

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO  
ENTER INTO AN AGREEMENT WITH AECOM FOR  
CORAL PINE PARK DESIGN PLANS; PROVIDING FOR  
AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PINECREST, FLORIDA,  
AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to enter into an agreement  
with Aecom for Coral Pine Park Design Plans in an amount not to exceed \$390,815.00.

Section 2. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 12th day of April, 2022.

\_\_\_\_\_  
Joseph M. Corradino, Mayor

Attest:

\_\_\_\_\_  
Priscilla Torres, CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney

Consent Agenda



Robert C. Mattes, CPRE  
Parks and Recreation Director  
parks@pinecrest-fl.gov

MEMORANDUM

Department of Parks and Recreation

DATE: March 29, 2022  
TO: Yocelyn Galiano, ICMA-CM, Village Manager  
FROM: Robert C. Mattes, CPRE, CPSI, Parks and Recreation Director  
RE: AECOM Contract for Coral Pine Park Design Plans

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AECOM proposes a Firm Fixed-Price Task Order contract in the amount of \$390,815 for the completion of design construction drawings for the Coral Pine Park Renovation Project. This fee aligns with the industry standard of 8-12%.

The projected construction price for this project is \$3.5M. As requested at the February 8, 2022 Village Council meeting, the construction drawings will be designed to complete all remaining items in the Coral Pine Park Master Plan. AECOM will design the project to allow for a two-phased construction approach.

I recommend that the Village approves AECOM's proposal to produce the construction drawings needed to complete the Coral Pine Park Renovation Project as outlined in the Coral Pine Park Master Plan.



March 17, 2022

Robert C. Mattes, CPRE, CPSI  
Parks & Recreation Director

Parks and Recreation Department  
Village of Pinecrest  
5855 Killian Drive  
Pinecrest, Florida 33156

### **Coral Pine Park Improvement Design Services**

AECOM Technical Services, Inc. (AECOM) is pleased to provide The Village of Pinecrest the following proposal denoted in Attachment A for developing design construction drawings for the improvements to Coral Pine Park as described in the Master Plan approved by the Village Council dated March 14, 2014. AECOM anticipates doing the work consistent with mutually agreeable contract terms and conditions between AECOM and the Village.

Thank you for this opportunity and we look forward to working with you. If you have any questions, please feel free to reach me by email [evan.siegel@aecom.com](mailto:evan.siegel@aecom.com) or telephone 786-208-2139.

Sincerely,



Evan Siegel, AIA  
Senior Associate  
Buildings + Places, Americas



Randy Mejeur, M.S.  
Authorized Signatory, Vice President  
Buildings + Places, Americas

## ATTACHMENT A

### PROJECT BACKGROUND

Coral Pine Park located at 6955 SW 104th Street is one of three former Miami-Dade County Parks transferred to the Village of Pinecrest in 1998. The nine-acre park offers a wide variety of activities including an air-conditioned multi-purpose facility available for rental for parties and other events, a tennis center, a tot lot, and an all-purpose recreational field. The park also includes six lighted tennis courts and a natural area. In order to continue to provide for the recreational needs of area residents, the Village of Pinecrest selected AECOM to provide professional services to develop a master plan for Coral Pine Park. A preferred alternative for the park was selected through a significant community engagement process as well as the approval of Village of Pinecrest key stakeholders. This proposal encompasses services to design the Phase 2 improvements identified in the approved master plan. These improvements include:

#### **Coral Pine Park (Construction Budget: \$3,506,609):**

- Architectural Elements
  - Multipurpose Facility Renovation
  - Covered Walkways (Arcade)
- Hardscape Elements
  - Village Sidewalk
  - Low Sitting Wall
  - Specialty Paving at Entry Plaza, Passive Area, and Pedestrian Nodes
  - Trellis
  - Rain Shelter
  - Signage (Entry sign, wayfinding)
  - Berming
  - Furnishings (Benches, tables, bike rack, waste receptacles, exercise equipment)
  - Drinking Fountain
  - Pedestrian Lighting
  - Perimeter Columns
  - Perimeter Fencing
  - Pedestrian Bridge crossing with Trellis
- Landscape Elements
  - Trees (Entry, Accent, Buffer/ Parking)
  - Rain Garden Planting
  - Shrub and Groundcover
  - Site Drainage
- Parking Area Elements
  - Drive Isle
  - Parking
  - Wheel Stops and Ribbon Curb
  - Signage and Striping

This proposal includes the following tasks:

**Task 1** – Project Management and Coordination

**Task 2** – Site Discovery and Evaluation

**Task 3** – Design and Documentation

**Task 4** – Permitting

**Task 5** – Bidding Assistance and Construction Administration

AECOM will be using the following subconsultants for this task order:

- Kimley Horn and Associates – Civil and Landscape

## **SCOPE OF WORK:**

### **Task 1 – Project Management and Coordination**

- 1.1 Project Coordination** – In addition to the specific services detailed below, AECOM will hold project status updates with the Village's Project Team through a conference call held monthly during the design phases. These calls will include routine progress and schedule updates, as well as review of any deliverables and Village's comments that align with the date of the call. Based on the duration of this proposal, this would include up to twenty (20) conference calls.

Notes from the calls and resulting action items will be prepared by AECOM and distributed to the Village's representative following the call. AECOM will monitor the project schedule as it relates to this scope contained herein and provide timely invoicing and reporting of project progress.

