



EXHIBIT A SCOPE OF SERVICES

UNDERSTANDING OF THE PROJECT

It is our understanding that the Client (City of Pinellas Park) proposes have designed and permitted a connection road running north from 68th Ave N. to 69th Ave N along 52nd St N. for approximately 350 feet. The intent is to have a two-lane urban road with valley gutter and house driveway ties to each property within the project area. Based on our discussions with the City of Pinellas Park, this project site lies with the boundary of the City and will require a ROW permit through the City.

We anticipate a City of Pinellas Park Utility Permit, and a SWFWMD exemption or general permit, NPDES and any additional local or state permits as necessary to allow for construction.

LHE has been asked to provide Civil Engineering Design Services. We will also coordinate with your office, City, County, and State permitting agencies during the approval process. The survey and Geotech for this project will be included in this proposal. The Client will provide LHE a CADD disc with all current preliminary design. The services proposed by LHE are complete for infrastructure improvements excluding some services, as noted. Our services do not include building design or obtaining building permits.

Based on our understanding of this project, we propose the following Scope of Services:

1.0 PRE-APPLICATION CONFERENCES

LHE will schedule and attend one (1) pre-application conference with the SWFWMD and one (1) meeting with the City of Pinellas Park to confirm the permitting requirements and design criteria.

2.0 SITE AND DEVELOPMENT/CONSTRUCTION PLANS

LHE will provide design plans, permitting and bidding / construction assistance associated with the construction for a roadway. The design and permitting shall meet the needs for this project specifically and including:

- A. Estimated project timeline of the design schedule.
 - B. New survey for site, geotechnical data, and utility coordination with other existing utilities.
 - C. 30% meeting / discussion. This will not include any drawings but will be to determine if the design is meeting the intended direction of the project.
 - D. 60% drawings for the City to review and comment.
 - E. 90% meeting / discussion. This will provide the City an opportunity to see the comments have been incorporated. No drawing required.
 - F. 100% final plans.
 - G. Permitting Services.
 - H. Cost estimate.
- Elements to be included will be typical sections, MOT details, quantities, cross sections, utility adjustment plans, profile, driveway half sections, pavement design and any other elements needed to be included to produce a complete set of construction documents for bidding.

Necessary calculations required with the submittal will be included.

3.0 SURVEY (By Subconsultant)

4.0 GEOTECHNICAL (By Subconsultant)

5.0 PERMITTING

We will prepare permit applications for Southwest Florida Water Management District (SWFWMD) and the, City of Pinellas Park, and FDOT. Once applications are made, LHE will prepare and submit to these agencies, the supporting data, reports, studies, revised calculations, revised construction plans, and exhibits in accordance with and containing specific technical information required by the agencies during their permit application. We will respond to up to two rounds of comments. Any additional responses will be on a time and materials basis.

The following permit applications are anticipated for this project subject to pre-application conference meetings:

A. Southwest Florida Water Management District

1. SWFWMD Exception or General Permit

B. City of Pinellas Park ROW Use permit

1. Obtain ROW use permit.

If upgrades to the existing water and sewer system facilities are required, design and permitting for these upgrades will be an additional service.

6.0 CONSTRUCTION PHASE SERVICES – TBD

A. Construction Services

LHE will provide Limited Construction Observation for the construction of paving, drainage, and utility improvements for the project to verify that construction has been performed in general conformance with the approved plans and permits for certifications to the regulatory agencies.

Testing and monitoring of earthwork, soil compaction, pipeline trench compaction, pavement sub-grade, base, and surface courses will be provided by the Client or Contractor's materials and testing Geotechnical Consultant during construction. Utilities' testing is assumed to be provided by the Contractor.

