

EXHIBIT A – SCOPE OF WORK/SERVICES

20-0920

DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION

Section 1.1 Introduction

Lake County Office of Parks and Trails, consistent with the East Lake Sports and Community Complex Master Plan (Exhibit D) is seeking proposal from professional firms qualified to develop a Design and Construction Bid Documents under Task 1, and provide Construction Administration Support under Task 2 for the expansion of the East Lake Sports and Community Complex.

The expansion of the East Lake Sports and Community Complex will be designed/bid/built in two (2) Project Areas (Exhibit D) and will offer active and passive recreational opportunities to the citizens and visitors of Lake County.

As noted in the Master Plan, the future Lake County Library and Fire Station are not included in the project scope.

Section 1.2 Site Information

The 71.56 acres +/- site designated for the East Lake Sports and Community Complex is owned by Lake County and is located at 24809 Wallick Road, Sorrento, FL 32776.

The property is also located within the City of Eustis Joint Planning Area and will require permits from Lake County and the City of Eustis.

The site is partially developed with softball and baseball fields, multi-purpose fields, restrooms/concessions, pathways/trails, parking, and associated infrastructure including a lift station. The property contains 41.88 acres wooded vacant parcel at the eastern side of the property.

Section 1.3 Scope of Services

The focus of the selected Consultant includes but is not limited to the cooperative planning, design, permitting and development of the construction plans and bid documents (100%), and the construction administration support necessary for the construction of the expansion of the East Lake Sports and Community Complex.

Improvements include softball and baseball fields, batting cages, multi-purpose fields, basketball and tennis courts, pickleball courts, restrooms/concessions, playgrounds, pavilions, dog park, pathway/trails, parking, etc. and associated infrastructure all in accordance with the East Lake Sports and Community Complex Master Plan.

Priority shall be given to the Project Area #1 for the proposed basketball courts, parking area and associated sports/parking lighting.

The County intends to secure the services of the selected Consultant to provide services for the project, which will be divided into two (2) separate tasks:

TASK 1: DESIGN AND CONSTRUCTION BID DOCUMENTS

TASK 2: CONSTRUCTION ADMINISTRATION SUPPORT

EXHIBIT A – SCOPE OF WORK/SERVICES

20-0920

DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION

Section 1.3.1 Task 1: Design and Construction Bid Documents

A. The Consultant shall produce the design and development documents that will set the park character and establish construction materials, colors and design details to provide continuity for the park development. This shall also include an estimate of construction costs for all park components.

B. Project Management: Consultant shall provide services for management of the project including coordination with the County’s representative, monitoring the project schedule as it relates to this scope, and timely reporting of project progress.

The consultant shall conduct and prepare all the necessary Surveys, Geotechnical Explorations and Analysis, Ecological Assessment and Land Management Plan.

The Consultant shall secure all the necessary approvals and permits from all regulatory agencies for the completion of the required services. Consultant shall prepare and submit all necessary permit applications including but not limited to St. Johns River Water Management District Florida Department of Environmental Protection for water and wastewater, City of Eustis, Florida Fish and Wildlife Conservation Commission (FWC) including application for the relocation of the gopher tortoises, and sand skink (if needed).

The Consultant shall submit two (2) sets of construction plans in 24” x 36” format and bid manuals and two (2) electronic copies provided on USB drive in CAD and PDF format, at 30%, 60%, and 90% and final (100%) of completion, for review and comments to the County’s Office of Parks and Trails. Attend one (1) meeting with the County staff during the preparation of the 30%, 60%, 90%, and final (100%) documents.

Also, prior to preparation of final construction bid documents, four (4) full size signed and sealed copies of the 90% completion construction bid plans, bid manuals, and two (2) electronic copies on USB drives in CAD and PDF format shall be submitted by the Consultant to the City of Eustis and the County for review and comments from the City’s and County’s Office of Planning and Zoning as part of the City and County’s development review process.

As minimum, the 90% and final (100%) construction bid documents shall contain the following:

Cover Sheet

General Notes Sheets

Paving, Grading, and Drainage and Horizontal Control Plans

Erosion Control Plans

Utility Plans including water main service extension and sanitary system design

Electrical and lighting plans including walkway, parking lot and sport field lighting with circuitry, controls and photometrics

Site Details

EXHIBIT A – SCOPE OF WORK/SERVICES

20-0920

DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION

2 Custom Design Restroom/Concession/Meeting Room Building Plans and Details

2 Pre-Manufactured Restroom Buildings

Specifications

Elevations Drawing with All Interior/Exterior Preselected Paint Color Names/Codes

Site Furnishings Plans including pavilions and playground

Landscape Plans and Details

Hardscape Plans and Details

Site Plan Application: The Consultant shall prepare and submit a Site Plan application for County approval. Consultant shall provide all necessary documentation for the site plan application submittal including but not limited to application, site plan, survey, environmental assessment, geotechnical report, permits, etc. Proposal to include Site Development Permitting Process meetings including addressing Development Review Staff comments until obtaining final site plan approval. This shall also include any required revisions to the site plans and related documents.

