

**Board of County Commissioners
SEMINOLE COUNTY, FLORIDA**

WORK ORDER

Work Order Number: 1

Master Agreement No.: PS-2266-19/RTB Dated: 4/29/2019
Master Agreement Title: General Transportation Planning Services Agreement
Project Title: **North Street, Palm Springs Drive, Raymond Avenue Corridor Enhancement Study**

Consultant: HDR Engineering, Inc.
Address: 315 East Robinson Street, Suite #400
Orlando, Florida 32801

ATTACHMENTS TO THIS WORK ORDER:

☐ drawings/plans/specifications
☒ Scope of services
☐ special conditions
☐ _____

METHOD OF COMPENSATION:

☒ fixed fee basis
☐ time basis-not-to-exceed
☐ time basis-limitation of funds
☐ retainage shall be withheld

TIME FOR COMPLETION: The services to be provided by the CONSULTANT will commence upon execution of this Work Order by the parties, and must be completed by **March 1, 2020**. Failure to meet the completion time will be grounds for Termination of both the Work Order and the Master Agreement for Default.

Work Order Amount: ONE HUNDRED FORTY-FOUR THOUSAND SIX HUNDRED THIRTY-ONE AND 20/100 DOLLARS (\$144,631.20)

IN WITNESS WHEREOF, the parties have made and executed this Work Order on this _____ day of _____, 20____, for the purposes stated in this Work Order.

(THIS SECTION TO BE COMPLETED BY THE COUNTY)

ATTEST/WITNESS:

HDR Engineering, Inc.

, Secretary

By: _____
Christine Kefauver , Vice- President

(CORPORATE SEAL)

Date: _____

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

WITNESSES:

(Procurement Analyst)

By: _____
Ray Hooper, Purchasing & Contracts Manager

(Procurement Analyst)

Date: _____
As authorized for execution by the Board of County Commissioners at their _____, 20__ regular meeting, pursuant to Section 3.554 of the Seminole County Administrative Code.

OC #812588

OM #816

WORK ORDER TERMS AND CONDITIONS

- a) Execution of this Work Order by the COUNTY serves as authorization for the CONSULTANT to provide, for the stated project, professional services as set out in the Scope of Services attached as Exhibit "A" to the Master Agreement cited on the face of this Work Order and as further delineated in the attachments listed on this Work Order.
- b) Term: This Work Order will take effect on the date of its execution by the COUNTY and expires upon final delivery, inspection, acceptance, and release of the final payments and encumbrances of the last approved amount of this Work Order, unless terminated earlier in accordance with the termination provisions set forth in the Master Agreement.
- c) The CONSULTANT shall provide the services pursuant to this Work Order, its Attachments, and the cited Master Agreement (as amended, if applicable), which is incorporated in this Work Order by reference as if it had been set out in its entirety.
- d) Whenever the Work Order conflicts with the cited Master Agreement, the Master Agreement will prevail.
- e) If the METHOD OF COMPENSATION is based on:
 - (i) FIXED FEE BASIS, then the Work Order Amount becomes the Fixed Fee Amount and the CONSULTANT shall perform all work required by this Work Order for the Fixed Fee Amount. The Fixed Fee is an all-inclusive Firm Fixed Price binding the CONSULTANT to complete the work for the Fixed Fee Amount regardless of the costs of performance. The work to be performed by the CONSULTANT must be based on the Labor Hour Rates established in the Master Agreement that are in effect on the date of the CONSULTANT'S price proposal for this project. In no event will the CONSULTANT be paid more than the Fixed Fee Amount.
 - (ii) TIME BASIS WITH A NOT-TO-EXCEED AMOUNT, then the Work Order Amount becomes the Not-to-Exceed Amount and the CONSULTANT shall perform all the work required by this Work Order for a sum not exceeding the Not-to-Exceed Amount. In no event is the CONSULTANT authorized to incur expenses exceeding the not-to-exceed amount without the express written consent of the COUNTY. Such consent will normally be in the form of an Amendment to this Work Order. The CONSULTANT's compensation will be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement that are in effect on the date of the CONSULTANT'S price proposal for this project.
 - (iii) TIME BASIS WITH A LIMITATION OF FUNDS AMOUNT, then the Work Order Amount becomes the Limitation of Funds amount and the CONSULTANT is not authorized to exceed the Limitation of Funds amount without prior written approval of the COUNTY. Such approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The CONSULTANT shall advise the COUNTY whenever the CONSULTANT has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount. The CONSULTANT's compensation will be based on the actual work required by this Work Order and the Labor Hour Rates established in the Master Agreement.
- f) The CONSULTANT may utilize labor categories that are not included in the attached fee proposal, but that have been approved in the Master Agreement. If a substitution is necessary, the work must be completed within the approved Time Basis (Not-To-Exceed or Limitation of Funds) Work Order Amount, and in no event may the Work Order Amount be modified as a result of any changes in labor categories. The CONSULTANT shall submit a written request to the County's Project Manager for approval of any substitution prior to the utilization of any labor category for service, and the County Project Manager's approval of any substitution must take place prior to submission of the invoice. Any approved labor category substitution will be based on the prevailing labor categories and their

