



city commission work session agenda

**City Commission Work
Session
November 5, 2020
2:00 pm
Virtual meeting**

mayor & commissioners				
seat 1 Marty Sullivan	seat 2 Sheila DeCiccio	Mayor Steve Leary	seat 3 Carolyn Cooper	seat 4 Todd Weaver

welcome

Welcome to the City of Winter Park City Commission meeting. The agenda for regularly scheduled Commission meetings is posted outside City Hall the Wednesday before the meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at cityofwinterpark.org.

agenda

*times are projected and
subject to change

- 1. Call to Order**
- 2. Discussion Item(s)**
 - a. [Discussion of Progress Point Design Statement of Work](#) 90 minutes
- 3. Adjournment**

appeals and assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the

meeting."



City Commission Work Session

agenda item

item type Discussion Item(s)	meeting date November 5, 2020
prepared by Bronze Stephenson	approved by Bronze Stephenson, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Discussion of Progress Point Design Statement of Work

motion / recommendation

Hold discussion with consultants about the Progress Point conceptual project.

background

The City Commission approved a Scope of Work to hire ACi Architects and Land Design to create a conceptual design for the Progress Point site and also to develop a Greenway Regional Design.

The Staff Report provided to the Commission at the August 12, 2020 meeting reads as follows:

subject

Approve the following

1. Scope of Work for Progress Point Conceptual Design and Greenway Connection Plan and authorize the City Manager to execute a contract with ACi Architects; not to exceed \$160,000.

motion / recommendation

Staff recommends approval of the creation of a Scope of Work for a conceptual design of Progress Point and a regional Greenway Connectivity Plan (further defined herein), authorizing the City Manager to execute a contract with ACi Architects for an amount not to exceed \$160,000.00.

background

The City Commission has continued to have discussions on the Orange Avenue Overlay.

As a part of these ongoing discussions, the city has been contacted by a group of citizens concerning the development of park space and activation of Progress Point. The City Commission held a work session on July 23rd to discuss Progress Point. The following bullet points were discussed by the Commission at the work session to be part of the scope developed:

- Approximately 1.5 acres of contiguous park space.
- No residential uses allowed.
- City shall retain ownership.
- Stormwater retention provided on the site would exceed requirements to allow for more regional treatment and retention.
- Contribute to parking needs of small businesses in the area in the form of a parking structure.
- A business/financial model will be developed
- Maximum 20,000 square foot footprint for buildings, maximum of two-story buildings.
- The proposed "Rail Trail" would be constructed on the site, meeting the standards of the previously considered OAO language.
- Realignment of Palmetto to be considered and encouraged where appropriate.

Additionally, as a part of the Scope, a regional Greenway Trail Plan will be developed to place the city in a better position to apply for regional, State and Federal grants for bicycle and pedestrian connectivity improvements.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Progress_Point_CC_Worksession_Minutes_7.23.20 \(1\).pdf](#)

ATTACHMENTS:

[PROGRESS_POINT-COMM_WORKSESSION_SLIDES_7.23.20.pdf](#)

ATTACHMENTS:

[RFQ-3-2017_TO_Progress Point_ACI.pdf](#)



City Commission Work Session Minutes

July 23, 2020 at 1:00 p.m.

Virtual Meeting

Present

Vice Mayor Carolyn Cooper
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Todd Weaver

City Manager Randy Knight
City Attorney Kurt Ardaman
City Clerk Rene Cranis

Absent:

Mayor Steve Leary

Also present:

Larry Adams
Steve Goldman
Jim Huckeba, city's lobbyist

Ray Waugh
Bob Bendick

Meeting called to order

Vice Mayor Cooper called the work session to order at 1:03 p.m.

OA Discussion

Mr. Stephenson stated that the two property/business owners Lamont Garber and Bill Sullivan were unable to attend.

Steve Goldman advised that this plan, created by a group of architects and park and landscape designers, will draw more people to the area if park and adjacent buildings are designed correctly and used Park Avenue as an example.

Mr. Goldman stated that the goal was to create a space that connects to MLK park and Mead Garden and an area for people to congregate which would help businesses along Orange Avenue. He added that the City should explore possibilities of creating a non-profit similar to the Dr. Phillips Center model to manage the buildings and parking structure. He discussed the return on investment benefits and stated the next step is to begin preliminary engineering and design.

Mr. Adams showed an aerial view of the existing property and stated the specific location was an important place that needed something that could be driven as a public component. He presented concepts which will draw people to the area including cafes, markets, rooftop dining, bike trail and outdoor events. He stated there is interest from the public to be involved to create, sponsor and develop events and work with the City on the next steps. He reviewed the process and deliverables to create a vision, schematic designs and engineering plans, receive public, create guidelines and an action plan and then issue a request for proposals. He addressed the realignment of Palmetto Avenue which will allow for a parking garage, a promenade connecting the park to adjacent properties, additional greenspace and a trail with

a buffer to the Sunrail tracks. The scope of work is estimated at \$150,000, including civil engineering drawings for Palmetto and site prep work, and will be completed in 3-5 months.

Commissioner Sullivan recalled that at the May 4th meeting regarding Progress Point, there was a general consensus that the City retain ownership and control. He urged the Commission to develop parameters and then move forward. He supported the idea of a non-profit managing the development of the site and the proposal for an integrated structure of city parks that ties greenspaces together. He asked Mr. Adams to clarify how input is planned.

Mr. Adams suggested holding public forums with a presentation of the conceptual plan and allow public comment and also an online survey. Mr. Goldman added that input should be solicited from businesses that may be interested in leasing the spaces.

Commissioner DeCiccio asked if the study was adequate to prepare the city to apply for grants. Mr. Bendick said he is unsure but it would be a good segue to the grant but it unlikely that legislation would pass before the next congressional recess in August. He provided information on other potential grants. Commissioner DeCiccio stated that it was critical to move forward.

Commissioner Weaver stated that he is supportive of the park as focal point for redevelopment along Orange Avenue and would like staff to provide the anticipated maintenance costs for the park. He felt that consideration should be given to the use of the area south of the relocated Palmetto Avenue for stormwater management which should exceed existing state or local requirements.

Commissioner Cooper said that her understanding was the deliverable would help to apply for significant grant dollars for the entire greenway and she now understands that the focus is solely on Progress Point.

Director of Planning and Transportation Bronce Stephenson explained that the initial parking analysis was based on code and staff will provide the parking survey data received thus far to the Commission. He responded to questions providing additional details on the parking survey/responses. Discussion was held on parking needs and inclusion in the scope of work assessing parking requirements, leasable spaces, and parking availability and needs of larger properties.

Mr. Adams expanded on the SOW with respect to leasing the buildings and parking requirements. He said he will be compiling data on the interest and the concept of uses and discussed the application and testing of data.