- 1.2 Project Kick-Off Meeting** – AECOM will facilitate a virtual workshop with the Village to complete a kick-off meeting for this project. The meeting will include introductions of staff and discipline leads; establish communication and project protocols, review the scope, schedule, and budget, review available existing information, verify, and confirm the park program, and coordinate discovery activities. The project kick-off meeting will be attended by up to three staff from AECOM. AECOM will document key points of the discussion as meeting notes and distribute to the Village.

The project kick-off meeting will be a maximum two (2) hour duration meeting. The Village will be responsible for establishing meeting location and coordinating attendance of required Village and stakeholder personnel.

- 1.3 Schematic Design (30%) Initiation Meeting** – The Village will provide one (1) consolidated set of written comments to AECOM within ten (10) working days of the Discovery and Site Evaluation deliverables for Coral Pine Park. AECOM will meet one (1) time with the Village (virtually) to discuss comments, review developments for the site plan, building assessment, program verification, schematic design, deliverables, and project schedule. The SD Initiation meeting will be attended by up to three (3) AECOM staff members and be a maximum of two (2) hour duration meeting.

The Village will be responsible for establishing meeting location and coordinating attendance of required Village stakeholder personnel. AECOM will document key points of the discussions as meeting notes and distribute to the Village. AECOM will proceed with the Schematic Design tasks upon written notice to proceed. Any delay incurred in obtaining Village's written approval for Schematic Design will be added to the time allotted in performing these services.

- 1.4 Design Development (60%) Initiation Meeting** – The Village will provide one (1) consolidated set of written comments to AECOM within ten (10) working days of the Schematic Design deliverables for Coral Pine Park. AECOM will meet one (1) time with the Village (virtually) to discuss comments, review developments for the site plan, building assessment, design development, deliverables, and project schedule. The DD Initiation meeting will be attended by up to three (3) AECOM staff members and be a maximum of two (2) hour duration meeting.

The Village will be responsible for establishing meeting location and coordinating attendance of required Village stakeholder personnel. AECOM will document key points of the discussions as meeting notes and distribute to the Village. AECOM will proceed with the Design Development tasks upon written notice to proceed. Any delay incurred in obtaining Village's written approval for Design Development will be added to the time allotted in performing these services.

- 1.5 Construction Documents (100%) Initiation Meeting** – The Village will provide one (1) consolidated set of written comments to AECOM within ten (10) working days of the Design Development deliverables for Coral Pine Park. AECOM will meet one (1) time with the Village (virtually) to discuss comments, review developments for the site plan, building assessment, construction documents, deliverables, and project schedule. The CD Initiation meeting will be attended by up to three (3) AECOM staff members and be a maximum of two (2) hour duration meeting.

The Village will be responsible for establishing meeting location and coordinating attendance of required Village stakeholder personnel. AECOM will document key points of the discussions as meeting notes and distribute to the Village. AECOM will proceed with the Construction Document tasks upon written notice to proceed. Any delay incurred in obtaining Village's written approval for Construction Documents will be added to the time allotted in performing these services.

**Deliverables:** The following deliverables will be provided under Task 1:

- *One (1) digital copy of Kick-off Meeting Notes (Task 1.2)*
- *One (1) digital copy of Schematic Design Initiation Meeting Notes (Task 1.3)*
- *One (1) digital copy of Design Development Initiation Meeting Notes (Task 1.4)*
- *One (1) digital copy of Construction Document Initiation Meeting Notes (Task 1.5)*

## **Task 2 – Site Discovery and Evaluation**

**2.1 Site and Building Evaluation / Assessment** – AECOM will conduct a site visit to Coral Pine Park by up to five (5) AECOM staff members. AECOM assumes that the site visit can occur with a Village-provided escort or designee and last no more than four (4) hours. The Village will provide as-builts and other plans for the facility prior to the site visit. The Village will provide access to common areas, MEP / utility rooms, and any other areas or elements serving building spaces or systems. The goal of the site visit is to evaluate the general condition of the existing buildings, identify visible existing building code compliance issues, identify site constraints, evaluate existing slabs and structural elements, evaluate above ground electrical components, and evaluate the existing mechanical systems. The site visit will also include site evaluation. All evaluations will be visual and at ground level. Destructive sampling inside walls or other investigative techniques to look within enclosed systems not readily accessible are excluded from this scope of work.

AECOM will provide a summary condition assessment report including recommendations for renovations and or/replacement to existing facilities.

**Deliverables:** The following deliverables will be provided under Task 2:

- *One (1) digital copy of the Site and Building Evaluation / Assessment report (Task 2.1)*

## **Task 3 – Design and Documentation**

### **3.1 Schematic Design (30% Design Completion)**

**3.1.1 SD Facility Drawings** – AECOM will provide one Facility (1) Schematic Design submission. Schematic Design drawings for the Multipurpose Facility renovation areas will include architectural and structural drawings illustrating functional plans and adjacencies. MEPS deliverables will consist of a combination of drawings and narratives. The structural design scope of services are limited to provide arcades connecting to the Tennis center and the South side of the existing multipurpose building by maintaining the existing wall and roofing structure. Facility renovations are anticipated to be to remove existing bathrooms, A/C and other ancillary closets and provide one new mechanical and one new storage Room. AECOM assumes plumbing fixture counts provided on the Tennis Center are sufficient to comply with required codes and ordinances for the entire Park and there will be no toilet facilities in the modified multi-purpose room, Design of renovation, reconfiguring or addition of restroom facilities in the Multi-Purpose Room are not included on this scope of services.

