



EXHIBIT B – SCOPE OF SERVICES

PROJECT UNDERSTANDING

The Village of Estero desires to retain the professional services of Kimley-Horn for its Via Coconut Point Landscape Improvements Project (the "PROJECT"). Via Coconut Point is an approximately 2.75-mile-long roadway that extends from Corkscrew Road at the north end to Pelican Colony Blvd. on the south end. The road includes two roundabouts, one at Williams Road and one at Pelican Colony Blvd. The improvements will extend from right of way to right of way, which is generally from back of sidewalk to back of sidewalk. Concept development for this project will explore improvements outside of the right of way which may include sidewalk and landscape improvements. The development of construction documents for improvements outside of the right of way will be considered an additional service. The road right of way is mostly un-landscaped with the exception of the section of roadway located along Genova where landscape material has recently been installed within the road median.

The PROJECT includes conceptual design to establish a vision for the entire corridor referred to herein as the "PROJECT AREA". Construction plans will be provided for a portion of the overall project area located between Williams Road and Coconut Road known herein as the "IMPLEMENTATION AREA". It is understood that areas within the PROJECT AREA but outside of the IMPLEMENTATION AREA are subject to impact by future development. The construction plans will be prepared for the IMPLEMENTATION AREA only.

SPECIFIC SCOPE OF BASIC SERVICES

TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

Kimley-Horn will provide a Project Manager and staff to administer the professional services described in this Scope of Services below.

A. Project Administration and Management

Project Administration and Management will consist of the following activities: scheduling, status progress reports, budgeting, invoicing, and quality assurance program. Additionally, Kimley-Horn will provide the following:

1. Project Setup: Kimley-Horn will establish project files and project work plan.
2. Correspondence: Copies of all written correspondence between Kimley-Horn and any party pertaining to this Project will be provided to the Village of Estero.
3. Method of Distribution: Distribution of meeting summaries, schedules, correspondence, etc., will be via e-mail.
4. Kickoff Meeting: Kimley-Horn will attend a kickoff meeting with Village staff.

TASK 2 – PUBLIC INVOLVEMENT

Kimley-Horn will prepare for and attend meetings with the public. Services for this task will include:

A. Public Information Meetings

Kimley-Horn will prepare for and attend two (2) public information meetings at the Design Review Board. Kimley-Horn will present the design of the project to inform and obtain input from the Design

Review Board and the public.

B. Stakeholder Coordination Meetings

Kimley-Horn will prepare for and attend up to three (3) meetings (scheduled on the same day) with stakeholders along the corridor to coordinate design with existing and/or planned development. These meetings are intended to coordinate information pertinent to the development of the landscape and irrigation design and to accommodate stakeholder input.

C. Village Council Meetings

Kimley-Horn will prepare for and attend up to four (4) scheduled Village Council meetings to provide updates on project status, design, etc. Kimley-Horn will discuss the progress of the project and obtain input from the Council. Village Council meetings will include the preparation of presentation materials to be coordinated with Village staff prior to the Village Council meeting. It is anticipated that these presentations shall occur at the following project stages:

- Preliminary Review of Concept Plan
- Final and Approval of Concept Plan
- 30% Construction Documents Update
- 90% Construction Documents Update

D. Village Council One on One Meetings

Kimley-Horn will prepare for and attend up to two (2) days of meetings with individual council member(s) at the discretion of Village staff to facilitate additional input and discussion with the council member(s).

TASK 3 – RESEARCH

Kimley-Horn will obtain and review available existing information to inform the design of the project. Services for this task will include:

A. Site Visit

Kimley-Horn conduct an on-site field review of existing above ground conditions and areas of opportunity for landscape enhancements. Photo documentation of existing conditions will be obtained for reference throughout project.

B. Soil Testing

Kimley-Horn will collect soil samples throughout the project corridor in up to ten (10) locations for testing by the IFAS extension office.

C. Review of Existing Plans

Kimley-Horn will review existing landscape and development plans provided by the Village. These plans are anticipated to include:

- Estero Parkway Landscape and Irrigation Plans
- Genova Landscape and Irrigation Plans
- Ederra Landscape and Irrigation Plans

D. Review of Utilities and Future Land Use Maps

Kimley-Horn will open a design ticket through Sunshine 811 to obtain existing utility providers and contact information for providers within the project corridor. Utility agencies will be contacted to request any available record plans for existing utilities within the corridor for planning and design purposes. Plans will be reviewed for use in development of the landscape and irrigation plans.

Future land use maps will be reviewed for future context of the PROJECT AREA.