Director of Public Works Troy Attaway provided information on stormwater drainage issues and opportunities. Discussion was held regarding the ACi scope of work and whether the design and engineering included was adequate to move forward with the realignment of Palmetto Avenue. Mr. Waugh stated that the SOW contains construction and permitting documents for the process of moving Palmetto Avenue as well as options for design of additional stormwater potential devices, connections and associated cost.

Commissioner Sullivan asked if it was possible to place a SunRail Station on this property. Commissioner Weaver spoke with Metroplan officials and there is a very slim possibility of a station since it is less than one mile than the downtown station.

Commissioner Cooper questioned whether the deliverable for the SOW will give drawings adequate to pursue grants solely for the Progress Point property as opposed for the entire

greenway. Mr. Stephenson stated that staff has some of the criteria prepared and can create the conceptual designs and could partner with the team to create a greenway design.

In response to questions regarding the cost of including the entire greenway versus just Progress Point in the SOW. Mr. Bendick stated that the legislation had not been passed yet for stimulus funding, but felt a conceptual plan of greenway that would connect and expand to central park would stage the city for opportunities.

Mr. Huckeba stated that a conceptual plan was a start. He explained that there could be a number of grant opportunities coming up in the next few months and stated the guidance is issued with the Notice of Funding Opportunity will dictate the criteria for each grant.

Mr. Adams answered Mr. Sullivan's question regarding the cost to include the entire greenway in the SOW. He stated the cost would increase by \$10,000 to include the greenway.

The following development parameters were discussed:

- Approximately 1.5 acres of contiguous park space.
- No residential on property
- City must retain in perpetuity and control.
- Stormwater requirements to exceed regulations
- Contribute to parking needs of small businesses in the area
- Maximize private investment while implementing city program
- Maximum 20,000 square foot footprint for buildings, two-story buildings
- Bike path
- Realignment of Palmetto

Commissioner Cooper asked if it was necessary that lots be brought down to street level. Mr. Goldman stated that the end result would have a much better feel if the lot is not flat. After discussion, Mr. Adams asked for flexibility to use topography as part of the study. Staff responded to questions regarding lot elevation, ADA requirements, bike path and sidewalks.

Commissioner Cooper asked Mr. Knight what is needed to allow the City to move forward. He stated funding for the scope needs to be addressed. He explained the rules for using the Parks Acquisition Fund and impact fees. He believes the scope falls under park acquisition because the property is not a park at this time, the City owns the land and it is being converted into a new park for the City.

Commissioner DeCiccio clarified that the total cost of the scope was \$160,000 with addition of greenway plan, which she feels is money well spent.

Mr. Stephenson suggested that once design is approved that all the land not used for parking be rezoned to Parks and Recreation.

Consensus was to place the scope on the next meeting agenda.

The work session adjourned at 4:00 p.m.

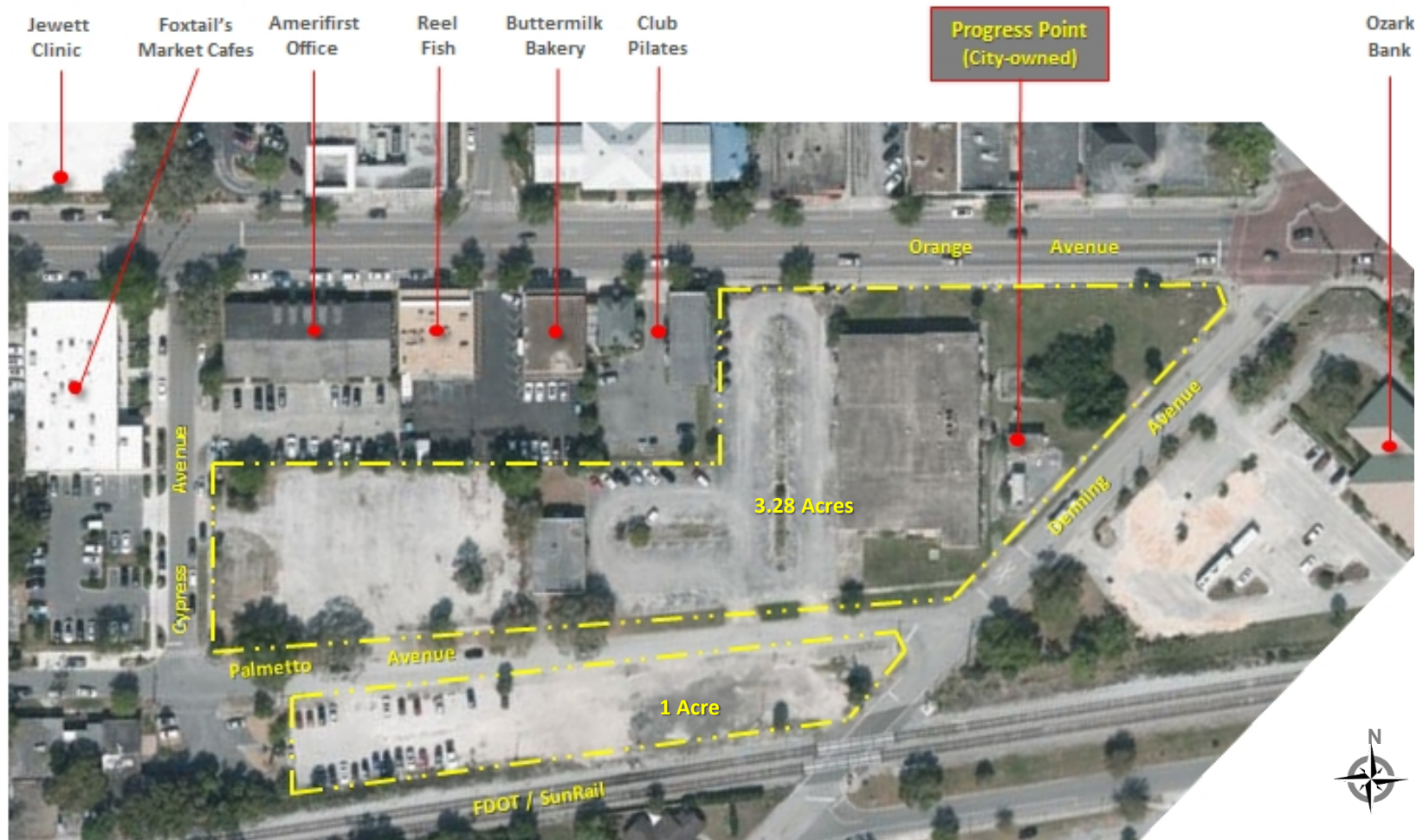
A Path to Success

PROGRESS POINT – A PUBLIC REDEVELOPMENT VISION



Goal: To create a beautiful central public space for the Orange Avenue district that will give people a reason to go there even if they don't have specific need to visit a particular business.