The Construction Phase Services are based upon the construction schedule not to exceed four (6) months for site related work. The construction services will commence with the execution of the first construction agreement, or any part thereof, for the project between the Client and the Contractor and will terminate when the final site certifications are provided by LHE to applicable governmental authorities. It is assumed construction will occur in one phase. LHE will provide the following construction phase services:

1. Attend one (1) pre-construction meeting.



2. Review, approve or take other appropriate action in respect to Shop Drawings and Samples and other data, which the Contractor is required to submit as directed in the General Conditions. Review of Shop Drawings will be limited to checking for conformance with the information shown in the design concept of the completed project and the contract documents.
3. Observe site development construction as necessary to determine that the site construction is proceeding in substantial conformance with the approved construction drawings and permits. We will address Contractor and Client construction related issues and review required test results. An estimate of six (6) hours per month of time is included in this scope for this item.
4. Make a final inspection of the improvements and prepare a punch list for repairs or corrections to be made. Observation services beyond the “final inspection” and one (1) re-inspection will be considered an additional service.

Our fees (TBD) will be based on the project being constructed in one phase. Any construction phase services for improvements outside the limits of the project or beyond the anticipated duration will be provided as an additional service as authorized by the Client.

B. Record Drawings and Engineer’s Certifications

LHE will prepare record drawing of the improvements for certification to the City of Pinellas Park. The record drawings will be based upon field survey data provided by the contractor’s Florida registered construction surveyor in an electronic AutoCAD format supplemented by additional information provided by the site contractor. Record surveys are required for agency certifications and shall be signed and sealed, by the contractor’s registered land surveyor and mapper.

LHE will provide certifications and record drawings to the City of Pinellas Park as required by the permit conditions. Certain of these certifications will require executions by the Client.

7.0 MISCELLANEOUS SERVICES

A. Reimbursables

Expenses for blueprints, reproduction services, color graphics, courier services, and overnight express delivery services shall be reimbursable to LHE.

Please note that we will invoice the above described expenses on a time and materials basis. We have included estimated fees for your budgeting purposes in Exhibit “B,” Compensation Schedule, however, these are not lump sum or not to exceed fees.

8.0 SERVICES PROVIDED BY OTHERS

This includes survey services and geotechnical work, as required. We will coordinate with these other members of the design team.

9.0 FEE PROPOSAL

LHE will perform the above services for the Client for the fees in accordance with the attached Exhibit B – Engineering Fees.



EXHIBIT B ENGINEERING FEES

<u>ITEM DESCRIPTION</u>				
1	PRE-APPLICATION CONFERENCES		LUMP SUM	\$ 2,500
2	CONSTRUCTION PLANS		LUMP SUM	\$ 34,500
3	SURVEY		LUMP SUM	\$ 12,500
4	GEOTECHNICAL		LUMP SUM	\$ 7,500
5	PERMITTING			
	A. SWFWMD		LUMP SUM	\$ 7,500
	B. CITY		LUMP SUM	\$ 2,500
6	CONSTRUCTION PHASE SERVICES			
	A. Construction Services		T/M/E	TBD
	B. Record Drawings and Certifications		LUMP SUM	TBD
7	MISCELLANEOUS SERVICES (Not to Exceed) A. Reimbursables*		*T/M/E	\$ 1,000
	* Estimated Fee			\$ 68,000

Lump Sum

LHE may alter the distribution of compensation between the individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount for the contracted services unless approved by the Client.

Time/Material/Expense (T/M/E)

The Client agrees to compensate LHE for professional services as forth in Exhibit "A" on an hourly basis at our prevailing standard hourly rates.

Engineer – \$195 / Hr

Clerical – \$125 /Hr

Cadd – \$165/ Hr



EXHIBIT C

CLIENT'S RESPONSIBILITIES

In addition to other responsibilities of Client as set forth in this Agreement, Client shall provide:

