the team what the project's anticipated costs are and what value engineering options can be considered to reduce the overall cost without sacrificing the quality of the finished product. Our estimates are produced through a combination of using our past experience with similar projects, our database of costs adjusted to your geographic area, the input of our subcontractors, and the input of suppliers and manufacturer's representatives. This method helps assure the costs received at the time of subcontractor bids will be at or below the Owner's budget.



Cost Control

Even after the Guaranteed Maximum Price (GMP) is established, the H. J. High team will continue to work to control project costs in order to administer our clients' funds in their best interest. This is completed on several fronts:

Project Buy-Out

This project will be bought out by Robert High, President of H. J. High and Project Executive for the Town of Windermere. Whenever possible, the subcontract is negotiated directly with the owner or president of the subcontracting firm, thereby buying the best deal for our clients. Subcontract scopes are reviewed by the team's Project Managers and Project Superintendent to confirm there is no scope overlap, no scope gap, and the work is awarded to the most appropriate trade if there is an option to award a portion of the work among differing trades.

Tax Exempt Material Purchases

Because of our extensive experience with municipal projects, we have refined and streamlined the administration of our tax exempt materials purchase program. We aggressively pursue capturing the sales tax savings from our subcontractors – their participation in the program is required by the terms of our subcontract. Should a subcontractor fail to participate, we will deduct the estimated tax savings from their contract.

Change Order Request Evaluations

Change orders are likely on any project. When a change order request is received from a subcontractor, our team will research the conditions giving rise to the claim, will verify the quantities of labor and materials involved in the change, and will verify the price of materials involved.

Contingency Administration

H. J. High will maintain a running account of all adjustments to the contingency, grouped together by their status. This log is updated weekly and posted to the secure project website. This log provides the team with an accurate current "snapshot" of the contingency status.

Cost Saving Solutions

For the H. J. High team, cost saving solutions starts during the Pre-Construction Phase and continues through the Construction Phase. Cost saving solutions allows the Owner the ability to meet budget and incorporate program enhancements that may necessarily not have been afforded.

Our Pre-Construction Services begin with a partnering session to review the project requirements, educational requirements, on and off site development, preliminary budget and make suggestions and recommendations for revisions which may provide a cost efficient overall project design.

Upon receipt of the Architect's first set of development drawings we review the existing conditions and provide an analysis outlining the impact of the preliminary design on management of the project, costs associated with tie-ins and renovations of existing roads, utilities, and buildings. At this stage, the project master plan may be

identified which may adversely affect the project cost. Alternate solutions can be developed and reviewed.

Due to the advanced nature of the construction documents, our cost control will begin at the final estimate which will then be the basis for the GMP. This estimate is structured based on specification divisions and grouped sections which are normally constructed by a specific trade. The costs are received through a formal bidding process where each subcontractor or supplier bids on a defined scope of work to include the base building, bid alternates and predetermined proposed value engineering bid alternates. The GMP estimate is presented in a formal review meeting, together with a clarified and qualified scope of work based on the construction documents. At this time the base bid, bid alternates and value engineering bid alternates are reviewed against the budget for acceptance.



Service Approach



Design/Permitting

Procurement/ Pre-construction

Construction



We have reviewed the proposed project schedule you provided and feel that there is opportunity to condense the time frame while still providing the same top-quality facility. We'll work closely with ADG and the Town of Windermere to establish the most efficient schedule possible. Ultimately, this can lead to a considerable cost savings on general conditions that can be reinvested into the facility.

Please see our proposed schedule on the following pages.

Schedule

Project scheduling is accomplished using Primavera's Suretrak Project Manager software. A master schedule is prepared during the Pre-construction phase to monitor the overall progress of design and Pre-construction activities and milestones. The schedule incorporates decisions made through interactive input from all team members, and expands as subcontractor input is added.

As we move toward the start of construction, our subcontractor bid documents will also indicate the scheduling requirements for bidders. Subcontractors bidding the work will be bidding time as well as money. Following the selection of low bidders for each category of work, work plans and detailed schedule information will be submitted for inclusion in the project schedule.

The project schedule will identify the early start dates for each trade's activities. Delivery lead times and approval durations for all shop drawings will be determined by the date materials are needed on the project and included on the schedule. Our practice is to secure all shop drawings

and submittals as soon as contracts are awarded, but the schedule will serve to indicate when submittal cycles will begin to negatively impact the schedule.

Once work begins, the One Month Look Ahead schedule is reviewed and updated at each week's regularly scheduled construction meetings. This schedule is the basis for subcontractors to coordinate their work forces - this is where the detailed planning and problem solving occurs. At the end of the month, an updated schedule is sent to each subcontractor. This keeps them apprised of modifications made to the schedule which will affect their work start, sequencing, and completion.

The project schedule is as important to a project as the plans and specifications. It assembles an otherwise unordered list of events into an orderly, sequential list of activities which can be monitored and adjusted as events mandate. Without proper scheduling and schedule maintenance, success on a project is not possible. Through the scheduling control practices we have implemented, H. J. High has achieved a consistent track record of early project delivery.

Through the scheduling control practices we have implemented, our team has achieved a track record of early schedule project delivery.

**Windermere Town Facilities
Preliminary Design Schedule**

| ID | Description | DUR | Start | Finish | 2019 | | | | | | | | | | | | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | | | | | | | | |
|----|-------------|-----|-------|--------|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | I | A | S | O | N | D | J | F | M | A | M | J | J | F | F | F | M | A | M | J | J | F | F | F | M | A | M | J | J | F | F | F | M | A | M | J | J | F | F | F | M | A | M |

| Milestones | | | | | |
|-------------------|--------------------------|---|---------|---------|--|
| 1390 | Design Kick Off | 0 | 14AUG19 | | |
| 1610 | All Permits Issued | 0 | | 19MAR20 | |
| 1290 | Construction Start | 0 | 10APR20 | | |
| 2290 | Project Final Completion | 0 | | 22FEB21 | |

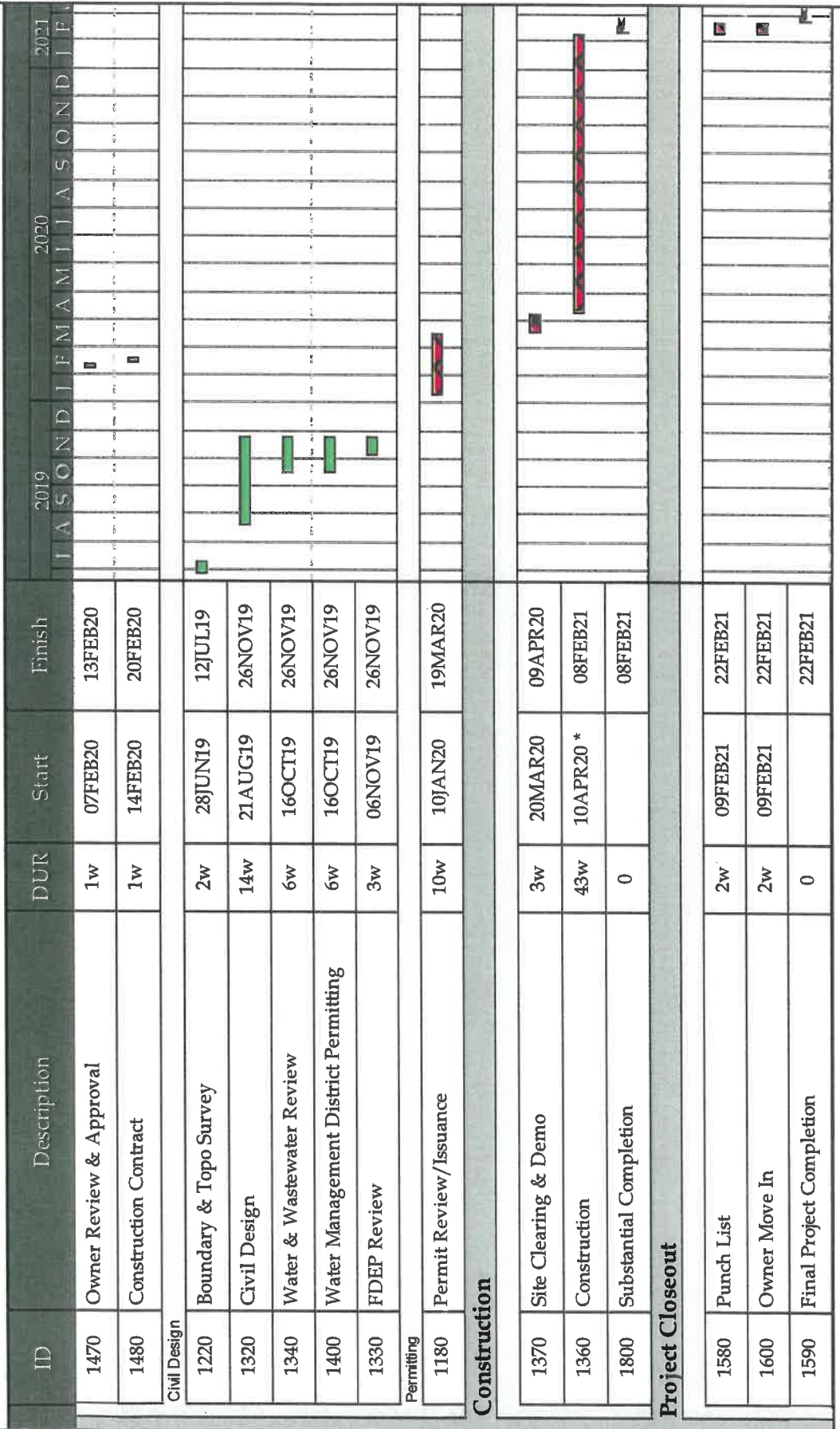
| PreConstruction | | | | | |
|------------------------|-----------------------------|----|-----------|---------|--|
| Consultant Selection | | | | | |
| 1420 | Select Construction Manager | 1w | 14AUG19 * | 20AUG19 | |
| Schematic Design | | | | | |
| 1310 | Design Kick Off | 0 | 14AUG19 | | |
| 1490 | Schematic Design | 6w | 21AUG19 * | 01OCT19 | |
| 1210 | Schematic Estimate | 2w | 02OCT19 | 15OCT19 | |
| 1280 | Owner Review & Approval | 1w | 16OCT19 | 22OCT19 | |

| Design Development | | | | | |
|---------------------------|------------------------------------|----|---------|---------|--|
| 1410 | Design Development Drawings | 6w | 02OCT19 | 12NOV19 | |
| 1430 | Design Development Estimate | 2w | 13NOV19 | 26NOV19 | |
| 1440 | Owner Review & Approval | 1w | 27NOV19 | 03DEC19 | |
| Construction Documents | | | | | |
| 1450 | Construction Documents | 8w | 13NOV19 | 09JAN20 | |
| 1460 | Bidding & Guaranteed Maximum Price | 4w | 10JAN20 | 06FEB20 | |

| | |
|---------------------------|----|
| Number/Version | |
| Page number | 1A |
| Page count | 2A |
| © Primavera Systems, Inc. | |

H. J. HIGH CONSTRUCTION
BUILD TRUST. BUILD QUALITY. BUILD COMMUNITY.

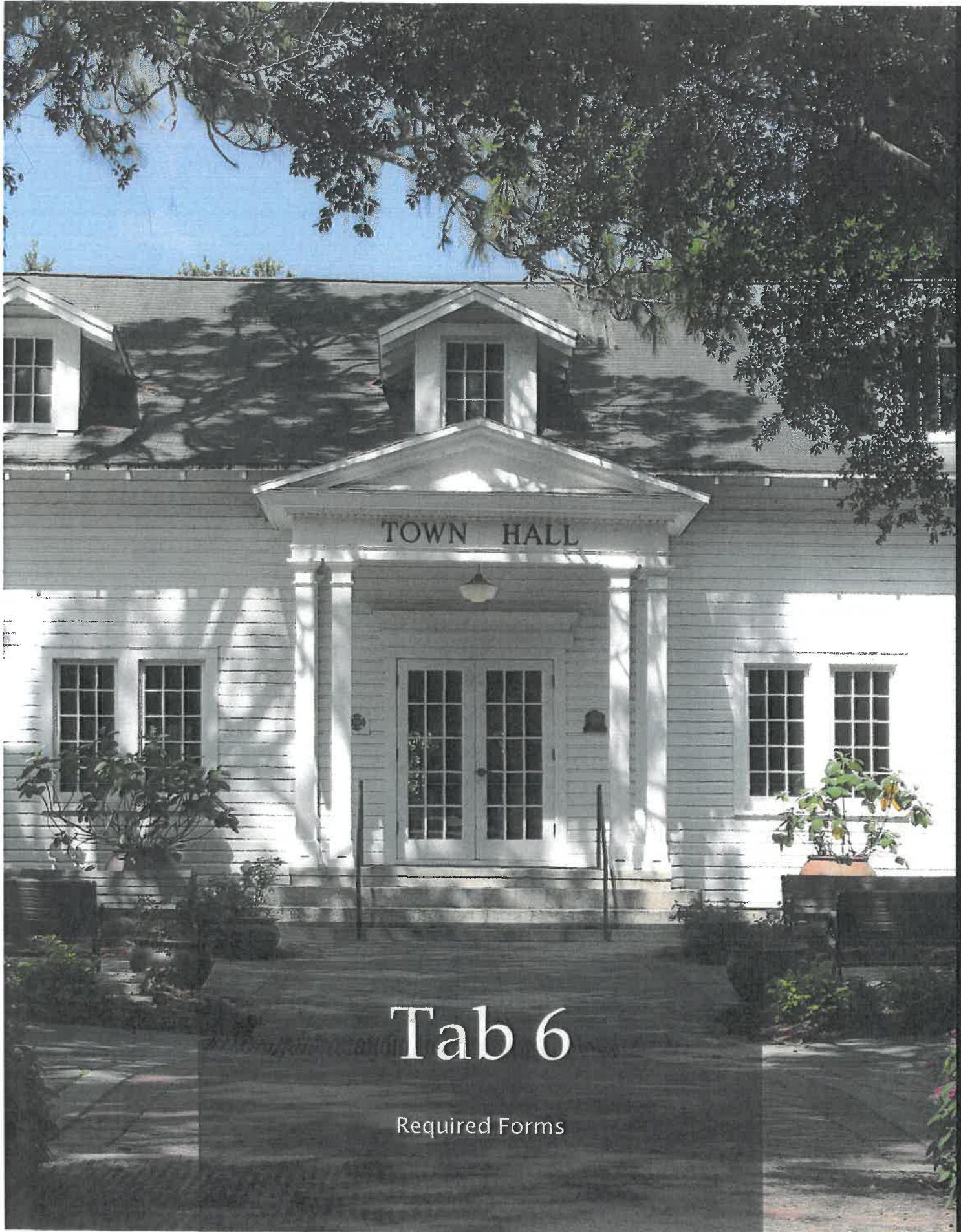
Windermere Town Facilities
Preliminary Design Schedule



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|---------------------------|----|
| Number/Version | |
| Page number | 2A |
| Page count | 2A |
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- █ Early bar
- █ Critical bar
- P Start milestone point
- P Finish milestone point



Tab 6

Required Forms

**RFQ #2019-03 CONSTRUCTION MANAGER AT RISK (CMAR)
TOWN OF WINDERMERE TOWN FACILITIES**

RESPONSE TO: RFQ 2019-03 Construction Manager at Risk Town of Windermere Town Facilities.
ROBERT SMITH, TOWN MANAGER
614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: Robert High

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

1015 W Amelia Street TELEPHONE (407) 422-8171
Orlando, FL 32805 FAX: (407) 841-4820
DATE June 21, 2019

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.



Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by (name of person making statement). _____

Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____

RFQ #2019-03 CONSTRUCTION MANAGER AT RISK (CMAR)
TOWN OF WINDERMERE TOWN FACILITIES

HOLD HARMLESS AGREEMENT

I Robert High (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.



Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by (name of person making statement). _____

Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____

RFQ #2019-03 CONSTRUCTION MANAGER AT RISK (CMAR)
TOWN OF WINDERMERE TOWN FACILITIES

NON-COLLUSION AFFIDAVIT

I Robert High (Respondent) of the firm of H. J. High Construction (Respondent Firm Name) responded to the notice for calling for qualification for Auditing Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.



Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement). _____

Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____

**RFQ #2019-03 CONSTRUCTION MANAGER AT RISK (CMAR)
TOWN OF WINDERMERE TOWN FACILITIES**

DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against an employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Signature of Respondent

Witness

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).


| PRODUCER McGriff Insurance Services PO Box 4927 Orlando, FL 32802-4927 407 691-9600 | CONTACT NAME: PHONE (A/C, No, Ext): 407 691-9600 FAX (A/C, No): 888-635-4183 E-MAIL ADDRESS: | | | | | | | | | | | | | | |
|--|--|-------------------------------|--------|---|-------|---|-------|---|-------|--|-------|-------------|--|-------------|--|
| INSURED H J High Construction Company 1015 W Amelia St. Orlando, FL 32805 | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Amerisure Insurance Company</td> <td>19488</td> </tr> <tr> <td>INSURER B : Bridgefield Employers Insurance</td> <td>10701</td> </tr> <tr> <td>INSURER C : Indian Harbor Insurance Company</td> <td>36940</td> </tr> <tr> <td>INSURER D : Amerisure Partners Insurance Company</td> <td>11050</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Amerisure Insurance Company | 19488 | INSURER B : Bridgefield Employers Insurance | 10701 | INSURER C : Indian Harbor Insurance Company | 36940 | INSURER D : Amerisure Partners Insurance Company | 11050 | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Amerisure Insurance Company | 19488 | | | | | | | | | | | | | | |
| INSURER B : Bridgefield Employers Insurance | 10701 | | | | | | | | | | | | | | |
| INSURER C : Indian Harbor Insurance Company | 36940 | | | | | | | | | | | | | | |
| INSURER D : Amerisure Partners Insurance Company | 11050 | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES CERTIFICATE NUMBER: 18-19 Master REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDSUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|------------------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X X | CPP20572681001 | 10/01/2018 | 10/01/2019 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ |
| D | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Drive Oth Car | X | CA20572701005 | 10/01/2018 | 10/01/2019 | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0 | | CU20572691001 | 10/01/2018 | 10/01/2019 | EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | X | 83035642 | 01/01/2019 | 01/01/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 |
| C | Professional/Poll | | PEC002738810 | 10/01/2018 | 10/01/2019 | 2,000,000 Each Claim 2,000,000 Aggregate |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: RFQ #2019-03; Construction Manager at Risk (CMAR); Town of Windermere Town Facilities.
 Additional Insured Status is granted with respect to General Liability including completed operations if required by written contract per endorsement "Contractor's Blanket Additional Insured Endorsement," Form #CG7048 1015.
 (See Attached Descriptions)

| | |
|--|--|
| CERTIFICATE HOLDER Town of Windermere 614 Main Street Windermere, FL 34786 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|--|

DESCRIPTIONS (Continued from Page 1)

General Liability Policy is primary and will be non-contributory if policy of Additional Insured applies on an excess basis per "Contractor's Blanket Additional Insured Endorsement," Form #CG7048 1015.

Blanket Waiver of Subrogation applies to General Liability if required by written contract per "Contractor's General Liability Extension Endorsement" Form #CG7049 0417.

Additional Insured status is granted with respect to Automobile Liability if required by written contract per "Florida Advantage Commercial Automobile Broad Form Endorsement," Form # CA7171 0508.

Blanket Waiver of Subrogation applies to Automobile Liability if required by written contract per "Florida Advantage Commercial Automobile Broad Form Endorsement," Form # CA7171 0508.

Blanket Waiver of Subrogation is granted with respect to Workers Compensation if required by written contract per endorsement Waiver of Our Right to Recover from Others Endorsement, form WC0000313 04/84.

Umbrella is Follow Form providing excess liability over General Liability, Automobile Liability, and Employer's Liability limits shown.



EXECUTIVE SUMMARY

SUBJECT: IPO 102 – Bessie Street Stormwater Improvement Design

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** August 27, 2019
 Regular Meeting Special Meeting

CONTRACT: N/A

Vendor/Entity: Kimley-Horn and Associates, Inc.

Effective Date: 08/27/2019
Managing Division / Dept:

Termination Date: 08/15/2020
Public Works

BUDGET IMPACT: Not to Exceed \$174,000.00

Annual
 Capital
 N/A

FUNDING SOURCE: CIP Stormwater Projects

EXPENDITURE ACCOUNT: 004 5380 000 7530

HISTORY/BACKGROUND/RECOMMENDATIONS:

Mayor & Council,

History

The Town was platted in the late 1890's and by the early 1900's four families lived in the platted area. By 1920, there were around 180 property owners, which grew to approximately 450 by the late 1950's. Most of which used the area for weekend outings and fish camps along the Butler Chain of Lakes. These early property owners enjoyed the pristine waters of the lakes and fun filled weekends with their friends and families. The area quickly became known by most as a fishing community. As time passed, some began to settle into their fish cabins or small homes and made them their main form of residency. These homesites were small and the roadways were used as driveways not public roadways. Most families owned one vehicle, families stayed at home more often and the rough dirt roads were more than likely trails outlined as roads by the two-wheel ruts that the limited amount of traffic created. The Town has now grown to nearly 3,000 residents and continues to become larger with each new homesite.

Background

Windermere has become a popular and unique community that, over time, has brought to it many families that

enjoy its lifestyle – from its many parks and walkability to its friendly and environmental comfort. With this growth, the homes have become larger, vacant properties are almost non-existent and larger families have settled in to the beautiful Town it is know to be. As the properties became developed, traffic was increased to provide ingress/egress to the homes and the dirt road system, which was once an acceptable means of travel due to the minimum use, have become a source of pollutants to the Butler Chain of Lakes and a public safety and general welfare concern.

Dirt roads are always changing and eroding from normal rainfall events and are discharging the road water runoff into the lakes (lower elevations than the roads), taking with it the road material. These materials raise the lake bottoms, increase turbidity, increase organic compounds that decrease dissolved oxygen and raise the total nitrogen levels – all of which effects the lakes long-term health.

In addition to the negative environmental impacts, the public roads also become dangerous to maneuver. These safety issues are a common occurrence during an average rainfall event as the roads “washout” or create large linear caverns in the roads causing limited and/or no access for emergency or service vehicles, limit or completely block emergency evacuation routes for the residence, limit or block access to residents homes and take away time from the local Police and/or Public Works Staff, which could be better served at essential functions.

