

**WORK ASSIGNMENT NO. 14-01 PURSUANT TO
THE JULY 13, 2010 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND
KING ENGINEERING ASSOCIATES, INC.**

WHEREAS, on **JULY 13, 2010** the parties entered into an Agreement whereby the **CONSULTANT** would perform professional services for the **OWNER** pursuant to an executed Work Assignment; and

WHEREAS, the **OWNER** wishes to authorize the **CONSULTANT** to perform professional services concerning the Harbor Drive/North Pier and Venice Theater Parking Lot Design Project as more particularly described in the Scope of Services contained herein; and

WHEREAS, the **CONSULTANT** wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the **July 13, 2010** Agreement and in this Work Assignment, the parties agree as follows:

1. General description of the project – The City intends to design and permit new parking areas for the Harbor Drive/North Pier area and the vacant parcel adjacent to the Venice Theater.
2. Scope of services to be performed – The **CONSULTANT** will perform the tasks as described in Attachment A, including Data Collection and Survey, Design Layout, Permitting, Construction Plans, Specifications and Post Design Services.
3. Compensation to be paid – The **CONSULTANT** will be paid a Lump Sum amount of \$47,765.00, as detailed in Attachment B.
4. Time for completion – The **CONSULTANT** will complete this work within 100 calendar days from the date of this Work Assignment as detailed in Attachment A.
5. Any special conditions – N/A

IN WITNESS WHEREOF, the parties have executed this work assignment on the ____ day of _____, 2014.

KING ENGINEERING ASSOCIATES, INC.

CITY OF VENICE, FLORIDA

By:_____

Mayor

ATTEST:

City Clerk

**ATTACHMENT "A" – SCOPE OF SERVICES
FOR
HARBOR DRIVE/NORTH PIER AND VENICE THEATER PARKING LOT DESIGNS**

1.0 GENERAL

King Engineering Associates, Inc. (**CONSULTANT**) proposes to provide professional engineering services for the City of Venice (**CITY**) to design new parking lots for the Harbor Drive/North Pier area and the Venice theater vacant lot.

A preliminary scope meeting was held on July 25, 2014, to discuss the design. The **CITY** desires to construct three (3) separate parking sites associated with the Harbor Drive/North Pier area and one (1) parking site associated with the vacant parcel adjacent to the Venice Theater.

Site #1, located along the east side of Harbor Drive right-of-way, will consist of a stabilized grass parking area that will maintain the existing stormwater swale and trees. The area will provide for approximately 90 parking spaces utilizing parking stops and a post/rope system to prohibit vehicle access to the golf course.

Site#2, located between to the existing North Pier parking lot and the dry retention pond, is currently serving as an overflow parking area on the unimproved grass/dirt surface. The site will require the removal of existing mucky/soft material and the installation of a stabilized/grassed material to provide for approximately 64 new parking spaces.

Site #3 is located on the North Pier outparcel adjacent to Harbor Drive. Improvements are not included at this time; however, all improvements for Sites 1 and 2 shall consider future Site #3 parking lot improvements.

Site #4, located on the existing vacant area north of the Venice Theater, is an existing shell lot that is to be converted to a parking lot with a drive aisle for future connection to VABI building. The existing power poles will remain. The proposed parking surface selected should be exempt from SWFWMD permitting.

The **CITY** will provide copies of all available plans and permits for each site.

1.1 SUBMITTALS AND DESIGN REVIEWS

Design plan reviews shall occur at the Preliminary and Final completion phases. The **CONSULTANT** shall submit five (5) sets of prints for each design review and one (1) CD containing an electronic PDF file of all submittal documents. The **CITY** will complete each design review within fifteen (15) calendar days. The **CONSULTANT** shall continue its design work during the review periods. The **CONSULTANT** shall respond to the **CITY'S** design review comments in writing and by making corresponding revisions to the plans. Written responses and plans revisions are to be included with the next design review submittal. The **CONSULTANT** shall respond to regulatory agencies review comments in the same manner.

Design revisions are to be completed by the **CONSULTANT** at no additional time and/or cost.

