

INDIVIDUAL PROJECT ORDER NUMBER 27

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Engineer” or “Kimley-Horn”), and the City of Crystal River (the “City” or “Client”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated February 10, 2020, which is incorporated herein by reference.

Identification of Project:

Project: Crystal River 5th Street Streetscape Design

Client: City of Crystal River

Project Manager: Alan J. Garri, P.E.

Background Information:

The City of Crystal River is engaged in an effort to enhance the City’s downtown area and has identified NE 5th Street from N Citrus Ave to the Crosstown Trail as a streetscaping project. The City has previously completed a masterplan for streetscaping throughout the City (by others) that will form the basis of design for this project. The City has identified that the project will require civil design and landscape architectural services to facilitate the streetscaping improvements. In support of this objective Kimley-Horn has prepared the following scope of services.

Scope of Services

Task 1 – Project Management and Project Meetings

- A. Kimley-horn will conduct monthly reviews of project progress to ensure compliance with approved budget and schedule. This task will also include updates to project schedule and preparation of monthly invoices. Project management includes activities related to initiating, planning, executing, controlling, and closing the Project. The Consultant will perform a technical review of deliverables, in accordance with standards, prior to transmitting to the City. Kimley-Horn will be responsible for overall coordination and oversight of the project execution.
- B. Kimley-Horn will attend one kick off meeting with the City and key stakeholders to review the streetscape design previously developed by the City and visit the project site prior to design activities commencing.

Task 2 – Landscape Architectural Services

Kimley-Horn will utilize the services of a licensed landscape architect (LA) through a subconsultant to perform the landscape architectural design as follows:

- A. The LA subconsultant will develop a conceptual design to include a typical section and a plan view line drawing format reflecting:
 - 1) Travel Lanes
 - 2) Bump-outs
 - 3) Parallel Parking
 - 4) Sidewalk

- 5) Street Tree Planting
- 6) Landscape Areas
- 7) Street Light Locations
- 8) Accent Hardscape Materials
- B. Kimley-Horn and the LA subconsultant will attend one online review meeting with the City.
- C. Based upon input received during the review meeting the LA subconsultant will revise the concept plan and prepare a final version.
- D. The LA subconsultant will develop a draft accent hardscape plan, site finishing plans, and landscape plans, which will include plan sheets, details, and notes.
- E. The design team will attend one online meeting with City staff, and other key stakeholders to review the draft plans.
- F. Based upon input received from the Draft Construction Document review meeting, Kimley-Horn will prepare 100% Construction Documents for the Project.

Task 3 – Survey Services

- A. The survey subconsultant will provide the following services:
 - 1) Topographic information within the project area and abutting right-of-way (ROW). ROW will be determined based on found monumentation.
 - 2) The location of improvements within the project area and ROW. These improvements generally consist of hydrants, manholes, trees larger than 6 inches, driveways, power poles, utility boxes, edge of pavement, edge of maintenance, and mailboxes.
 - 3) Vertical Datum will be NAVD 1988 with contours shown on 1-foot intervals.

Task 4 – Civil Design Services

- A. Kimley-Horn will prepare site grading, drainage, and demolition plans. These plans will utilize the survey and concept plan and typical section prepared by the LA subconsultant.
- B. Kimley-Horn will prepare draft grading, drainage, demolition plans and associated details for review by the City. Permitting beyond the City's review is not expected with this project and is not included in the scope of services.
- C. Kimley-Horn will coordinate with the power utility to discuss the option to place the electrical utilities underground. Design of the electrical undergrounding is not included with this scope.
- D. Kimley-Horn will prepare final grading, drainage, demolition plans and associated details for construction of the project.
- E. Kimley-Horn will prepare bid packages consisting of the final design plans, specifications, technical special provisions, and a bid form for the City to include in the bid documents they prepare.
- F. The City will prepare the bid notification for advertisement. Kimley-Horn will provide the technical information required for the notification language.

- G. Kimley-Horn will assist the City with a pre-bid meeting with prospective bidders. Kimley-Horn will administer distribution of the bid packages and maintain a log of the issued bid packages.
- H. Kimley-Horn will respond to Request for Information's (RFIs) and prepare bid addenda as necessary during the bid process.
- I. Kimley-Horn will review the bid responses and tabulate the results. Kimley-Horn will provide the City with a written bid tabulation record along with a selection recommendation.

Information Provided by Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- 1. Citrus Avenue Streetscape Construction Documents

Additional Services

Any services not specifically provided for in the above scope will be billed as Additional Services and performed at our then-current hourly rates.

Services Not Provided

Any other services, including but not limited to the following, are not included in this Agreement:

- 1. Illustrative renderings
- 2. Additional meetings and site visits
- 3. Estimates of Probable Construction Costs
- 4. Permitting Phase Services
- 5. Wayfinding
- 6. Public Involvement
- 7. Electrical Engineering
- 8. Structural Engineering
- 9. Additional framework and lotting plans
- 10. Zoning changes, appeals, neighborhood meetings to review elements of design or approvals, easement documents, rendered plans, or other related services.
- 11. Multiple document releases designed for phased construction, etc.

Schedule

Kimley-Horn will provide the scope of services as expeditiously as practicable to meet a mutually agreeable schedule.

Method of Compensation:

Kimley-Horn will perform the Scope of Services identified above for an amount not to exceed \$70,000.

All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ACCEPTED:

CITY OF CRYSTAL RIVER, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Amber Gartner, P.E.

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: January 3, 2024

EXHIBIT B



EXHIBIT C