Building Permit Application: Consultant shall prepare and submit all necessary documentation for the building Permit Application submittal including but not limited to three (3) sets of signed/sealed building plans (hard copies and electronic), Energy Efficiency Code Calculations and Cooling/Heating Load Calculations. Consultant shall also provide any required revisions to the building plans and related documents until obtaining final building plans approval. Building plans, if required by the Building Department, shall be submitted in separate sets.

Coordination of the work of Sub-Consultants: The Consultants will assume responsibility for the coordination of work produced by any sub-consultants hired by the Consultant to complete the Scope of Work.

Additional Services: The selected Consultant may be requested to provide additional services for design, engineering, or analysis of the East Lake Sports and Community Complex.

C. Meetings:

The Consultant shall attend a kick-off meeting with the County staff to receive and review available data and information, establish a design schedule and review project criteria which will affect the design documents.

County staff may request meetings with Consultant for the purpose of being kept up to date on activities and ensuring that work is progressing in conformance with the desires of the County and this Scope of Services. These meetings may also include representatives from the municipality/community and other interested groups and stakeholders.

The consultant shall include in the detailed work schedule an agreed upon number of meetings with the municipalities, sports organizations, County staff, Office of Parks and Trails, Recreation

EXHIBIT A – SCOPE OF WORK/SERVICES

20-0920

DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION

and Trails Advisory Board and the Board of County Commissioners in order to present as necessary for project updates.

When a presentation is scheduled before the Board of County Commissioners, the Consultant shall arrange for the presentation to correspond to a regularly scheduled Commission meeting.

Section 1.3.3 Task 2: Construction Administration Support

A. The Consultant shall provide construction administration support including but not limited to the following:

Bid package preparation to include Technical Specifications, contractor's bid evaluation and support. Attend the pre-bid conference and answer questions which may arise during the bidding process and prepare any addenda that may be necessary.

Attend the project pre-construction meeting.

Review and approval of shop drawings, catalog cuts, samples, materials, etc.

Provide response to Requests for Additional Information (RAI) for the contractor before and during construction.

Clearing and surveyed layout of park elements – two (2) visits.

Mass grading and retention pond excavation – two (2) visits.

Construction of athletic fields, recreational courts, and buildings – eight (8) visits

Installation of recreational equipment including playground – two (2) visits.

Landscape and irrigation installation – two (2) visits.

Substantial/final inspections shall be provided and a punch list shall be prepared for all items of work within the scope of these design services. Site visits shall not exceed sixteen (16) visits including substantial/final inspection and shall be accompanied by inspection reports.

Section 1.4 Schedule

A Project Schedule shall be mutually agreed upon. The Project Schedule will allow for timely review of work products by the County.

The Consultant shall begin work upon issuance of a Notice to Proceed by the County and arrange to meet with the county for the purpose of developing a detailed work schedule that establishes production dates for each major work activity, deadlines for deliverables, decision points, and dates for critical meetings associated with the project.

Additional meetings may be requested by County Departments. This schedule shall specifically identify responsibilities of the Consultant and the County and the dates by which these responsibilities are to be addressed by each participant.

Section 1.5 Responsibilities of the County

EXHIBIT A – SCOPE OF WORK/SERVICES

20-0920

**DESIGN OF EAST LAKE SPORTS AND
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- A. The County will appoint a Project Coordinator.
- B. The County will provide all necessary and available data, photos and documents the County possesses that would be useful to the Consultant in the completion of the required services with the exception of CAD files.

Section 1.6 Responsibilities of the Consultant

- A. The Consultant shall assign the project personnel proposed in its submittal to the County's Request for Statement of Qualifications (RSQ) to fulfill this Scope of Services unless the County agrees to substitutions for Tasks 1 and 2.
- B. The Consultant shall coordinate and lead all meetings outlined under the Scope of Services and the County will provide facilities for meetings or arrange for facilities at selected locations.
- C. The Consultant shall furnish to the Count three (3) electronic copies provided on USB drives in CAD and electronically signed and sealed copies PDF format of all related East Lake Sports and Community Complex final plans, four (4) printed full size signed and sealed copies of the construction bid plans and Bid Manuals.
- D. The Consultant shall furnish to the contractor any CAD drawings as necessary for the construction of the proposed park improvements.
- E. The Consultant will be held responsible for the cost of paying up to \$40,000 resulting in contract change orders issued to the Contractors as a result of, or due to, but not limited to, errors and/or omissions in the contract bid documents prepared by the Consultant or their subconsultants. All reimbursements payments will be made directly to Lake County.

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