1.2 PROVISIONS FOR WORK

Design and Construction Standards

The **CONSULTANT** shall prepare the design, plans, and specifications in accordance with the current editions to include, but not limited, to the following:

- FHWA Manual on Uniform Traffic Control Devices
- FDOT Standard Specifications for Road and Bridge Construction
- FDOT Manual on Traffic Control and Safe Practices
- City of Venice Land Development Code
- FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** shall contact the **CITY** for direction.

If it becomes necessary for the **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** shall advise the **CITY** in writing, stating the reasons for the deviations.

1.3 PLANS PREPARATION AND SOFTWARE

The plans shall be prepared using AUTOCAD system software and produced on 11x17 half size plan sheets at a scale compatible with FDOT CADD Production Criteria Handbook. The **CONSULTANT** shall submit CD/DVD's with the final design drawings and drawing files for use by the **CITY** upon completion of the design.

2.0 SURVEY

The **CONSULTANT** will conduct topographic survey of the intersection to support the traffic signal design plans. The field topographic survey for the Project Limits will be performed in accordance with applicable statutes, manuals, guidelines, standards, and requirements including Chapter 5J-17 of the FAC for use in design evaluation relative to traffic signal design, transition grading, probable utility connections, etc. Survey services will include mapping of aboveground, visible and accessible infrastructure improvements.

The **CITY** will provide all necessary title commitments and supporting documents related to the site parcels.

2.1 TOPOGRAPHIC SURVEY SITES 1, 2 & 3

The **CONSULTANT** will prepare a Topographic Survey, provided in digital format only, for property located in Section 19, Township 39 South, Range 19 East, and Section 24, Township 39 South, Range 18 East, Sarasota County, Florida (see Attached Exhibit). The survey will show elevations (referenced to NAVD 1988) at a minimum 50' grid, paved areas, visible above-ground utilities (underground utilities will not be located or shown) and

trees existing within the project limits. The survey will also show the Right-of-Way lines of Harbor Drive, according to the Horizontal Control Survey provided by the City of Venice and Right-of-Way Lines described in Official Records Book 2693, Page 448. This is not a boundary survey and all land lines shown on the survey will be for informational purposes only.

2.2 BOUNDARY AND TOPOGRAPHIC SURVEY SITE #4

The **CONSULTANT** will prepare a certified Boundary and Topographic Survey for property located in Section 7, Township 39 South, Range 19 East, further described as Lots 27, 28, 29 and 30, Block 49, Venice Gulf View Section, Plat Book 2, Page 77, Public Records of Sarasota County, Florida, LESS a portion of said Lots according to Official Records Instrument 201170014. The survey will show the boundary of the subject property and elevations (referenced to NAVD 1988) at a minimum 50' grid, paved areas, visible above-ground utilities (underground utilities will not be located or shown) and trees existing with the project limits. The survey will meet all of the requirements of Chapter 5J-17, pursuant to Chapter 472 Florida Statutes. The client will provide a title insurance policy, along with any other data available, relevant to King Engineering's work.

3.0 DESIGN PHASE SERVICES

CONSULTANT will provide design phase services in accordance with the currently adopted regulations and standards for the City of Venice. The equipment and materials specified will be compatible with the **CITY's** preferred vendor supplies when applicable. Each parking site will be designed to optimize the available parking spaces and utilize durable low maintenance materials.

3.1 DESIGN PLANS

The **CONSULTANT** shall prepare a set of Construction Plans for site improvements that will include paving (where applicable) and site grading improvements to support each proposed parking site.

3.2 DESIGN REVIEW MEETINGS

The **CONSULTANT** shall meet with **CITY** staff at the conclusion of each design review to discuss the review comments and estimated construction costs.

3.3 PERMITTING

The **CONSULTANT** shall review existing ERP permits for each site and assess conditions prior to proposing site alternatives.

The **CONSULTANT** shall identify parking lot site material alternatives that would exempt each site from requiring a SWFWMD Environmental Resource Permit.

3.3.1 SWFWMD Pre-Application Meeting

The **CONSULTANT** shall schedule and attend a pre-application meeting with SWFWMD to confirm design criteria necessary to qualify for permit exemption status for Sites #1 and #4.