associated hourly rates established in the Master Agreement that are in effect on the date of the County's approval for any substitution.

- g) County shall make payment to the CONSULTANT in strict accordance with the payment terms of the referenced Master Agreement.
- h) It is expressly understood by the CONSULTANT that this Work Order, until executed by the COUNTY, does not authorize the performance of any services by the CONSULTANT and that the COUNTY, prior to its execution of the Work Order, reserves the right to authorize a party other than the CONSULTANT to perform the services called for under this Work Order, if it is determined that to do so is in the best interest of the COUNTY.
- i) The CONSULTANT shall sign the Work Order first and the COUNTY second. This Work Order becomes effective and binding upon execution by the COUNTY and not until then. A copy of this Work Order will be forwarded to the CONSULTANT upon execution by the COUNTY.
- j) FLORIDA PUBLIC RECORDS ACT.
 - (i) Consultant must allow public access to all documents, papers, letters or other material, whether made or received in conjunction with this Work Order which are subject to the public records act, Chapter 119, *Florida Statutes* and as stated in the Master Services Agreement.



May 24, 2019

Mary M. Moskowitz, AICP, CPM
Transportation Planning Manager
Seminole County Government
Public Works Department Engineering Division
100 East 1st Street
Sanford, Florida 32771

Re: Contract PS-2266-19/RTB - OM #816
Task Order #1: North Street, Palm Springs Drive, Raymond Avenue Corridor
Enhancement Study

Dear Mary M. Moskowitz:

Enclosed for your review and processing is the Scope of Services and Total Lump Sum Fee Calculation for Task Order #1: North Street, Palm Springs Drive, Raymond Avenue Corridor Enhancement Study. The rates are consistent with the master contract PS-2266-19/RTB.

Should you have any questions or require further information, please do not hesitate to contact me, Mark Suarez, at 407-420-4084 or Mark.Suarez@hdrinc.com.

Sincerely,
HDR ENGINEERING, INC.

Mark Suarez, PE
Project Manager

HDR ENGINEERING, INC.

Christine S. Kefauver, AICP
Vice President

C: Matt Wiesenfeld (HDR)
Jenn Rhodes (HDR)
HDR Accounting Department

Scope of Services

North Street, Palm Springs Drive, Raymond Avenue Corridor Enhancement Study [North Street from Raymond Avenue to CR 427, Palm Springs Drive from SR 434 to Central Parkway, Raymond Avenue from SR 434 to North Street]

Contract No: PS-2266-19/RTB

Project Duration: 6 months (Phase 2)

PURPOSE

This scope of services is intended to support and assist Seminole County (COUNTY) in performing a corridor enhancement study that will improve the mobility, safety, and livability along the North Street, Palm Springs Drive, and Raymond Avenue corridors. This corridor enhancement study will be coordinated with other recent and active planning studies and improvement projects to ensure consistency in planning and implementation. The corridor enhancement study will identify a range of possible context sensitive alternatives to address the corridor needs that reflects the short-term and long-term needs of all users of the corridors. The focus of the corridor enhancement study will be safety and mobility issues within the study area. It is anticipated that the study will be completed as two phases. Phase 1 will be completed by COUNTY staff, while Phase 2 will be completed by the CONSULTANT.

