



Misc. Professional Services

EC 2022-32

STA No. 02

Project Name: River Oaks Preserve Preliminary Design

Consultant: Kimley Horn & Associates

Elisabeth Manley [elisabeth.manley@kimley-horn.com](mailto:elisabeth.manley@kimley-horn.com)

Village of Estero Contract No.: 2022-32

Village of Estero Account Number: \_\_\_\_\_

Brief Description: Prepare preliminary design for improvements to the River Oaks Preserve property.

Total Fees: \$97,900

The Consultant shall perform the services outlined in the attached Exhibit A – Scope of Services and Fees, under the terms and conditions outlined in the above referenced Village of Estero Contract No. EC 2022.

Consultant: Kimley Horn & Associates

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Estero

By: \_\_\_\_\_

Name: Steve Sarkozy

Title: Village Manager

Date: \_\_\_\_\_

Attachments:

Exhibit A – Scope of Services and fees

## INDIVIDUAL PROJECT ORDER

This Individual Project Order describes a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and the Village of Estero (the “Client”) pursuant to the Master Agreement for Continuing Professional Services dated June 1, 2022, which is incorporated herein by reference.

### ***Identification of Project:***

Project: River Oaks Preserve Preliminary Design  
Project Manager: C. Elisabeth Manley, PLA  
Date: December 1, 2023

### ***Project Understanding***

The Village of Estero wishes to add improvements to their existing River Oaks Preserve site, an approximately 10-acre site located at 9514 Broadway Avenue East, Estero (tax parcel no's 27-46-25-E2-U2064.2496, 27-46-25-E2-U2064.2491, and 27-46-25-E2-U2064.2494, zoned 'Agriculture'). The site is undeveloped, primarily wooded, and includes a portion of the Estero River. The site also includes wetland areas associated with the river's edge, and gopher tortoise have been observed on the site. The local Native Plant Society has an existing nursery on site that will remain. Proposed improvements include trails, a pedestrian bridge over the Estero River, a small parking area, an entry gate, a combination restroom/pavilion/barn/storage building, utility extension of the existing reclaimed line to serve irrigation for the existing garden/nursery, and utility extension of the existing water and sewer to the proposed building. The project has a construction budget of \$2.5 million. The Village has a survey for the site that can be utilized for the below due diligence and planning services. Subconsultants to Kimley-Horn for the below scope includes MHK Architecture for architectural design.

The following scope assumes below regarding the proposed restroom/pavilion/barn/storage building:

- The below architectural program is met within one building that is approximately 5,000SF total.
- The building will be custom build versus prefabricated. It will have power and lighting but will be unconditioned.
- It will include enclosed and unconditioned restrooms and assumes including no more than three women's water closets and the corresponding required male fixtures for the men's restroom.
- It will include enclosed and non-conditioned storage.
- And it will include an open-air covered area that can be utilized as a picnic pavilion.

### ***Specific Scope of Basic Services***

#### Task 1 – Due Diligence Environmental Consulting Services

Kimley-Horn will provide professional environmental consulting services in support of due diligence efforts on the subject parcel related to listed wildlife species and jurisdictional wetlands and surface waters.

- A. Visit the site for the purpose of performing a preliminary listed species evaluation survey including GPS location of potentially occupied gopher tortoise burrows.
- B. Delineate the boundaries of onsite wetlands in accordance with Chapter 62-340 Florida

Administrative Code. This scope does not include agency verification or the processing of a formal Jurisdictional Determination application with the state.

- C. Prepare maps and exhibits depicting the approximate limits of wetlands and surface waters and habitats onsite in accordance with the Florida Land Use, Cover, and Forms Classification System (FLUCCS), and any listed species nests or burrows located within the project area.
- D. Prepare a report summarizing above findings.

#### Task 2 – Schematic Design

- A. Receive the survey from the Client in AutoCAD format.
- B. Coordinate with the local utility provider to receive utility maps of existing utilities adjacent to the site.
- C. Research the Village's Land Development Code to determine applicable site, utility, and architectural design standards.
- D. Following completion of Task 1, above, coordinate an on-site kick off meeting with the Client to review findings of Task 1, analyze existing conditions, discuss proposed project goals and program, and review project issues. Following this meeting and on the same day, conduct one on-site meeting with stakeholders as determined and invited by the Client, including the Native Plant Society. This stakeholder meeting is assumed as a small group meeting consisting of 10-15 people at most.
- E. Prepare a draft schematic package that includes one draft schematic site plan; one draft schematic building floor plan and front elevation for the combination restroom/pavilion/barn/storage building; comparable images of proposed improvements; and an order of magnitude construction cost estimate for site development per the plans. Plans will be drawn to scale, lightly rendered, and labeled.
- F. Participate in up to three (3) virtual meetings with the Client to discuss the draft schematic package and gain input. Discuss and include phasing as needed.
- G. Revise the draft schematic plan up to three (3) times based on input from the above meetings. Update images and the estimate in each round of revisions as well.
- H. Prepare a presentation and present to Village Council in person up to two (2) times. Update information between the first and second presentation.
- I. Make one final revision based on final Council input and Client confirmation of input. Update the site plan, floorplan and elevation, comparable images, and estimate. Include phasing lines if applicable. Include a brief narrative summarizing the above process and listing general considerations for future design and implementation.