1. Environmental Audits.
2. Signatures and/or authorizations by owners required for Permit applications and platting.
3. Permitting and recording Fees.
4. Wetland jurisdictional survey, special purpose survey.
5. Title commitment including copies of the deed as required for the boundary survey permitting and plat.
6. Copy of a contract for purchase of the property if not owned by the Client.
7. Architectural, structural, mechanical, electrical, and plumbing drawings.
8. Locations of all utility and roof drain connections to each building with design flows, capacities or demands.
9. Locations and access details of all ADA accessible entrances or special provisions necessary for the development.
10. Accessible routes delineated on Architectural Site Plan.
11. Demolition plans.
12. Lighting plans.
13. Refuse collection locations.
14. Fencing and Wall plans and details.
15. Site signage plans and details.
16. Necessity of having an earthwork balance.
17. Available Record Drawings.
18. Conceptual Site Plan.
19. Existing Permits and construction drawings for existing Fairfield Inn.
20. Existing Wetland Jurisdictional Determinations or Data.
21. Executed Contract with LHE.
22. Critical Schedule Requirements.
23. Additional Services Authorizations as Required.
24. Legal Services with regard to issues pertaining to the project, as Client requires.
25. Placement and payment for advertisement for bids in appropriate publications.
26. Fire Protection system design shall be provided by the Client's fire protection consultant from the on-site backflow preventer up to and into the buildings.
27. Fixture counts, estimates of potable water demand and required pressures, required fire flows and pressures and roof drain sizes at connections to the site utilities.
28. Give prompt notice to the Consultant whenever the Client observes or otherwise becomes aware of a Hazardous Environmental Condition or any other development that affects the scope or time of performance of the Consultant's services, or any defect or non-conformance in the Consultant's service or in the work of any Contractor.
29. Arrange for safe access to, and make provisions for Consultant to enter upon, public and private property as required for the Consultant to perform these services under this Agreement.
30. Boundary and topographic survey and CADD disc.



EXHIBIT D EXCLUDED SERVICES

In addition to the Basic Services to be provided for under this Agreement, there may be other services that are determined necessary or advisable for the project. Certain services that are specifically included and defined in Exhibit A will be provided by LHE. The exceptions listed herein are for services beyond those listed in Exhibit A and are excluded from this Agreement. The Client may wish to employ other consultants independent of this Agreement or negotiate an Additional Service Amendment to this Agreement if any of these services are deemed necessary for the completion of the project.

The following items are specifically excluded from the above basic scope of services:

1. COST ITEMS

- A. Filing fees, permit fees, recording fees, prints, or any other out of pocket expenses other than those specifically included shall be paid by the Client.

2. BASE DATA, INVESTIGATIONS, SUB-CONSULTANT STUDIES

- A. Archeological Services.
- B. Extensive Drainage Studies.
- C. Geotechnical studies are necessary for the preparation of stormwater permit applications by LHE and design including obtaining estimates of seasonal high groundwater tables, soils classifications, soil permeability and pavement design recommendations. We strongly recommend the owner employ a geotechnical engineering firm to obtain soil borings to determine if there is any muck, buried debris, non-compacted soil or any other subsurface conditions that may cause settlement or any paving or structures.
- D. Phase I and/or Phase II Environmental Audits are not included in the above basic scope of services. We strongly recommend the owner employ a qualified Environmental Engineering firm to prepare a Phase I and Phase II, (if required) Environmental Audit to determine if any environmental conditions or hazardous waste impacts the site.
- E. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information provided by Client.
- F. Title research identifying the ownership and encumbrances.
- G. Parking studies.

3. PLANNING, ZONING, LAND USE

- A. Any applications for Public Hearing, notices to property owners within required distance from property or sign posting required for Public Hearing.
- B. Color Renderings.
- C. Concurrency Research.
- D. DRI Research.
- E. Land Use Plan Amendment.
- F. Presentations at public hearings or public meetings other than those specifically included in the above scope of services.
- G. Services associated with rezoning, annexation, special exceptions, conditional uses, variances, easements, vacations, public and/or land use plan amendments, if required.



4. ENVIRONMENTAL, ECOLOGICAL SERVICES

- A. Environmental, Ecological, or Biological Services.
- B. Environmental remediation plans.
- C. Mitigation Plans.
- D. Seasonal High Water Determination.