STUDY AREA DESCRIPTION

The study area will include approximately 5 miles consisting of North Street, Raymond Avenue and Palm Springs Drive in Seminole County, Florida. The limits of the study include North Street from Raymond Avenue to CR 427, Palm Springs Drive from SR 434 to E Central Parkway and Raymond Avenue from SR 434 to North Street. Within the study area, North Street east/west collector roadway, which extends from CR 427 to just east of Interstate-4. Raymond Avenue is a north/south collector roadway, which extends from SR 434 to North Street. Palm Springs Drive is a north/south collector roadway which extends from SR 434 to SR 436. These roads all serve the Palm Springs/Rolling Hills neighborhoods. The study area is illustrated in Figure 1. The study intersections will consist of the following:

- **7 Signalized Intersections:** SR 434 and Raymond Avenue, SR 434 and Palm Springs Drive, North Street and Palm Springs Drive, North Street and Bennett Drive, North Street and CR 427, Palm Springs Drive and Oakhurst Street and Palm Springs Drive and E Central Parkway.
- **4 Unsignalized Intersections:** Raymond Avenue and Barton Street/Stanley Street, North Street and Raymond Avenue, North Street and Virginia Avenue/Nelson Avenue and North Street and Seminole Avenue.



Figure 1 – Study Area Limits

SCHEDULE

Phase 1 of this study is already complete. Phase 2 has a completion time of 3/1/2020 from an estimated duration of 6 months from Notice to Proceed (NTP). EXECUTION OF WORK ORDER. GM JS

COMPENSATION

The services described below will be accomplished for a lump sum fee of \$144,631.20, including direct costs. Lump sum direct costs are for printing and plotting to support meetings and other printed deliverables. Any tasks not specifically included within the scope of services will be considered additional work and will require an amendment to the contract for supplemental fee. Lump sum activities in this Scope of Services Agreement will be billed on a percent complete basis.

1.0 DATA COLLECTION AND OPERATIONAL ANALYSIS (PHASE 1)

The COUNTY shall collect the data needed to analyze the existing and future conditions.

1.1 DATA COLLECTION

The COUNTY shall collect the data necessary to conduct this Corridor Enhancement Study. This will include the following:

- Transportation plans, including the Transportation Improvement Plan, Long Range Transportation Plan and/or local comprehensive plans
- Latest year aerial photography
- Signal Timings
- As-built and/or final design plans
- Existing and future land use plans
- Existing and/or future projects in the project area
- Access management classifications
- Right-of-way maps
- Available survey data
- Available parcel data
- Existing and/or proposed driveway or similar permits
- Available drainage and contour maps
- Existing pond sites
- Available utility information
- Traffic studies conducted within the past 5 years
- Ongoing or planned projects
- 5 Year Crash History
- Daily Traffic Counts
- Turning Movement Counts
- Transit Data
- Pedestrian Counts
- Wetlands maps
- Floodplains maps

1.2 SAFETY EVALUATION

COUNTY staff will review the crash history for the most recent five years and summarize the identified crash patterns and identify potential near-term and long-term safety improvement strategies.

1.3 EXISTING CONDITIONS OPERATIONAL ANALYSIS AND DOCUMENTATION

Using the data collected, COUNTY staff will analyze the existing conditions to identify operational deficiencies, constraints, etc. This analysis will be performed per the latest Highway Capacity Manual (HCM) procedures. This information will be documented in a technical memorandum.