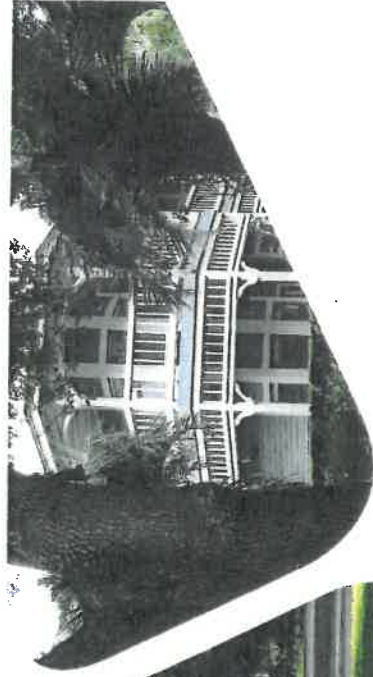
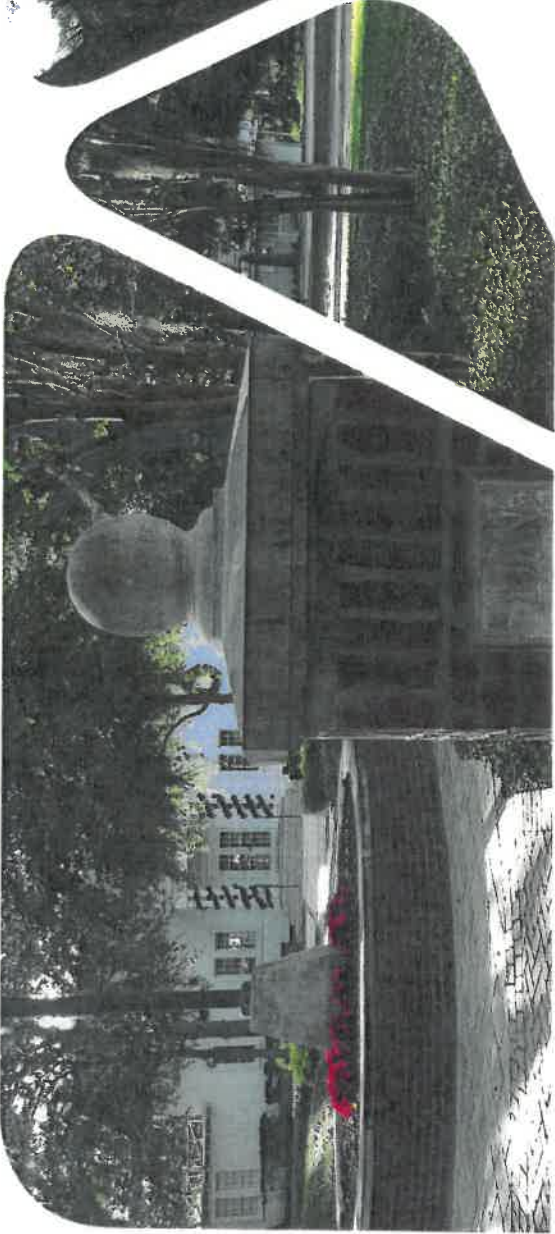
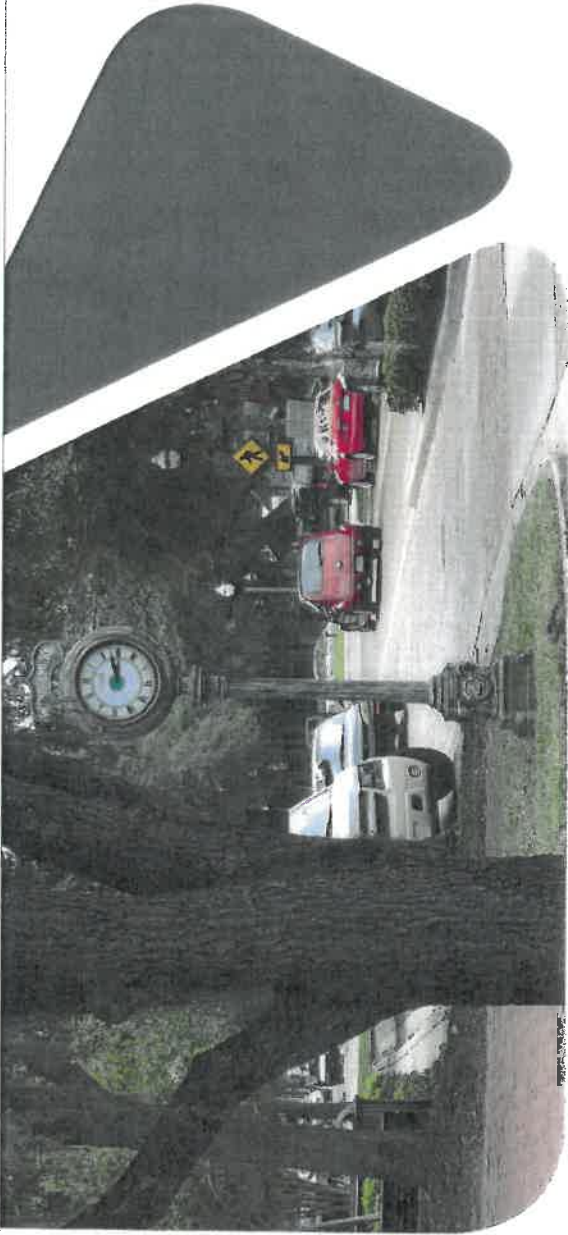
Furthermore, most of the roads were never constructed with an adequate conveyance or drainage swale system to capture and/or to direct its own water. In many locations along the roads, the water could be running off on to the adjacent private properties, possibly causing drainage and erosion issues on these properties.

Recommendation

As part of the Towns’ Master Agreement for Continuing Engineering Services, Staff recommends that the Town Council approve the attached Kimley-Horn and Associates, Inc. Individual Project Order (IPO) Number 102 for the study, data collection, design and construction plans for a stormwater improvement project to capture and treat road water runoff, to properly direct the road water run off to avoid it from entering adjacent properties, to provide long-term protection to the environment and on-going lake water quality, to provide a roadway system that will maintain emergency routes during daily rain and disaster events, to provide options for permanent traffic calming devices, to protect the existing tree canopy root system from the erosion of rainfall events/vehicle traffic, and by minimizing the use of the existing Rights of Ways.

These plans will be developed through Best Management Practices (BMP) for stormwater treatment as it pertains to NPDES, FDEP, SFWMD and water quality for the protection of the surrounding Florida Outstanding Waters of the Butler Chain of Lakes, through feedback/input from Town Council and adjacent residents, as well as industry standards such as, but not limited to, the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (commonly known as the Florida Greenbook). Furthermore, by following these guidelines, it positions the Town for the opportunity for future grant opportunities.

THE TOWN OF
Mindermere



Are Dirt Roads Good for Lakes?

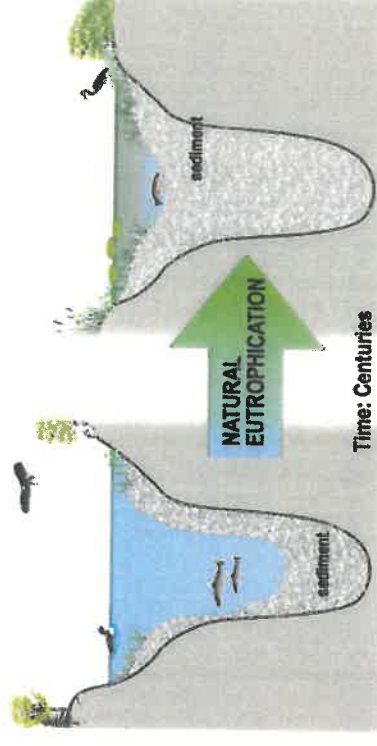
- Contrary to popular belief....
- Its easy to understand why you might think that they are....
- But these are the reasons why they are not....

Environmental – Water Quality Problems

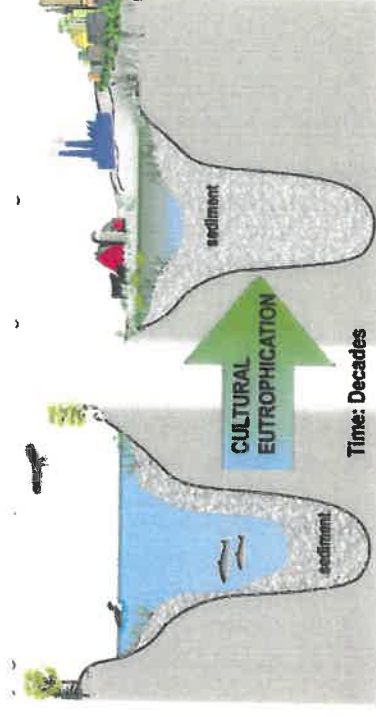
Dirt Roads

- Lakes become increasingly shallow
 - Temperature Increase: Not only does this reduce storage, but shallow waters trap more solar radiation, increasing temperatures and affecting fish and plant conditions
- Increases turbidity: suspended solids decrease clarity in the water which affects many factors of a lake's health
 - Reduced light transmission to aquatic plants, prevents growth
 - Clogs gills
 - Negatively impacts cold water fish habitat

Centuries



Decades



Environmental – Water Quality Problems

Dirt Roads

- Transport of organic compounds
 - Organic compounds bound to suspended sediment particles are broken down, decreasing dissolved oxygen
 - Nutrients can cause harmful algal growth, decrease dissolved oxygen, and block sunlight from penetrating the lake surface
 - *Particulate Nutrients are higher in the areas where dirt roads and earthen swale systems discharge to Lake Butler*
 - *This is particularly a concern for Lake Butler, which is Impaired for Total Nitrogen*
- Contaminated sediments are toxic to sediment dwelling organisms and fish



POLLUTANTS

This waterbody has been associated with the following WBIDs deemed impaired by the Florida Department of Environmental Protection:

| WBID | Basin | Impairment(s) |
|-------|-------------|----------------------------|
| 3170Q | LAKE BUTLER | NUTRIENTS (TOTAL NITROGEN) |

Environmental – Water Quality Problems

Sources:

1. Butler Chain-of-Lakes Hydrologic/Nutrient Budgets and Management Plan, Orange County:

<http://www.orange.wateratlas.usf.edu/upload/documents/ButlerCOL-HydroNutrientBudget-and-MgmtPlan-Jan2007-web.pdf>

2. Orange County Water Atlas, Orange County:

Lake Butler:

<http://www.orange.wateratlas.usf.edu/lake/waterquality.asp?wbodyid=140116&wbodyatlas=lake>

Lake Bessie:

<http://www.orange.wateratlas.usf.edu/lake/waterquality.asp?wbodyid=140097&wbodyatlas=Lake>

3. Florida Lakes and Ponds Guidebook, Pinellas County:

https://www.pinellascounty.org/environment/watershed/pdf/adoptapond/Florida_Lakes_and_Ponds_Guidebook.pdf

Safety Problems

Dirt Roads

- Washouts occur regularly during normal storm events
 - Emergency services cannot access residents homes
 - Residents cannot access their own homes
 - Town Resources (police officers, Public Works staff) have to be allocated which takes them away from other essential functions



East 9th Avenue

Safety Problems



9th Avenue



9th Avenue



5th Avenue/ Magnolia Street

Dirt Road Washouts

Safety Problems



Butler Street



Butler Street

Emergency Service Access Problems

Drainage – Flooding Problems

Questions:

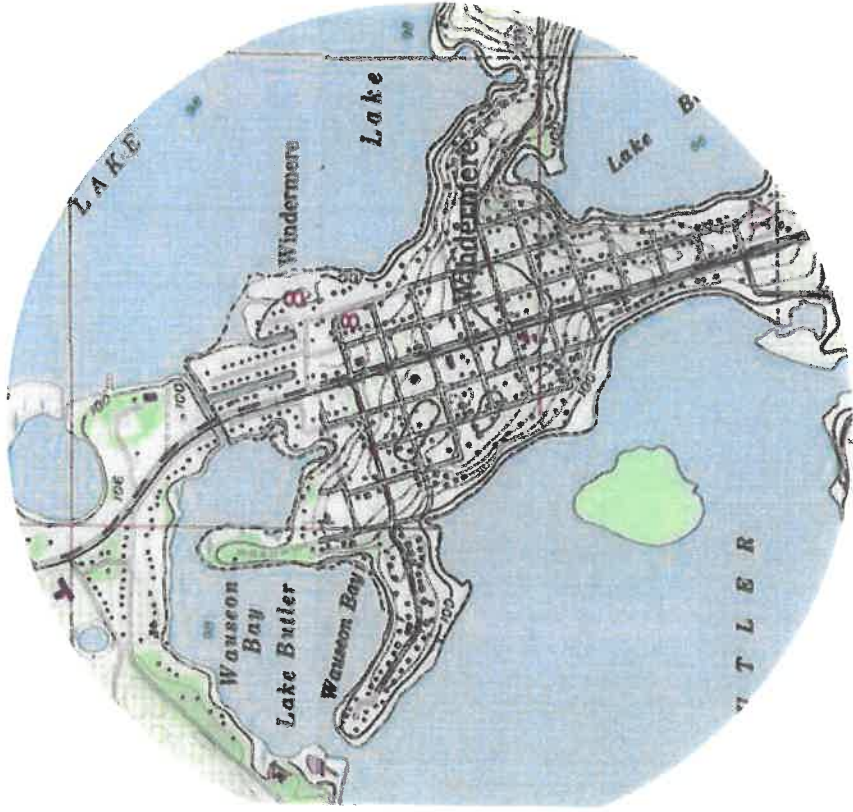
- What has changed?
- Why is flooding and washouts occurring more and more?

Answer:

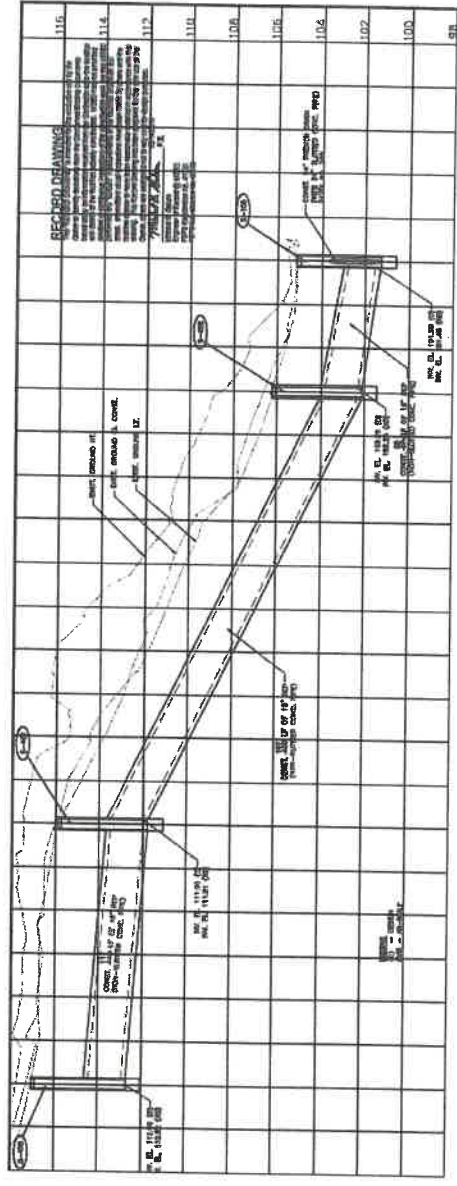
- Urbanization has caused impervious areas to go up
- Bigger houses reduces green space
- Dirt road erodible nature
- Hard to reestablish dirt road existing condition (drainage pattern changes)



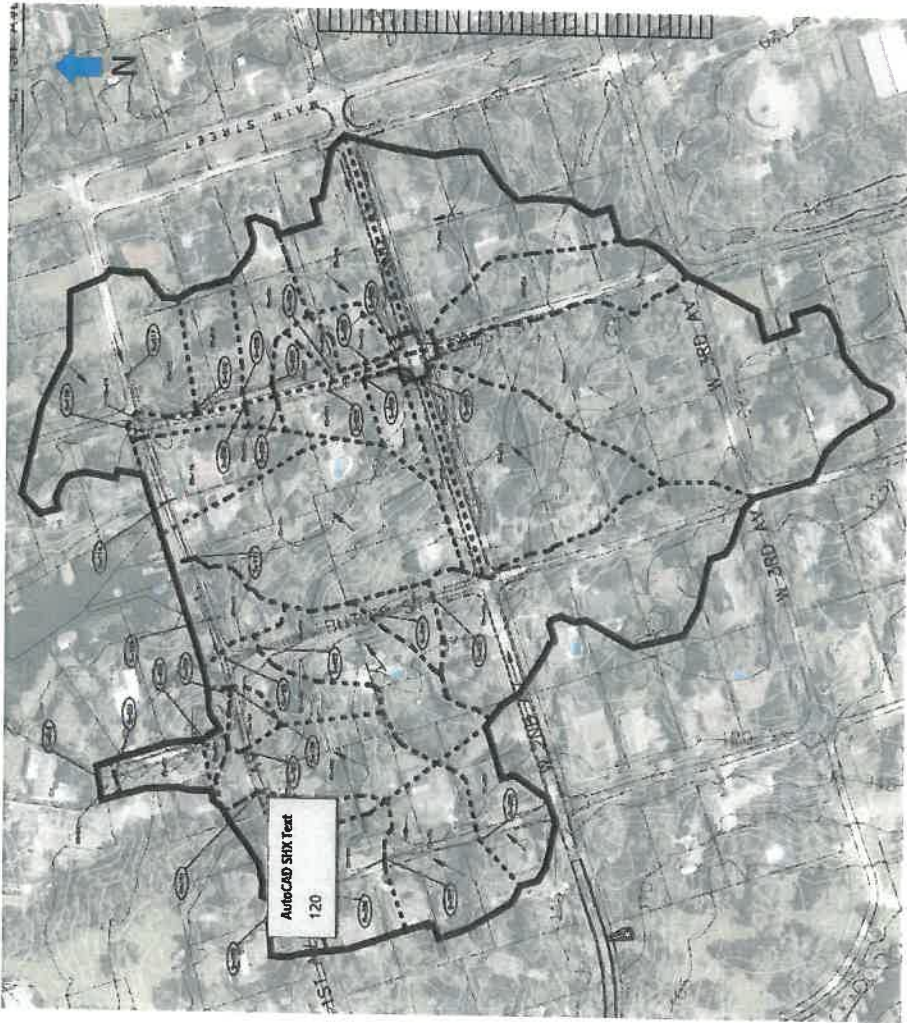
Drainage – Flooding Problems



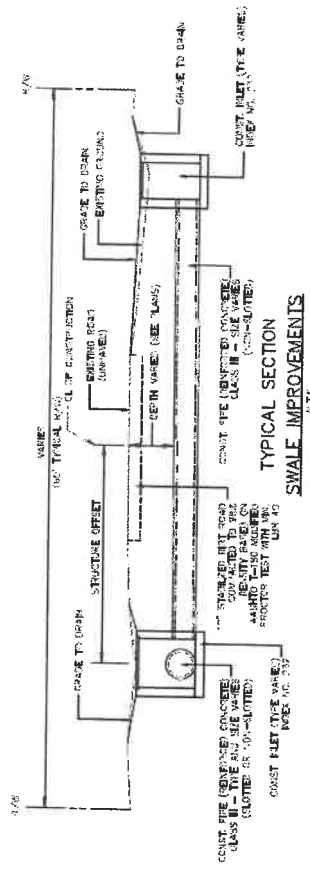
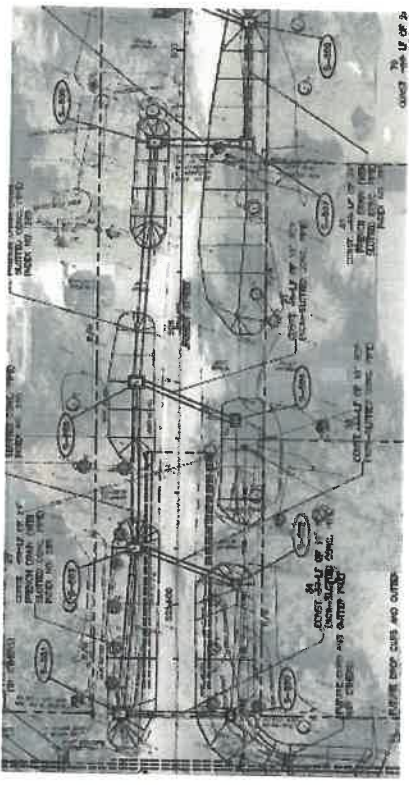
- Considerable amount of runoff near the town low areas
- From 20 to 30 cubic feet per second



Drainage – Flooding Problems



- Recent projects – not a permanent solution



Drainage – Flooding Problems

Forest Street



Drainage – Flooding Problems

Dirt Roads

- Accumulation of sediment in storm drain system
 - Sediments washing off dirt roads can build up in storm drains
 - This causes water to back up and flooding upstream.
- Reducing capacity in the downstream lakes
 - Too much sediment is transported into lakes
 - Potentially raising lake stages
- Erosion
 - Washout from high velocities causes erosion
 - Requires more maintenance
 - New drainage patterns impacting residents homes
- Flooding issues - stormwater not effectively captured