3.3.2 SWFWMD Exemption Request

The **CONSULTANT** shall prepare and submit a permit exemption letter request each for Sites #1 and #4. The SWFWMD exemption approval shall be part of the bid documents.

3.3.3 Coastal Permit Exemption Coordination

The **CITY** shall coordinate with DEP for addressing any modifications or exemptions to the existing coastal permit for Site #2. The **CONSULTANT** shall provide assistance to the **CITY** with DEP coordination.

3.3.4 Sarasota County Right-of-Way Permitting

Improvements within Harbor Drive roadway right-of-way for Site #1 will require Sarasota County permitting. The **CONSULTANT** will assist the **CITY** in making application for a Sarasota County permit including responding to technical review comments during the permit review process.

3.4 SPECIFICATIONS

The **CONSULTANT** will utilize the **CITY's** Standard Specifications or FDOT Standard Specifications where applicable. The **CONSULTANT** shall prepare the Special Conditions section of the specifications as required by the design.

3.5 COST ESTIMATE

The **CONSULTANT** shall be responsible for producing a construction cost estimate based on the Tabulation of Quantities per the latest available historical unit costs from FDOT and the **CITY**. The **CONSULTANT** shall review the cost estimate relative the **CITY's** estimated project budget to ensure that the cost is within a reasonable range of the budget set forth by the **CITY**.

3.6 BID PACKAGE

Upon the **CITY'S** approval of the final design plans, **CONSULTANT** will assist the **CITY** in preparation of a bid package with specifications.

4.0 POST DESIGN SERVICES

4.1 PRE-BID MEETING

The **CONSULTANT** shall attend the pre-bid meeting conducted by the **CITY** to answer contractor questions.

4.2 BID ADDENDA

If necessary, the **CONSULTANT** shall prepare technical responses to written contractor questions that shall be included by the **CITY** in any bid addenda.

4.3 REVIEW BIDS

Upon bid opening, the **CONSULTANT** shall review the bids submitted by the contractors. If the low bid is greater than 10% over the engineer's estimate provided with the final design, the **CONSULTANT** shall analyze the low bid and determine where the cost differences lie.

4.4 PRE-CONSTRUCTION MEETING

The **CONSULTANT** shall attend the preconstruction/partnering meeting to answer questions posed by the contractor as necessary.

The **CONSULTANT** shall inform the contractor in the preconstruction meeting to maintain a copy of the Stormwater Pollution Prevention Plan (SWPPP) on-site for all projects for which an NOI has been filed with the Florida Department of Environmental Protection.

4.5 SHOP DRAWING REVIEW

The **CONSULTANT** shall review and approve or reject all contractor submittals for the project. Review and approval of any submittals related to the **CITY'S** signal system will be coordinated with the Traffic Design Engineer.

4.6 RESPONSE TO RFIS

The **CONSULTANT** shall provide design clarifications to contractor Requests For Information (RFIs). If necessary, the **CONSULTANT** shall visit the site with the contractor and the **CITY** to discuss problem areas and seek resolution such that the project is not delayed. Design clarifications for RFIs related to the traffic signal systems shall be coordinated with the **CITY** System Manager.

4.7 SUBSTANTIAL COMPLETION MEETING

The **CONSULTANT** shall participate in the substantial and final completion inspections of the project and assist the **CITY** in preparing project punchlists.

4.8 FINAL COMPLETION MEETING

The **CONSULTANT** shall participate in the final completion inspections of the project and assist the **CITY** in preparing project punchlists.

4.9 RECORD DRAWING REVIEW

The **CONSULTANT** shall review the contractor provided "as-built" drawings and prepare final project certificates for submittal as required by the permitting agencies and the **CITY**.

5.0 SCHEDULE OF SERVICES

The **CONSULTANT'S** services shall commence upon receipt of written notice to proceed issued by **CITY**. The **CONSULTANT** shall complete the final design in accordance with the following, or earlier, milestone schedule:

PROJECT SCHEDULE

Notice to Proceed

TBD

Milestone's

Due Date After

Project Kickoff Meeting

7 Calendar Days

Design

Preliminary Plans Submittal
15 day review

40 Calendar Days

Final Plans Submittal
15 day review

80 Calendar Days

Bid Plans Submittal

100 Calendar Days

Within fourteen (14) days after Notice to Proceed, the **CONSULTANT** shall submit a CPM Schedule. Said schedule shall be prepared showing all portions of the work including submittals, **CITY** review periods, public meetings, etc.