**3.1.2 SD Landscape Drawings** – AECOM, through its subconsultant, will prepare a preliminary hardscape plan showing the existing “to remain” and proposed hardscape and landscape elements. The hardscape plan will be used as the base for the site related landscape architectural plans. AECOM, through its subconsultant, will prepare a preliminary schedule of hardscape materials. Although items will be selected for their support of the overall design intent, in some cases, the custom fabrication for key elements will be required. It is anticipated that this schedule will identify preliminary finishes, materials and colors for specialty paving types and site furnishings.

Based on information shown on the Tree Survey and Certified Arborist Report provided by the Village, AECOM, through its subconsultant, will prepare a tree inventory plan in AutoCAD format which will provide identifying information (e.g., scientific and common names, overall height, breast height and canopy diameter) and graphical location for each tree currently located within the project boundary. Based on the Tree Inventory Plan, AECOM, through its subconsultant, will prepare a Tree Disposition Plan and Schedule in AutoCAD format showing the existing trees within the project site and whether they will remain, be relocated or be removed as required by the Village of Pinecrest.

Based on the Village approved Final Conceptual Plan, AECOM, through its subconsultant, will prepare a preliminary planting plan. The intent will be to identify the landscape character to strengthen

the outdoor use areas. This plan will identify specific elements for screening and potential visual intrusion issues. AECOM, through its subconsultant, will prepare a preliminary schedule of plant materials to be used on the project. The focus will be on unique species and style differences between the project areas to enhance each individual area. These materials will be selected based on their visual value, maintenance demands and horticultural compatibility with the Miami-Dade County hardiness zone. Size specifications and typical spacing will be assigned. Plant selections will be coordinated with the Village's landscape requirements.

**3.1.3 SD Civil Drawings** – Based on the site plan provided by the Village, AECOM, through its subconsultant, will prepare Civil Engineering Schematic Design drawings illustrating the general scope, scale, and relation of preliminary project components. During the due diligence phase of the project, AECOM, through its subconsultant, will perform a civil engineering site investigation consisting of the tasks specifically stated below:

- Visit the site to observe the existing conditions; note and photograph visible signs of existing utility connections and other existing conditions.
- Review survey information and compare to site conditions and advise the Village if discrepancies are found.
- Request available information regarding existing utilities service providers provided by a Sunshine 811 ticket.
- Coordinate with Miami-Dade County Water and Sewer Department to request record drawings of the existing water and sewer system and establish criteria for water and sewer utilities to serve the proposed development.
- Coordinate with Department of Regulatory and Economic Resources (RER) Remediation Section to research possible current and/or historical site contamination issues.
- Coordinate with Department of Regulatory and Economic Resources (DRER) Water Control Section staff to establish storm-water management criteria specific to the proposed development and to determine the type(s) of permit(s) required.
- Coordinate with the Village of Pinecrest Public Works, Parks & Recreation and Planning & Zoning staff (as applicable) to verify permitting requirements and design criteria.
- Review new FEMA and Florida Building Code Flood Plain requirements.
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- Review the survey for completeness and, if needed, provide a list of additional surveying needs.
- Review the geotechnical report and provide a list of additional geotechnical needs.

**3.1.4 SD Site Lighting and Electrical** – AECOM will prepare and submit one (1) Schematic Design Site Lighting and Electrical Engineering submittal package. Electrical drawings will include the following:

- Pedestrian Lighting photometrics and plan
- Electrical and Lighting specifications
- Narrative of anticipated electrical requirements for renovation areas

**3.1.5 Signage and Wayfinding** – AECOM will prepare up to two (2) concept boards with materials/ finishes and alternative design styles which will be presented to the Village to determine characteristic/aesthetic style preferences for Coral Pine Park. It is anticipated that the following signage will be required for Coral Pine Park:

- Park Entry Sign
- Wayfinding/ Interpretive Signage
- Parking Signage

**3.1.6 Statement of Probable Construction Cost** – AECOM will prepare a preliminary Statement of Probable Construction Costs in CSI format using the standard 48 Divisions.

**Deliverables:** The following deliverables will be provided under Task 3.1:

- *Schematic Design Drawings*
  - *SD Facility Drawings (Task 3.1.1)*
    - *One (1) Architectural Schematic Design Package*
      - *General Notes*
      - *Demolition Notes and Plans*
      - *Life Safety plans with preliminary wall ratings and local code requirements*

- *Floor plans, selected sections and elevations indicating overall dimensions and materials selection*
  - *Rooms labeled and numbered*
  - *Reflected ceiling plans*
  - *Typical wall sections*
  - *Interior elevations of key areas*
  - *Finish schedule*
  - *One (1) Structural Engineering Schematic Design Package to include:*
    - *Initial development of structural system and dimensions for renovation areas*
    - *Address unique foundation conditions*
    - *Preliminary structural load assumptions and code requirements for arcade and renovation areas and benches/seating walls within the site*
  - *One (1) MP Engineering Schematic Design Package to include:*
    - *Design criteria and code requirements*
    - *Approximate equipment sizes and capacities*
  - *One (1) Fire Protection Engineering Schematic Design Package to include:*
    - *Design criteria and code requirements for fire sprinkler and fire alarm systems*
- *SD Landscape Drawings (Task 3.1.2)*
  - *One (1) Landscape Schematic Design Package to include:*
    - *Preliminary Hardscape Plan*
    - *Preliminary Hardscape Schedule of Materials*
    - *Tree Inventory Plan*
    - *Tree Disposition Plan*
    - *Preliminary Planting Plan*
    - *Preliminary Landscape Schedule of Materials*
- *SD Civil Drawings (Task 3.1.3)*
  - *One (1) Civil Engineering Schematic Design Package to include:*
    - *General Notes and Specifications*
    - *Preliminary Demolition Notes and Plans*
    - *Preliminary Paving, Grading, and Drainage Plans*
- *SD Site Lighting and Electrical (Task 3.1.4)*
  - *One (1) Site and Electrical Lighting Schematic Design Package to include:*
    - *Pedestrian lighting photometrics and light fixture cut sheets*
    - *Narrative description and analysis of materials and systems, and design sketches of site and building as necessary to adequately present the design concept*
    - *One-line diagrams of power and systems*
    - *Preliminary power and data locations*
- *Signage and Wayfinding (Task 3.1.5)*
  - *One (1) digital copy of Wayfinding and Signage Concept Boards and Conceptual Design Options*
- *One (1) digital copy of preliminary Statement of Probable Construction Costs (Task 3.1.6)*