Forest Street

Drainage – Flooding Problems

Fernwood Park

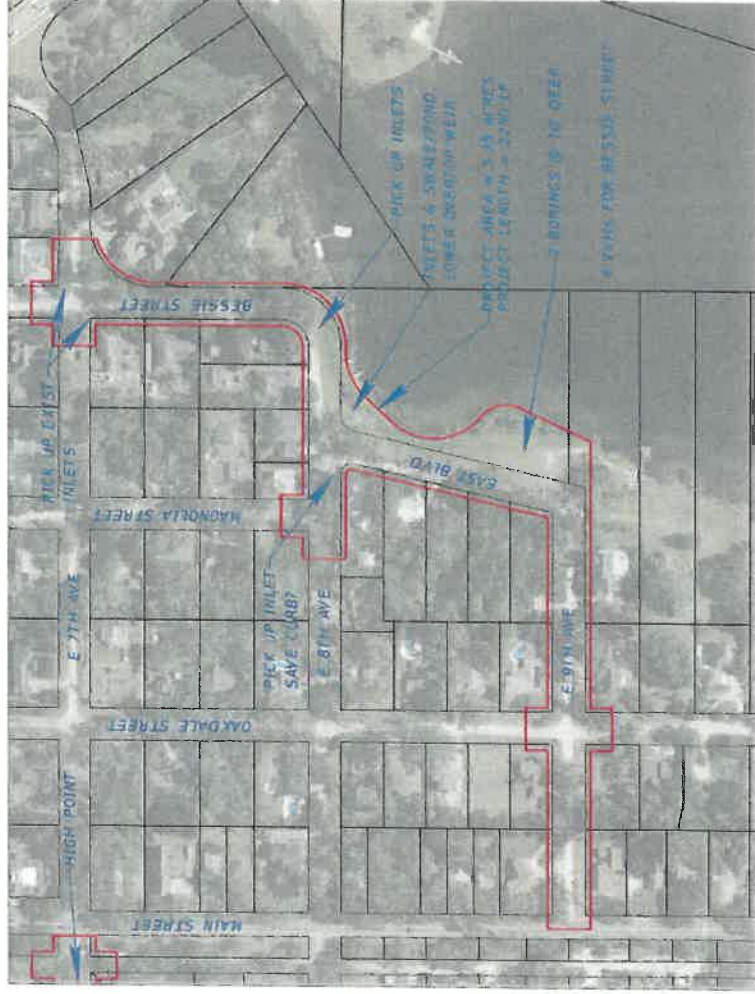


Drainage – Flooding Problems

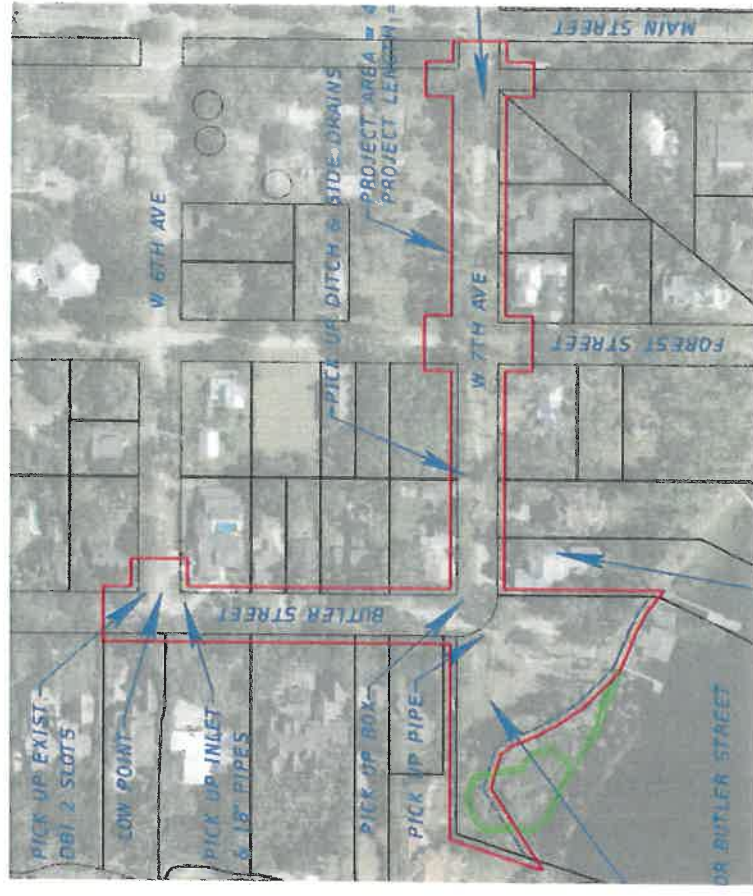
Identify critical areas for remediation



Bessie Street & 9th Avenue



Butler Street & 7th Avenue



Maintenance Costs

Dirt Roads

- Requires maintenance after all washouts
- Requires extensive routine maintenance several times a year
- Town spends \$196,000 every year to maintain dirt roads
- PW staff time commitment



Solutions

1. Stormwater Best Management Practices (BMPs), when implemented between asphalt roads and stormwater infrastructure, can help to reduce sediment transport to lakes
 - Ditches/Swales & Vegetative Buffer Strips (Riparian Areas)
 - ✓ Erosion Control
 - ✓ Trap sediments
 - ✓ Remove contaminants and absorb nutrients
 - ✓ Slow stormwater velocity
 - Settling Ponds/Wet Ponds
 - ✓ Allow for filtration
2. Paving dirt roads
 - Paving dirt roads and collecting the road runoff for treatment can help reduce erosion and resulting sediment transport to lakes

Solutions - Traffic Calming

Paved Roads

- Several traffic calming options
- Deters cut through traffic
- Slows vehicles down
- Increases safety for residents
- Ensure evacuation routes are always accessible
- Emergency services always have access



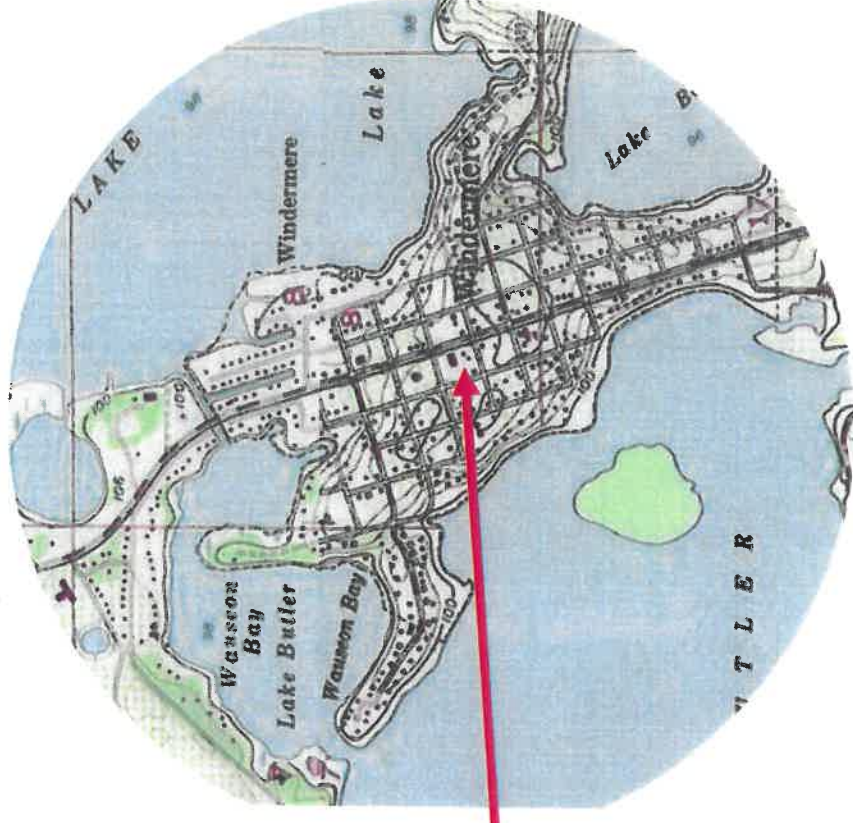
Dirt Roads – Putting Illicit Discharge into Perspective

- Town requires measures to prevent erosion and illicit discharge at all construction sites
- Damaged measures are required to be addressed immediately



Dirt Roads – Putting Illicit Discharge into Perspective

- Town's network of dirt roads is equal to 17 acres of property that is illicitly discharging sediment directly into lakes

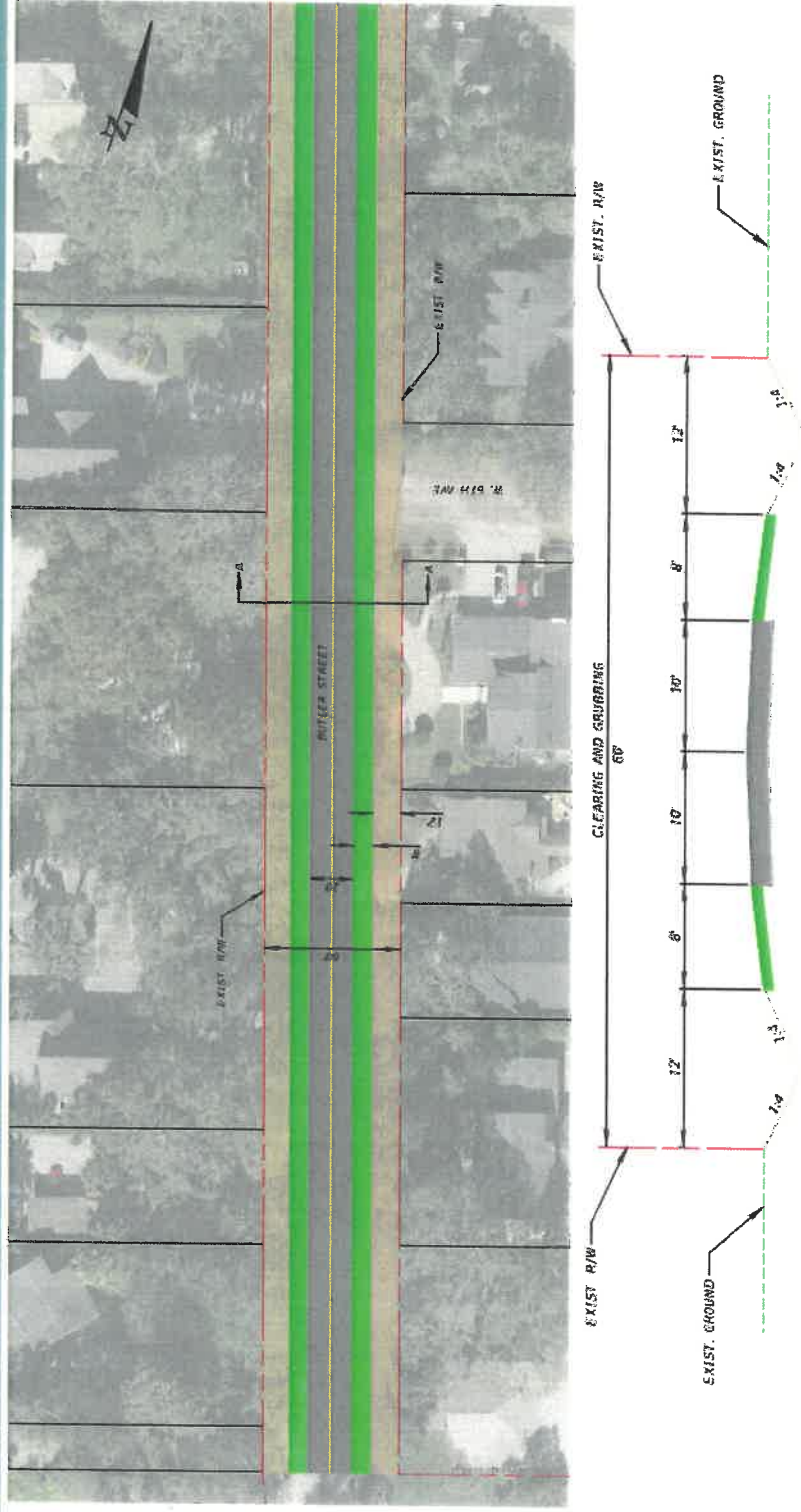


17 ACRES OF DIRT ROADS

What the IPOs are Requesting

1. Gather data and study the area for permanent solutions
2. Come up with permanent design solutions
3. Conduct Public Involvement/Feedback – Future workshops
4. Bring back to Town Council for further consideration

Solution – Alternative #1



SECTION A-A

Normal Crown Road with Swales – Clear Entire 60 ft of Right of Way

Solution – Alternative #2



Inverted Crown Paved Road with Inlets – Minimal Clearing of Right of Way

INDIVIDUAL PROJECT ORDER NUMBER 102

June 14, 2019

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated May 15, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Bessie Street Paving and Drainage Improvements

Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services associated with the design of paving and drainage improvements along existing dirt roads including portions of East 9th Avenue, East Blvd, East 8th Avenue and Bessie Street (Project). Kimley-Horn will provide engineering services associated with the design and permitting of paving and drainage improvements within the project limits.

The Project consist of paving East 9th Avenue from Main Street to East Blvd. (approximately 800'), East Blvd from East 9th Avenue to East 8th Avenue (approximately 500'), East 8th Avenue from East Blvd to Bessie Street (approximately 300') and Bessie Street from East 8th Avenue to East 7th Avenue (approximately 500'). The total project length is approximately 2,250 ft including side street returns. The improvements will include proposed drainage inlets, swales and stormwater management facilities needed to accommodate the paving.

The roadways listed above will be converted to an urban typical section with two ten-foot travel lanes and mountable curb(s). It is anticipated that there will be two (2) typical sections for the roads. One typical section will have an inverted crown with inlets in the center. Another typical section will have the roads pitched in one direction to discharge into a roadside swale. Speed bumps or speed tables may be utilized as a traffic calming measure. The design of sidewalks is not included in this IPO.

Specific Scope of Basic Services:

Task 1 – Conceptual Typical Sections

Kimley-Horn will develop (3) three conceptual typical sections for the Project. The typical sections will consist of alternatives that utilize mountable curbs with an inverted crown, mountable curbs with the road pitched in one direction to discharge into a roadside swale and a shoulder section that discharges into a roadside swale. The typical sections will include (2) two traffic calming alternatives such as speed bumps or speed tables. Kimley-Horn will develop a brief bullet point summary of the general differences in the alternatives, based on a planning level assessment.

Task 2 - Video Imaging and Photo Simulations

The existing conditions will be videoed from street level and aerial/ bird's eye level using drone and/or hand-held video based on the presence of (or lack thereof) tree canopy. The video/imaging will be taken from (3) three areas within the project limits that demonstrate a representative cross section. Prior to taking the video, temporary survey stakes will be placed at various locations within the corridor to represent public right-of-way limits in an effort to graphically depict encroachments and how improvements may coincide with or impact the right-of-way. Locations for each video will be coordinated with the Town prior to taking the images.

Using the video capture, Kimley-Horn will edit the video to illustrate the proposed roadway conditions within each of the three (3) areas. Before and After still images will also be provided. Kimley-Horn will respond to up to one (1) round of comments from the Town. The existing and proposed condition videos will be emailed to the Town in .mp4 format. 11"x17" color prints and PDF formats will be provided for before and after static images. The deliverables will be provided in digital format on a thumb drive.

Kimley-Horn will present the typical section alternatives, video imaging and static images to the Town Council at up to two (2) meetings. Upon direction from the Council, Kimley-Horn will proceed with design of the preferred alternative.

Task 3 – Roadway Plans

Based on the preferred alternative established in Task 1 and 2, Kimley-Horn will prepare the final design and construction plans for the paving improvements in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans.

The construction plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey. The plan and profile sheets will show the horizontal and vertical information for the project. Various roadway elements such as pavement width, curbs, drainage elements, intersecting roadways, driveways and right-of-way lines will be shown and dimensioned.

The plans will include typical section(s) to depict the paving details to convert East 9th Avenue, East Blvd, East 8th Avenue and Bessie Street to an urban typical section with two ten-foot travel lanes and mountable curb(s).

Cross-Sections will be developed at 50-foot intervals along the baseline of survey and at driveway connections to scales of 1" = 20' horizontal and 1" = 10' vertical. Existing underground utilities will be shown based on information provided by the utility companies or as identified during surveying efforts. Roadway soil profiles from auger borings will be shown.

It is anticipated that Traffic Control Plans (TCP) will be prepared by the Contractor and is not included this Task.

Kimley-Horn will design the signing and pavement marking for the roadway in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD), the FDOT Standard Plans and the Americans with Disabilities Act Standards for Accessible Design. The design will be shown on the roadway plan and profile sheets.

Task 4 – Drainage Design

Drainage Map(s) will be prepared for the project at a scale of 1" = 200'. The drainage maps will show roadway drainage basins, pond locations, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the proposed storm sewer pipes, drainage structures and swales will be shown on the roadway plan and profile sheets. Proposed drainage structure cross sections are not included in this Task.

Kimley-Horn will design roadside swales and one (1) stormwater management pond as needed to accommodate the Project. Drainage calculations will be prepared and documented in a Drainage Report.

Task 5 – Permitting

It is anticipated that conversion of the dirt roads to an urban typical section with two ten-foot travel lanes

and mountable curb(s) will require a South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP). Kimley-Horn will attend one (1) pre-application with the SFWMD to determine the permitting requirements.

Kimley-Horn will prepare and submit a permit application package to the SFWMD. Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAI) from the SFWMD. The Town will be responsible for signing all necessary application forms and all application fees associated with the permit application.

Task 6 – Survey Services

Kimley-Horn will retain the services of PEC Surveying and Mapping, LLC (PEC) to perform the design survey for approximately 2,250 feet of roadway along East 9th Avenue, East Blvd, East 8th Avenue and Bessie Street. Refer to attached subconsultant proposal for additional information.

Task 7 – Geotechnical Services

Kimley-Horn will retain the services of Geotechnical and Environmental Consultants, Inc. (GEC) to perform auger borings and field permeability tests for the proposed stormwater pond area, auger boring for the for the proposed pavement areas, LBR testing and laboratory soil classification tests. Refer to attached subconsultant proposal for additional information.

Task 8 – Subsurface Utility Verification

Kimley-Horn will retain the services of Southeastern Surveying and Mapping Corp. (Southeastern) to perform utility test holes. Refer to attached subconsultant proposal for additional information.

Task 9 – Bid Assistance Services

Kimley-Horn will prepare one (1) opinion of probable construction cost and one (1) contractor bid tabulation form for the Project for use by the Town during the bidding process. Kimley-Horn will attend one (1) pre-bid meeting and provide input as directed by the Client. Kimley-Horn will prepare responses to questions submitted by the contractors to the Town during the bidding period.

Task 10 – Construction Phase Services

Kimley-Horn will review asphalt mix design, concrete mix design and drainage structure shop drawings submitted by the Contractor in accordance with standard FDOT procedures. The Town will be responsible for the receipt, distribution, and disposition of all contractor submittals, including project logs. The term "shop drawings" include all drawings, diagrams, illustrations, transportation procedures, manuals, and design calculations submitted by the Contractor to define some portion of the project.

Kimley-Horn will provide written responses to the Town for up to five (5) Contractor Requests for Information (RFI).

Kimley-Horn will attend up to five (5) progress meetings during construction as requested by the Town. This task does not include engineering inspection services.

Project Deliverables:

- Conceptual Typical Sections
- Existing and proposed condition videos
- Static Images
- Roadway Plans
- Drainage Report
- SFWMD application package
- Geotechnical engineering report

- Utility test hole data sheets
- Opinion of probable construction cost
- Contractor bid tabulation form

Additional Services if required:

The following services are not included in this IPO, but may be performed if authorized by the Town. Payment for these additional services will be agreed upon prior to their performance.

- Sidewalk Design
- Traffic Control Plans
- Drainage structure cross sections
- Engineering inspection services
- Attendance at meetings in addition to those noted in the scope of services
- Concept development of additional alternatives
- Cost estimates of the conceptual alternatives
- Landscape Plans
- Certified Arborist evaluation for tree preservation
- Utility Plans
- Lighting Plans

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Available right of way data
- Available record or as-built plans
- Available permits
- Data regarding the existing road conditions
- Direction on which alternative typical section to design

Schedule:

Tasks 1-8 are anticipated to be completed within 180 calendar days of receiving direction on the preferred alternative. Tasks 9-10 will be dependent on the Town's bidding process and the construction duration.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-10 for a lump sum fee of \$173,249.00 inclusive of expenses. A breakdown of fee by task is provided in the table below.

| Task | Fee |
|---|-------------|
| Task 1: Conceptual Typical Sections | \$7,840.00 |
| Task 2: Video Imaging and Photo Simulations | \$12,040.00 |
| Task 3: Roadway Plans | \$59,125.00 |
| Task 4: Drainage Design | \$35,770.00 |
| Task 5: Permitting | \$15,115.00 |
| Task 6: Survey Services | \$8,780.00 |
| Task 7: Geotechnical Services | \$9,440.00 |
| Task 8: Subsurface Utility Verification | \$1,684.00 |
| Task 9: Bid Assistance Services | \$10,220.00 |
| Task 10: Construction Phase Services | \$13,235.00 |

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

Hao T. Chau, PE

TITLE: _____

TITLE: Assistant Secretary/Project Manager

DATE: _____

DATE: 6/14/19



August 2, 2019

KIMLEY-HORN AND ASSOCIATES, INC.

Project: IPO 102 - Bessie St Paving and Drainage Improvement

Client: Town of Windermere

Summary of Fees and Charges

| PROJECT LABOR | Hours | Lump Sum |
|--|--------------|----------------------|
| Project: IPO 102 - Bessie St Paving and Drainage Improvements | 984.0 | \$ 153,345.00 |
| 1. Conceptual Typical Sections | 50.0 | \$ 7,840.00 |
| 2a. Video Imaging and Photo Simulations | 60.0 | \$ 9,260.00 |
| 2b. Presentation to Council | 16.0 | \$ 2,780.00 |
| 3. Roadway Plans | 384.0 | \$ 59,125.00 |
| 4. Drainage Design | 232.0 | \$ 35,770.00 |
| 5. Permitting | 98.0 | \$ 15,115.00 |
| 9. Bid Assistance Services | 66.0 | \$ 10,220.00 |
| 10. Construction Phase Services | 78.0 | \$ 13,235.00 |
| SUBTOTAL KIMLEY-HORN LABOR FEES: | 984.0 | \$ 153,345.00 |
| Subconsultant: 6. Survey Services (PEC) | | \$ 8,780.00 |
| Subconsultant: 7. Geotechnical Services | | \$ 9,440.00 |
| Subconsultant: 8. Subsurface Utility Verification (Southeastern) | | \$ 1,684.00 |
| Total Subconsultant | | \$ 19,904.00 |
| GRAND TOTAL FEES AND CHARGES: | | \$ 173,249.00 |



Consultant Name: Kimley-Horn and Associates, Inc.