**Additional Services If Required**

Services not specifically listed in the scope of services above are not included but can be provided as additional services if authorized by the Client. Compensation for additional services will be agreed to prior to their performance. Additional services we can provide include, but are not limited to, the following:

1. Additional survey
2. Detailed design or engineering
3. Preparation of technical, construction, or permitting documents
4. Bidding and construction phase services
5. Arboriculture services or tree surveying or inventory services
6. LEED or other sustainability rating calculations
7. Additional visits, meetings, or presentations
8. Preparation of 3-D or perspective images of proposed design

**Schedule:**

Kimley-Horn will provide the Scope of Services as expeditiously as practicable with the goal of meeting a mutually agreeable schedule. The following timeframes are anticipated for submittals:

Task 1 – Due Diligence Environmental Consulting Services.....within 6 weeks of notice to proceed

Task 2 – Schematic Design

- Kick off Meeting.....within 3 weeks of completion of Task 1
- Draft schematic package.....4 weeks following the kickoff meeting
- Three virtual meetings, three rounds of revisions, and two presentations to Council.....6 months assumed, since the Client will schedule Council presentations
- Final revision.....within 3 weeks of final Council presentation and/or final Client input

**Fee and Billing**

Kimley-Horn will perform the services in Tasks 1 -2 on a labor fee plus expense basis with the maximum labor fee shown below.

<i>Task Description</i>	<i>Hourly Not To Exceed Fee</i>
Task 1 – Due Diligence Environmental Consulting Services	\$13,700.00
Task 2 – Schematic Design	\$77,300.00
Expenses	\$6,900.00
<b>Total Fee, Not to Exceed:</b>	<b>\$97,900.00</b>

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. Expenses also include a ten percent (10%) markup for subconsultant fees.

All permitting, application, and similar project fees will be paid directly by the Client.

Services provided under this IPO will be invoiced monthly. All invoices will include a description of the services provided. Approval from the City shall be required for all invoiced travel expenses and meetings. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Attachments: Rate Schedules

ACCEPTED:

THE VILLAGE OF ESTERO

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Chris Towne, P.E.

TITLE: \_\_\_\_\_

TITLE: Associate \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: December 1, 2023 \_\_\_\_\_



**KIMLEY-HORN AND ASSOCIATES, INC.**

**HOURLY RATE SCHEDULE**

<u>Classification</u>	<u>Rate</u>
Analyst	\$155 - \$215
Professional	\$215 - \$280
Senior Professional I	\$260 - \$360
Senior Professional II	\$350 - \$380
Senior Technical Support	\$170 - \$265
Support Staff	\$125 - \$150
Technical Support	\$150 - \$180

Effective through December 31, 2023; Subject to adjustment thereafter.

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract



December 1, 2023

**CLIENT:** C. Elisabeth Manley, PLA  
Kimley-Horn  
800 SW 2<sup>nd</sup> Avenue  
Suite 100  
Gainesville, Florida 32601  
352 363 5296  
[Elisabeth.Manley@kimley-horn.com](mailto:Elisabeth.Manley@kimley-horn.com)

**ARCHITECT:** MHKAP LLC  
DBA / MHK ARCHITECTURE  
2059 Tamiami Trail East  
Naples, Florida 34112

**PROPERTY:** ARCHITECTURE AND ENGINEERING SERVICES FOR IMPROVEMENTS TO RIVER OAKS PRESERVE IN THE VILLAGE OF ESTERO, FLORIDA

Dear Ms. Manley

MHK ARCHITECTURE is pleased to submit this proposal for Architectural and Engineering Services for Improvements to River Oaks Preserve in The Village of Estero, Florida.

**COMPENSATION METHOD / FEE STRUCTURE:**

MHK ARCHITECTURE proposes to provide the above outlined scope of services on an hourly basis per the hourly rate schedule below: Fees.

HOURLY RATES:

MHK PRINCIPAL / OWNER .....	\$ 225 / HOUR
MHK DIRECTOR .....	\$ 200 / HOUR
MHK SENIOR ARCHITECT .....	\$ 185 / HOUR
MHK SENIOR ARCHITECTURAL ASSOCIATE .....	\$ 185 / HOUR
MHK ARCHITECTURAL ASSOCIATE .....	\$ 165 / HOUR
MHK ASSISTANT ARCHITECTURAL ASSOCIATE .....	\$ 150 / HOUR
MHK ADMINISTRATION.....	\$ 90 / HOUR
STRUCTURAL OR MEP ENGINEER.....	DIRECT REIMBURSABLE EXPENSE PLUS 15%

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