### 3.2 Design Development (60% Design Completion)

**3.2.1 DD Facility Drawings** – AECOM will prepare and provide one (1) Facility Design Development submission. Design Development drawings for the Multipurpose Facility renovation areas will be inclusive of drawings that describe the technical aspects of materials and systems, while allowing for the finalization of layouts. At the end of the phase, it is anticipated that basic project elements and systems will be identified. Specifications will be provided as notes in the plans. Preparation of CSI format contract specifications is not included in this scope of services.

**3.2.2 DD Site and Landscape Drawings** – AECOM, through its subconsultant, will prepare a hardscape plan for specialty paving pattern/design and approved design hardscape features that are based on the schematic design drawings approved by the Village. The hardscape plan will include material layout, type and their relationship to access doors, steps and structures. AECOM, through its subconsultant, will prepare a landscape plan to include potential street trees and lower planting, foundation planting around the buildings and amenity deck planting. Landscape plans will include a detailed layout of proposed plantings with a plant list identifying species, quantities and sizes for trees, shrubs, ground covers ornamental grasses and vines.

AECOM, through its subconsultant will prepare construction details for planting and hardscape to serve as a guide for implementation of the desired improvements. Design and detailing of custom

shelters and trellises is not part of this scope of services. Typical plant details will communicate the proper result of plant installation, including anchoring details, plant spacing diagram and tree guying.

AECOM, through its subconsultant, will prepare a schedule of plant materials to be used on the project. Size requirements, typical spacing and comments will be provided. AECOM, through its subconsultant will coordinate with the Landscape Contractor to discuss and refine the plant list and specification criteria with regard to quality standards, availability and cost.

AECOM, through its subconsultant, will prepare site furniture plans and details indicating site furniture locations with details, notes and legends.

AECOM, through its subconsultant, will develop a preliminary irrigation plan to include areas outlined in the Project Understanding above. The following irrigation design services will be provided:

- Calculation of irrigation system requirements based on Village of Pinecrest 2022 requirements
- Irrigation mainlines and sub-mainline sizing with recommended routing.
- Master central control evaluation and recommendation, including analysis of system operation.
- Irrigation controller locations with power supply drop locations (electrical design and permitting for controllers will be provided by the Contractor).
- Irrigation plans will include detailed zones and head layout only.
- Material legend of components.
- Ancillary notes, calculations, and labels required to develop an irrigation system.

**3.2.3 DD Civil Drawings** – This task includes services to further advance the Civil Engineering Schematic Design drawings and provide the specifications, details, and related documents, setting forth the requirements for construction of the civil components of the project. Specifications will be provided as notes in the plans. Preparation of CSI format contract specifications is not included in this scope of services.

**3.2.4 DD Site Lighting and Electrical** – AECOM will provide and submit one (1) Design Development Site Lighting Engineering submittal package. Electrical drawings will include the following:

- Pedestrian Lighting photometrics and plan
- Electrical and Lighting specifications
- Panel schedules related to the scope of work

**3.2.5 Signage and Wayfinding** – AECOM will prepare and submit design intent documents which will include preliminary sign location plans, sign family drawings and preliminary specifications.

The Village will provide one (1) written set of written consolidated comments, which will be incorporated as part of Task 3.3.5.

**3.2.6 Statement of Probable Construction Cost** – AECOM will prepare an updated Statement of Probable Construction Costs in CSI format using the standard 48 Divisions.

**Deliverables:** The following deliverables will be provided under Task 3.2:

- *Design Development (60%) Drawings*
  - *DD Facility Drawings (Task 3.2.1)*
    - *One (1) Architectural Design Development Package to include:*
      - *Life Safety plans*
      - *Floor plans, overall building sections, and elevations indicating overall dimensions and materials selection and preliminary specifications*
      - *Reflected ceiling plans and details*
      - *Wall sections*
      - *Preliminary construction details*
      - *Interior elevations of key areas*
      - *Preliminary Finish schedule and details*
      - *Preliminary Door schedule and details*
    - *One (1) Structural Engineering Design Development Package to include:*