Existing Conditions



PROGRESS POINT – A public redevelopment vision



Activating the Park

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food markets, rooftop dining, convenient parking, bike
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Activating the Park



Activating Park with a Café - Food - Third Space Culture



Food Courts



LandDesign

David Miller
RH Miller Landscape Arch 14

Activating Park with a Café - Food - Third Space Culture



Multiple Vendors



LandDesign

David Miller
RH Miller Landscape Arch 15

Activating Park with a Café - Food - Third Space Culture



The “Third Space”



LandDesign.

David Miller
RH Miller Landscape Arc 16:t

Activating Park with a Café - Food - Third Space Culture

Rooftops Extend Park Experience

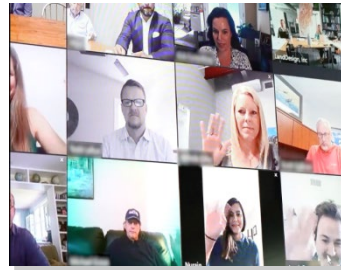


A Shared Process

City-Community-Private

TODAY

Est. 3-5 months



PARK
VISION

PROGRAM
SCHEMATIC DESIGN
CIVIL ENG. DOCUMENTATION

PUBLIC & DEVELOPER
INPUT

GENERAL
REDEVELOPMENT
GUIDELINES
&
ACTION PLAN

REQUEST
FOR
PARTNERSHIPS



LandDesign

David Miller
RH Miller Landscape Arch 18

Tasks/Deliverables

PUBLIC & DEVELOPER INPUT:

High-level assessment of public & developer drivers.

PROGRAM:

Written summary of the City's requirements for:

- Park
- Future Buildings
- Supporting Infrastructure (parking, roadway, trails, utilities)

PRELIMINARY SCHEMATIC

DESIGN OPTIONS:

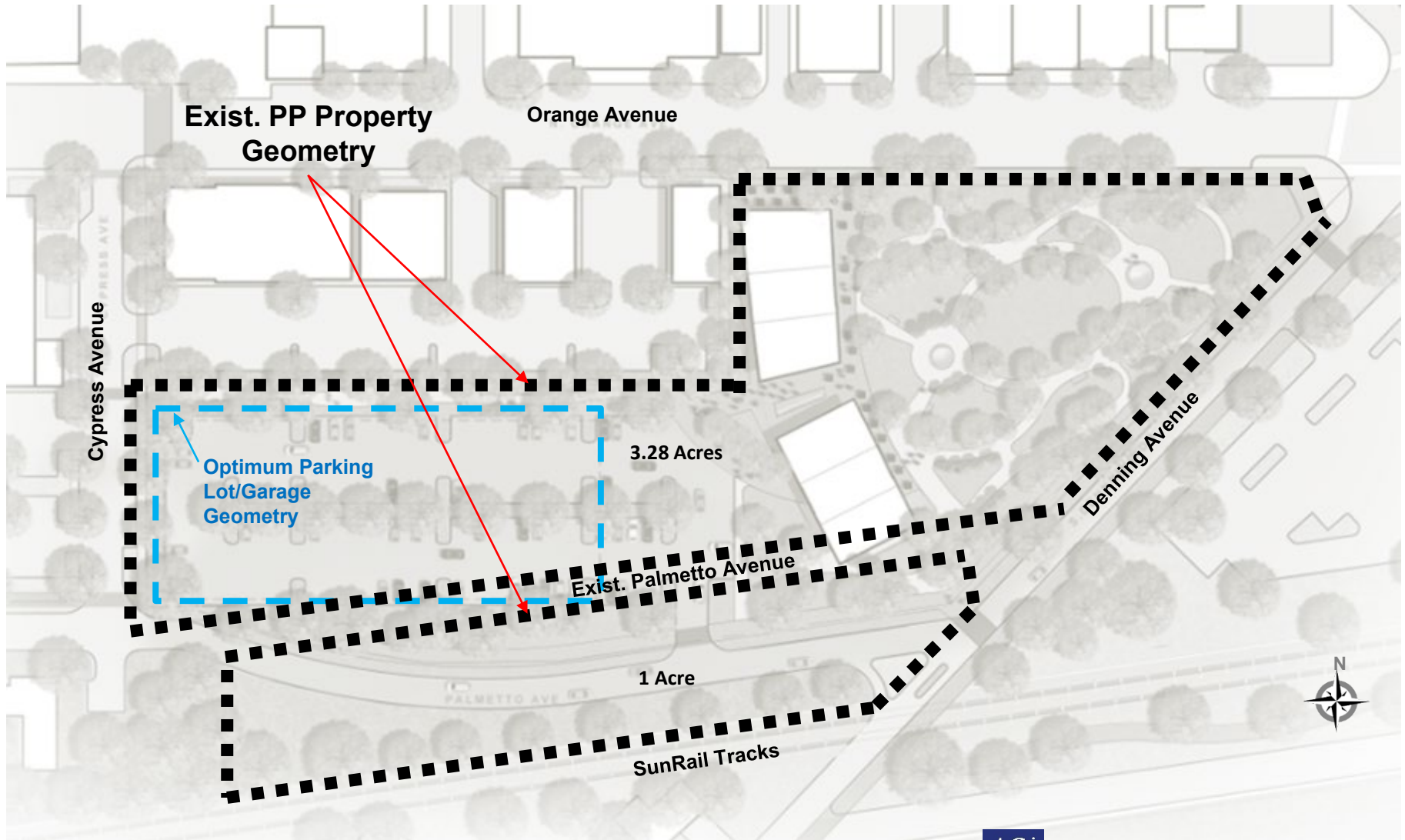
Preliminary design options illustrating scale & relationship of Project components consisting of:

- Site Plan (w/options)
- Site Sections, Massing & Yield
- 3D Visualization
- Budget