ATTACHMENT "B" - MANHOUR FEE PROPOSAL
Harbor Dr/North Pier and Venice Theater Parking Lot Design
FEE PROPOSAL

Firm Name: King Engineering Assoc., Inc.
Prepared By: J.Scals
Date: 07/31/14

SUMMARY FEE SHEET																Date: 07/31/14
ACTIVITY	Manager \$160.00		Project Manager/PSM \$125.00		Sr Project Engineer \$90.00		Designer/Survey Tech \$85.00		2-Person Survey Crew \$105.00		Clerical \$45.00		Manhrs By Activity	Subtotal Activity Fee	Subconsultant Fee	Total Activity Fee
	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees				
2. SURVEY																
2.1 TOPOGRAPHIC SURVEY SITES 1,2, & 3																\$8,480.00
Vertical Ties		\$0.00		\$0.00		\$0.00		\$0.00	4	\$420.00		\$0.00	4	\$420.00		
Cross-Sections		\$0.00		\$0.00		\$0.00		\$0.00	10	\$1,050.00		\$0.00	10	\$1,050.00		
Topo		\$0.00		\$0.00		\$0.00		\$0.00	16	\$1,680.00		\$0.00	16	\$1,680.00		
MOT		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00		
GPS		\$0.00	1	\$125.00		\$0.00	1	\$85.00		\$0.00		\$0.00	2	\$210.00		
Recon/Location		\$0.00	1	\$125.00		\$0.00	9	\$765.00	6	\$630.00		\$0.00	16	\$1,520.00		
Drafting		\$0.00		\$0.00		\$0.00	20	\$1,700.00		\$0.00		\$0.00	20	\$1,700.00		
Baseline Stations & References		\$0.00	1	\$125.00		\$0.00	2	\$170.00	9	\$945.00		\$0.00	12	\$1,240.00		
Project Management	1	\$160.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$660.00		
2.2 BOUNDARY & TOPOGRAPHIC SURVEY SITE #4																\$4,455.00
Vertical Ties		\$0.00		\$0.00		\$0.00		\$0.00	3	\$315.00		\$0.00	3	\$315.00		
Cross-Sections		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00		
Topo		\$0.00		\$0.00		\$0.00		\$0.00	6	\$630.00		\$0.00	6	\$630.00		
MOT		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00		
GPS		\$0.00	1	\$125.00		\$0.00	2	\$170.00		\$0.00		\$0.00	3	\$295.00		
Recon/Location		\$0.00	1	\$125.00		\$0.00	3	\$255.00	10	\$1,050.00		\$0.00	14	\$1,430.00		
Drafting		\$0.00		\$0.00		\$0.00	10	\$850.00		\$0.00		\$0.00	10	\$850.00		
Baseline Stations & References		\$0.00	1	\$125.00		\$0.00	1	\$85.00	3	\$315.00		\$0.00	5	\$525.00		
Project Management	1	\$160.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$410.00		
3. DESIGN PHASE SERVICES																
3.1 Design Plans																\$16,120.00
Master Design File set-up sites 1 & 2		\$0.00	2	\$250.00		\$0.00	6	\$510.00		\$0.00		\$0.00	8	\$760.00		
Master Design File set-up site 4		\$0.00	2	\$250.00		\$0.00	4	\$340.00		\$0.00		\$0.00	6	\$590.00		
Field Reviews	6	\$960.00		\$0.00	6	\$540.00		\$0.00		\$0.00		\$0.00	12	\$1,500.00		
Key Sheet		\$0.00	2	\$250.00		\$0.00	6	\$510.00		\$0.00		\$0.00	8	\$760.00		
Tabulation of Quantities		\$0.00	2	\$250.00		\$0.00	6	\$510.00		\$0.00		\$0.00	8	\$760.00		
General Notes/Pay Item Notes		\$0.00	2	\$250.00		\$0.00	6	\$510.00		\$0.00		\$0.00	8	\$760.00		
Site grading/geometry design site 1 & 3	2	\$320.00	4	\$500.00	24	\$2,160.00		\$0.00		\$0.00		\$0.00	30	\$2,980.00		
Site grading/geometry design site 4	2	\$320.00	3	\$375.00	10	\$900.00		\$0.00		\$0.00		\$0.00	15	\$1,595.00		
Plan Sheets Site 1 & 2		\$0.00	2	\$250.00	4	\$360.00	16	\$1,360.00		\$0.00		\$0.00	22	\$1,970.00		
Plan Sheets Site 4		\$0.00	1	\$125.00	2	\$180.00	4	\$340.00		\$0.00		\$0.00	7	\$645.00		
Quantities	1	\$160.00	2	\$250.00	4	\$360.00	8	\$680.00		\$0.00		\$0.00	15	\$1,450.00		
QA/QC	10	\$1,600.00	6	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00	16	\$2,350.00		
3.2 Design Review Meetings	8	\$1,280.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,280.00		\$1,280.00