- Identification of structural system components (column and beam sizes, initial connection details)
    - Critical coordination clearances
    - Framing diagrams for miscellaneous framing assemblies
    - Typical system details
    - Preliminary Specifications noted on plans
  - One (1) MP Design Development Package to include:
    - Equipment layouts
    - Preliminary Specifications noted on plans
  - One (1) Fire Protection Engineering Design Development Package to include:
    - Equipment layouts
    - Piping and ducting layouts
    - Equipment schedule and details
    - Preliminary Specifications noted on plans
- DD Site and Landscape Drawings (Task 3.2.2)
  - One (1) Site and Landscape Design Development Package to include:
    - Hardscape Plans
    - Site Furniture and Details
    - Construction Details
    - Planting Plan
    - Planting Details
    - Plant Schedule of Materials
    - Preliminary Irrigation Plan and Details
- DD Civil Drawings (Task 3.2.3)
  - One (1) Civil Engineering Design Development Package to include:
    - Cover Sheet
    - General Notes & Specifications
    - Demolition Notes & Plans
    - Erosion Control Notes, Plans, & Details
    - Paving, Grading, & Drainage Plans & Details
    - Water Notes & Plans & Profiles
- DD Site Lighting and Electrical (Task 3.2.4)
  - One (1) Site Lighting & Electrical Design Development Package to include:
    - Electrical floor plan for renovation area
    - Site plan indicating power and control for pedestrian lighting
    - Panel Schedules
    - Electrical legend, notes, and details
    - Preliminary Specifications noted on plans
- Signage and Wayfinding (Task 3.2.5)
  - One (1) digital copy of Wayfinding Design Intent Document set of drawings
- One (1) digital copy of updated Statement of Probable Construction Costs (Task 3.2.6)

### 3.3 Construction Documents (100% Design Completion)

**3.3.1 100% CD Facility Drawings** – AECOM will prepare the 100% Facility Construction Document submission. These documents will be inclusive of drawings that describe the size and character of the Project and its design, construction, materials, finishes, fixtures, building systems.

**3.3.2 100% CD Site and Landscape Drawings** – AECOM, through its subconsultant, will prepare a final hardscape plan for specialty paving pattern/design and approved design hardscape features that are based on the design development drawings approved by the Village. The hardscape plan will include material layout, type and their relationship to access doors, steps and structures. AECOM, through its subconsultant, will prepare a final landscape plan to include potential street trees and lower planting, foundation planting around the buildings and amenity deck planting. Landscape plans will include a detailed layout of proposed plantings with a plant list identifying species, quantities and sizes for trees, shrubs, ground covers ornamental grasses and vines.

AECOM, through its subconsultant will prepare final construction details for planting and hardscape to serve as a guide for implementation of the desired improvements. Design and detailing of custom shelters and trellises is not part of this scope of services. Typical plant details will communicate the proper result of plant installation, including anchoring details, plant spacing diagram and tree guying.

AECOM, through its subconsultant, will prepare a schedule of plant materials to be used on the project. Size requirements, typical spacing and comments will be provided. AECOM, through its subconsultant will coordinate with the Landscape Contractor to discuss and refine the plant list and specification criteria with regard to quality standards, availability and cost.

AECOM, through its subconsultant, will prepare site furniture plans and details indicating site furniture locations with details, notes and legends.

AECOM, through its subconsultant, will develop an irrigation plan to include areas outlined in the Project Understanding above. The following irrigation design services will be provided:

- Calculation of irrigation system requirements based on Village of Pinecrest 2022 requirements
- Irrigation mainlines and sub-mainline sizing with recommended routing.
- Master central control evaluation and recommendation, including analysis of system operation.
- Irrigation controller locations with power supply drop locations (electrical design and permitting for controllers will be provided by the Contractor).
- Irrigation plans will include detailed zones and head layout only.
- Material legend of components.
- Ancillary notes, calculations, and labels required to develop an irrigation system.

**3.3.3 100% CD Civil** – This task includes services to further advance the Civil Engineering Design Development drawings and provide the specifications, details, and related documents, setting forth the requirements for construction of the civil components of the project. Specifications will be provided as notes in the plans. Preparation of CSI format contract specifications is not included in this scope of services.

**3.3.4 100% CD Site Lighting and Electrical** – AECOM prepare and submit one (1) Site Lighting Construction Drawings which will include the following:

- Pedestrian Lighting photometrics and plan
- Electrical and Lighting specifications
- Final Panel schedules related to the scope of work

**3.3.5 Signage and Wayfinding** – AECOM will incorporate the Village's comments and will prepare and submit final design intent documents which will include sign location plans, sign family drawings, sign fabrication details, elevations, sign face layouts with messages, and technical specifications.

**3.3.6 Statement of Probable Construction Cost** – AECOM will prepare an updated Statement of Probable Construction Costs in CSI format using the standard 48 Divisions.

**Deliverables:** The following deliverables will be provided under Task 3.3:

- *One Hundred Percent (100%) Construction Documents*
  - *100% CD Facility Drawings (Task 3.3.1)*
    - *One (1) Architectural 100% Construction Document Package to include:*
      - *Life Safety plans*
      - *Floor plans, overall building sections, and elevations indicating overall dimensions and materials selection and specifications*
      - *Reflected ceiling plans and details*
      - *Final Wall sections*
      - *Final Construction details*
      - *Interior elevations of key areas*
      - *Final Finish schedule and details*
      - *Final Door schedule and details*
    - *One (1) Structural Engineering 100% Construction Document Package to include:*
      - *Dimensions and details for footing, beams, columns, slabs, and wall*
      - *Foundations and details for site benches and seating walls*
      - *Coordination with waterproofing details and water-stop systems defined and shown on the architectural drawings*
      - *Structural calculations*