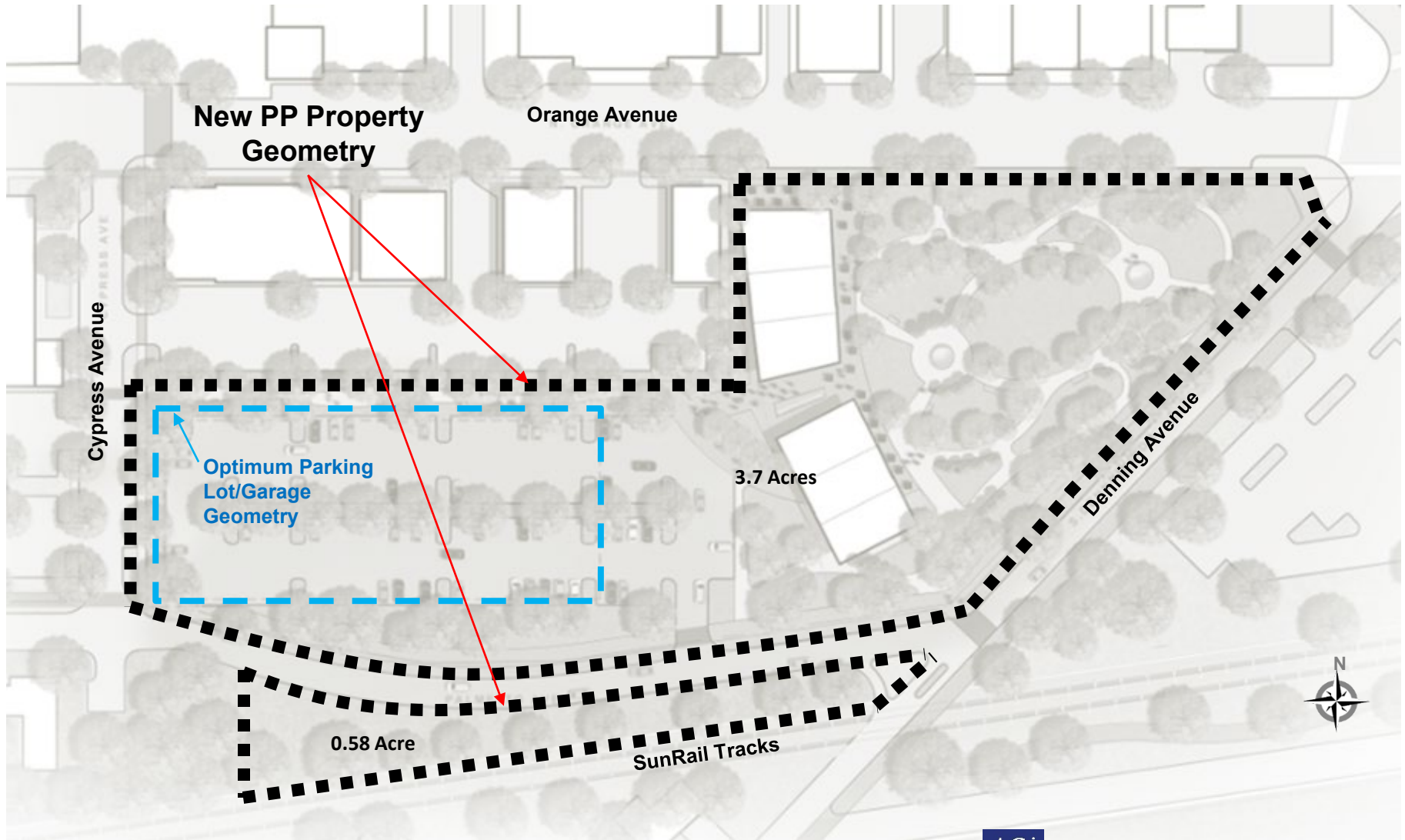
CIVIL ENGINEERING DOCUMENTATION:

**Palmetto Roadway Re-alignment
Site Grading/Drainage/Utilities/Parking
Budget**

Palmetto Realignment = Increased Value “BEFORE”



Palmetto Realignment = Increased Value “AFTER”



Scope of Work Budget/Schedule

PROGRAM:	Written summary of the City's requirements for: <ul style="list-style-type: none">- Park- Future Buildings- Supporting Infrastructure (parking, roadway, trails, utilities)
PRELIMINARY SCHEMATIC DESIGN OPTIONS:	Preliminary design options illustrating scale & relationship of Project components consisting of: <ul style="list-style-type: none">- Site Plan (w/options)- Site Sections & Elevations- 3D Visualizations- Budget
PUBLIC & DEVELOPER INPUT:	Review of preliminary market data, program, design options for public input.
CIVIL ENGINEERING DOCUMENTATION:	Palmetto Roadway Re-alignment/Parking Site Grading/Drainage/Utilities Budget
REDEVELOPMENT GUIDELINES & ACTION PLAN:	Presentation to Commission for Final Review/Approval of findings & next steps.
TOTAL SCOPE OF WORK:	\$ 150,000
ESTIMATED SCHEDULE:	3-5 MONTHS



LandDesign

David Miller
RH Miller Landscape Arch 22

Thank you for listening !



LandDesign

David Miller
RH Miller Landscape Arch 23



Continuing Services Authorization

Redevelopment Guidelines & Action Plan for City-owned Progress Energy Land

Background

The scope of services described herein corresponds to recent actions taken by the City of Winter Park to create redevelopment guidelines for a key city-owned property known as Progress Energy (a.k.a. Progress Point). Located at a major intersection along the Orange Avenue corridor, its shape and location form a unique piece of an important city block and transportation gateway to surrounding commercial, medical, and residential uses. It is also a “front door” to the city’s 47-acre Meade Botanical Gardens. Originally an office building and surface parking lot built decades ago by a large energy utilities company, the land was sold by the utility to private developers. It was later traded to the city in a land-swap for other city-owned real estate. Since the city’s ownership, many ideas have been offered and studied by the city and private sector for various developments that have not yet resulted in a real estate transaction for this property.

Recently, City-led community visioning efforts for the Orange Avenue Corridor with both past and current commissions provided direction for the city property to include a 1.5 acre public park integrated with place-making market driven redevelopment uses and community parking. Responding to these aspirations, a framework of ideas was volunteered by citizens, professionals, private sector and academic leaders and presented to the City Commission. On July 23, 2020, the City Commission held a public workshop on moving forward with specific steps to generate a more detailed framework and process led by the city to create redevelopment guidelines using public and private input, market data, design parameters, civil engineering and realistic development models. An outline of proposed next steps was provided by the city’s continuing services consultant, ACi Architects, and discussed at length with input from Commission attendees. The Commission also discussed the importance of a forthcoming federal transportation funding bill for public parks that provide connectivity to transportation corridors. Commission asked for ACi’s scope of work to include a conceptual plan to create connectivity between the subject property and other parks/open space using the Denning corridor from Meade Gardens north to the Morse Boulevard corridor connecting to Central Park.

During the City Commission Workshop, the Commission identified goals it is targeting to create redevelopment guidelines and action plan document for the subject property. This document will provide a general framework for requesting and evaluating future proposals from the market through a competitive process. The goals include:

- an attractive public space gateway featuring a new world-class public park with connectivity to surrounding streets, walkable/bikeable paths and regional trail;
- place-making building uses that can activate the new park and add to the improvement of the Orange Avenue Corridor and surrounding neighborhoods;
- new shared community parking;
- engineering the realignment of Palmetto Avenue to optimize size, shape and geometry of the property;
- encourage development consistent with realistic market opportunities;
- create development opportunities that are attractive to conventional and/or innovative developers;



- seek high standards and best utilization of public assets;
- support economically and environmentally sound, sustainable development;
- keep the process transparent to avoid appearance of special interest conflicts;
- seek, respect and involve local community and stakeholder interests in the design, investing and utilization of the City's public asset;
- City's desire to retain ownership of the property;
- risk-reward options that generally evaluate highest return-on-investment and lowest risk options to City;
- strengthens the brand of Winter Park's City of Culture & Heritage.