Work Effort and Fee Estimate Table

Project: IPO 102 - Bessie St Paving and Drainage Improvements

| task | Principal | | Proj Manager | | Sr Engineer | | Project Engineer | | Analyst/Designer | | Clerical | | task totals | |
|---|-----------|-------------|--------------|-------------|-------------|-------------|------------------|--------------|------------------|--------------|----------|-----------|-------------|----------------------|
| | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate |
| 1. Conceptual Typical Sections | 2 | \$ 480.00 | 5 | \$ 1,000.00 | 5 | \$ 1,000.00 | 16 | \$ 2,800.00 | 20 | \$ 2,400.00 | 2 | \$ 160.00 | 50 | \$ 7,840.00 |
| 2a. Video Imaging and Photo Simulations | 2 | \$ 480.00 | 5 | \$ 1,000.00 | 5 | \$ 1,000.00 | 20 | \$ 3,500.00 | 26 | \$ 3,120.00 | 2 | \$ 160.00 | 60 | \$ 9,260.00 |
| 2b. Presentation to Council | 0 | \$ - | 4 | \$ 800.00 | 4 | \$ 800.00 | 4 | \$ 700.00 | 4 | \$ 480.00 | 0 | \$ - | 16 | \$ 2,780.00 |
| 3. Roadway Plans | 8 | \$ 1,920.00 | 38 | \$ 7,600.00 | 38 | \$ 7,600.00 | 115 | \$ 20,125.00 | 177 | \$ 21,240.00 | 8 | \$ 640.00 | 384 | \$ 59,125.00 |
| 4. Drainage Design | 5 | \$ 1,200.00 | 23 | \$ 4,600.00 | 23 | \$ 4,600.00 | 70 | \$ 12,250.00 | 106 | \$ 12,720.00 | 5 | \$ 400.00 | 232 | \$ 35,770.00 |
| 5. Permitting | 2 | \$ 480.00 | 10 | \$ 2,000.00 | 10 | \$ 2,000.00 | 29 | \$ 5,075.00 | 45 | \$ 5,400.00 | 2 | \$ 160.00 | 98 | \$ 15,115.00 |
| 9. Bid Assistance Services | 1 | \$ 240.00 | 7 | \$ 1,400.00 | 7 | \$ 1,400.00 | 20 | \$ 3,500.00 | 30 | \$ 3,600.00 | 1 | \$ 80.00 | 66 | \$ 10,220.00 |
| 10. Construction Phase Services | 2 | \$ 480.00 | 16 | \$ 3,200.00 | 16 | \$ 3,200.00 | 21 | \$ 3,675.00 | 21 | \$ 2,520.00 | 2 | \$ 160.00 | 78 | \$ 13,235.00 |
| Total Billable Labor | | | | | | | | | | | | | 984 | \$ 153,345.00 |

| Principal | Proj Manager | Sr Engineer | Project Engineer | Analyst/Designer | Clerical |
|----------------|------------------|------------------|------------------|------------------|----------------|
| 22 \$ 5,280.00 | 108 \$ 21,600.00 | 108 \$ 21,600.00 | 295 \$ 51,625.00 | 429 \$ 51,480.00 | 22 \$ 1,760.00 |
| 2.2% | 11.0% | 11.0% | 30.0% | 43.6% | 2.2% |

Notes:

K:\ORL_Roadway\MARKETING\Windermerre\Contract\IPO #102_Bessie Paving and Drainage\IPO 102-staffhours_2019-06-14.xlsx\IPO #102 STAFF HOURS



Surveying and Mapping, LLC

June 11, 2019

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
189 S. Orange Avenue, Suite 1000
Orlando, Florida 32801

PS16557-KHA

**Re: Bessie Street Improvement Project – Surveying and Mapping Services
Windermere, Florida**

Dear Mr. Chau:

PEC-Surveying and Mapping (PEC) is pleased to submit our proposal for surveying and mapping services in connection with the above-referenced project.

Design Survey: We propose to perform a Design Survey for the Project Limits. The Project Limits are defined as the Bessie Street Right of Way from 50 feet North of the East 7th Avenue Intersection South to East 8th Avenue; East 8th Street from the Bessie Street intersection west to 50 feet past the Magnolia Street intersection; East Boulevard from East 8th Avenue to 9th Avenue and 9th Avenue from East Boulevard to Main Street. The Project Limits represent approximately 2,250 feet of roadway and are shown on the attached Exhibit.

The survey will include full right-of-ways of the Project Area streets. A project base line will also be established and referenced in the field for use in the construction phase. The survey will locate the right of way boundaries and the approximate adjacent lot lines.

A Design Survey will be performed consisting of a full topographic survey of the Project Area. All above ground improvements including adjacent private drives will be surveyed. Elevations will be measured on approximate 50-foot cross section intervals.

Elevations will be relative to mean sea level datum NGVD of 1929 relative to two harmonious Orange County benchmarks to be consistent with the Towns Survey Database. Four project bench marks will be established in the field and will be shown on the survey drawings.

Evidence of all above ground utilities will be located. Invert elevations will be obtained of all drainage structures.

The Horizontal Datum will be the Florida State Plane coordinate System based on the North American Datum of 1988. Project Baselines will be established for future use during the construction phase.

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
PS16557-KHA
June 11, 2019
Page Two

Geotechnical Borings: Two Geotechnical Borings will be Surveyed as a part of the Survey.

Subsurface Utility Excavations (VVH): Four Subsurface Utility Excavations will be Surveyed.

Tree Locations: All trees 4 inches in diameter as measured at breast height will be located.

Deliverables: Deliverables will consist of an AutoDesk CAD file to be used as the engineering basemap at a scale consistent with the proposed engineering plans.

Schedule: We are prepared to commence within two working days from Notice to Proceed and can complete the assignment within ten (10) working days from commencement.

Fees: We propose to perform the work for \$ 8,780.00 (Eight Thousand Seven Hundred Eighty Dollars).

Thank you for the opportunity of submitting this proposal to you. Should this result in a contractual agreement please have the entity responsible for payment execute below and return to serve as our Notice to Proceed. This proposal is valid for 30 days.

Should you have any questions or comments please do not hesitate to contact us.

Sincerely

PEC Surveying and Mapping



David A. White P.S.M.
President

THIS PROPOSAL IS HEREBY ACCEPTED AND AUTHORIZATION TO PROCEED IS HEREBY GIVEN.

Authorized Signature: _____

Title: _____

Date: _____



**Geotechnical
and
Environmental
Consultants, Inc.**

At the very foundation of our community

June 10, 2019

Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

Attention: Mr. Hao T. Chau, P.E.

Subject: Proposal for Geotechnical Engineering Services
BESSIE STREET ROADWAY AND DRAINAGE IMPROVEMENTS
Windermere, Florida
GEC Proposal No. P9833G

Dear Mr. Chau:

Geotechnical and Environmental Consultants, Inc. (GEC) is pleased to provide this proposal for the above-referenced project. Our proposed scope of services is based on the project information you provided to us, as shown on Attachment 1, and our correspondence on June 7, 2019. The purpose of this investigation is to explore soil and groundwater conditions at the site and to use the information obtained to provide geotechnical engineering recommendations for site preparation, and design and construction of the pavements and the stormwater pond. This proposal presents our understanding of the project, our recommended scope of services, and a cost and schedule for providing those services.

Site Location and Project Description

The site is located on the northwest side of Lake Bessie in Windermere, Florida as shown on Attachment 1. The site includes portions of Bessie Street, E 8th Ave, East Blvd and E. 9th Ave. The general vicinity of the site is characterized by single-family residential. The site includes approximately 2,300 linear feet of unpaved roads.

We understand that project plans for this site include the replacing the unpaved roads with a paved roadway section and a new stormwater pond. Final site grades are anticipated to be similar to existing grades. Traffic loading information is not available; however, we have based our recommendations on pavement sections that are usual for this type of residential area.

Scope of Services

Based on the project information provided, our experience, and the local standard of care, we recommend the following scope of services:

- Stake boring locations at the site.
- Clear utilities at the boring locations.
- Mobilize truck drilling equipment and personnel.
- Perform 2 auger borings to a depth of 15 feet and 2 field permeability tests in the proposed stormwater pond area.
- Perform 9 auger borings to a depth of 5 feet and 3 auger borings to a depth of 15 feet below existing grade in the proposed pavement areas.
- Collect 3 bulk samples for LBR testing.
- Perform routine laboratory soil classification tests to enhance visual soil classification of samples obtained including 3 LBR tests.
- Issue a geotechnical engineering report that will address the following topics:
 - Subsurface conditions at the boring locations
 - Measured and estimated seasonal high groundwater depths
 - Site preparation
 - Fill selection, placement and compaction
 - Suitability of soil excavated from pond for use as engineered fill
 - Pavement design recommendations
 - Unconfined aquifer parameters for pond design
 - Pond volume recovery analysis (optional)

The geotechnical report will be signed and sealed by a Geotechnical Engineer licensed in Florida.

Cost and Schedule

The cost to provide the scope of services is a LIMITING AMOUNT fee of \$9,440.00. Attachment 2 documents our detailed scope of services and fees. *Our fees will be billed based on the actual units of work performed and the unit rates shown on Attachment 2; however, we will not exceed the limiting amount without your authorization.* This fee includes an electronic copy of our report emailed to you.

If pond volume recovery analyses are requested, our fee would be \$500 for each pond/swale analyzed. If you would like GEC to perform the stormwater volume recovery analyses, please indicate the number of ponds/swales to be analyzed in your authorization.

Our schedule to complete the work will be about 4 to 5 weeks from your written notice to proceed. If requested, verbal recommendations can be provided after the field work is completed.

Limitations

This proposal is subject to the following limitations: 1) The site will be accessible to the drilling equipment assumed above. If other types of drilling equipment become necessary due to site and/or weather conditions, appropriate adjustments to the actual fees will be necessary; 2) undisturbed samples and consolidation tests are not included, unless stated above; and 3) we assume no responsibility for damage to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call.

Closure


GEC appreciates the opportunity to submit this proposal. If you have any questions regarding this proposal, or if we can be of further assistance, please contact the undersigned.

Very truly yours,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.



Ryan J. Petersen
Project Engineer



Christopher P. Meyer, P.E.
Principal Engineer

RJP/CPM/alc

Attachment 2
 Geotechnical Scope of Services and Cost
Bessie Street Roadway and Drainage Improvements
 Windermere, Florida
 GEC Proposal No. 9833G

| | Quantity | Units | Unit Rate | Cost |
|--|----------|-------|-----------------------------|-------------------|
| Field Services | | | | |
| Mobilization of Truck-Mounted Rig Engineering Technician | 1 | ls | \$600.00 | \$600.00 |
| (Site Recon, Boring Layout, and Utility Clearance) | 5 | hr | \$60.00 | \$300.00 |
| Auger Borings (9 @ 5 ft, 3 @ 15 ft, 2 @ 15 ft) | 120 | ft | \$12.00 | \$1,440.00 |
| Field Permeability Tests (0-10') | 2 | ea | \$420.00 | \$840.00 |
| Drill Rig and Crew - Truck (2 person) | 2 | hr | \$220.00 | \$440.00 |
| Two-Person Soil Survey Crew | 0 | hr | \$160.00 | \$0.00 |
| GPS Unit for Boring Locations | 1 | day | \$100.00 | \$100.00 |
| Portable Safety Signs for MOT | 1 | day | \$50.00 | \$50.00 |
| | | | Field Subtotal | \$3,770.00 |
| Laboratory Testing | | | | |
| Engineering Technician (Soil Classification) | 1 | hr | \$60.00 | \$60.00 |
| Percent Fines | 8 | ea | \$45.00 | \$360.00 |
| Organic Content | 2 | ea | \$50.00 | \$100.00 |
| Atterberg Limits | 2 | ea | \$110.00 | \$220.00 |
| Natural Moisture Content | 4 | ea | \$15.00 | \$60.00 |
| Corrosion Series | 2 | ea | \$200.00 | \$400.00 |
| Limerock Bearing Ratio | 3 | ea | \$350.00 | \$1,050.00 |
| Laboratory Permeability | 0 | ea | \$300.00 | \$0.00 |
| | | | Laboratory Subtotal | \$2,250.00 |
| Engineering Analysis & Report | | | | |
| Principal Engineer | 0 | hr | \$250.00 | \$0.00 |
| Senior Engineer | 5 | hr | \$160.00 | \$800.00 |
| Project Engineer | 14 | hr | \$120.00 | \$1,680.00 |
| Engineer | 0 | hr | \$100.00 | \$0.00 |
| CADD Draftsman/GIS Specialist | 7 | hr | \$100.00 | \$700.00 |
| Secretary | 4 | hr | \$60.00 | \$240.00 |
| | | | Engineering Subtotal | \$3,420.00 |
| TOTAL LIMITING AMOUNT FEE | | | | \$9,440.00 |

Steven L. Anderson, Jr., PSM, PLS
 Charles M. Arnett, PSM
 Michael D. Brown, PSM
 Michael L. Dougherty, PSM
 James M. Dunn, II, PSM
 Thomas F. Ferguson, PSM
 Tate B. Flowers, PSM, PLS
 Robert W. Gardner, PSM
 Brian R. Garvey, PE, GISP
 Joseph R. Gore, PLS
 Daniel J. Henry, PSM, PLS
 Ryan E. Johnson, PSM
 Gary B. Krick, PSM (Retired)
 Brad J. Lashley, PSM, PLS
 Myron F. Lucas, PSM
 James E. Mazurak, PSM



Southeastern Surveying and Mapping Corporation
 Serving the Southeast Since 1972
 100% Employee Owned

Thomas K. Mead, PSM, PLS
 Timothy O. Mosby, PSM
 Andrew A. Perry, PSM
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 William C. Rowe, PSM
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 Thomas P. Young, Jr., PSM, GISP
 Kirk R. Hall, EI, GISP
 Brad A. Stroppel, EI, GISP
 Brian E. Latchaw, GISP
 Patrick J. Phillips, GISP
 Donna L. Hendrix, CST IV
 Mark W. Klaers, CST IV
 David M. Rentfrow, CST IV
 Steve D. Smith, CST IV

Land Surveying & Mapping Services • Sub-Surface Utility Designation & Location Services • Geographic Information Systems • GPS Asset Inventories

June 12, 2019

Via E-Mail: hao.chau@kimley-horn.com

Mr. Hao T. Chau, P.E.
 Kimley-Horn
 189 S. Orange Avenue, Suite 1000
 Orlando, FL 32801

**RE: Town of Windermere – Bessie Street Roadway Improvements
 Section 08, Township 23 South, Range 28 East, Orange County, Florida**

Dear Mr. Chau,

We are pleased to submit our proposal for Subsurface Utility Verification on the above referenced project.

SCOPE OF WORK:

1. Coordinate Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
2. Expose the subject utilities by using non-destructive vacuum excavation methods at **four (4)** specific locations as indicated on plan sheet(s) provided or marked by client in the field
3. Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners and/or their representatives unless otherwise specifically requested by client.
4. Any asphalt/concrete removed will be repaired using like materials.
5. Tie each test hole location to a minimum of three visible physical features to enable this data to be added to your base map and also enable future recovery.

The final product will be test hole reports/sketches of the project area reflecting all pertinent data for your use.

| | | | | | | |
|---|--|---|---|--|--|--|
| 6500 All American Blvd Orlando, FL 32810 407.292.8580 407.292.0141 Fax | 1130 Highway 90 Chipley, FL 32428 850.638.0790 850.638.8069 Fax | Lakeside Executive Center 8641 Baypine Road Suite 5 Jacksonville, FL 32256 904.737.5990 904.737.5995 Fax | 119 West Main Street Tavares, FL 32778 352.343.4880 352.343.4914 Fax | 10 East Lake Street Kissimmee, FL 34744 407.944.4880 407.944.0424 Fax | University Corporate Park 10770 North 46th Street Suite C-300 Tampa, FL 33617 813.898.2711 813.898.2712 Fax | 410 Honeysuckle Road Dothan, AL 36305 334.648.0288 |
|---|--|---|---|--|--|--|

Licenses: PSM: Florida Professional Surveyor & Mapper • PLS: Alabama Professional Land Surveyor • PE: Professional Engineer
 Certifications: EI: Engineering Intern • GISP: Geographic Information Systems Professional • CST: Certified Survey Technician

Terms and Conditions

It is understood that the construction contractor is responsible to abide by Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Kimley-Horn will make available all plans and utility records that have been obtained for this site. However, the information provided by Kimley-Horn is also dependent upon a Sunshine 811 request for utility owners and/or their representatives to mark their buried underground plant at the project site as required by law. Southeastern Surveying and Mapping Corporation (SSMC) has a right to rely on the accuracy of such plans and utility records and will notify Kimley-Horn if there are any patently or reasonably identifiable defects in the documents.

Kimley-Horn is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar, Electronic Line Locating Equipment and Vacuum Excavation methods, as needed. Additional research will only be conducted by SSMC if requested in writing by Kimley-Horn.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

M.O.T. will be used only if absolutely necessary and these invoice charges will be an addition to the total per day rate and reflected on our invoice to you.

Note: If permitting is required for said work, these charges will also be additional and reflected on our invoice to you.

Note: Test Holes that require a depth of greater than ten (10) feet, or require a substantial amount of increased effort (sleeving, shoring, de-watering, etc.), then said Test Holes may need to be negotiated separately on a case by case basis if normal vacuum excavation practices do not allow said utilities to be exposed.

Note: All utility sizes given are outside diameter unless otherwise specified and are approximate only due to uncontrollable field conditions that may be encountered during excavation.

Note: Any additional overlaying or restoration of pavement, other than the replacement of materials removed and cold patched, will be the responsibility of Kimley-Horn.

Mr. Hao T. Chau, P.E.

Town of Windermere – Bessie Street Roadway Improvements

June 12, 2019

Our fee for this project will be as follows:

Test Holes/Day Rate:

\$421.00 Dirt/Each (anticipate 4)

\$1,684.00

\$480.00 Asphalt/Concrete/Each (anticipate 0)

M.O.T.: (SSMC) (Roadway Digs Only)

\$731.00 per Lane Closure/Day Rate

\$931.00 per Lane Closure/Night Rate

Permitting: (If Required)

\$103.00 per hour + cost of permit

The fee estimate for the proposed scope of services is valid for six (6) months from the date of proposal.

We anticipate completion of the above described work within **three (3)** weeks after receipt of approved permit and written notice to proceed.

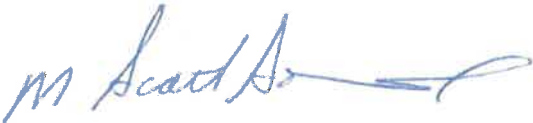
Payment is expected within thirty (30) days from date of invoice.

Notice to Owner:

- For all construction related projects a Notice to Owner will be filed.

We look forward to the opportunity to work with you on this project.

Sincerely,



M. Scott Sowards

Utility Project Manager

MSS:gac





EXECUTIVE SUMMARY

SUBJECT: IPO 103 – Butler Street Stormwater Improvement Design

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only)
 Regular Meeting

DATE OF MEETING: August 27, 2019
 Special Meeting

CONTRACT: N/A

Vendor/Entity: Kimley-Horn and Associates, Inc.

Effective Date: 08/27/2019
Managing Division / Dept:

Termination Date: 08/15/2020
Public Works

BUDGET IMPACT: Not to Exceed \$150,000.00

Annual
 Capital
 N/A

FUNDING SOURCE: CIP Stormwater Projects
EXPENDITURE ACCOUNT: 004 5380 000 7530

HISTORY/BACKGROUND/RECOMMENDATIONS:

Mayor & Council,

History

The Town was platted in the late 1890's and by the early 1900's four families lived in the platted area. By 1920, there were around 180 property owners, which grew to approximately 450 by the late 1950's. Most of which used the area for weekend outings and fish camps along the Butler Chain of Lakes. These early property owners enjoyed the pristine waters of the lakes and fun filled weekends with their friends and families. The area quickly became known by most as a fishing community. As time passed, some began to settle into their fish cabins or small homes and made them their main form of residency. These homesites were small and the roadways were used as driveways not public roadways. Most families owned one vehicle, families stayed at home more often and the rough dirt roads were more than likely trails outlined as roads by the two-wheel ruts that the limited amount of traffic created. The Town has now grown to nearly 3,000 residents and continues to become larger with each new homesite.

Background

Windermere has become a popular and unique community that, over time, has brought to it many families that

enjoy its lifestyle – from its many parks and walkability to its friendly and environmental comfort. With this growth, the homes have become larger, vacant properties are almost non-existent and larger families have settled in to the beautiful Town it is know to be. As the properties became developed, traffic was increased to provide ingress/egress to the homes and the dirt road system, which was once an acceptable means of travel due to the minimum use, have become a source of pollutants to the Butler Chain of Lakes and a public safety and general welfare concern.

Dirt roads are always changing and eroding from normal rainfall events and are discharging the road water runoff into the lakes (lower elevations than the roads), taking with it the road material. These materials raise the lake bottoms, increase turbidity, increase organic compounds that decrease dissolved oxygen and raise the total nitrogen levels – all of which effects the lakes long-term health.

In addition to the negative environmental impacts, the public roads also become dangerous to maneuver. These safety issues are a common occurrence during an average rainfall event as the roads “washout” or create large linear caverns in the roads causing limited and/or no access for emergency or service vehicles, limit or completely block emergency evacuation routes for the residence, limit or block access to residents homes and take away time from the local Police and/or Public Works Staff, which could be better served at essential functions.

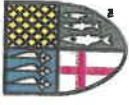
Furthermore, most of the roads were never constructed with an adequate conveyance or drainage swale system to capture and/or to direct its own water. In many locations along the roads, the water could be running off on to the adjacent private properties, possibly causing drainage and erosion issues on these properties.

Recommendation

As part of the Towns’ Master Agreement for Continuing Engineering Services, Staff recommends that the Town Council approve the attached Kimley-Horn and Associates, Inc. Individual Project Order (IPO) Number 103 for the study, data collection, design and construction plans for a stormwater improvement project to capture and treat road water runoff, to properly direct the road water run off to avoid it from entering adjacent properties, to provide long-term protection to the environment and on-going lake water quality, to provide a roadway system that will maintain emergency routes during daily rain and disaster events, to provide options for permanent traffic calming devices, to protect the existing tree canopy root system from the erosion of rainfall events/vehicle traffic, and by minimizing the use of the existing Rights of Ways.

These plans will be developed through Best Management Practices (BMP) for stormwater treatment as it pertains to NPDES, FDEP, SFWMD and water quality for the protection of the surrounding Florida Outstanding Waters of the Butler Chain of Lakes, through feedback/input from Town Council and adjacent residents, as well as industry standards such as, but not limited to, the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (commonly known as the Florida Greenbook). Furthermore, by following these guidelines, it positions the Town for the opportunity for future grant opportunities.

THE TOWN OF
Mindermere



Are Dirt Roads Good for Lakes?

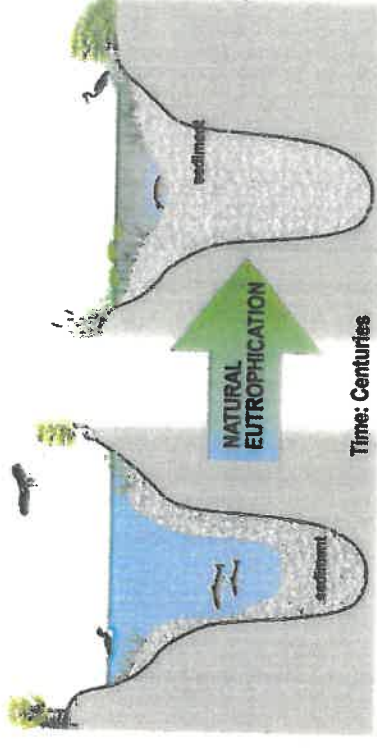
- Contrary to popular belief....
- Its easy to understand why you might think that they are...
- But these are the reasons why they are not....