TASK 4 – SURVEY

Kimley-Horn will subcontract with RWA Engineering (RWA) to obtain topographical survey information for the IMPLEMENTATION AREA right of way from the north side of the Williams Road roundabout to the south side of the Coconut Road intersection along Via Coconut Point. Services for this task will consist of:

A. Basemap, Public Right of Way Determination, Baseline Control

Reproduce all recorded right-of-way and baseline information. Right-of-way shall include all intersecting roads within the project limits. All right-of-way information shall be labeled, including, date, bearings and distances. In addition, the following information shall be noted:

- a. Horizontal datum – tied into the Florida State Plan Coordinate System, NAD 1983/1999 Adjustment. RWA will provide project control network sheets for the survey baseline control points instead of setting reference points.
- b. Physical ties to each benchmark – permanent benchmarks shall be established at 500-foot intervals along the roadway.
- c. Vertical datum (benchmarks) – NAVD 1988.
- d. Locate visible boundary monuments.
- e. Existing layout shall be tied to the existing right-of-way.
- f. Locate existing visible property markers (e.g. – iron pipe, concrete monuments, etc.).
- g. Property ownership shall be determined from Lee County records, title reports, and other appropriate sources and incorporated into the plan drawings and files. Property lines do not need to be surveyed, but shall be verified utilizing any visible property markers, wherever possible.

B. Topographic Survey

Prepare a topographic survey, showing horizontal and vertical locations of fixed improvements within the right of way and locations outside the right of way located behind guardrail and walls. Survey limits shall include locating adjacent walls of private development that will influence landscape design. The information shall include the following:

- a. Roadway pavement surfaces.
- b. Driveways and aprons and parking areas, noting the limits within survey coverage and type of pavement or surface.
- c. Curbing, edging, medians, and barriers, noting limits and type.
- d. Sidewalks, walkways, and handicap ramps, noting limits and type.
- e. Wall information (type, height and thickness) along with step/stair information (type, top step elevation, bottom elevation and number of rises).
- f. Top of slope and toe of slope of the existing swales and ditches.
- g. Guard rail, noting limits and type.

- h. The surveyor will locate and show all above-ground utility structures.
- i. Utilities - manholes – rims, inverts, and condition (collapsed, plugged, etc.), pipes and culverts - size, type, and direction of flow, force mains and pump stations, if visible and accessible, utility lines – water, reclaimed water, gas, telephone, sewer, electric and CATV if visible, fire hydrants and water valves , hand holes and pull boxes, gas valves, telephone and electric manholes , utility and light poles and guy wires, including overhead wires.
- j. Stormwater System - catch basins - grate elevation, and if they can be opened, and view is not obstructed, gather inverts and condition (collapsed, plugged, etc.), manholes - rims, inverts and condition (collapsed, plugged, etc.). pipes - size, type and direction of flow. Existing drainage outfalls within the project area.
- k. Collect cross sections and spot elevations at 200' intervals consistent with the baseline stations and at other critical locations including top and bottom of curb, centerline grades, back of sidewalks and at changes in slope. Elevations to be given up the center of the existing driveways. The limits of the topography shall be up to 25 feet outside the existing right of way.
- l. Existing contours will be shown as at one-foot intervals.
- m. Pavement markings, including lane use and shoulder width, crosswalks and stop bars.
- n. Traffic and road signs, noting direction in which sign face, material type (wood or aluminum) legend and wording, including those mounted on utility poles, signal posts, and bridges.

C. Subsurface Utility Engineering

Provide subsurface utility locates for up to eight (8) locations to be determined during TASK 6 to confirm underground clearance for pole foundations for lighting enhancements at the Williams Road roundabout.

DELIVERABLES:

- Signed and sealed topographic and right of way survey for the Via Coconut Point right of way in hard copy and PDF format.

TASK 5 - CONCEPT DESIGN

Kimley-Horn will utilize the findings of TASKS 2 to 4 to prepare a conceptual design for the PROJECT AREA. Services for this task will include:

A. Preliminary Landscape Concept Design

1. Kimley-Horn will prepare a Preliminary Landscape Concept Plan for the PROJECT AREA. The concept plan will provide a design vision that provides flexibility to allow properties along the corridor to implement the vision as the parcels develop. The preliminary concept plan will be prepared in plan view sketch format over survey data obtained as part of TASK 4, and aerial imagery for areas outside of the surveyed limits.
2. Planting palette board(s) showing proposed plant species, imagery, plant characteristics and maintenance considerations will be developed to support the review of the preliminary concept plan
3. Kimley-Horn will attend a review meeting with Village staff to review the preliminary landscape concept plan. Staff feedback will be incorporated into the concept for presentation to Village Council.

4. Kimley-Horn will present the Preliminary Landscape Concept plan to Village Council as part of TASK 2C. Comments from Village Council will be incorporated into the development of the landscape concept plan.