SUMMARY FEE SHEET																		
ACTIVITY	Manager \$160.00		Project Manager/PSM \$125.00		Sr Project Engineer \$90.00		Designer/Survey Tech \$85.00		2-Person Survey Crew \$105.00		Clerical \$45.00		Manhrs By Activity	Subtotal Activity Fee	Subconsultant Fee			Total Activity Fee
	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees	Man- Hours	Fees						
3.3 Permitting																\$5,750.00		
Review existing permits	1	\$160.00	3	\$375.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$535.00				
SWFWMD Pre-app Meeting(s)	4	\$640.00	6	\$750.00		\$0.00		\$0.00		\$0.00	2	\$90.00	12	\$1,480.00				
SWFWMD Exemption Request	2	\$320.00	8	\$1,000.00		\$0.00	1	\$85.00		\$0.00	1	\$45.00	12	\$1,450.00				
Coastal Permit Exemption Coordination	2	\$320.00	4	\$500.00		\$0.00	2	\$170.00		\$0.00	1	\$45.00	9	\$1,035.00				
Sarasota County Right-of-way Permitting	2	\$320.00	3	\$375.00		\$0.00	6	\$510.00		\$0.00	1	\$45.00	12	\$1,250.00				
3.4 Specificaions	2	\$320.00	8	\$1,000.00	10	\$900.00		\$0.00		\$0.00	3	\$135.00	23	\$2,355.00		\$2,355.00		
3.5 Cost Estimate	2	\$320.00	4	\$500.00		\$0.00	10	\$850.00		\$0.00		\$0.00	16	\$1,670.00		\$1,670.00		
3.6 Bid Package	2	\$320.00	4	\$500.00	4	\$360.00		\$0.00		\$0.00		\$0.00	10	\$1,180.00		\$1,180.00		
4. POST DESIGN SERVICES																\$6,475.00		
4.1 Pre- Bid Meeting	3	\$480.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$480.00				
4.2 Bid Addenda		\$0.00	4	\$500.00	4	\$360.00		\$0.00		\$0.00		\$0.00	8	\$860.00				
4.3 Review Bids	1	\$160.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$660.00				
4.4 Pre-Construction Meeting	4	\$640.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$640.00				
4.5 Shop Drawing Review		\$0.00	3	\$375.00	6	\$540.00		\$0.00		\$0.00	3	\$135.00	12	\$1,050.00				
4.6 Response to RFI's	1	\$160.00	6	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00	7	\$910.00				
4.7 Substantial Completion Meeting		\$0.00	6	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00	6	\$750.00				
4.8 Final Completion Meeting		\$0.00	5	\$625.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$625.00				
4.9 Record Drawing Review	1	\$160.00		\$0.00		\$0.00	4	\$340.00		\$0.00		\$0.00	5	\$500.00				
TOTALS	58	9,280.00	108	13,500.00	74	6,660.00	127	10,795.00	67	7,035.00	11	495.00	445	47,765.00	\$0.00	\$47,765.00		

TOTAL FEE= \$47,765.00