The City Commission on 08-12-2020 approved the scope, schedule and compensation provided by the city's continuing services consultant, ACi Architects (see attached Exhibit A), and directed the City Manager and Community Planning/Development Director to contract with ACi to complete the following tasks and deliverables within a 3-5 month schedule:

Tasks and Deliverables

1. Research market data (including covid-19 impacts) to determine demand and targeted uses and users. Generally quantify projected market rents and business models including tenant lease criteria, private vs. non-profit, physical space and parking requirements.
2. Survey targeted users, developers and interested parties (profit and non-profit) for input and level of interest as a potential candidate for a future competitive request for proposal process.
3. Work closely with City Community Planning/Development Director to integrate city resources and data including zoning, community parking demand surveys, traffic/transportation, stormwater, civil engineering, and other similar information.
4. Generally evaluate financial value options and strategies involving city's preferred option of retaining ownership of the property.
5. Conduct a virtual public workshop to inform and listen to community ideas, concerns and opportunities that will help further shape the vision of the property.
6. Prepare a written program and schematic level design for a new world-class park with a quantifiable breakdown of the proposed site, stormwater, landscape elements in order to confirm a more accurate accounting of proposed Park concept and rough order of magnitude of cost.
7. Work closely with the City Public Works Department to prepare civil engineering construction documents for the realignment of Palmetto Avenue and new parking lot incorporating roadway, trail, pedestrian sidewalks/crossings, stormwater, lighting, and streetscape. See attached Exhibit B-Land Design Scope of Work.
8. Develop site and future building diagrams delineating planning and design principles and options that respond to the City's targeted goals, community input and market drivers.
9. Create relevant visualizations of the envisioned park and redevelopment guidelines to convey the scale, character and flexibility of the redevelopment vision.
10. Recommend a draft of a request for proposal to be used to go to the market to receive competitive proposals based on the Commission approved redevelopment guidelines.
11. Bring back the findings to the Commission in the form of a draft of the Redevelopment Guidelines and Action Plan report.
12. Incorporate Commission comments into a final draft for review and approval.

Owner Furnished Information and Responsibilities

As required for ACi to complete its work, the City shall furnish the following:

1. A certified survey describing physical characteristics, metes and bounds, legal limitations, utility locations, street right-of way and written legal description of the property.
2. Geotechnical soil borings information.
3. Environmental information relating to chemical tests for hazardous material and any other laboratory and environmental tests or inspections including reports required by law.
4. Parking surveys, traffic reports or other data the City feels is relevant to the scope of work.

ACi shall consider all information supplied by the City or provided by other City sub consultants acting On behalf of the Owner, complete and correct. Additional work or revisions to completed work performed by ACi as a result of inaccurate, incomplete or incorrect information supplied by the City and/or its sub consultants, acting on its behalf, shall be paid for as Additional Services at the prevailing hourly rates of ACi.

Schedule

The scope of work described herein is estimated to be completed within a 3-5 month duration from the date of City's execution of this agreement.

Compensation

In accordance with the City-ACi continuing services agreement, ACi's total compensation shall be a lump sum amount of One Hundred Sixty Thousand Dollars (\$160,000.00) An initial payment of \$32,000 shall be made upon execution of this agreement and credited to the total lump sum amount.

Acceptance

If the above is acceptable, please acknowledge your acceptance by signing in the space provided below. Upon ACi's receipt of a signed original and receipt of the initial payment, we will commence work.

Acknowledged and Accepted by:

City of Winter Park, FL

"CITY"

Michelle Neuner
Signature

Michelle Neuner
Printed Name/Title

August 27, 2020
Date

Exhibit A

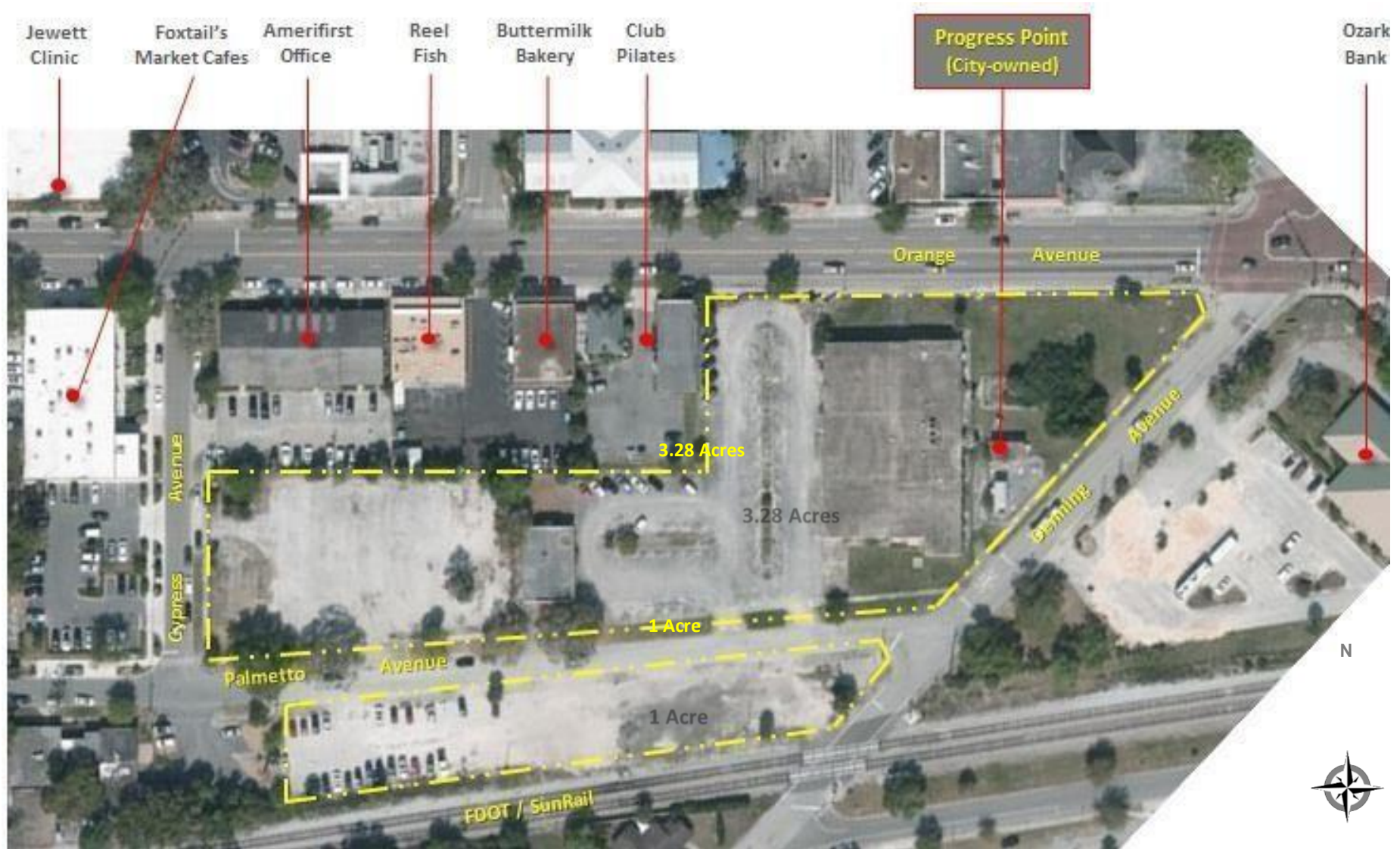
Vision Framework and Scope of Work Accepted by
Commission on August 12, 2020

A Path to Success
PROGRESS POINT – A PUBLIC REDEVELOPMENT VISION



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Existing Conditions



PROGRESS POINT – A public redevelopment vision



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REQUEST
FOR
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Tasks/Deliverables

PUBLIC & DEVELOPER INPUT:

High-level assessment of public & developer drivers.