1.4 FUTURE CONDITIONS OPERATIONAL ANALYSIS AND DOCUMENTATION

In order to assess future conditions along the corridor, COUNTY staff will:

- Identify planned and programmed improvements to utilities, roadway, pedestrian, bicycle and transit elements
- Create traffic forecasts for the design year condition (AM and PM Peak Hours)
 - A growth rate will be calculated based on available historical data in the area, as well as a review of the Bureau of Economic and Business Research (BEBR) forecasts in the area
- Evaluate corridor operations

- COUNTY staff will perform an analysis per the latest HCM procedures to evaluate roadway segments and intersections during design year conditions

SECTION 1.0 TASK DELIVERABLES:

The results of the existing and future conditions operational analysis will be documented in a technical memorandum by the COUNTY. This memorandum and all the collected data will be made available to the CONSULTANT.

2.0 ENGINEERING EVALUATIONS AND DESIGN/PUBLIC INVOLVEMENT (PHASE 2)

This section describes the process in which the CONSULTANT will develop and evaluate alternatives based on relevant engineering and environmental data, agency input, public involvement, as well as other factors.

2.1 PROJECT MANAGEMENT

Project management will be conducted by the CONSULTANT throughout the study. This includes the development of a project scheduling, invoicing, and quality control.

2.1.1 PROGRESS REPORTING AND ACCOUNT MANAGEMENT

The CONSULTANT will prepare and submit monthly invoices with the amount determined based on the percentage complete by task. A bi-weekly task schedule report will be submitted to the project manager that provides an update on the project status by task, as well as next steps and status of deliverables and meetings.

2.1.2 QA/QC REVIEW

The CONSULTANT will perform Quality Assurance and Quality Control reviews for all deliverables following established Consultant processes.

2.1.3 REVIEW OF SCOPE 1.0 ACTIVITIES AND MEMO

The CONSULTANT will review materials provided by the COUNTY including Scope 1.0 memo, previous studies, and other project related materials provided by the COUNTY.

2.2 CONCEPT DEVELOPMENT

2.2.1 FIELD REVIEW(S) AND VERIFICATION

The CONSULTANT will conduct one field review to verify and supplement the existing roadway, drainage, environmental, and other features in the study area.

2.2.2 INITIAL IDENTIFICATION OF NEEDS

Based on the results of the existing and future operational conditions analysis, the CONSULTANT will develop an initial Purpose and Need Statement that identifies the short-term and long-term needs of all users on the roadway. Based on these initial needs, the CONSULTANT will develop goals/objectives that will be used to evaluate the performance of the alternatives.

2.2.3 BASE MAP(S)

The CONSULTANT shall develop up to four 36" by 24" mounted base map(s) overlaying an aerial to be used in meetings and for concept plans. The CONSULTANT will also provide digital PDF versions of the base map(s) that can be uploaded to a website. Where feasible, the CONSULTANT shall include the right-of-way lines (based on GIS parcel lines provided by the COUNTY), and other applicable engineering data.

2.2.4 INITIAL ALTERNATIVES ANALYSIS AND DEVELOPMENT

The CONSULTANT will evaluate potential improvements identified in coordination with COUNTY staff for further screening. The CONSULTANT will develop up to four existing typical sections and up to eight sketch level conceptual alternative typical section options utilizing SketchUp for the project, as well as roadway and intersection alternatives. The feasibility of any alternative must be coordinated with the County's Leisure Services Department. The potential improvements will take the following into consideration:

- Access Management (Graphic depicting potential median openings, median opening type, etc)
- Up to 4 Roundabout layouts (does not include FDOT 3 Step Roundabout Screening). Assumes single lane roundabouts with a design vehicle of a school bus.
- Utilities
- Right-of-Way

2.2.5 SELECTION OF THE PREFERRED ALTERNATIVE(S)

Based on input from the COUNTY, the CONSULTANT will document a preferred alternative(s) based on quantitative and qualitative analysis of engineering, environmental, and public involvement factors.

2.2.6 PLANNING LEVEL OPINION OF PROBABLE COST

The CONSULTANT will develop an engineering opinion of probable costs for potential improvements, including relative comparable costs of initial alternatives and planning level probable costs associated with the recommended concepts.