Environmental – Water Quality Problems

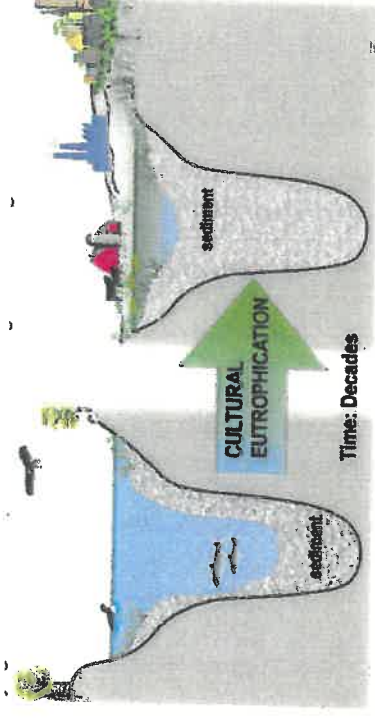
Dirt Roads

- Lakes become increasingly shallow
 - Temperature Increase: Not only does this reduce storage, but shallow waters trap more solar radiation, increasing temperatures and affecting fish and plant conditions
- Increases turbidity: suspended solids decrease clarity in the water which affects many factors of a lake's health
 - Reduced light transmission to aquatic plants, prevents growth
 - Clogs gills
 - Negatively impacts cold water fish habitat

Centuries



Decades



Environmental – Water Quality Problems

Dirt Roads

- Transport of organic compounds
 - Organic compounds bound to suspended sediment particles are broken down, decreasing dissolved oxygen
 - Nutrients can cause harmful algal growth, decrease dissolved oxygen, and block sunlight from penetrating the lake surface
 - *Particulate Nutrients are higher in the areas where dirt roads and earthen swale systems discharge to Lake Butler*
 - *This is particularly a concern for Lake Butler, which is Impaired for Total Nitrogen*
- Contaminated sediments are toxic to sediment dwelling organisms and fish



POLLUTANTS

This waterbody has been associated with the following WBIDs deemed impaired by the Florida Department of Environmental Protection:

| WBID | Basin | Impairment(s) |
|-------|-------------|----------------------------|
| 3170Q | LAKE BUTLER | NUTRIENTS (TOTAL NITROGEN) |

Environmental – Water Quality Problems

Sources:

1. Butler Chain-of-Lakes Hydrologic/Nutrient Budgets and Management Plan, Orange County:

<http://www.orange.wateratlas.usf.edu/upload/documents/ButlerCOL-HydroNutrientBudget-and-MgmtPlan-Jan2007-web.pdf>

2. Orange County Water Atlas, Orange County:

Lake Butler:

<http://www.orange.wateratlas.usf.edu/lake/waterquality.asp?wbodyid=140116&wbodyatlas=lake>

Lake Bessie:

<http://www.orange.wateratlas.usf.edu/lake/waterquality.asp?wbodyid=140097&wbodyatlas=Lake>

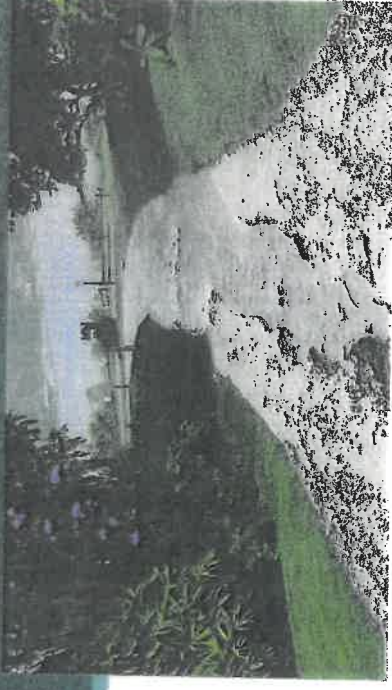
3. Florida Lakes and Ponds Guidebook, Pinellas County:

https://www.pinellascounty.org/environment/watershed/pdf/adoptapond/Florida_Lakes_and_Ponds_Guidebook.pdf

Safety Problems

Dirt Roads

- Washouts occur regularly during normal storm events
 - Emergency services cannot access residents homes
 - Residents cannot access their own homes
 - Town Resources (police officers, Public Works staff) have to be allocated which takes them away from other essential functions



East 9th Avenue

Safety Problems



9th Avenue



9th Avenue



5th Avenue/ Magnolia Street

Dirt Road Washouts

Safety Problems



Butler Street



Butler Street

Emergency Service Access Problems

Drainage – Flooding Problems

Questions:

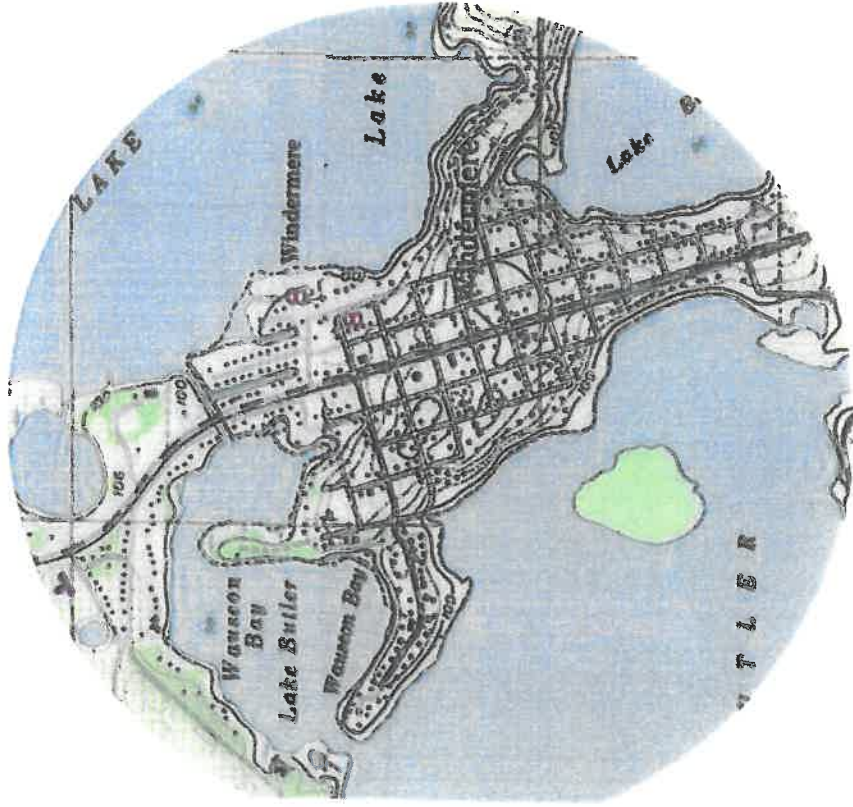
- What has changed?
- Why is flooding and washouts occurring more and more?

Answer:

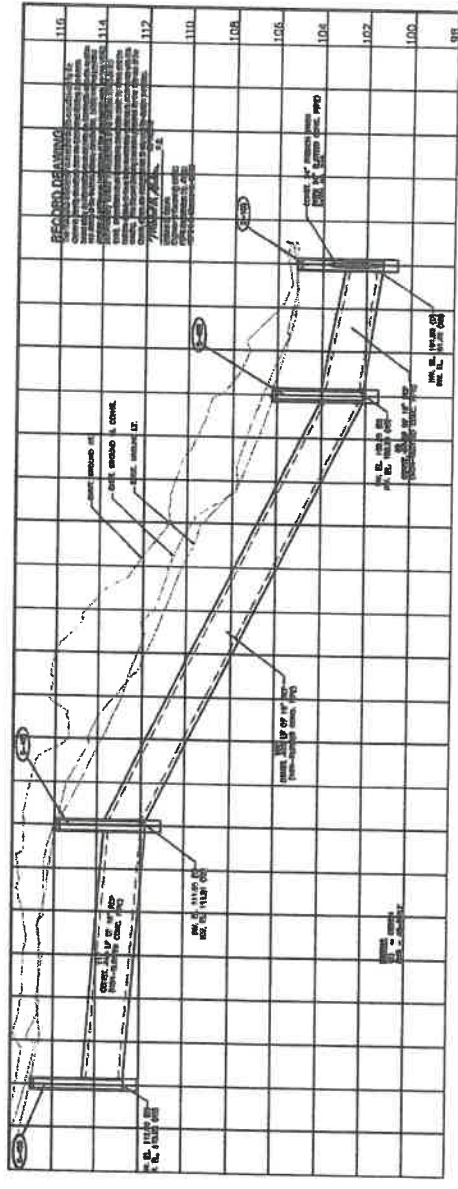
- Urbanization has caused impervious areas to go up
- Bigger houses reduces green space
- Dirt road erodible nature
- Hard to reestablish dirt road existing condition (drainage pattern changes)



Drainage – Flooding Problems

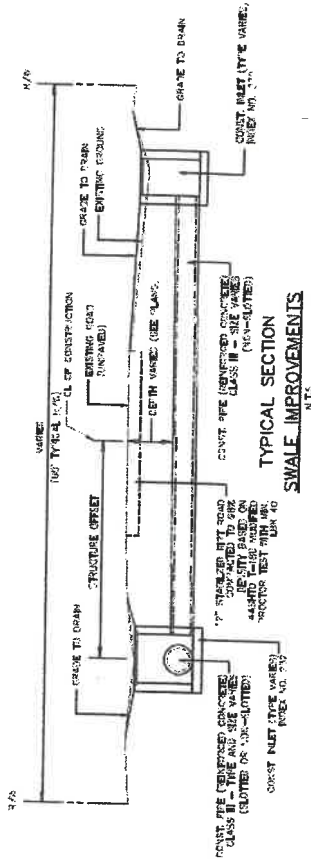
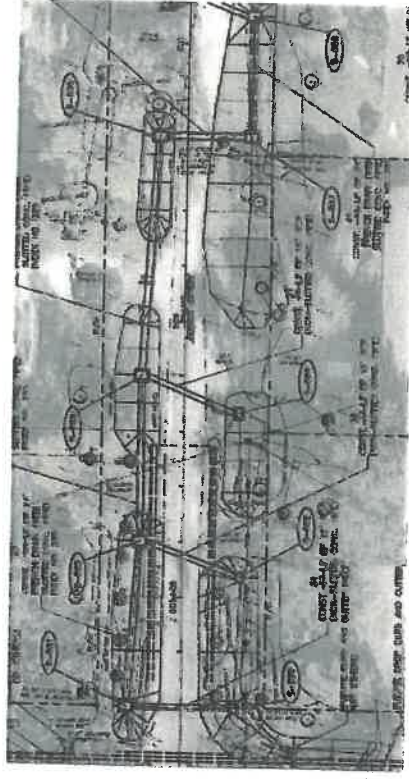
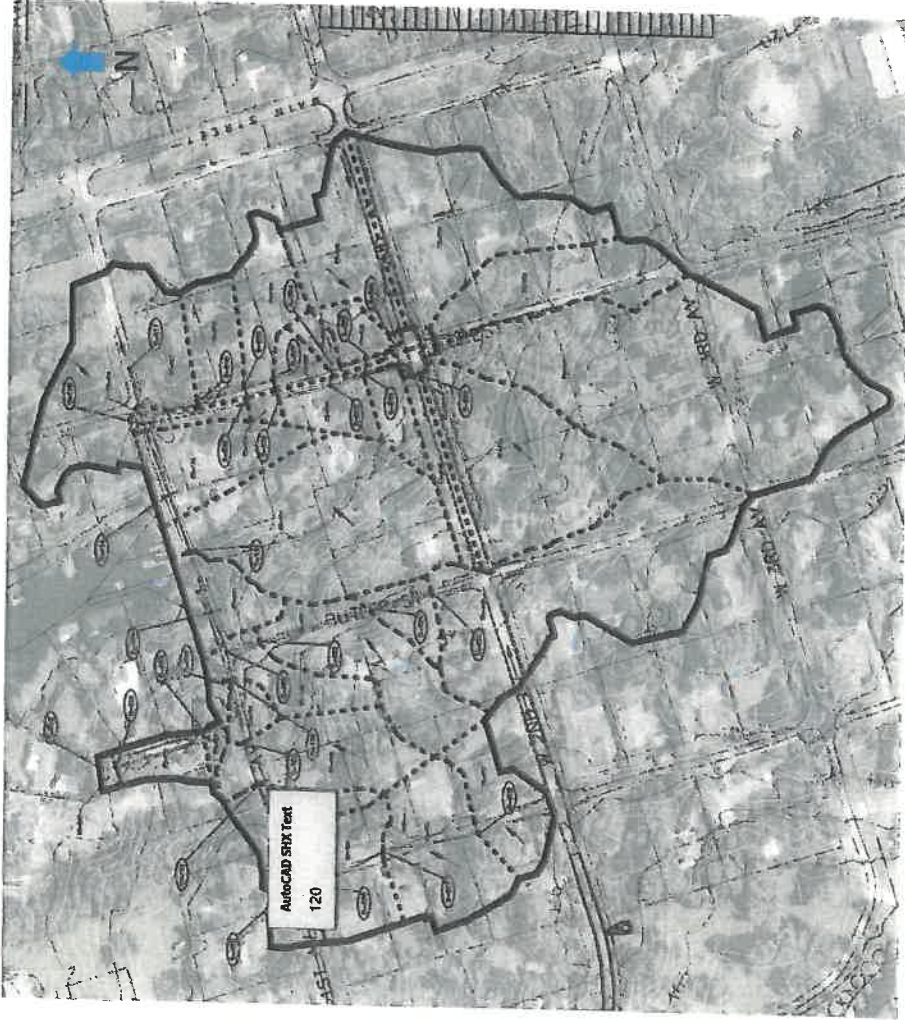


- Considerable amount of runoff near the town low areas
- From 20 to 30 cubic feet per second



Drainage – Flooding Problems

- Recent projects – not a permanent solution



Drainage – Flooding Problems

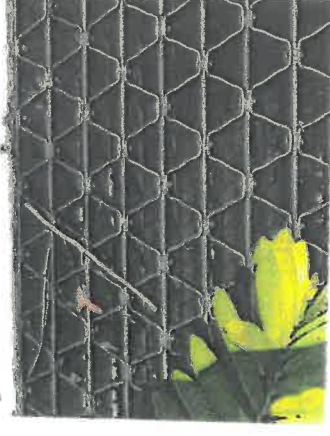
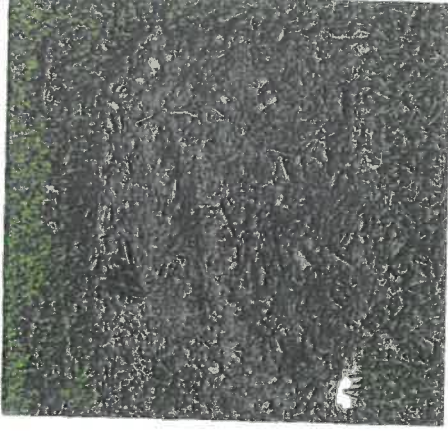
Forest Street



Drainage – Flooding Problems

Dirt Roads

- Accumulation of sediment in storm drain system
 - Sediments washing off dirt roads can build up in storm drains
 - This causes water to back up and flooding upstream.
- Reducing capacity in the downstream lakes
 - Too much sediment is transported into lakes
 - Potentially raising lake stages
- Erosion
 - Washout from high velocities causes erosion
 - Requires more maintenance
 - New drainage patterns impacting residents homes
- Flooding issues - stormwater not effectively captured



Forest Street

Drainage – Flooding Problems

Fernwood Park

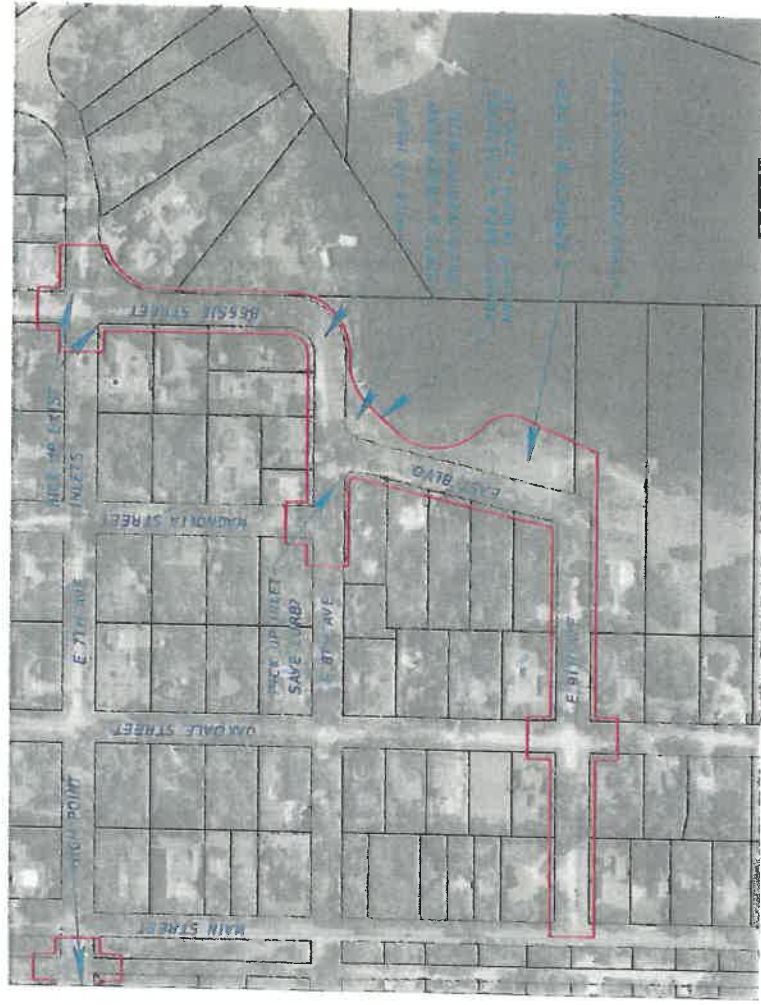


Drainage – Flooding Problems

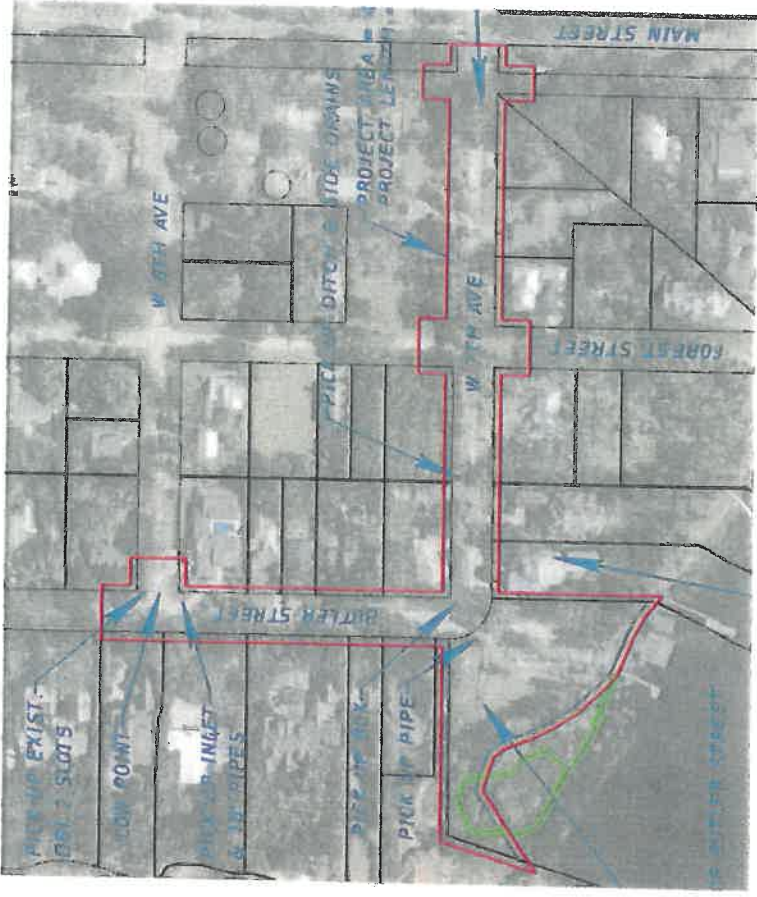
Identify critical areas for remediation



Bessie Street & 9th Avenue



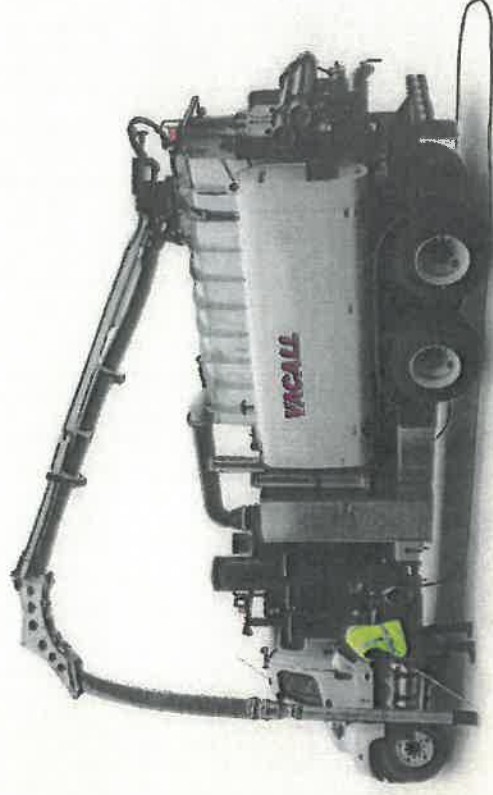
Butler Street & 7th Avenue



Maintenance Costs

Dirt Roads

- Requires maintenance after all washouts
- Requires extensive routine maintenance several times a year
- Town spends \$196,000 every year to maintain dirt roads
- PW staff time commitment



Solutions

1. Stormwater Best Management Practices (BMPs), when implemented between asphalt roads and stormwater infrastructure, can help to reduce sediment transport to lakes
 - Ditches/Swales & Vegetative Buffer Strips (Riparian Areas)
 - ✓ Erosion Control
 - ✓ Trap sediments
 - ✓ Remove contaminants and absorb nutrients
 - ✓ Slow stormwater velocity
 - Settling Ponds/Wet Ponds
 - ✓ Allow for filtration
2. Paving dirt roads
 - Paving dirt roads and collecting the road runoff for treatment can help reduce erosion and resulting sediment transport to lakes

Solutions - Traffic Calming

Paved Roads

- Several traffic calming options
- Deters cut through traffic
- Slows vehicles down
- Increases safety for residents
- Ensure evacuation routes are always accessible
- Emergency services always have access