PROGRAM:

Written summary of the City's requirements for:

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- Future Buildings
- Supporting Infrastructure (parking, roadway, trails, utilities)

PRELIMINARY SCHEMATIC DESIGN OPTIONS:

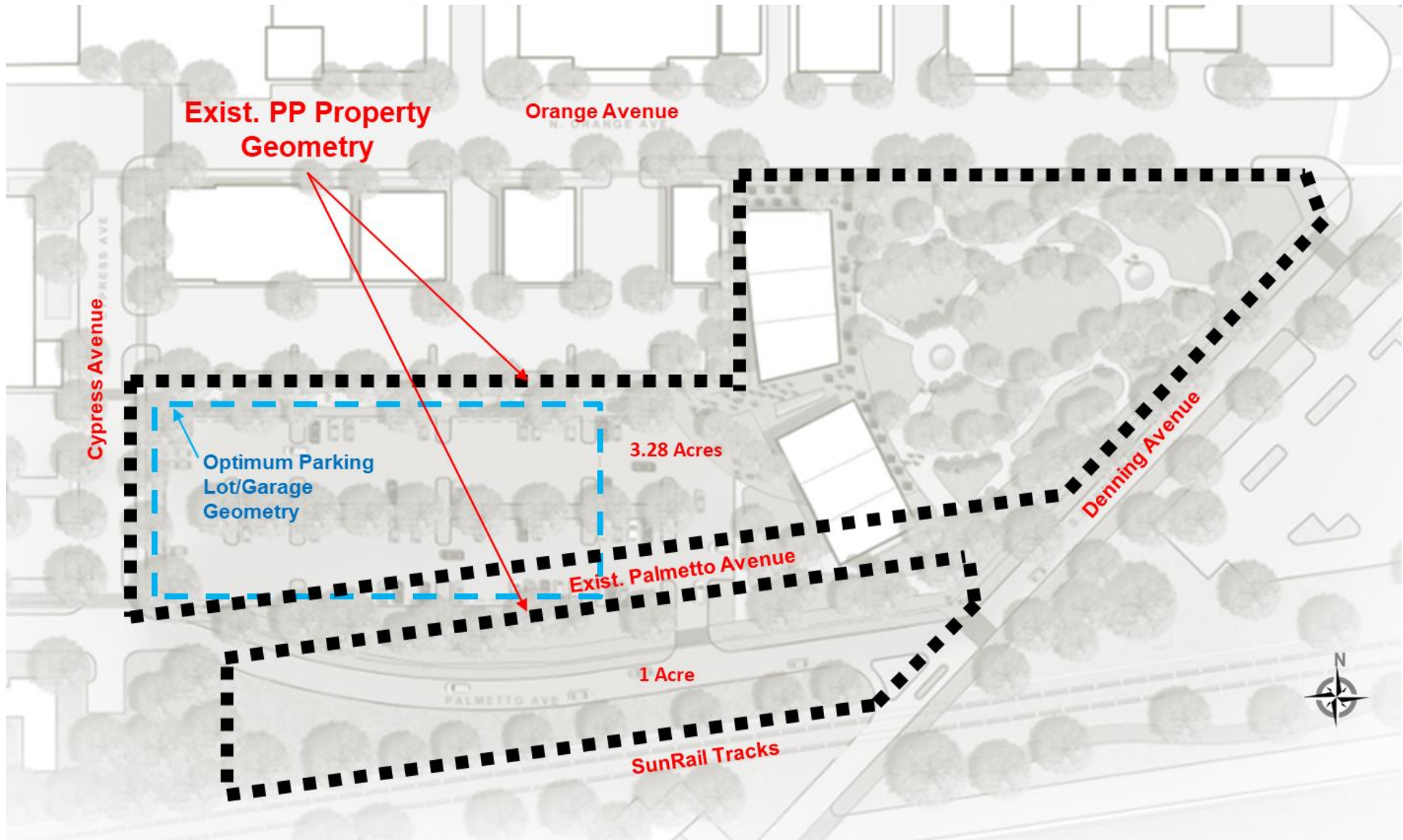
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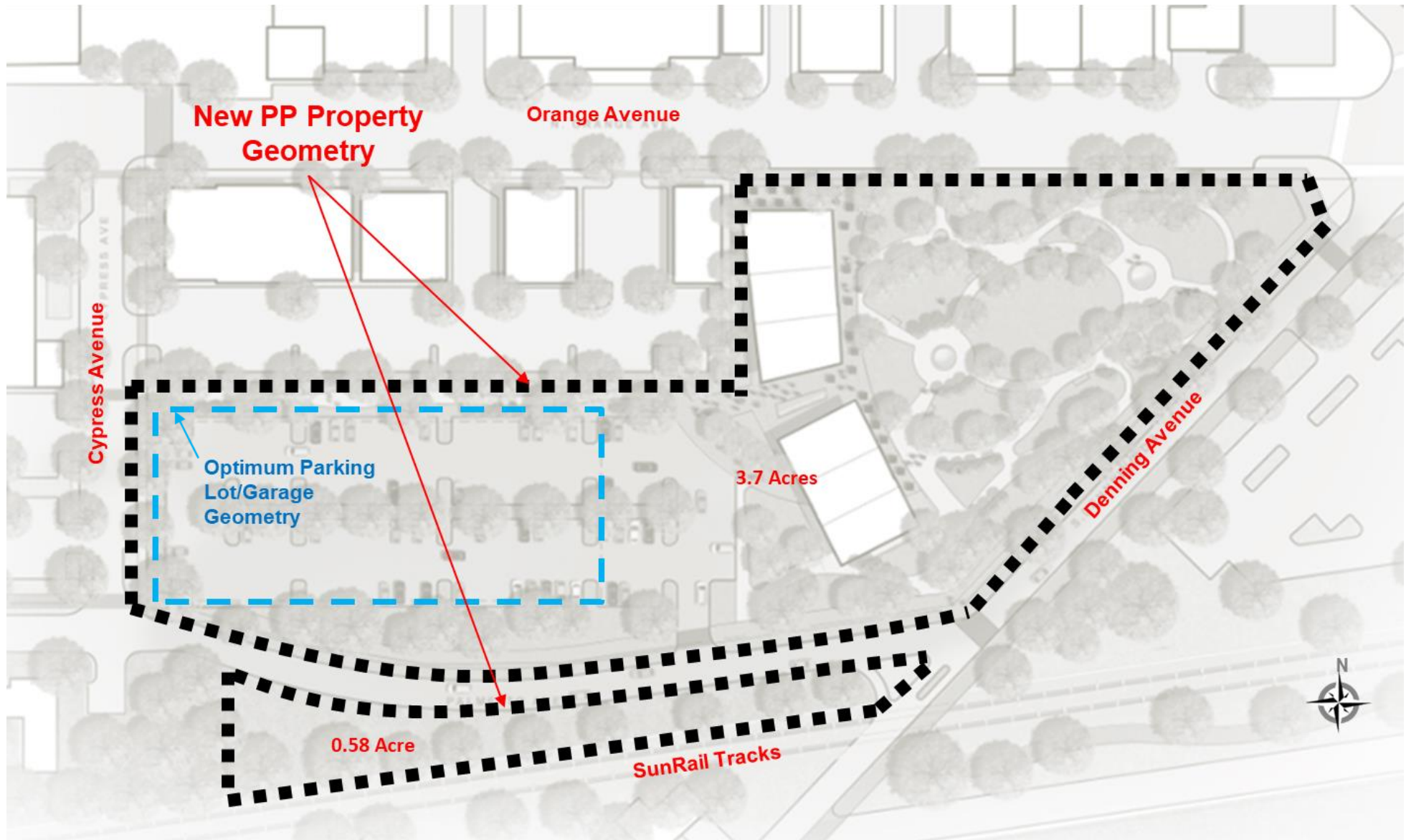
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**Palmetto Roadway Re-alignment
Site Grading/Drainage/Utilities/Parking Budget**