2.2.7 ALTERNATIVE CONCEPT PLANS

The CONSULTANT shall prepare initial concept plans for the preferred alternative. Concept Plans shall be printed at an appropriate scale (11x17 at 1" = 50' scale) and will include the following, a digital PDF copy will also be provided to the COUNTY:

- Background aerial (existing features will be represented on aerial)
- Existing wetlands
- Existing floodplains
- Existing right of way and parcel boundaries
- Parcel Owner Information (if impacted)
- Proposed horizontal geometry
- Proposed drainage features
- Proposed Right-of-way Lines

2.2.8 NORTH STREET, PALM SPRINGS DRIVE, RAYMOND AVENUE CORRIDOR ENHANCEMENT STUDY REPORT

The CONSULTANT will prepare a DRAFT and FINAL report summarizing the findings and recommendations. The report will be developed in a graphical, public friendly format. The report will include an implementation plan recommending short, mid, and long-term improvements for the corridors.

2.3 PUBLIC INVOLVEMENT AND PROJECT STATUS

The CONSULTANT is responsible for coordinating all activities with the public and stakeholder groups to ensure adequate opportunity on their behalf to address design concepts, as well as maintain clear communication with COUNTY staff regarding the status of the project.

2.3.1 COMMUNITY OUTREACH PLAN

The CONSULTANT will prepare a tailored Outreach Plan to guide efforts to effectively engage with affected communities, concerned property owners, partner agencies, county staff, the Board of County Commissioners, and other stakeholders. The Outreach Plan will include types of outreach activities and purpose, an outreach schedule, stakeholder database, potential meeting sites, and proposed methods of public information distribution (newspaper, print, website, social media, multi-lingual materials). The COUNTY will collaborate with the CONSULTANT regarding previous planning efforts and related projects involving coordination with the public. This may include, but is not limited to the sharing of mailing lists, stakeholder contacts, and potential meeting sites. The Outreach Plan is a living document that will be updated as needed throughout the study.

2.3.2 PUBLIC MEETINGS

The CONSULTANT will provide support for up to two (2) public meetings. The CONSULTANT will attend the meetings with up to five (5) staff to assist the COUNTY'S Project Manager and with meeting set-up and take down. The CONSULTANT will prepare meeting materials, including presentations, roll plots and other displays, and comment forms. The CONSULTANT shall also prepare a summary of the public meeting that includes copies of all materials shown or provided at the public meeting, including but not limited to PDF copies of all files that can be uploaded to the COUNTY's website. The summary shall also include a listing of all written comments made during or after the meeting and responses to those written comments.

The CONSULTANT will coordinate with the COUNTY to develop meeting notifications and identify meeting sites. The COUNTY will be responsible for securing the public meeting locations and printing and mailing all public meeting notices.

2.3.3 OTHER MEETINGS

The CONSULTANT shall assist in preparing meeting materials, coordinating, and participating in various other project meetings. These meetings are to be further defined in the Outreach Plan as part of Task 2.3.1 and may include individual stakeholder coordination meetings (homeowner associations, business owners, city staff, FDOT, etc.), project advisory team meetings, internal staff

meetings (such as coordination with the Leisure Services and Neighborhood Relations Departments), and/or Board of County Commissioners briefings and workshops.

The CONSULTANT will be responsible for preparing base exhibits, such as roll plots, presentations, and project flyers to be used for the meetings and will assist the COUNTY in coordinating meeting invitations and scheduling. Up to two (2) of the CONSULTANT team will attend up to ten (10) meetings. The CONSULTANT shall prepare meeting summaries that includes copies of all materials shown or provided. The summary shall also include a listing of all written comments made during or after the meeting and responses to those written comments.

2.3.4 PROJECT STATUS MEETINGS

Up to two (2) of the CONSULTANT's team will attend up to six (6) meetings with the COUNTY's Project Manager and staff to discuss the project's progress, status and other activities. The purpose of these meetings is to maintain clear communication between the COUNTY and the CONSULTANT's team. The CONSULTANT will prepare minutes from these meetings, and distribute these minutes within ten (10) days following each meeting.

The CONSULTANT will discuss the project's progress and issues with the COUNTY biweekly or more frequently if necessary, via telephone and / or email.

2.3.5 OUTREACH SUMMARY

The CONSULTANT will compile meeting summaries and public comments and responses into a summary document to be included as an appendix to the final report.