- *Final Specifications noted on plans*
  - *One (1) MP 100% Construction Document Package to include:*
    - *Final Equipment layouts*
    - *Final Piping and ducting layouts*
    - *Final Equipment schedules and details*
    - *Final Specifications noted on plans*
  - *One (1) Fire Protection Engineering 100% Construction Document Package to include:*
    - *Final Equipment layouts*
    - *Final Piping and ducting layouts*
    - *Final Equipment schedules and details*
    - *Final Specifications noted on plans*
- *100% CD Site and Landscape Drawings (Task 3.3.2)*
  - *One (1) Site and Landscape 100% Construction Document Package to include:*
    - *Hardscape Plans*
    - *Site Furniture and Details*
    - *Construction Details*
    - *Planting Plan*
    - *Planting Details*
    - *Plant Schedule of Materials*
    - *Irrigation Plan and Details*
- *100% CD Civil Drawings (Task 3.3.3)*
  - *One (1) Civil Engineering 100% Construction Document Package to include:*
    - *Cover Sheet*
    - *General Notes & Specifications*
    - *Demolition Notes & Plans*
    - *Erosion Control Notes, Plans, & Details*
    - *Paving, Grading, & Drainage Plans & Details*
    - *Water Notes & Plans & Profiles*
- *100% CD Site Lighting and Electrical (Task 3.3.4)*
  - *One (1) Site Lighting and Electrical 100% Construction Document Package to include:*
    - *Electrical floor plan for renovation area*
    - *Site plan indicating power and control for pedestrian lighting*
    - *Panel Schedules*
    - *Electrical legend, notes, and details*
    - *Final Specifications noted on plans*
- *Signage and Wayfinding (Task 3.3.5)*
  - *One (1) digital copy of final Wayfinding Design Intent Document set of drawings*
- *One (1) digital copy of updated Statement of Probable Construction Costs (Task 3.3.6)*

#### **Task 4 – Permitting**

**4.1 Building Permitting Assistance** – AECOM will meet with the AHJ up to two (2) times to review comments on the construction documents included in the applications. AECOM will revise the 100% CDs based on the comments provided by the AHJ to provide an issued for construction set of CDs. AECOM anticipates preparing permit applications, plans, and supporting documents for submittal to the following agencies or governmental departments:

- Village of Pinecrest – Building Department
  - No permitting anticipated for Miami-Dade County

**Landscape Permitting Assistance** – AECOM, through its subconsultant, will prepare permit applications with supporting documentation to the following jurisdictional regulatory agencies. Any plan revisions or comments, after landscape architecture permitting commences, that are required due to a design change by the Village, Client or Client’s consultants will result in an additional service. AECOM, through its subconsultant, will respond to up to three (3) rounds of reasonable comments from the agencies having jurisdiction for landscape requirements:

- Village of Pinecrest – Building Department
- Village of Pinecrest – Planning Department

AECOM, through its subconsultant, assumes that the construction documents will be routed through the Village of Pinecrest Building Department (and other applicable reviewing regulatory agencies) by the Client's permit expeditor. After permit applications are submitted and receive comments from the applicable regulatory agencies, AECOM, through its subconsultant, will update the contract documents at one (1) time. The plans will be prepared reflecting comments and/or conditions set forth by the regulatory agencies during the permitting process.

**Civil Engineering Permitting Assistance** – AECOM, through its subconsultant, will prepare permit applications with supporting documentation for the Client's signature and subsequent transmittal to regulatory agencies for review. It is anticipated that the Consultant will prepare and coordinate the following permitting submittals for civil engineering related permitting issues:

- Village of Pinecrest Building Department\*
- Village of Pinecrest Department of Public Works
  - Dry Run Plans Review of water & sewer plans
- Miami-Dade Water and Sewer Department (WASD)
  - Developer agreement application(s)
  - Water and sewer service connections plans review
- Miami-Dade County Department of Environmental Resources Management (DERM)
  - No Permit Required Letter for domestic water service connection
  - Water Control Surface Water Management Permit
- Florida Department of Health (FDOH)
  - No Notice Permit for domestic water service connection

This task will include revisions to the plans associated with up to two (2) rounds of consolidated comments from the above listed agencies. After the Consultant has submitted permit applications and received comments from the applicable regulatory agencies, AECOM, through its subconsultant, will update the permit documents to full contract documents. The plans will be prepared reflecting comments and/or conditions set forth by the regulatory agencies during the permitting process.

## **Task 5 – Bidding Assistance and Construction Administration**

### **5.1 Bidding Assistance**

**5.1.1 Preparation and Approval of Bid Documents** – Upon obtaining approvals of the Construction Documents from authorities having regulatory jurisdiction, AECOM will submit the bid documents to the Village for the Village's use in procuring the construction contract.

**5.1.2 Pre-Bid Meeting** – AECOM will provide one staff to attend the pre-bid meeting for the improvements and document key points of the discussion(s) as meeting notes and distribute to the Village. The meeting notes will be issued no later than two (2) business days after the Pre-Bid Meeting.

**5.1.3 Issuance of Addenda** – AECOM will address questions for the Bid Documents through the preparation and issuance of Addenda's.

**5.1.4 Bid Opening Meeting** – One (1) member of AECOM staff will attend one (1) Bid Opening meeting.

### **5.2 Construction Administration**

AECOM will perform Construction Administration support for this project to provide interpretation and reviews for consistency with the contract documents. Construction duration is anticipated not to exceed twelve (12) months) from the date the Construction Manager receives the Notice to Proceed from the Owner. Services should conclude sixty (60) days after the date of substantial Completion or Temporary Certificate of Occupancy of the project. These services will include the following activities:

**5.2.1 Request for Information** – AECOM will review properly prepared and timely requests by the Construction Administration for additional information about the contract documents. RFI's should include a detailed written statement that indicates the specific drawings or specifications in need of clarification and the nature of the clarification requested. AECOM will provide Contractor RFI responses within five (5) working days of receipt of the RFI.