Palmetto Realignment = Increased Value “BEFORE”



Palmetto Realignment = Increased Value “AFTER”



Scope of Work Budget/Schedule

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CIVIL ENGINEERING DOCUMENTATION:	Palmetto Roadway Re-alignment/Parking Site Grading/Drainage/Utilities Budget
REDEVELOPMENT GUIDELINES & ACTION PLAN:	Presentation to Commission for Final Review/Approval of findings & next steps.
TOTAL SCOPE OF WORK:	\$ 150,000 + \$10,000 (concept plan for park connectivity with Denning-Morse corridors to Central Park)
ESTIMATED SCHEDULE:	3-5 MONTHS

Exhibit B

Civil Engineering and Landscape Architecture Scope of Work

This project involves assisting the City of Winter Park and ACi Architects with the creation of a vision plan and redevelopment guidelines for the City-owned property along Orange Avenue known as Progress Energy/Progress Point.

This project will entail Civil engineering and Landscape architecture to accomplish the following:

- 1) Assist the city of Winter park in creating a world-class vision framework for a 1.5 acre park to be located at the corner of Denning and Orange Avenue.
- 2) Assist the City of Winter Park in creating a development opportunity for the remainder of the Progress energy site that will attract the right type of opportunity, as the City is looking for as a catalyst development for the area.
- 3) Includes exploring and providing construction documentation for relocation of Palmetto Ave, including creating a stormwater master plan and designing stormwater treatment and detention for the area.
- 4) Assist in concept planning of the continuation of connective green space that can be part of a greater plan known as the "Emerald Necklace" showing corridors and connection paths for pedestrian uses into downtown Winter Park.

Scope of Services

The following paragraphs describe the scope of work to be provided under this agreement.

I. OVERALL CONCEPT PLAN PACKAGING – VISION CHARETTE

PHASE 100

LandDesign will provide professional services and expertise in the categories of Park and Greenspace design, Landscape Architecture, and Civil Engineering to cover the meeting and charrette process of the Progress Point site planning project. LandDesign will also explore the green corridor connections that connect the site to Downtown Winter Park and beyond. LandDesign will provide conceptual plans for all open space and amenity areas approved by the Client. Conceptual plans in this phase will be hand sketches.

II. 1.5 AC CITY PARK PARCEL –DESIGN DEVELOPMENT - LA

PHASE 200

LandDesign shall provide the following services under this phase:

- 1) Establish and maintain close coordination with all professional disciplines associated with the project.
- 2) Prepare site base maps, as appropriate for LandDesign's scope of work for the site, from data provided by the City's Certified Surveyor and for the building footprints as provided by the ACi, in Civil 3D format.
- 3) Review redevelopment written program requirements, schematic building footprints, preliminary budgets and applicable zoning plan criteria and apply all requirements throughout the design process.
- 4) Update and refine preliminary AutoCAD site plan based on preliminary architectural building footprint option diagrams and preliminary streetscape/hardscape concept plan. The site plan base drawing shall be the base document to be shared with the City and ACi's team of consultants.

- 5) Create a site plan that is compliant with the vision framework.
- 6) Preliminary grading plan compliant with the vision framework.
- 7) Complete the stormwater design concept sufficient for future permitting through SJRWMD
- 8) Refine site layout plan as needed, assisting the ACi with final DD layout.
- 9) Site Plan indicating all proposed outdoor use areas indicating parking, arrival plazas, fountains, walkways, pocket parks and landscape features.
- 10) Product catalog cut sheets indicating initial design direction for site lighting, site furnishings and pavement types.
- 11) Hardscape plans & concept details, paving materials & patterns, walls & columns and water features design intent.
- 12) Site Furnishings concept details (benches, trash receptacles, landscape pots/urns).
- 13) Trees and shrub planting plan with details and plant list.
- 14) All primary site elements are defined.
- 15) Site Detailing initiated.

III. DEVELOPER PARCEL – SCHEMATIC DESIGN – CIVIL**PHASE 310**

LandDesign shall provide the following Schematic Design Services:

- 1) Establish and maintain close coordination with all professional disciplines associated with the project.
- 2) Prepare site base maps, as appropriate for LandDesign's scope of work for the site, from data provided by the City Surveyor and for the building footprints as provided by ACi, in Civil 3D format.
- 3) Review written program requirements, schematic building footprints, preliminary budgets and applicable zoning plan criteria and apply all requirements throughout the design process.
- 4) Update and refine preliminary AutoCAD site plan based on preliminary architectural building footprint diagrams and preliminary streetscape/hardscape concept plan. The site plan base drawing shall be the base document to be shared with the City and ACi team of consultants.
- 5) Create an opportunity plan that is compliant with the vision framework.
- 6) Preliminary grading plan compliant with the vision framework.
- 7) Complete the stormwater design sufficient for permitting through SJRWMD during Roadway portion of this contract.
- 8) Complete the Coordinate Control Map for the project that establishes the horizontal geometry for the project. This task will be based on a site plan approved in writing by the City.
- 9) Concept Parking Lot and Parking Garage.