SECTION 2.0 TASK DELIVERABLES:

- Initial Purpose, Need and Goals/Objectives
- Alternative Concepts
- Alternatives Evaluation Summary Technical Memorandum
- Outreach Plan
- Meeting Summaries
- Outreach Summary
- Draft and Final Corridor Enhancement Study Report

Seminole County

North Street, Palm Springs Drive, Raymond Avenue Corridor Enhancement Study

Staff-hour and Fee Calculations

Task Description		Hours											
		Senior Principal/National Expert	Principal	Chief Planner/Engineer	Principal Planner/Engineer	Senior Planner/Engineer	Chief Designer/Analyst	Project Planner/Engineer	Contract Coordinator	Planner/Engineer Intern	Graphics / Designer	Technician	TOTAL
2.1	Project Management												
2.1.1	Progress Reporting and Account Management					12		12				24	
2.1.2	QA/QC Review		24			10		2				36	
2.1.3	Review of Scope 1.0 Activites and Memo					8		8				16	
Subtotal		0	24	0	0	30	0	10	12	0	0	0	76
2.2	Concept Development												
2.2.1	Field Review(s) and Verification				4	8		8				20	
2.2.2	Initial Identification of Needs					4		16		16		36	
2.2.3	Base Map(s)					8		12		28	12	60	
2.2.4	Initial Alternatives Analysis and Development					56		40		120		216	
2.2.5	Selection of the Preferred Alternative(s)					16		8		12		36	
2.2.6	Planning Level Cost Estimates					20		12		64		96	
2.2.7	Alternative Concept Plans					24		32		96		152	
2.2.8	Report					12		64		0	26	102	
Subtotal		0	0	0	4	148	0	192	0	336	38	0	718
2.3	Public Involvement and Project Status												
2.3.1	Outreach Plan				2	8		20		10		40	
2.3.2	Public Meetings		2		12	24		48		36	22	144	
2.3.3	Other Meetings				40	20		40				100	
2.3.4	Project Status Meetings					18		18				36	
2.3.5	Outreach Summary				2			4		4		10	
Subtotal		0	2	0	56	70	0	130	0	50	22	0	330
Grand Total (Staff-Hours)		0	26	0	60	248	0	332	12	386	60	0	1124

Labor Costs				
Staff Category	Hours	Labor Rate		Dollars
Senior Principal/National Expert	0	\$	330.60	\$ -
Principal	26	\$	287.10	\$ 7,464.60
Chief Planner/Engineer	0	\$	255.20	\$ -
Principal Planner/Engineer	60	\$	203.00	\$ 12,180.00
Senior Planner/Engineer	248	\$	165.30	\$ 40,994.40
Chief Designer/Analyst	0	\$	162.40	\$ -
Project Planner/Engineer	332	\$	118.90	\$ 39,474.80
Contract Coordinator	12	\$	113.10	\$ 1,357.20
Planner/Engineer Intern	386	\$	95.70	\$ 36,940.20
Graphics / Designer	60	\$	87.00	\$ 5,220.00
Technician	0	\$	58.00	\$ -
Total	1124			\$ 143,631.20

Direct Costs	
Reproduction/Printing	1,000
Travel	-
Total Direct Costs	\$ 1,000

Lump Sum Fee	
Loaded Labor Costs	\$ 143,631.20
Direct Costs	\$ 1,000.00
Subconsultants	\$ -
Grand Total	\$ 144,631.20

Reproduction					
B&W - 8.5x11	sheets	200	\$0.05	\$10.00	
B&W - 8.5x14	sheets	0	\$0.05	\$0.00	
B&W - 11x17	sheets	0	\$0.12	\$0.00	
BL/BL - 24x36	sheets	0	\$0.48	\$0.00	
BL/BL - 30x42	sheets	0	\$0.70	\$0.00	
Color - 8.5x11	sheets	200	\$1.00	\$200.00	
Color - 11x17	sheets	159	\$2.00	\$318.00	
Plotting	SF	472	\$1.00	\$472.00	
Sub-total				\$1,000.00	