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**CONSULTANT SERVICES AUTHORIZATION
to the
Chastain-Skillman, Inc./City of Lake Wales
Master Consulting Agreement for
Professional Engineering Services
dated September 17, 2015
related to
Northwest Neighborhood Pedestrian Implementation Plan Phase I
CSI File No. 9835.09**

I. INTRODUCTION

The City of Lake Wales desires CSI and its subconsultants to provide construction documents and construction phase services for Phase I of the Northwest (NW) Neighborhood Pedestrian Implementation Guidelines (Project) as shown in Exhibit A. It is understood that the design services for the project will include 50% and 100% Design Intent Documents, Bidding and Construction Phase services for the construction of 5' sidewalks, canopy and understory trees. Furthermore, it is understood that the design intent drawings will be developed utilizing CAD drawings developed from aerials and field observations. Surveying and utility locations are not included in this scope of services and will not be shown as a part of the CAD base maps.

II. SCOPE OF SERVICES

The following scope of services will be completed by Chastain-Skillman, Inc. (CSI) and/or teaming partner S&ME.

Task 1: Design and Intent Document Phase

- Develop a CAD base map for the project based upon aerial photography and available GIS information. The CAD base will reflect a 5' sidewalk based upon the previously prepared master plan report.
- Staff will visit the site one (1) time to make a visual assessment of the existing conditions within phase 1 and update the base map as appropriate. Sidewalk locations will be updated and provided to the Client for inclusion into their construction documents.
- Develop 50% percent and 100% Construction Documents utilizing the sidewalk alignment provided by the Client to show locations of the street trees. The documents will include street tree plans, landscape schedule and details. Irrigation drawings are not included, and slow release water bags will be used by the contractor and City for tree establishment. The Client shall be responsible for finalizing sidewalk alignments and addressing curb cuts and crosswalks as necessary.

Engineering
Surveying
Environmental



Task 2: Bidding and Construction Phase

- Attend one (1) pre-bid meeting and project area tour with the contractor.
- Assist the Client and City in the review of bids received for the project.
- Attend one (1) nursery visit to review contractor tagged canopy and understory trees for the project. It is understood that the trees will be tagged in advance of the review and that the travel to the nursery shall not exceed 2 hours.
- Attend one (1) site visit during the course of construction upon request by City and participate in one (1) substantial completion site visit.

III. EXAMPLES OF SERVICES NOT INCLUDED

1. Specific services excluded from this Agreement include: easement descriptions, structural components, specifications (the necessary civil site work specifications will be contained on the site drawings as indicated above), construction surveying, as-built surveys, etc.
2. Environmental audits or reviews.
3. Excavation and/or location of underground improvements.
4. Payment of utility locate fees, if any, provided by the utility companies.
5. Survey services. If the Client desires survey services, CSI can provide these services for additional scope and fee.
6. Archaeological study or cultural resource assessment.
7. Street improvements.
8. Traffic signal design and permitting.
9. Design and permitting for future additions/developments.
10. Structural design services.
11. Engineering redesign after approval of the civil site construction drawings by the Client.
12. Construction reviews except to the extent specified in the Scope-of-Services.
13. Ownership and Encumbrance report.
14. Irrigation design.
15. Design services for electrical, street lighting, gas and telephone utilities outside of scope.
16. Payment of permit, review, or impact fees.
17. Research or verification of accuracy of any information provided by others.
18. Meetings, preparation of responses to comments or public hearings beyond those specifically mentioned in the above Scope-of-Services.
19. Tree tagging and nursery site visits.
Any other services not expressly stated in the Scope-of-Services herein.



Assumptions: The Scope-of-Services and Compensation arrangement outlined in this Agreement are based on the following assumptions:

It is assumed that:

1. The Client will furnish CSI with all information as to its requirements including any special or extraordinary considerations for the Project, and to make available existing pertinent data.
2. The information required to complete CSI's services will be readily available.
3. The information provided by the Client and any third parties is accurate and can be relied upon by CSI.
4. All meetings outlined in the Scope-of-Services will be held at the Client's Administration Building in Lake Wales or at the project site.

Period of Service: Upon receipt of a duly executed copy of this Agreement, CSI will promptly initiate the services and we would expect to substantially complete our services within a mutually agreeable schedule

Compensation: Our compensation for the Professional Services delineated above will be based on a fixed fee arrangement, excluding reimbursable expenses, as summarized in the table below.

Phase	DESCRIPTION	FEE, \$
1	Design and Intent Document Phase	14,280
2	Bidding and Construction Phase	8,820
FIXED FEE (Excluding Reimbursable Expenses)		23,100

The Client and CSI agree that the individual tasks may be exceeded, provided the total fixed fee is not exceeded without the prior written authorization from the Client.


The Consultant shall submit monthly invoices for services rendered during the preceding month(s). Invoices shall identify the City purchase order number and shall include a progress report, areas of concern, and percentage of to-date actual budget and time charged to the project.



IN WITNESS WHEREOF, the parties hereto have executed this Consultant Services Authorization on the _____ day of _____, 2020.

CONSULTANT:
CHASTAIN-SKILLMAN, INC.

CLIENT:
CITY OF LAKE WALES:

By: 

Doug Forni, PE, Senior Project Manager

By: _____
James Slaton, City Manager

WITNESS:

WITNESS:

Signature

Name/Title

Date

Signature

Name/Title

Date