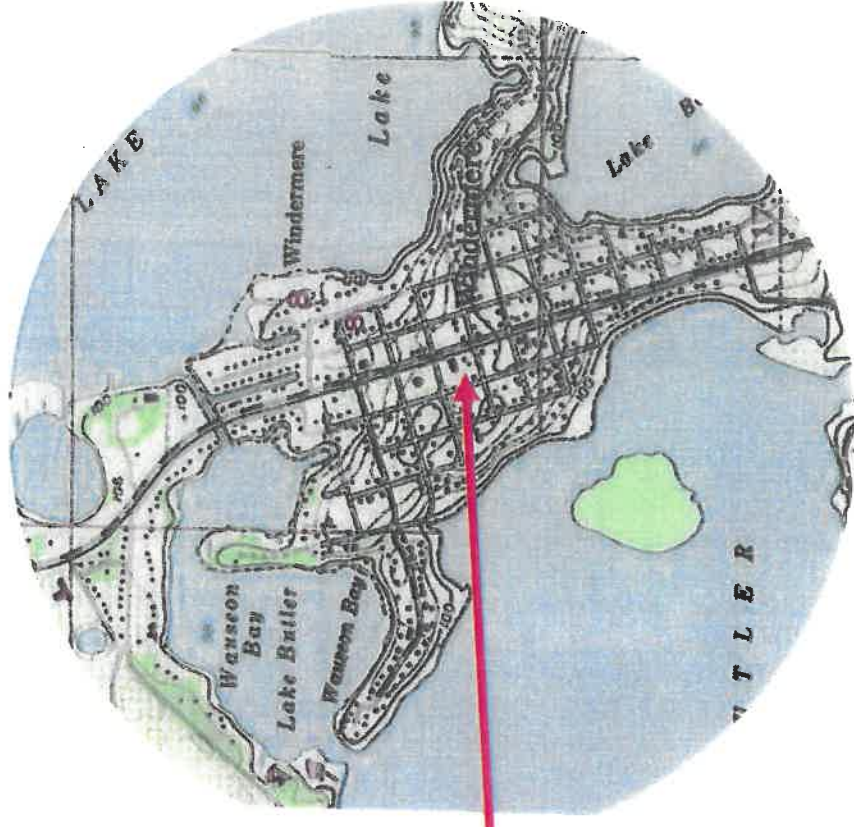
Dirt Roads – Putting Illicit Discharge into Perspective

- Town requires measures to prevent erosion and illicit discharge at all construction sites
- Damaged measures are required to be addressed immediately



Dirt Roads – Putting Illicit Discharge into Perspective

- Town's network of dirt roads is equal to 17 acres of property that is illicitly discharging sediment directly into lakes

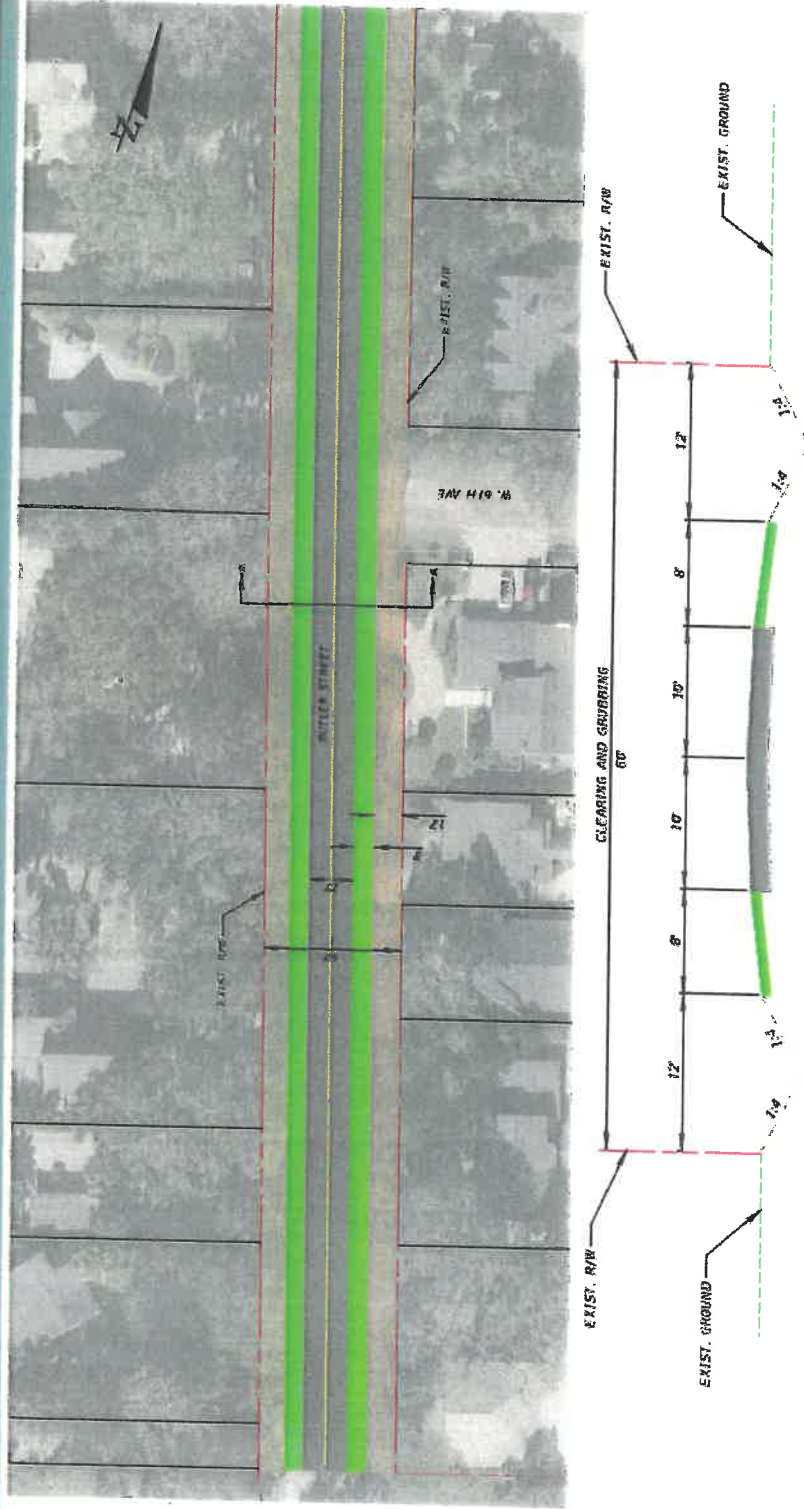


17 ACRES OF DIRT ROADS

What the IPOs are Requesting

1. Gather data and study the area for permanent solutions
2. Come up with permanent design solutions
3. Conduct Public Involvement/Feedback – Future workshops
4. Bring back to Town Council for further consideration

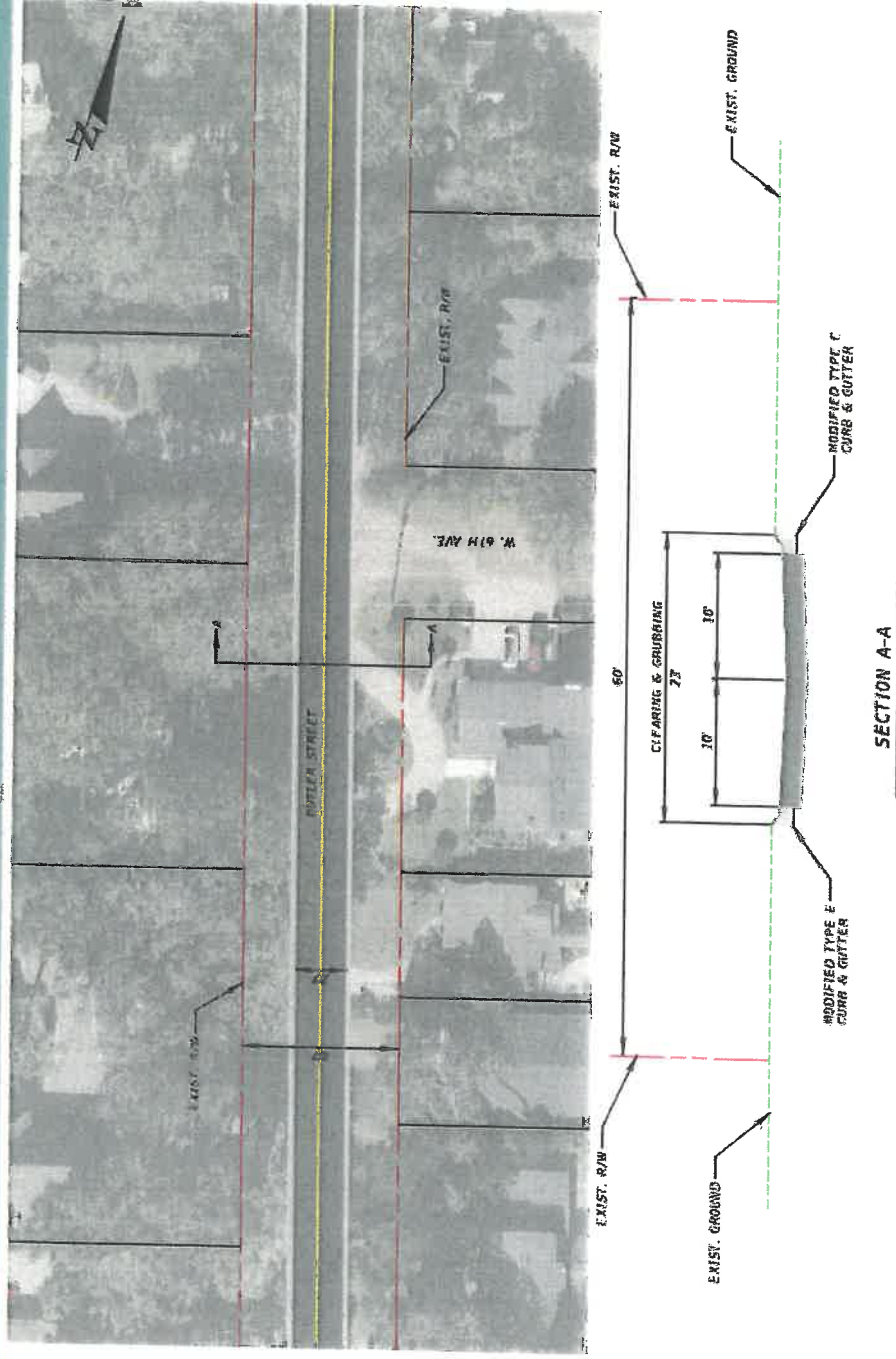
Solution – Alternative #1



SECTION A-A

Normal Crown Road with Swales – Clear Entire 60 ft of Right of Way

Solution – Alternative #2



Inverted Crown Paved Road with Inlets – Minimal Clearing of Right of Way

INDIVIDUAL PROJECT ORDER NUMBER 103

June 14, 2019

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated May 15, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Butler Street Paving and Drainage Improvements

Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services associated with the design of paving and drainage improvements along existing dirt roads including portions of Butler Street and West 7th Avenue (Project). Kimley-Horn will provide engineering services associated with the design and permitting of paving and drainage improvements within the project limits.

The Project consist of paving Butler Street from West 6th Avenue to West 7th Avenue (approximately 550') and West 7th Avenue from Butler Street to Main Street (approximately 850'). The total project length is approximately 1,500 ft including side street returns. The improvements will include proposed drainage inlets, swales and stormwater management facilities needed to accommodate the paving.

The roadways listed above will be converted to an urban typical section with two ten-foot travel lanes and mountable curb(s). It is anticipated that there will be two (2) typical sections for the roads. One typical section will have an inverted crown with inlets in the center. Another typical section will have the roads pitched in one direction to discharge into a roadside swale. Speed bumps or speed tables may be utilized as a traffic calming measure. The design of sidewalks is not included in this IPO.

Specific Scope of Basic Services:

Task 1 – Conceptual Typical Sections

Kimley-Horn will develop (3) three conceptual typical sections for the Project. The typical sections will consist of alternatives that utilize mountable curbs with an inverted crown, mountable curbs with the road pitched in one direction to discharge into a roadside swale and a shoulder section that discharges into a roadside swale. The typical sections will include (2) two traffic calming alternatives such as speed bumps or speed tables. Kimley-Horn will develop a brief bullet point summary of the general differences in the alternatives, based on a planning level assessment.

Task 2 - Video Imaging and Photo Simulations

The existing conditions will be videoed from street level and aerial/ bird's eye level using drone and/or hand-held video based on the presence of (or lack thereof) tree canopy. The video/imaging will be taken from (3) three areas within the project limits that demonstrate a representative cross section. Prior to taking the video, temporary survey stakes will be placed at various locations within the corridor to represent public right-of-way limits in an effort to graphically depict encroachments and how improvements may coincide with or impact the right-of-way. Locations for each video will be coordinated with the Town prior to taking the images.

Using the video capture, Kimley-Horn will edit the video to illustrate the proposed roadway conditions within each of the three (3) areas. Before and After still images will also be provided. Kimley-Horn will

respond to up to one (1) round of comments from the Town. The existing and proposed condition videos will be emailed to the Town in .mp4 format. 11"x17" color prints and PDF formats will be provided for before and after static images. The deliverables will be provided in digital format on a thumb drive.

Kimley-Horn will present the typical section alternatives, video imaging and static images to the Town Council at up to two (2) meetings. Upon direction from the Council, Kimley-Horn will proceed with design of the preferred alternative.

Task 3 – Roadway Plans

Based on the preferred alternative established in Task 1 and 2, Kimley-Horn will prepare the final design and construction plans for the paving improvements in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans.

The construction plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey. The plan and profile sheets will show the horizontal and vertical information for the project. Various roadway elements such as pavement width, curbs, drainage elements, intersecting roadways, driveways and right-of-way lines will be shown and dimensioned.

The plans will include typical section(s) to depict the paving details to convert Butler Street and West 7th Avenue to an urban typical section with two ten-foot travel lanes and mountable curb(s).

Cross-Sections will be developed at 50-foot intervals along the baseline of survey and at driveway connections to scales of 1" = 20' horizontal and 1" = 10' vertical. Existing underground utilities will be shown based on information provided by the utility companies or as identified during surveying efforts. Roadway soil profiles from auger borings will be shown.

It is anticipated that Traffic Control Plans (TCP) will be prepared by the Contractor and is not included this Task.

Kimley-Horn will design the signing and pavement marking for the roadway in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD), the FDOT Standard Plans and the Americans with Disabilities Act Standards for Accessible Design. The design will be shown on the roadway plan and profile sheets.

Task 4 – Drainage Design

Drainage Map(s) will be prepared for the project at a scale of 1" = 200'. The drainage maps will show roadway drainage basins, pond locations, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the proposed storm sewer pipes, drainage structures and swales will be shown on the roadway plan and profile sheets. Proposed drainage structure cross sections are not included in this Task.

Kimley-Horn will design roadside swales and expand the existing stormwater management pond at Fernwood Park as needed to accommodate the Project. Drainage calculations will be prepared and documented in a Drainage Report.

Task 5 – Permitting

It is anticipated that conversion of the dirt roads to an urban typical section with two ten-foot travel lanes and mountable curb(s) will require a South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP). Kimley-Horn will attend one (1) pre-application with the SFWMD to determine

the permitting requirements.

Kimley-Horn will prepare and submit a permit application package to the SFWMD. Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAI) from the SFWMD. The Town will be responsible for signing all necessary application forms and all application fees associated with the permit application.

Task 6 – Survey Services

Kimley-Horn will retain the services of PEC Surveying and Mapping, LLC (PEC) to perform the design survey for approximately 1,500 feet of roadway along Butler Street and West 7th Avenue and the portion of Fernwood Park above the normal high water line elevation. Refer to attached subconsultant proposal for additional information.

Task 7 – Geotechnical Services

Kimley-Horn will retain the services of Geotechnical and Environmental Consultants, Inc. (GEC) to perform auger borings and field permeability tests for the proposed stormwater pond expansion area, auger boring for the for the proposed pavement areas, LBR testing and laboratory soil classification tests. Refer to attached subconsultant proposal for additional information.

Task 8 – Subsurface Utility Verification

Kimley-Horn will retain the services of Southeastern Surveying and Mapping Corp. (Southeastern) to perform utility test holes. Refer to attached subconsultant proposal for additional information.

Task 9 – Bid Assistance Services

Kimley-Horn will prepare one (1) opinion of probable construction cost and one (1) contractor bid tabulation form for the Project for use by the Town during the bidding process. Kimley-Horn will attend one (1) pre-bid meeting and provide input as directed by the Client. Kimley-Horn will prepare responses to questions submitted by the contractors to the Town during the bidding period.

Task 10 – Construction Phase Services

Kimley-Horn will review asphalt mix design, concrete mix design and drainage structure shop drawings submitted by the Contractor in accordance with standard FDOT procedures. The Town will be responsible for the receipt, distribution, and disposition of all contractor submittals, including project logs. The term "shop drawings" include all drawings, diagrams, illustrations, transportation procedures, manuals, and design calculations submitted by the Contractor to define some portion of the project.

Kimley-Horn will provide written responses to the Town for up to five (5) Contractor Requests for Information (RFI).

Kimley-Horn will attend up to five (5) progress meetings during construction as requested by the Town. This task does not include engineering inspection services.

Project Deliverables:

- Conceptual Typical Sections
- Existing and proposed condition videos
- Static Images
- Roadway Plans
- Drainage Report
- SFWMD application package
- Geotechnical engineering report
- Utility test hole data sheets

- Opinion of probable construction cost
- Contractor bid tabulation form

Additional Services if required:

The following services are not included in this IPO, but may be performed if authorized by the Town. Payment for these additional services will be agreed upon prior to their performance.

- Sidewalk Design
- Traffic Control Plans
- Drainage structure cross sections
- Engineering inspection services
- Attendance at meetings in addition to those noted in the scope of services
- Concept development of additional alternatives
- Cost estimates of the conceptual alternatives
- Landscape Plans
- Certified Arborist evaluation for tree preservation
- Utility Plans
- Lighting Plans

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Available right of way data
- Available record or as-built plans
- Available permits
- Data regarding the existing road conditions
- Direction on which alternative typical section to design

Schedule:

Tasks 1-8 are anticipated to be completed within 180 calendar days of receiving direction on the preferred alternative. Tasks 9-10 will be dependent on the Town's bidding process and the construction duration.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-10 for a lump sum fee of \$149,737.00 inclusive of expenses. A breakdown of fee by task is provided in the table below.

| Task | Fee |
|---|-------------|
| Task 1: Conceptual Typical Sections | \$7,840.00 |
| Task 2: Video Imaging and Photo Simulations | \$12,040.00 |
| Task 3: Roadway Plans | \$46,245.00 |
| Task 4: Drainage Design | \$29,415.00 |
| Task 5: Permitting | \$15,115.00 |
| Task 6: Survey Services | \$7,400.00 |
| Task 7: Geotechnical Services | \$7,555.00 |
| Task 8: Subsurface Utility Verification | \$2,947.00 |
| Task 9: Bid Assistance Services | \$8,815.00 |
| Task 10: Construction Phase Services | \$12,365.00 |

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.



BY: _____

BY: _____

Hao T. Chau, PE

TITLE: _____

TITLE: Assistant Secretary/Project Manager

DATE: _____

DATE: 6/14/19

August 2, 2019

KIMLEY-HORN AND ASSOCIATES, INC.

Project: IPO 103 - Butler St Paving and Drainage Improvement

Client: Town of Windermere

Summary of Fees and Charges

| PROJECT LABOR | Hours | Lump Sum |
|--|--------------|----------------------|
| Project: IPO 103 - Butler St Paving and Drainage Improvements | 846.0 | \$ 131,835.00 |
| 1. Conceptual Typical Sections | 50.0 | \$ 7,840.00 |
| 2a. Video Imaging and Photo Simulations | 60.0 | \$ 9,260.00 |
| 2b. Presentation to Council | 16.0 | \$ 2,780.00 |
| 3. Roadway Plans | 301.0 | \$ 46,245.00 |
| 4. Drainage Design | 191.0 | \$ 29,415.00 |
| 5. Permitting | 98.0 | \$ 15,115.00 |
| 9. Bid Assistance Services | 57.0 | \$ 8,815.00 |
| 10. Construction Phase Services | 73.0 | \$ 12,365.00 |
| SUBTOTAL KIMLEY-HORN LABOR FEES: | 846.0 | \$ 131,835.00 |
| Subconsultant: 6. Survey Services (PEC) | | \$ 7,400.00 |
| Subconsultant: 7. Geotechnical Services | | \$ 7,555.00 |
| Subconsultant: 8. Subsurface Utility Verification (Southeastern) | | \$ 2,947.00 |
| Total Subconsultant | | \$ 17,902.00 |
| GRAND TOTAL FEES AND CHARGES: | | \$ 149,737.00 |



Consultant Name: Kimley-Horn and Associates, Inc.

Work Effort and Fee Estimate Table

Project: IPO 103 - Butler St Paving and Drainage Improvements

| task | Principal | | Proj Manager | | Sr Engineer | | Project Engineer | | Analyst/Designer | | Clerical | | task totals | |
|---|-----------|-------------|--------------|-------------|-------------|-------------|------------------|--------------|------------------|--------------|----------|-----------|-------------|----------------------|
| | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate | hrs. | rate |
| 1. Conceptual Typical Sections | 2 | \$ 480.00 | 5 | \$ 1,000.00 | 5 | \$ 1,000.00 | 16 | \$ 2,800.00 | 20 | \$ 2,400.00 | 2 | \$ 160.00 | 50 | \$ 7,840.00 |
| 2a. Video Imaging and Photo Simulations | 2 | \$ 480.00 | 5 | \$ 1,000.00 | 5 | \$ 1,000.00 | 20 | \$ 3,500.00 | 26 | \$ 3,120.00 | 2 | \$ 160.00 | 60 | \$ 9,260.00 |
| 2b. Presentation to Council | 0 | \$ - | 4 | \$ 800.00 | 4 | \$ 800.00 | 4 | \$ 700.00 | 4 | \$ 480.00 | 0 | \$ - | 16 | \$ 2,780.00 |
| 3. Roadway Plans | 6 | \$ 1,440.00 | 29 | \$ 5,800.00 | 29 | \$ 5,800.00 | 91 | \$ 15,925.00 | 140 | \$ 16,800.00 | 6 | \$ 480.00 | 301 | \$ 46,245.00 |
| 4. Drainage Design | 4 | \$ 960.00 | 19 | \$ 3,800.00 | 19 | \$ 3,800.00 | 57 | \$ 9,975.00 | 88 | \$ 10,560.00 | 4 | \$ 320.00 | 191 | \$ 29,415.00 |
| 5. Permitting | 2 | \$ 480.00 | 10 | \$ 2,000.00 | 10 | \$ 2,000.00 | 29 | \$ 5,075.00 | 45 | \$ 5,400.00 | 2 | \$ 160.00 | 98 | \$ 15,115.00 |
| 9. Bid Assistance Services | 1 | \$ 240.00 | 6 | \$ 1,200.00 | 6 | \$ 1,200.00 | 17 | \$ 2,975.00 | 26 | \$ 3,120.00 | 1 | \$ 80.00 | 57 | \$ 8,815.00 |
| 10. Construction Phase Services | 2 | \$ 480.00 | 15 | \$ 3,000.00 | 15 | \$ 3,000.00 | 19 | \$ 3,325.00 | 20 | \$ 2,400.00 | 2 | \$ 160.00 | 73 | \$ 12,365.00 |
| Total Billable Labor | | | | | | | | | | | | | 846 | \$ 131,835.00 |

| Principal | Proj Manager | Sr Engineer | Project Engineer | Analyst/Designer | Clerical |
|----------------|-----------------|-----------------|------------------|------------------|----------------|
| 19 \$ 4,560.00 | 93 \$ 18,600.00 | 93 \$ 18,600.00 | 253 \$ 44,275.00 | 369 \$ 44,280.00 | 19 \$ 1,520.00 |
| 2.2% | 11.0% | 11.0% | 29.9% | 43.6% | 2.2% |

Notes:

K:\ORL_Roadway\MARKETING\Windermere\Contract\IPO #103_Butler Paving and Drainage\IPO 103-staffhours_2019-06-14.xlsx\IPO #103 STAFF HOURS



Surveying and Mapping, LLC

June 11, 2019

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
189 S. Orange Avenue, Suite 1000
Orlando, Florida 32801

PS16558-KHA

**Re: Butler Street and West 7th Avenue Improvement Project
Surveying and Mapping Services
Windermere, Florida**

Dear Mr. Chau:

PEC-Surveying and Mapping (PEC) is pleased to submit our proposal for surveying and mapping services in connection with the above-referenced project.