**5.2.2 Submittals** – AECOM will review shop drawings and submittals up to two (2) times and require that each submittal be complete from the contractor prior to review. AECOM will provide submittal comments within ten (10) working days of receipt of the full submittal.

**5.2.3 Site Visits** – AECOM will visit the site at intervals appropriate to the stage of construction to become familiar with the progress and quality of the work completed and to determine if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the construction documents. AECOM will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences, or procedures, or for the safety precautions and programs in connection with the work, since these are solely the Contractor's rights and responsibilities under the contract documents. Each site visit will be followed by a report to the Client of known deviations from the contract documents and from the most recent construction schedule submitted by the Contractor.

Site Visits will not exceed three (3) hours each time with the following frequency:

- Project Architect to attend one (1) site visit every month or up to twelve (12) total visits
- Electrical Engineer to attend up to four (4) site visits
- MP Engineer to attend up to four (4) site visits

**5.2.4 Substantial Completion** – AECOM will perform one (1) substantial completion inspection site visit for Coral Pine Park to be attended by up to two (2) people to determine whether the Work is substantially complete in accordance with the requirements of the Contract Documents. AECOM assumes that the Final inspection will be accomplished through the CEI scope in a future task order.

## **PROJECT DURATION**

Total project duration is assumed not to exceed 90 weeks.

## **ASSUMPTIONS/CLARIFICATIONS**

- 1) The Village will provide access to the site.
- 2) The Village will provide existing electronic CAD files if available, for Coral Pine Park within two (2) weeks of the NTP. Additional work due to incomplete or inaccurate information provided by the Village will be considered additional services to this proposal. The Village will provide a geotechnical report with percolation rates (K-values) and pavement recommendations.
- 3) The Client or Owner will retain a local Land Use attorney to navigate the entitlements and Site Plan approval process through the Village of Pinecrest.
- 4) The Village will provide one consolidated set of written comments per each phased deliverable to AECOM within ten (10) working days of the submittal. AECOM will incorporate revisions to address comments as specified in this Scope of Work. AECOM should be entitled to rely on prompt approvals received from the Village in the further execution of professional services.
- 5) Meetings beyond what is included in the scope of work included hereunto will be considered additional services.
- 6) If additional services and deliverables beyond those specified herein are requested, then an additional service fee and program requirements will be negotiated prior to start of the work.
- 7) Additional findings reported during the Site and Building Evaluation and Assessment task not identified in this scope of work can be provided as additional services.
- 8) Geotechnical services needed to design a new building or building addition will be completed as an additional service.
- 9) A statement of Probable Construction Cost will be established at the agreed upon project milestones utilizing CSI format of the standard 48 Divisions. Many factors outside of the A/E's control can affect costs. AECOM does not

warrant or represent that bids or negotiated prices will not vary from the Village's GMP Cost Limitation. All statements of Probable Cost will contain such provisions for inflation as may be reasonably anticipated within the construction industry. The inflation factor will be applied based on the anticipated start of construction.

- 10) Design services for Public Infrastructure improvements required to serve the proposed development are not included and if necessary, will be addressed as additional services.
- 11) The Village will provide one consolidated set of comments per each phased deliverable to AECOM within ten (10) working days of the submittal. AECOM will incorporate revisions to address comments as specified in this Scope of Work. AECOM should be entitled to rely on prompt approvals received from the Village in the further execution of professional services.
- 12) Village's / Owner's driven design revisions that impact major building or site systems design after the approval of the Schematic Design documents will be completed as additional services.
- 13) The Village will be responsible for permit application fees and building certification fees. Permit Fees, Mitigation fees, and any additional fees are the responsibility of the Village.
- 14) Working Drawings are defined as the graphic and pictorial portion of the Construction Documents intended to convey the design intent of the architect to the contractor for bidding and construction. These documents represent the design, dimensions, quantity, and location of the work and generally include plans, elevations, sections, details, and schedules.
- 15) AECOM will endeavor to produce drawings and specifications in accordance with applicable building codes and ordinances. However, it is understood and agreed that certain issues of code compliance are subject to subjective or discretionary interpretation or application by local code enforcement agencies or officials. AECOM will exercise reasonable professional efforts to obtain compliance with applicable codes affecting its drawings and specifications but will have no responsibility or liability for adverse code interpretations, rulings, or determinations where they are subject to discretionary, subjective, or unpredictable interpretation, application or review by code enforcement officials or agencies.
- 16) The Village will provide AECOM with their Park Sign Standards.
- 17) Sign locations plans will be produced in AutoCAD.
- 18) Sign fabrication and mounting details will be provided in Adobe Illustrator.
- 19) Construction wayfinding drawings/shop drawings will be produced by the sign vendor.
- 20) Temporary or construction signs are excluded from signage and wayfinding services.
- 21) Regulatory Signs are excluded from signage and wayfinding services.
- 22) Illustrations, Themed Graphics, Workplace safety signs such as OSHA signs and tags and NFPA labels, Life safety fire exit signs and evac maps are excluded from signage and wayfinding services.
- 23) Digital Signage, Interpretive signage and any other type of signage not defined in this proposal are excluded.
- 24) Development of naming for neighborhoods, conference rooms, and other spaces, Art & Advertising, Branding & logo design, Environmental Graphics, Development of Digital Mobile Applications and Structural or Electrical Engineering related to signage and wayfinding are excluded from these services.
- 25) Selection pre-manufactured/catalogue trellises and shelters is part of this scope of services. However, engineering including structural engineering of the same is not and will be provided as show drawings by a structural engineer under the General Contractor.
- 26) Improvements to the existing surface parking under this scope of services is limited to drainage improvements only. Reconfiguration of the existing parking lot and existing driveways is not part of this scope of services.