5. DESIGN SERVICES – CIVIL, HVAC, and ARCHITECTURAL

- A. ADA accessibility retrofit of site development outside the immediate limits of design services.
- B. Architectural Services.
- C. Electrical Engineering design for site related work.
- D. Fuel, gas or petroleum piping design.
- E. Mechanical Engineering design for site related work.
- F. Chilled water systems layout and routing.
- G. Design of improvements in adjacent right-of-way beyond the driveway, drainage or utility connections as identified on the Client's approved concept plan.
- H. Fencing details including gates, security devices or remote actuators.
- I. Fire Protection system design- design between check valve as assembly and building.
- J. Maintenance of Traffic Plan.
- K. Offsite design work beyond the limits of the scope of services except to make necessary connections for driveways, drainage outfall or utility services immediately adjacent to the project.
- L. Offsite roadway design improvements such as turn lanes and acceleration/deceleration lanes.
- M. Phased design, permitting of construction beyond the scope of services
- N. Preparation of hardscape plans.
- O. Preparation of site lighting plans.
- P. Redesign which may be required in the event additional laws, regulations, or policies promulgated by governmental agencies after the date of this proposal.
- Q. Signage Design.
- R. Structural Design for stormwater attenuation underground vault if required.
- S. Structural designs including retaining walls over 3 feet in height or other site structures.
- T. Transportation engineering (signalization, street lighting, traffic control, etc.)
- U. Water main upgrades to existing mains to provide additional capacity for Fire Protection design.
- V. Off-site water and sanitary sewer extensions.

6. SURVEYING SERVICES, PLATTING, HYDRO, GIS

- A. Final Survey.
- B. ALTA Survey.
- C. Foundation Survey.
- D. MHWL Survey.
- E. Platting or re-platting of property.
- F. Preparation of any easements, maintenance agreements, ingress-egress agreements, utility agreements or other easements.
- G. Preparation of any legal descriptions.
- H. Right of Way Survey.
- I. Survey of coastal setback line.
- J. Survey of property to quantify protected species.
- K. Boundary and Topographic Surveys.
- L. Construction Stakeout.

7. UTILITY



- A. Subsurface Utility Locating and Mapping.
- B. Utility adjustments or relocations.
- C. Utility and roof drain service connections and details at building. All site service connections will terminate 5 feet outside the building.

8. PERMITTING ISSUES/SERVICES

- A. FDOT Drainage Permit.
- B. FDOT Driveway Permit.
- C. Services associated with securing permits from the Army Corps of Engineers (ACOE), other than specifically included.
- D. Services associated with securing permits from the Environmental Protection Agency (EPA).
- E. Services associated with securing permits from the FFWCC other than specifically included.
- F. Services associated with securing permits from the US FWCC other than specifically included.

9. CONSTRUCTION PHASE SERVICES

- A. NPDES monitoring.
- B. Preparing additional or revised bidding documents or contract documents for alternate bids or prices requested by Client for work or any portion thereof.
- C. Revisions or engineer directives due to incorrectly constructed improvements.
- D. Tree barricading or tree removal permitting.

10. SPECIALTY SERVICES

- A. Coordination with the adjacent property owners.
- B. Coordination with other Engineers on on-going projects which affect the Client's property.
- C. Developer Agreements.
- D. Electronic File manipulation to provide compatibility with standard of practice for AutoCAD release 2000.
- E. In the event changes are requested after the design is complete or partially complete, all work connected therewith will be extra.
- F. In the event changes to the site plan are requested by owner after receiving his concept plan, all work connected therewith will be extra and billed on an hourly rate per our current rate schedule.
- G. Lender certifications, agreements for transfer of design documents or assignment of contracts.
- H. Preparing for, participating in and responding to structured independent review processes, including but not limited to construction, management, cost estimating, project peer review, value engineering, and constructability review, requested by the Client.
- I. Performing or furnishing services required to revise studies, reports, drawings, specifications, or other bidding documents as a result of independent review processes.
- J. Preparation of applications and supporting documents for private or governmental grants, loans or advances in connection with the project.
- K. Providing renderings or models.
- L. Services related to off-site improvements to address the other improvements being designed by others which may affect the project.
- M. Services resulting from Client providing incomplete or incorrect Project information with respect to Exhibit D.

11. MEETINGS

- A. Meetings other than those specifically included.



PROPOSAL ACCEPTANCE

Agreed to By:

City of Pinellas Park

Agreed to By:

**Lighthouse Engineering, Inc.
701 Enterprise Road East, Suite 410
Safety Harbor, Florida 34695**