IV. PALMETTO AVE – ROADWAY CONSTRUCTION DOCUMENTATION - LA**PHASE 400**

LandDesign shall provide the following services under this phase:

- 1) Final Landscape Architectural Plans.
- 2) Provide spot elevation and grading information to Civil Engineer in Amenity areas.
- 3) Hardscape plans & details, paving materials & patterns, walls & columns.
- 4) Site Furnishings plans and details (benches, trash receptacles, landscape pots/urns).
- 5) Code min Trees and shrub planting plan with details and plant list.
- 6) Technical specifications for landscape planting, irrigation, and hardscape will also be provided. It is understood that "Boiler-Plate" General Condition specifications (Divisions 0 & 1) for bidding and construction will be provided by others.

V. PALMETTO AVE - CONSTRUCTION DOCUMENTATION – CIVIL**PHASE 410**

Based on the approved Design Development drawings/budgets, LandDesign shall prepare documents suitable for construction and permitting of the project. The engineering plans will be prepared and designed in accordance with St Johns River Water Management District, City of Orlando and Florida Department of Environmental Protection (FDEP) criteria.

LandDesign shall:

- 1) Complete final design of the utilities sufficient for permitting and construction. (no off-site is included in this scope of services)
- 2) Complete the final Coordinate Control Map for the project that establishes the horizontal geometry for the project.
- 3) Provided erosion control plans sufficient for permitting.
- 4) Provided final grading plans.
- 5) Provide final coordination for utility connections to both outfall locations and buildings.
- 6) Provide a calculations report sufficient for permitting.
- 7) Final Details for construction.

The sheet format for all drawings shall be 24" x 36", or as required by the City of Winter Park, FL. Construction documentation shall include:

- A. Cover Sheet and Drawing Index
- B. General Notes
- C. Limits of Construction and Erosion Control Plans/Details
- D. Site Data and Plans/Details
- E. Typical Sections
- F. Paving, Grading and Drainage Plans/Details
- G. Utility Plans/Details (Lift Station not included)
- H. Fire Access Plan

Permitting**1. St. Johns River Water Management District (SJRWMD) Permit**

During this design phase, LandDesign shall submit a SJRWMD ERP application to permit stormwater on the project.

Permitting

LandDesign will prepare and submit permit application forms and exhibits in accordance with and containing specific technical information required by agencies/municipalities. Any revisions required during the review processes listed below are included in the scope of work. LandDesign will assist with the processing of the permits by providing requested information.

1. City of Winter Park Engineering/Site Work Permit

LandDesign will prepare plans and calculations for construction plan review. Information will be submitted to the City's Public Works department and coordinated with all other applicable departments through the review process.

2. City Utility Commission/Site Work Permit

LandDesign will prepare plans and calculations for construction plan review. Information will be submitted to the Commission and coordinated with all other applicable departments through the review process.



3. **Florida Department of Environmental Protection (FDEP) Potable Water and Wastewater Permits**
LandDesign will submit the necessary applications to the utility service provider for review and signature during the Engineering Permit review process. Once signed, the application will be submitted to FDEP for approval.
4. **Florida Department of Environmental Protection (FDEP) Notice of Intent (NOI)** - LandDesign will prepare a Stormwater Pollution Protection Plan (SWPPP) and secure a Notice of Intent (NOI) through FDEP's National Pollutant Discharge Elimination System (NDPES) program.

It is assumed that the following deliverables and/or designs will be prepared by others and provided to LandDesign by the Client:

- MOT Plans
- Environmental reports
- Structural engineering design for any site vertical elements (retaining walls)
- Monument Sign and Graphic design

RESPONSIBILITY

The City shall hold harmless ACi Architects, Civil Engineer and Landscape Architect for any conflicts or changes required in design or construction resulting from discrepancies occurred between actual field conditions and the information provided by the City and utilized for design unless such conflicts and changes are due to the negligence of the Civil Engineer and/or Landscape Architect.

The City shall be responsible for all costs associated with permit approvals and construction of the facilities designed under this agreement.

CLARIFICATIONS

Clarifications to LandDesign's proposal are noted as follows:

- 1) It is understood that in order for LandDesign to begin work, the City shall provide a complete certified metes and bounds and topographical survey of the entire project / scope of work area at a suitable scale for a base to work on (through our sub-consultant).
- 2) Full irrigation system design including irrigation head shall be provided during the Construction Documentation phase.
- 3) It is understood that engineering design services (i.e., mechanical, electrical, structural, etc.) for any vehicular hardscape pavement and sub-base requirements and site lighting shall be provided by others. Additionally, structural engineering design requirements for proposed site structures (i.e., walls, footings, arbors, shade structures, docks, marinas, boardwalks, etc.) shall also be provided by the project civil engineer or by project structural engineer.
- 4) All site signage and site graphics design and documentation shall be by others.
- 5) Any civil and/or landscape 3D renderings, computer modelling or BIM drawing information is not included in this proposal. LandDesign drawings shall be produced in 2D AutoCAD / Revit.
- 6) Any required zoning, site planning approvals, City meetings and presentations or permitting shall be by the Civil.
- 7) Schematic Design Drawings shall be a combination of hand drawn and 2D AutoCAD / LandFX
- 8) It is understood that "Boilerplate" General Condition specifications (Divisions 0 & 1) for bidding and construction will be provided by others
- 9) All meetings shall be in Winter Park, FL or via GoToMeeting.

Any additional services beyond those outlined herein shall be approved in writing by ACi and the City prior to initiating the additional services.

ADDITIONAL SERVICES

Additional services shall be provided only when authorized in writing by the City and ACi and shall be paid for by the City and ACi as hereinafter provided. Any work required in addition to that outlined under Scope of Services or additional work requested by ACi, but not required to secure regulatory agency permits, will be billed on an hourly basis according to the attached rate schedule or a negotiated lump sum fee. Extra work will include, but not be limited to:

1. Change of Scope of Services.
2. Changes required due to contractor error during construction.
3. Design modifications required by City and ACi after initial designs are complete.
4. Wetland delineation, evaluation, survey or permitting with the US Army Corps of Engineers.
5. Environmental Assessments, if required.
6. Assistance with acquiring easements from adjacent property owners, if required
7. Geotechnical Investigation
8. Condemnation Maps / Exhibits / Plats
9. Any permits outside those listed in the contract
10. Retaining wall design
11. Surveying Services
12. Additional Downstream Sewer Analysis
13. Floodplain/FEMA Permitting
14. Fountain design
15. Civil/Landscape 3D Modeling
16. Construction Administration
17. Traffic signal design and modifications
18. Landscape Lighting design services will be additional services
19. Any offsite improvements