B. Landscape Concept Design

1. Kimley-Horn will refine the Preliminary Landscape Concept Plan and planting palette incorporating comments received from Village Council and Staff into the development of the Landscape Concept Plan.
2. Kimley-Horn will prepare a preliminary opinion of probable construction cost (OPCC) for the proposed improvements
3. Kimley-Horn will prepare 3D design renderings illustrating the Landscape Concept Plan for use in public involvement. Renderings will include up to ten (10) static imagery exports of the proposed improvements along the corridor. A video fly-through up to two (2) minutes in length will be prepared.
4. Kimley-Horn will present the Landscape Concept Plan to Village Council as part of TASK 2C. Comments from Village Council will be incorporated into the development of the Final Landscape Concept Plan.

C. Final Landscape Concept Design

1. Kimley-Horn will refine the Landscape Concept Plan, planting palette, OPCC, and 3D renderings incorporating comments received from Village Council and Staff into the development of the Final Landscape Concept Plan. The Final Landscape Concept Plan will be submitted to Village staff electronically and serve as the basis of design for TASK 6.

DELIVERABLES:

- Preliminary Landscape Concept Plan and Plant Palette in .pdf format
- Landscape Concept Plan, Plant Palette, and OPCC in .pdf format
- Up to ten (10) 3D Model Static Exports with a video fly-through up to two (2) minutes in length in .pdf and .mpeg format.
- Final Landscape Concept Plan, Plant Palette, OPCC and refined 3D exports.

TASK 6 – CONSTRUCTION DOCUMENTS

Kimley-Horn will prepare construction documents for the IMPLEMENTATION AREA based on the Final Landscape Concept Plan prepared as part of TASK 5. Improvements proposed outside the limits of the right of way and approved by the Client will be will be provided as an additional service. Kimley-Horn will prepare construction documents with milestone deliverables at the 30%, 60%, 90% and 100% design stages. Milestone submittals will be provided to Village Staff for review and comment. Kimley-horn will incorporate comments from each submittal into the subsequent milestone submittal. Services for this task will consist of:

A. Construction Documents

1. Construction Documents will be prepared on a 24" x 36" sheet format consisting of the following sheets:
 - a. Cover Sheet
 - b. General Notes

- c. Existing Conditions – *Illustrating surveyed conditions obtained as part of TASK 4.*
- d. Demolition Plan – *Identifying all elements to be removed to allow for construction improvements and the protection of elements to remain.*
- e. Best Management Practices (BMP) Plan – *Detailing layout of best management practices for soil erosion prevention.*
- f. Soil Amendment Plan (If applicable) – *Identifying areas of soil amendment and replacement (if necessary) based on soil testing as part of TASK 3 and available project budget.*
- g. Hardscape Plan – *Illustrating bicycle and pedestrian improvements at existing roundabouts.*
- h. Hardscape Details – *Details will supplement hardscape plan sheets with installation details and specifications for implementation of the proposed plan.*
- i. Landscape Plan – *Consisting of detailed layout of proposed plantings with a plant list identifying species, quantities, sizes, locations, and spacing.*
- j. Landscape Details – *Details will supplement landscape plan sheets with installation details and specifications for implementation of the proposed plan.*
- k. Irrigation Plan - *Consisting of head layout, water source information, mainline and lateral line layout, valve sizes and locations, and controller type and location. Schematic Irrigation plans will be submitted at the 60% milestone with final plans being submitted at the 90% stage.*
- l. Irrigation Details – *Details and specifications describing the installation requirements of the equipment to be installed based on the Irrigation plans.*
- m. Lighting Plans – *Detailing layout improvements of lighting at roundabouts for pedestrian safety improvements at crosswalks.*
- n. Lighting Details and Schedules – *Light pole installation details and circuitry schedules for lighting improvements.*
- o. Signing and Pavement Marking Plans – *Layout and details for signing and pavement marking improvements at the Williams Road Roundabout.*
- p. Temporary Traffic Control Plans – *Detailing requirements of traffic control devices during construction. Temporary Traffic Control Plan (TTCP) will be prepared as outlined in the Florida Design Manual (FDM), FDOT Standard Indexes and the MUTCD (2009).*

B. Project Specifications

1. Kimley-Horn will prepare written project specifications for inclusion with construction documents. Specifications will be prepared and submitted at the 90% milestone. Comments to specifications will be included in the specifications submitted at the 100% milestone. Additional comments to specifications will be revised as part of the Bid Assistance in TASK 8.

B. Opinion of Probable Construction Cost (OPCC)

1. Kimley-Horn will prepare an OPCC to be submitted with the 30%, 60%, 90% and 100% submittals.

C. Village Council Presentations

1. Presentations to Village Council will be made following the 30% milestone submittal and the 90% submittal as part of TASK 2. Comments received from Council will be incorporated into the subsequent milestone submittal.

D. Updated 3D Renderings

1. Kimley-Horn will update the 3D model prepared in TASK 5 to reflect any final design changes based on the 90% plans prepared under this task. The previously submitted static images and fly-through video will be re-exported with the design revisions.