Design Survey: We propose to perform a Design Survey for the Project Limits. The Project Limits are defined as West 7th Avenue from Main Street to Butler Street and Butler Street from West 7th Avenue to 50 feet beyond West 6th Avenue, together with an as-built Survey of the Town of Windermere Park. The Project Limits represent approximately 1,350 feet of roadway and are shown on the attached Exhibit.

The survey will include full right-of-ways of the Project Area streets. A project base line will also be established and referenced in the field for use in the construction phase. The survey will locate the right of way boundaries and the approximate adjacent lot lines.

A Design Survey will be performed consisting of a full topographic survey of the Project Area. All above ground improvements including adjacent private drives will be surveyed. Right of Way Elevations will be measured on approximate 50-foot cross section intervals.

Elevations will be relative to mean sea level datum NGVD of 1929 relative to two harmonious Orange County benchmarks to be consistent with the Towns Survey Database. Four project benchmarks will be established in the field and will be shown on the survey drawings.

Evidence of all above ground utilities will be located. Invert elevations will be obtained of all drainage structures.

The Horizontal Datum will be the Florida State Plane coordinate System based on the North American Datum of 1988. Project Baselines will be established for future use during the construction phase.

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
PS16558-KHA
June 11, 2019
Page Two

Geotechnical Borings: Two Geotechnical Borings will be Surveyed as a part of the Survey.

Subsurface Utility Excavations (VVH): Seven Subsurface Utility Excavations will be Surveyed.

Tree Locations: All trees 4 inches in diameter, as measured at breast height, within the Project Limits will be located.

Town of Windermere Park: A Boundary and Topographic Survey of the Windermere West 7th Avenue Park will be prepared. Elevations will be obtained sufficient to generate one-foot contour intervals and Project Benchmarks Established. All above ground improvements will be located relative to the Boundary.

All trees 4 inches in diameter, as measured at breast height, within the Park will be located.

Deliverables: Deliverables will consist of an AutoDesk CAD file to be used as the engineering basemap at a scale consistent with the proposed engineering plans.

Schedule: We are prepared to commence within two working days from Notice to Proceed and can complete the assignment within eight (8) working days from commencement.

Fees: We propose to perform the work for the following Fees:

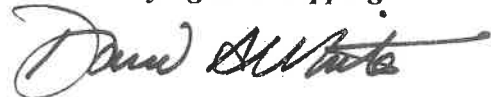
Roadway Design Survey: \$ 5,200.00
Town of Windermere Park: \$ 2,200.00

Thank you for the opportunity of submitting this proposal to you. Should this result in a contractual agreement please have the entity responsible for payment execute below and return to serve as our Notice to Proceed. This proposal is valid for 30 days.

Should you have any questions or comments please do not hesitate to contact us.

Sincerely

PEC Surveying and Mapping



David A. White P.S.M.
President

THIS PROPOSAL IS HEREBY ACCEPTED AND AUTHORIZATION TO PROCEED IS HEREBY GIVEN.

Authorized Signature:

Title:

Date:



Geotechnical
and
Environmental
Consultants, Inc.

At the very foundation of our community

June 10, 2019

Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

Attention: Mr. Hao T. Chau, P.E.

Subject: Proposal for Geotechnical Engineering Services
BUTLER STREET ROADWAY AND DRAINAGE IMPROVEMENTS
Windermere, Florida
GEC Proposal No. P9834G

Dear Mr. Chau:

Geotechnical and Environmental Consultants, Inc. (GEC) is pleased to provide this proposal for the above-referenced project. Our proposed scope of services is based on the project information you provided to us, as shown on Attachment 1, and our correspondence on June 7, 2019. The purpose of this investigation is to explore soil and groundwater conditions at the site and to use the information obtained to provide geotechnical engineering recommendations for site preparation, and design and construction of the pavements and the stormwater pond. This proposal presents our understanding of the project, our recommended scope of services, and a cost and schedule for providing those services.

Site Location and Project Description

The site is located on the northeast side of Lake Butler in Windermere, Florida as shown on Attachment 1. The site includes portions of Butler Street and W. 7th Ave. The general vicinity of the site is characterized by single-family residential. The site includes approximately 1,400 linear feet of unpaved roads.

We understand that project plans for this site include the replacing the unpaved roads with a paved roadway section and a new stormwater pond. Final site grades are anticipated to be similar to existing grades. Traffic loading information is not available; however, we have based our recommendations on pavement sections that are usual for this type of residential area.

Scope of Services

Based on the project information provided, our experience, and the local standard of care, we recommend the following scope of services:

- Stake boring locations at the site.
- Clear utilities at the boring locations.
- Mobilize truck drilling equipment and personnel.
- Perform 2 auger borings to a depth of 15 feet and 2 field permeability tests in the proposed stormwater pond area.
- Perform 5 auger borings to a depth of 5 feet and 2 auger borings to a depth of 15 feet below existing grade in the proposed pavement areas.
- Collect 2 bulk samples for LBR testing.
- Perform routine laboratory soil classification tests to enhance visual soil classification of samples obtained including 2 LBR tests.
- Issue a geotechnical engineering report that will address the following topics:
 - Subsurface conditions at the boring locations
 - Measured and estimated seasonal high groundwater depths
 - Site preparation
 - Fill selection, placement and compaction
 - Suitability of soil excavated from pond for use as engineered fill
 - Pavement design recommendations
 - Unconfined aquifer parameters for pond design
 - Pond volume recovery analysis (optional)

The geotechnical report will be signed and sealed by a Geotechnical Engineer licensed in Florida.

Cost and Schedule

The cost to provide the scope of services is a LIMITING AMOUNT fee of \$7,555.00. Attachment 2 documents our detailed scope of services and fees. *Our fees will be billed based on the actual units of work performed and the unit rates shown on Attachment 2; however, we will not exceed the limiting amount without your authorization.* This fee includes an electronic copy of our report emailed to you.

If pond volume recovery analyses are requested, our fee would be \$500 for each pond/swale analyzed. If you would like GEC to perform the stormwater volume recovery analyses, please indicate the number of ponds/swales to be analyzed in your authorization.

Our schedule to complete the work will be about 4 to 5 weeks from your written notice to proceed. If requested, verbal recommendations can be provided after the field work is completed.

Limitations

This proposal is subject to the following limitations: 1) The site will be accessible to the drilling equipment assumed above. If other types of drilling equipment become necessary due to site and/or weather conditions, appropriate adjustments to the actual fees will be necessary; 2) undisturbed samples and consolidation tests are not included, unless stated above; and 3) we assume no responsibility for damage to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call.

Closure

GEC appreciates the opportunity to submit this proposal. If you have any questions regarding this proposal, or if we can be of further assistance, please contact the undersigned.

Very truly yours,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.



Ryan J. Petersen
Project Engineer



Christopher P. Meyer, P.E.
Principal Engineer

RJP/CPM/alc

Attachment 2
 Geotechnical Scope of Services and Cost
Butler Street Roadway and Drainage Improvements
 Windermere, Florida
 GEC Proposal No. 9834G

| | Quantity | Units | Unit Rate | Cost |
|---|----------|-------|-----------------------------|-------------------|
| Field Services | | | | |
| Mobilization of Truck-Mounted Rig Engineering Technician | 1 | ls | \$600.00 | \$600.00 |
| (Site Recon, Boring Layout, and Utility Clearance) | 4 | hr | \$60.00 | \$240.00 |
| Auger Borings (5 @ 5 ft, 4 @ 15 ft) | 85 | ft | \$12.00 | \$1,020.00 |
| Field Permeability Tests (0-10') | 2 | ea | \$420.00 | \$840.00 |
| Drill Rig and Crew - Truck (2 person) | 1 | hr | \$220.00 | \$220.00 |
| Two-Person Soil Survey Crew | 0 | hr | \$160.00 | \$0.00 |
| GPS Unit for Boring Locations | 1 | day | \$100.00 | \$100.00 |
| Portable Safety Signs for MOT | 1 | day | \$50.00 | \$50.00 |
| | | | Field Subtotal | \$3,070.00 |
| Laboratory Testing | | | | |
| Engineering Technician (Soil Classification) | 1 | hr | \$60.00 | \$60.00 |
| Percent Fines | 5 | ea | \$45.00 | \$225.00 |
| Organic Content | 2 | ea | \$50.00 | \$100.00 |
| Atterberg Limits | 2 | ea | \$110.00 | \$220.00 |
| Natural Moisture Content | 4 | ea | \$15.00 | \$60.00 |
| Corrosion Series | 1 | ea | \$200.00 | \$200.00 |
| Limerock Bearing Ratio | 2 | ea | \$350.00 | \$700.00 |
| Laboratory Permeability | 0 | ea | \$300.00 | \$0.00 |
| | | | Laboratory Subtotal | \$1,565.00 |
| Engineering Analysis & Report | | | | |
| Principal Engineer | 0 | hr | \$250.00 | \$0.00 |
| Senior Engineer | 4 | hr | \$160.00 | \$640.00 |
| Project Engineer | 12 | hr | \$120.00 | \$1,440.00 |
| Engineer | 0 | hr | \$100.00 | \$0.00 |
| CADD Draftsman/GIS Specialist | 6 | hr | \$100.00 | \$600.00 |
| Secretary | 4 | hr | \$60.00 | \$240.00 |
| | | | Engineering Subtotal | \$2,920.00 |
| TOTAL LIMITING AMOUNT FEE | | | | \$7,555.00 |

Steven L. Anderson, Jr., PSM, PLS
Charles M. Arnett, PSM
Michael D. Brown, PSM
Michael L. Dougherty, PSM
James M. Dunn, II, PSM
Thomas F. Ferguson, PSM
Tate B. Flowers, PSM, PLS
Robert W. Gardner, PSM
Brian R. Garvey, PE, GISP
Joseph R. Gore, PLS
Daniel J. Henry, PSM, PLS
Ryan E. Johnson, PSM
Gary B. Krick, PSM (Retired)
Brad J. Lashley, PSM, PLS
Myron F. Lucas, PSM
James E. Mazurak, PSM



Southeastern Surveying and Mapping Corporation
Serving the Southeast Since 1972
100% Employee Owned

Thomas K. Mead, PSM, PLS
Timothy O. Mosby, PSM
Andrew A. Perry, PSM
James L. Petersen, PSM
William C. Rowe, PSM
Tony G. Syfrett, PSM, PLS
Thomas P. Young, Jr., PSM, GISP
Kirk R. Hall, EI, GISP
Brad A. Stroppe, EI, GISP
Brian E. Latchaw, GISP
Patrick J. Phillips, GISP
Donna L. Hendrix, CST IV
Mark W. Klaers, CST IV
David M. Rentfrow, CST IV
Steve D. Smith, CST IV

Land Surveying & Mapping Services • Sub-Surface Utility Designation & Location Services • Geographic Information Systems • GPS Asset Inventories

June 12, 2019

Via E-Mail: hao.chau@kimley-horn.com

Mr. Hao T. Chau, P.E.
Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

RE: Town of Windermere – Butler Street Roadway Improvements
Section 08, Township 23 South, Range 28 East, Orange County, Florida

Dear Mr. Chau,

We are pleased to submit our proposal for Subsurface Utility Verification on the above referenced project.

SCOPE OF WORK:

1. Coordinate Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
2. Expose the subject utilities by using non-destructive vacuum excavation methods at **seven (7)** specific locations as indicated on plan sheet(s) provided or marked by client in the field
3. Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners and/or their representatives unless otherwise specifically requested by client.
4. Any asphalt/concrete removed will be repaired using like materials.
5. Tie each test hole location to a minimum of three visible physical features to enable this data to be added to your base map and also enable future recovery.

The final product will be test hole reports/sketches of the project area reflecting all pertinent data for your use.

6500 All American Blvd
Orlando, FL 32810
407.292.8580
407.292.0141 Fax

1130 Highway 90
Chipley, FL 32428
850.638.0790
850.638.8069 Fax

Lakeside Executive Center
8641 Baypine Road
Suite 5
Jacksonville, FL 32256
904.737.5990
904.737.5995 Fax

119 West Main Street
Tavares, FL 32778
352.343.4880
352.343.4914 Fax

10 East Lake Street
Kissimmee, FL 34744
407.944.4880
407.944.0424 Fax

University Corporate Park
10770 North 46th Street
Suite C-300
Tampa, FL 33617
813.898.2711
813.898.2712 Fax

410 Honeysuckle Road
Dothan, AL 36305
334.648.0288

Licenses: PSM: Florida Professional Surveyor & Mapper • PLS: Alabama Professional Land Surveyor • PE: Professional Engineer
Certifications: EI: Engineering Intern • GISP: Geographic Information Systems Professional • CST: Certified Survey Technician

Terms and Conditions

It is understood that the construction contractor is responsible to abide by Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Kimley-Horn will make available all plans and utility records that have been obtained for this site. However, the information provided by Kimley-Horn is also dependent upon a Sunshine 811 request for utility owners and/or their representatives to mark their buried underground plant at the project site as required by law. Southeastern Surveying and Mapping Corporation (SSMC) has a right to rely on the accuracy of such plans and utility records and will notify Kimley-Horn if there are any patently or reasonably identifiable defects in the documents.

Kimley-Horn is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar, Electronic Line Locating Equipment and Vacuum Excavation methods, as needed. Additional research will only be conducted by SSMC if requested in writing by Kimley-Horn.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

M.O.T. will be used only if absolutely necessary and these invoice charges will be an addition to the total per day rate and reflected on our invoice to you.

Note: If permitting is required for said work, these charges will also be additional and reflected on our invoice to you.

Note: Test Holes that require a depth of greater than ten (10) feet, or require a substantial amount of increased effort (sleeving, shoring, de-watering, etc.), then said Test Holes may need to be negotiated separately on a case by case basis if normal vacuum excavation practices do not allow said utilities to be exposed.

Note: All utility sizes given are outside diameter unless otherwise specified and are approximate only due to uncontrollable field conditions that may be encountered during excavation.

Note: Any additional overlaying or restoration of pavement, other than the replacement of materials removed and cold patched, will be the responsibility of Kimley-Horn.



Mr. Hao T. Chau, P.E.

Town of Windermere – Butler Street Roadway Improvements

June 12, 2019

Our fee for this project will be as follows:

Test Holes/Day Rate:

\$421.00 Dirt/Each (anticipate 7) \$2,947.00

\$480.00 Asphalt/Concrete/Each (anticipate 0)

M.O.T.: (SSMC) (Roadway Digs Only)

\$731.00 per Lane Closure/Day Rate

\$931.00 per Lane Closure/Night Rate

Permitting: (If Required)

\$103.00 per hour + cost of permit

The fee estimate for the proposed scope of services is valid for six (6) months from the date of proposal.

We anticipate completion of the above described work within **three (3) weeks** after receipt of approved permit and written notice to proceed.

Payment is expected within thirty (30) days from date of invoice.

Notice to Owner:

- For all construction related projects a Notice to Owner will be filed.

We look forward to the opportunity to work with you on this project.

Sincerely,



M. Scott Sowards
Utility Project Manager

MSS:gac



Orange County Transportation Funding Initiative



Meeting with Municipalities

August 7, 2019

Agenda

Background

LYNX Overview

Community Engagement Strategy

Discussion

Next Steps



Agenda

Background

LYNX Overview

Community Engagement Strategy

Discussion

Next Steps



Proposed Timeline

Mayor's
State of
the County
May 16



Meeting with
the
Municipalities
August 7



BCC Public Meeting
(Ordinance, Ballot Language
& Ballot Summary)
February



General Election Day
November 3



2019

2020

May Jun Jul Aug Sep Oct Nov Dec
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Community Engagement



Educational
Outreach



General Election Day November 3, 2020

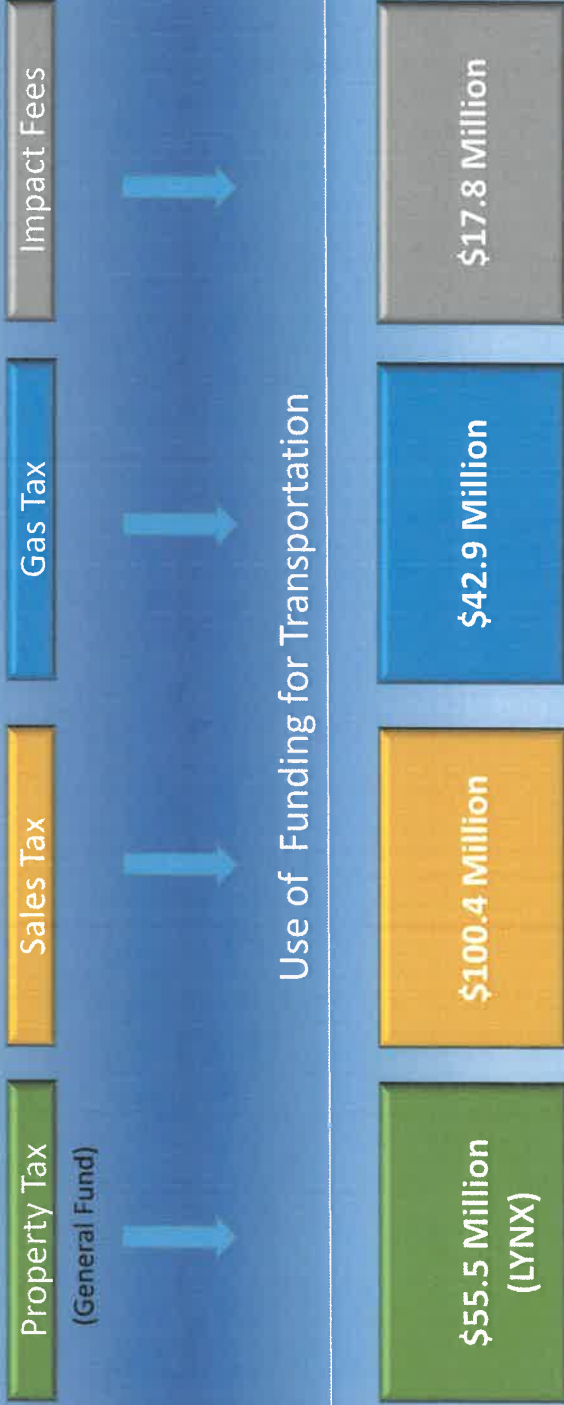
Revenues

- Charter County and Regional Transportation System Surtax
 - Capital
 - Operations & Maintenance (O&M)
- One cent generates \$635M annually
- November 2020 referendum



Revenues

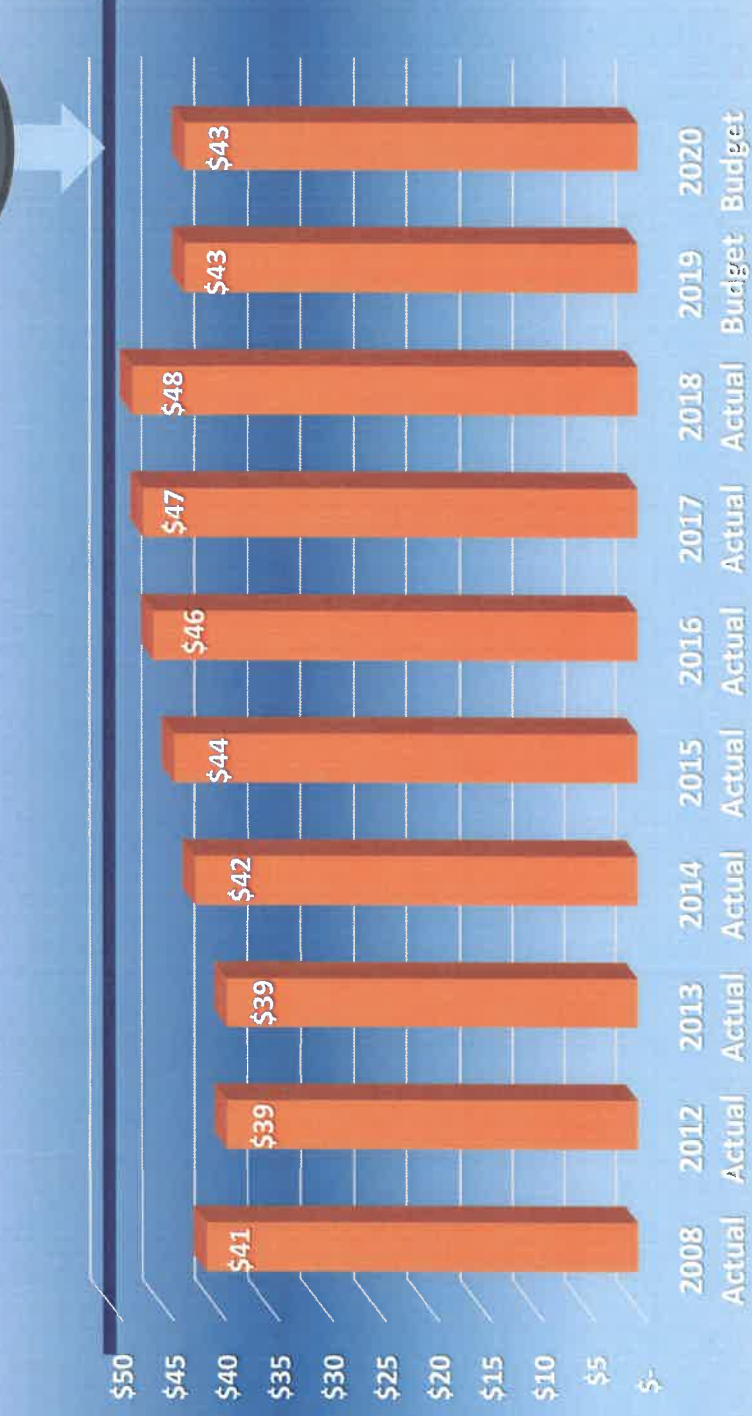
Orange County Transportation Funding Sources FY2020