- 27) Tennis courts improvements are not part of this scope of services.
- 28) Playground equipment and surfacing improvements are not part of this scope of services.
- 29) The Client's surveyor will be responsible for providing services associated with platting, easements, and sketches and legal descriptions. The Client will provide a current boundary, topographic, and detailed tree survey in State Plane coordinates to an appropriate vertical datum, including all abutting right of ways, easements, and existing utilities, such as, but not limited to, dry utilities, sanitary sewer and drainage rims, inverts, and pipe sizes and materials. The survey will be provided in AutoCAD (.dwg) electronic file format and in PDF form, digitally signed & sealed by a professional land surveyor registered in the State of Florida.
- 30) This scope does not include services associated with land use amendments, rezoning, variances, platting, or any related/similar entitlement process or deliverables.
- 31) Offsite Improvements such as, but not limited to, offsite water and/or sewer main extension, offsite drainage improvements, signal improvements, street section improvements, etc. are unknown at the time of producing this scope of services and therefore not included in this base scope of services.
- 32) Structural scope is limited to structural engineering for the sitting walls and the perimeter stone columns for new building arcade. Roof design and calculations are not included in this scope of work and can be completed as an additional service.
- 33) Specifications will be provided as notes on the plans. CSI format written specifications are not part of this scope of services.
- 34) Maintenance of Traffic Plans (MOT) and Dewatering Plans, if necessary, are to be completed by others.
- 35) Client will hire a subsurface utility company to provide information on existing utilities within the project area, if needed.
- 36) It is assumed that the construction documents will be routed through the Village of Pinecrest Building Department by the Client's permit expeditor who will be responsible for coordinating and leading the permit process.
- 37) All Environmental permitting and coordination will be done by others.
- 38) The proposed development of the site will not require any archaeological or historical evaluations or studies.
- 39) Certified arborist services are not part of this scope of services.
- 40) The existing lift station that serves the area is assumed to have sufficient capacity for the proposed development. No lift station improvements/upgrades will be required onsite (private) or offsite (public). Grease trap design is not required or by others.
- 41) Water service design under this scope of services is limited to supply for the proposed drinking fountain.
- 42) General Contractor will be responsible for the utilities disconnect letters and the demolition permit.
- 43) AECOM assumes that public meetings and/or presentations to the Village Council are excluded from this scope.
- 44) Project Schedule

AECOM proposes the following preliminary project schedule.

Task 1 – Project Management and Coordination	_____	Project Length
Task 2 – Site Discovery and Evaluation	_____	2 weeks (est.)
Task 3 – Design and Documentation	_____	24 weeks (est.)
Task 4 – Permitting	_____	12 weeks (est.)
Task 5 – Construction Administration	_____	12 months(est.)

#### 45) Statutory Authorities, Applicable Codes, and Design Standards

The project will be designed in accordance with applicable codes at the time of permitting as set per the preliminary schedule and determined by the NTP. The following local codes and ordinances are assumed to be in effect at the time set by the preliminary schedule:

- Florida Building Code – 7th Edition (2020) - Building
- Florida Building Code – 7th Edition (2020) – Accessibility
- Florida Building Code – 7th Edition (2020) – Mechanical
- Florida Fire Prevention Code - 7th Edition (2020)
- Life Safety Code – NFPA 101

In the case of a conflict between codes, the more stringent will apply.

#### 46) Work Not Included in this Scope of Work

The following services are not included in this scope of work but can be provided by AECOM:

- Fast-track design services, early packages, or phased development of construction documents beyond that noted in this scope.
- Document Reproduction
- Special meetings with agencies, other consultants, or the Client, except those meetings specifically identified in the above Scope of Work
- Wind Studies
- Post Occupancy Evaluations
- Renderings/presentations/models beyond those noted in this Scope of Work
- Commissioning/Enhanced Commissioning
- LEED and Green Globes certifications
- Security (CCTV)
- Access Control
- Onsite dry utility design and permitting
- Preparation of CSI specifications
- Vehicular paving design (surface parking reconfiguration)
- Offsite roadway, dry utility, and/or water and sewer design and permitting
- Value engineering (VE) design services
- Structural Engineering design beyond those notes in this Scope of Work
- Design and permitting as two or more development phases
- Deliverables and any other service not specifically listed in “Scope of Services”

**FEES**

AECOM's work is to be performed under a Firm Fixed-Price Task Order. AECOM proposes a firm fixed price of **\$390,815.00** to complete the scope of services as outlined in this proposal as follows:

Basic Services:

Project Management and Coordination	\$18,000
Site Discovery and Evaluation	\$3,720
Design and Documentation	\$226,500
Permitting	\$50,490
Bidding Assistance and Construction Administration	\$85,760
Reimbursable Expenses	\$6,345.00
<b>Total</b>	<b>\$390,815.00</b>