DELIVERABLES:

- 30% Construction Plans and OPCC in .pdf format
- 60% Construction Plans and OPCC in .pdf format
- 90% Construction Plans, Specifications, OPCC and Updated 3D Renderings in .pdf format.
- 100% Construction Plans, Specifications and OPCC.

TASK 7 – PERMITTING**A. Preliminary Agency Coordination**

1. Kimley-Horn will attend one (1) pre-application meeting with SFWMD to review the proposed landscape design at the 30% milestone and obtain feedback to be included in the development of construction documents as part of TASK 6.
2. Kimley-Horn will attend one (1) pre-application meeting with Village of Estero Staff to review the proposed landscape design at the 30% milestone and obtain feedback to be included in the development of construction documents as part of TASK 6.

B. Permit Application(s)

1. Kimley-Horn will prepare and submit a Limited Development Order application to the Village of Estero. Permit application will be submitted utilizing the 60% plans.
2. Kimley-Horn will prepare and submit a Water Use Permit for irrigation wells through SFWMD. Should permitting with SFWMD be required based on the pre-application meeting, this will be provided as an additional service.
3. Kimley-Horn will respond to up to two (2) requests for additional informational. Plan revisions will be incorporated under TASK 6.

TASK 8 – BID ADMINISTRATION SERVICES

- A. Kimley-Horn will assist procurement staff with the review of the bid package and specifications consistent with Village procurement processes. Construction plans will be coordinated with bid documents.
- B. Kimley-Horn will respond to requests for additional information (RAI's) from contractors, provide plan clarifications, plan amendments and coordination during the bidding process.
- C. Construction documents will be updated to incorporate bidding and RAI responses into one (1) set of consolidated documents.

TASK 9 – LIMITED CONSTRUCTION PHASE SERVICES

The Village of Estero will be hiring a Construction Engineering Inspector (CEI) to oversee construction activities and performance. Kimley-Horn will provide limited construction phase services to aid the selected CEI and Village Staff in overseeing the implementation of the design vision. This shall include the following tasks:

A. Pre-Construction and Construction Progress Meetings

Kimley-Horn will attend a Pre-construction Meeting. Regular monthly construction progress meetings will be attended via conference call. For the purpose of this task, a construction duration of six (6) months is anticipated.

B. Recommendations with Respect to Defective Work.

Kimley-Horn will provide recommendations to Client on Contractor's work. A recommendation to readjust work will be provided if, on the basis of its observations, Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents.

C. RFIs / Clarifications and Interpretations

Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any direction authorizing variations from the Contract Documents will be made by Client.

D. Shop Drawings and Samples

Kimley-Horn will review and approve or take other appropriate action with respect to Shop Drawings and Samples and other data which Contractor is required to submit, for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.

E. Substitutes and "or-equal."

Kimley-Horn will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents.

F. Final Notice of Acceptability of the Work

Kimley-Horn will conduct a final site visit to determine if the completed Work by the Contractor is generally in accordance with the Contract Documents and the final punch list.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 – 9 for the lump sum fees listed below. Expenses have been included in the fees below.

TASK	DESCRIPTION	FEE
1	PROJECT ADMINISTRATION AND MANAGEMENT	\$8,000
2	PUBLIC INVOLVMENT	\$22,000
3	RESEARCH	\$6,000
4	SURVEY	\$45,000

5	CONCEPT DESIGN	\$36,000
6	CONSTRUCTION DOCUMENTS	\$82,000
7	PERMITTING	\$5,500
8	BID ADMINISTRATION SERVICES	\$5,500
9	LIMITED CONSTRUCTION PHASE SERVICES	\$11,500
	TOTAL	\$221,500

An amount has been included in the lump sum to cover certain reimbursable expenses such as in-house duplicating, plotting and printing, local mileage, telephone calls, facsimiles, postage, and word processing computer time. All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

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

Additional Services if Required:

The following services are not included in this Agreement, but may be authorized by the Village Council should they become necessary. Additional Services will be performed at the Engineer's hourly rates.

1. Additional site visits beyond those listed above.
2. Any other professional consulting service not specifically detailed in the Scope of Services.
3. Attendance at public meetings beyond those specifically specified.
4. Preparation of plans outside the limits of the project areas as described in the project understanding.
5. Easement descriptions and sketches.
6. Subsurface Utility Engineering and soft dig locates.
7. Survey of areas outside of right of way limits such as improvements identified during TASK 5.
8. Construction documentation and permitting of improvements outside of right of way limits such as improvements identified during TASK 5.

Any additional or miscellaneous services requested by the Village but not specifically included in the above Scope of Services will be provided in accordance with the approved rate schedule on an hourly labor fee plus expense basis.