Use of Funding for Transportation

Gas Taxes

Flat



Summary of Gas Taxes

UTILIZED

| | |
|--------------------------------------|------------------------------------|
| <u>County Gas Tax</u> | <u>FY19 Budget</u> \$4,800,000 |
| <u>Constitutional Gas Tax</u> | |
| 20% Constitutional Gas Tax | <u>FY19 Budget</u> \$2,302,000 |
| 80% Constitutional Gas Tax | \$9,600,000 |
| Total | \$11,902,000 |
| <u>Ninth Cent Gas Tax</u> | |
| | <u>FY19 Budget</u> \$1,050,000 |
| <u>Six Cent Local Option Gas Tax</u> | |
| | <u>FY19 Budget</u> \$25,000,000 |
| Total | \$42,752,000 |

UNUTILIZED

| | | | |
|--|---------------------|----------------|-------------------------------|
| | <u>Minimum</u> | <u>Maximum</u> | <u>Estimated FY19 Revenue</u> |
| Ninth Cent Fuel Tax (motor fuel only) | \$6,912,049 | \$6,912,049 | |
| Second Local Option Fuel Tax (1 to 5 cents, motor fuel only, BCC share) | \$4,092,530 | \$20,462,651 | |
| Total | \$11,004,579 | | \$27,374,700 |

Potential Program Components

- Major Road Improvements
- Intersection Improvements
- Bike/Ped/ADA Improvements
- Roadway Resurfacing
- Technology & Traffic Operations
- LYNX System Enhancements
- SunRail Enhanced Service
- Other Transit Needs



Potential SunRail Funding

Existing Service

- Weekday only service
 - 30 minute frequency (peak hours)
 - 90-120 minutes (off peak hours)
- No holiday service

Estimated Cost \$24 Million*
(Orange/Orlando share)

Potential Enhanced Service

- Weekday service
 - 30 minute frequency (peak hours)
 - 60 minutes (off peak hours)
- Additional weekend service
 - (60 minute frequency)
- New holiday service

Estimated Cost \$36 Million*
(Orange/Orlando share)



*Cost are preliminary estimates and subject to ongoing analysis

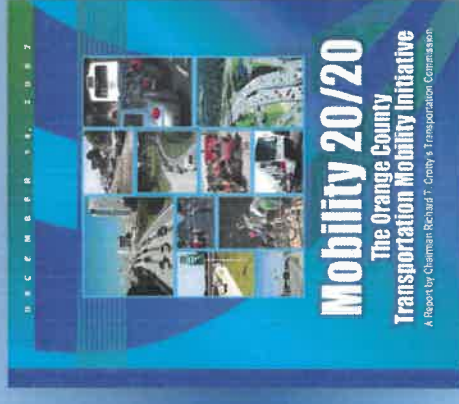
Research

- **Mobility 20/20**
- **Hillsborough County**
- **Broward County**
- **Palm Beach County**
- **Osceola County**
- **Volusia County**
- **Los Angeles County – Measure M**
- **Others**



Mobility 20/20

- **Half-cent infrastructure sales tax**
- **Program**
 - Widen and Improve Major Roads and Highways
 - Pedestrian Safety and Intersection Improvements
 - Development of Rapid Transit System
 - Widen and Improve Local Roads and Intersections
- **Special Election - held October 7, 2003**
- **Defeated 54%/46%**
- **22.8% Voter Turnout**



Mobility 20/20 Lessons Learned

- Lack of public engagement *before* plan was developed
- Plan was too complicated
- “Something for Everyone” strategy may have created a reason for people to oppose the referendum
 - I-4
 - Undefined Mass Transit
 - Bike Paths
- Business-led vs. Grassroots



Other Lessons Learned

- **Insufficient time for education/advocacy**
- **Lack of community engagement**
- **Lack of specificity in the plan**
- **Transit not clearly identified in the plan**
- **General distrust of local government**



Agenda

Background

LYNX Overview

Community Engagement Strategy

Discussion

Next Steps





Orange County

August 7, 2019



Outline

- **Who is LYNX?**
- **Who Rides LYNX?**
- **LYNX Going Forward**





LYNX Services

ACCESS LYNX



NeighborLink



Fixed Route



VanPool



Road Ranger





LYNX Fast Facts

Central Florida Regional Transportation Authority

- **Orange, Seminole and Osceola**
- **Over 2,500 square mile**
- **Over 2 million population**
- **74 Fixed Routes**
- **13 NeighborLinks**
- **Over 25 million Annual Trips**



Outline

- Who is LYNX?
- **Who Rides LYNX?**
- LYNX Going Forward



LYNX Riders


50%  Are work commuters


93%  Access the system by walking 1/4 mile or less

39%  Have access to a car

45%  Do not transfer during their trip.

\$29,000  Average household income

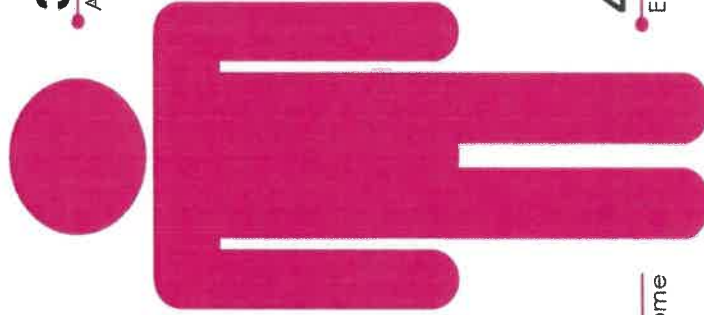
37  Average age of rider

57%  Are employed full-time

18%  Are students

43%  Use cash

42%  Employed in service industry





How LYNX Compares

| Transit Operator (Location) <small>Modes Provided**</small> | Transit Operating Funding (per Capita) | Service Area (square miles) | Residents to Serve (in millions) |
|--|---|--------------------------------|-------------------------------------|
| MARTA (Atlanta) <small>DR, HR, Bus</small> | \$394 \$\$\$ | 573 | 1.6 |
| King County Metro Transit (Seattle) <small>DR, FB, Bus, SC, TB, VP</small> | \$338 \$\$\$ | 2,134 | 2.1 |
| Miami-Dade Transit & Tri-Rail*** (Miami) <small>DR, Bus, HR, MR, CB, CR, (SFRTA)</small> | \$237 \$\$ | 306 | 2.5 |
| CATS (Charlotte) <small>CB, DR, LR, Bus, SC, VP</small> | \$126 \$ | 688 | 1.1 |
| Metropolitan Transit Authority (Nashville) <small>CB, DR, Bus</small> | \$112 \$ | 484 | 0.7 |
| Broward County Transit & Tri-Rail*** (Ft. Lauderdale) <small>DR, Bus, CR, (SFRTA)</small> | \$88 \$ | 410 | 1.9 |
| HART (Tampa) <small>DR, Bus, SC</small> | \$87 \$ | 255 | 0.9 |
| LYNX & SunRail (Orange, Osceola, & Seminole Counties) <small>CB, DR, Bus, BRT, VP, CP (SunRail)</small> | \$71 \$ | 2,540 | 2.1 |



Outline

- Who is LYNX?
- Who Rides LYNX?
- **LYNX Going Forward**





LYNX Going Forward



More Frequent Service

A high frequency network of local and limited stop service on major corridors.



Faster Travel Times

Faster travel times resulting from a network of limited stop and express services across the region, with enhancements such as priority lanes and signal priority.



LYNX Going Forward

More Direct Service



Streamlined route alignments eliminating deviation.

On Demand & Flexible Services



New, on-demand and flexible route services responsive to rider needs in lower populated areas.

Reliability



Modified route schedules with high quality, on-time service performance.



Agenda

Background

LYNX Overview

Community Engagement Strategy

Discussion

Next Steps



Community Engagement Strategy

- **Goal**
- **Two Phases**
 - **Gather Input**
 - **Report Out**
- **Stakeholders**
- **Community Events**
 - **Community Meetings**
 - **Open Houses**
 - **Listening Tours**
- **Tools for Engaging Citizens and Gaining Input**

Community Engagement Strategy



Social Media



Transportation
Webpage



Community
Meeting Flyers



Community
Survey



Community Engagement Strategy

Transportation Initiative

- Street Lights
- Bike
- Pedestrian Safety
- Technology and Synchronization
- Public Transportation
- Roads
- Miscellaneous

Community Engagement Strategy

- **Goal**
- **Two Phases**
 - **Gather Input**
 - **Report Out**
- **Stakeholders**
- **Community Events**
 - **Community Meetings**
 - **Open Houses**
 - **Listening Tours**
- **Tools for Engaging Citizens and Gaining Input**
- **Develop Transportation Toolkit**

Agenda

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Next Steps

- Identify Primary Point of Contact – August
- Provide Municipal Revenue Background Information – end of September
- Provide Preliminary Municipal Priorities – Early November
- Municipal Resolutions of Support – December
- Future Meetings - TBD



Orange County Transportation Funding Initiative



Meeting with Municipalities

August 7, 2019

TRANSPORTATION FAST FACTS



Transportation
Initiative

Meetings

Newsroom

Growth & Congestion Issues

Extraordinary population growth. Orange County is growing by a net of nearly 1,000 new residents every week. By the year 2030, projections have the regional population at 5.2 million.¹ In addition, as one of the world's leading tourism destinations, Orange County had a record-breaking 75 million visitors in 2018.

Congestion continues to increase. Central Florida commuters spent an average of 46 hours per year in traffic congestion. Traffic delays cost the typical American commuter \$960 per year.²

Commuting times are escalating. Parts of Orange County rank among the highest average commute times in Florida – and commute times are steadily increasing each year.³

High influx of workers coming into Orange County. The most recent data from the Orlando Economic Partnership shows that about half of all workers in Orange County come in from the surrounding seven counties for work – that's approximately 457,000 individuals coming into Orange County on a daily basis.

Transportation Challenges

Pedestrian safety needs to be improved. According to the 2019 Dangerous by Design report from Smart Growth America, the Orlando-Kissimmee-Sanford area is ranked at the top of the list of the most dangerous urban areas for pedestrians.

Current public transit is inadequate. LYNX bus routes do not meet the current demand, and SunRail does not run enough.

- LYNX has approximately 300 buses and services 2,500 square miles. Compare this to Allegheny County in Pittsburgh where the county services only 745 square miles with 700 buses.
- Increased funding for LYNX could increase the number of routes and frequency and reduce most wait times by 50%, ultimately helping improve reliability and dependability for riders.

Funds Lacking

Orange County ranks among the lowest in transportation funding in Florida. Orange County ranks among the bottom third in the state – 43rd out of 67 counties – for transportation spending per capita.⁴

Gas tax is stagnant. Federal fuel tax, which funds about half of all state highway and bridge projects, is flat because of better technology and fuel efficiency. Over the years, the gas tax has lost 39 percent of its spending power, even as infrastructure needs continue to grow.⁵

Cost of transportation on Orange County households. The average monthly household cost of driving is \$1,079. However, a monthly bus service pass is only \$50.

A Path Forward

What can the transportation penny sales tax be used for?

Various roadway improvements and transportation infrastructure, including:

- Technology, traffic signals and street lights (timing of traffic signals and major roadway lighting)

- Roads (adding lanes and resurfacing roadways)
- Public transportation (LYNX and SunRail)
- Intersections (adding turn lanes)
- Pedestrian safety

Who would pay for the transportation sales tax?

The sales tax would generate \$635 million per year. According to a consultant study by PFN that was commissioned by Visit Orlando, at least 51% of the funds generated would be paid for by tourists and visitors outside of Orange County. The tax would be on purchases of retail goods and services. The tax would **not** include the following:

- Essential food items (e.g., milk, bread)
- Prescription drugs
- Utilities

¹ According to the Office of Economic Development's 2030 report "Insight into Orlando's Future."

² According to the League of Women Voters' most recent transportation report and AutoInsuranceCenter.com.

³ According to the U.S. Census's American Fact Finder and ZipCodes.org.

⁴ According to the Office of Economic & Demographic Research.

⁵ According to Funding and Financing Transportation Reports.

TRANSPORTATION INITIATIVE

Mayor Demings Wants Your Input



Fast Facts

Meetings

Newsroom

Overview

Each week, nearly 1,000 residents move to Orange County. This presents challenges in providing proper roads, infrastructure, mass transit, sidewalks, etc.

At the 2019 *State of the County*, Mayor Demings announced pursuing a transportation sales tax referendum in November 2020.

For Phase I of this initiative, Mayor Demings is asking for your input by participating in upcoming community meetings and **Transportation surveys**. Orange County's 1.35 million residents have unique transportation needs and priorities depending on where they reside in the County – *and we want to hear from you*.

Over the next several months, Orange County is holding public workshops to gain input from community stakeholders, learn the priorities of residents, businesses and local leaders, and build towards a long-term solution that works for everyone.

From these community meetings, Orange County will gather feedback and develop a proposed plan to improve transportation in our community.

A video recap of the latest Transportation meeting is coming soon.

Provide Your Input!

Take the Survey



INDIVIDUAL PROJECT ORDER NUMBER 13
August 27, 2019

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Professional Services dated August 26, 2013, which is incorporated herein by reference.

Identification of Project:

Project: Urban Placemaking and Cut-Through Analysis

Client: Town of Windermere

Project Understanding:

An Urban Planning exercise is desired to address the perception of cut-through traffic and speeding in Downtown Windermere. The intention of this project is to build consensus on potential recommendations and/or improvements. The study area consists of the residential neighborhoods surrounding Downtown Windermere.

Base mapping will utilize available GIS data and other information provided by Town.

The deliverables for this project consist of project workshops and a report documenting recommendations and best practices.

Specific Scope of Basic Services:

Task 1 – Best Practices

Kimley-Horn will develop an initial list of potential treatments and best practices for creating and maintaining a vibrant residential community located near a downtown area. Data and analysis previously conducted by Kimley-Horn and data previously collected by Town will be used in this task.

Kimley-Horn will document the actual and anticipated number of daily trips on Town roads based on the number of homes. Actual trips will be based on data collected previously.

Kimley-Horn will summarize speed data provided by Town.

Task 2 – Workshops and Meetings

Kimley-Horn will facilitate a workshop / meeting with Town representatives (to be determined by Town) to better understand and document the project objectives and constraints. This meeting will be conducted near the beginning of the project.

Kimley-Horn will facilitate a second workshop after draft project recommendations have been made, to discuss the recommendations with Town representatives.

Kimley-Horn will present the project and recommendations to Council upon conclusion of the project.

Meeting notifications and invitations will be sent by Town staff.

Task 3 – Placemaking Matrix

Kimley-Horn will develop a matrix of potential changes that evaluates their effects. The matrix will include quantitative and qualitative performance measures. The criteria will address various placemaking

concepts and Town values, as determined in Tasks 1 and 2.

Task 4 – Documentation

Kimley-Horn will provide a technical report documenting the analysis. Representative typical sections or dimensional graphics of the top three types of recommendations will be developed. Plan sheets showing recommended changes and specific locations of recommended changes will be developed.

Project Deliverables:

- Meeting summaries (from meetings described in Task 2)
- Placemaking Matrix
- Report & Plan Sheets

Additional Services if required:

The following services are not included in this IPO, but may be performed if authorized by the Town. Payment for these additional services will be agreed upon prior to their performance.

- Design of recommendations
- Additional meetings
- Collection of additional / new traffic data
- Video Imaging and Photo Simulations – graphic depictions of proposed changes

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- List of representatives to be invited to meetings/workshops

Schedule:

Tasks 1-4 are anticipated to be completed within 90 calendar days of receiving a notice to proceed.

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Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-4 for a lump sum fee of \$38,000 inclusive of expenses. A breakdown of fee by task is provided in the table below.

| Task | Fee |
|----------------------------|----------|
| Task 1: Best Practices | \$5,000 |
| Task 2: Workshops | \$15,000 |
| Task 3: Placemaking Matrix | \$4,000 |
| Task 4: Documentation | \$14,000 |

Lump sum and hourly fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

Hao T. Chau, PE

TITLE: _____

TITLE: Associate _____

DATE: _____

DATE: _____



Wade Trim, Inc.

One Tampa City Center • 201 North Franklin Street, Suite 1350 • Tampa, FL 33602
813.882.4373 • www.wadetrim.com

April 19, 2019

Robert Smith, Town Manager
Town of Windermere
614 Main Street
Windermere, FL 34786

Re: Project Proposal – Land Planning Approach to Traffic Calming

Dear Robert:

Thank you for allowing Wade Trim the opportunity to submit this Proposal to provide the Town with land planning services to evaluate options for traffic calming to address cut-through traffic that is experienced on local Town roadways. The local Town roadways are:

1. Oakdale Street from E 6th Avenue to E 12th Avenue
2. Magnolia Street from E 6th Avenue to E 8th Avenue
3. Bessie Street from E 6th Avenue to E 8th Avenue
4. Ridgewood Drive from E 6th Avenue to Lake Street

The project team will be comprised of the following primary Wade Trim staff members:

1. Brad Cornelius, AICP – Project Manager
2. Scot Lautzenheiser – Urban Designer
3. Sarah Mastison - Planner
4. Marletta Carter – Florida Engineer

We are pleased to provide you with the attached detailed scope of services which we hope will meet the needs of the Town of Windermere.

Wade Trim is ready to begin work as soon as the notice to proceed is given. We look forward to working with the Town on this important project.

Sincerely,

Wade Trim, Inc.

A handwritten signature in blue ink, appearing to read 'Bradley Cornelius', is written over a light blue horizontal line.

Bradley Cornelius, AICP
Vice President

BTC:jjc
AAA8140.19D

P:\Aaa1000\Bcornelius\Final\Windermere Traffic Calming Proposal 4 19 19.docx

Attachments

**SCOPE OF SERVICE
FOR
TOWN OF WINDERMERE**

Land Planning Approach to Traffic Calming

Prepared for:

Town of Windermere
614 Main Street
Windermere, FL 34786

Prepared by:

Wade Trim
One Tampa City Center
201 North Franklin Street
Suite 1350
Tampa, FL 33602

April 19, 2019

Project Scope of Services

Project Understanding

Wade Trim will provide land planning services to evaluate options for traffic calming to address cut-through traffic that is experienced on local Town roadways. The local Town roadways are:

1. Oakdale Street from E 6th Avenue to E 12th Avenue
2. Magnolia Street from E 6th Avenue to E 8th Avenue
3. Bessie Street from E 6th Avenue to E 8th Avenue
4. Ridgewood Drive from E 6th Avenue to Lake Street

Task 1.0 – Data Collection

The Town shall provide Wade Trim with previously collected traffic data related to the cut-through traffic concerns. This includes data previously collected by Kimley-Horn and by the Town's Police Department. Wade Trim will not collect any additional traffic data beyond the data provided by the Town.

Wade Trim shall obtain data regarding existing right-of-way limits and other planned traffic improvements within the area. The data regarding existing right-of-way limits will be obtained from the Orange County Property Appraiser GIS parcel data and plat data. In addition, Wade Trim will document the project roadway existing conditions with photographs.

Task 2.0 – Preparation of Draft Traffic Calming Recommendations

Based on the data collected in Task 1.0, Wade Trim will evaluate the project roadways and develop draft traffic calming recommendations. These traffic calming recommendations are intended to achieve the following goals:

1. Discourage cut-through traffic;
2. Discourage unsafe speeds; and
3. Provide for community cohesion and improvement

The traffic calming recommendations are at a conceptual level of design. The traffic calming recommendations will be provided as concept drawings/renderings contained within the report. If the Town desires to move forward with implementation, then additional effort would be required, under a separate work assignment, to provide the required final design for implementation.

The draft traffic calming recommendations will be documented in a draft report. The draft report will be submitted to the Town for review and comment. The Wade Trim project team will attend one (1) meeting with Town staff to review the draft report.

Task 3.0 – Preparation of Final Traffic Calming Recommendations

Based on comments received on the draft traffic calming recommendations in Task 2.0, Wade Trim will make corrections or adjustments to the recommendations. Wade Trim will develop a final traffic calming recommendation report. The traffic calming recommendations are at a conceptual level of design. The traffic calming recommendations will be provided as conceptual drawings/renderings contained within

the report. If the Town desires to move forward with implementation, then additional effort would be required, under a separate work assignment, to provide the required final design for implementation.

The final report will be provided to the Town for Town Council consideration.

Services Not Included in this Scope

Any services completed at the request of the Town that are not included as a part of this Scope of Services shall be provided if approved by change order.

Town Responsibility

To accomplish this scope of services, it is very important for the Town to assist with the required information for the completion of these tasks. The Town will be responsible for public noticing, scheduling of meetings, and other meetings with Town boards or committees not specifically provided for in this scope of services.

Project Timeline

From the notice to proceed and the receipt of the data from the Town in Task 1.0, it is anticipated the draft report to be submitted to the Town for review within 60 business days. After receipt of comments from the Town on the draft report, the final report will be submitted to the Town within 30 business days.

Project Fee

The project fee is a lump sum of \$49,000.

At the option of the Town, the Town may authorize to provide recommendations for less than all four (4) local roadways. If the Town decides to authorize less than all four (4) local roadways, then the lump sum cost per local roadway analysis is:

1. Oakdale Street from E 6th Avenue to E 12th Avenue: \$22,700
2. Magnolia Street from E 6th Avenue to E 8th Avenue: \$19,800
3. Bessie Street from E 6th Avenue to E 8th Avenue: \$19,800
4. Ridgewood Drive from E 6th Avenue to Lake Street: \$14,140

The lump sum cost for analysis of all four (4) roadways concurrently is less than the aggregate cost of each individual analysis. This is due to the economy of scale of one project, as opposed to four (4) separate individual projects.

END OF SCOPE