



**INDIVIDUAL PROJECT ORDER NUMBER 1**  
**June 1, 2009**

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("KHA" or the "Consultant"), and The Village Center Community Development District (the "District") in accordance with the terms of the Professional Services Agreement for The VCCDD Multi-Modal Path System North of CR 466 project (RFQ#09Q-029) dated May 14, 2009, which is incorporated herein by reference.

***Identification of Project:***

Villages Multi-Modal Path Programming and Phasing Plan (North of CR 466)

***Project Understanding:***

The VCCDD has been charged with developing a program of modifications to the existing multi-modal path system north of CR 466 in The Villages. The path system is believed to be approximately 11 miles long, and spans through five Community Development Districts in The Villages (Districts 1 – 4 and the VCCDD). Based on the potential costs, constraints, and opportunities, the VCCDD would like KHA to develop a Programming and Phasing Plan that defines the scope of modifications, costs, breaks the project into phases, and prioritizes the phases for implementation.

The KHA team will gather base mapping and other data, prepare a memorandum of known constraints and the recommended programmatic, engage the public and CDD/AAC boards in a formal Public Involvement Program, and prepare a Programming and Phasing Plan based on the combined technical and public factors.

With the above in mind, our specific scope of services, schedule and fee are provided below.

***Specific Scope of Services:***

**Task 1.0 – Base Mapping and Data Collection**

***1.1 – Aerial Photo & Data Collection:***

Provide aerial photo of the corridor shown on Exhibit A (estimated at 61,180 L.F.) at 1" = 50' and incorporate Sumter County's one foot lidar. Convert Sumter County lidar presently on 88 Datum to Villages datum. The aerial base map will be suitable for concept development and design plans and useful for developing exhibits for the public.

Three days of field crew data collection for specific areas along the route, as instructed by Engineer.

***1.2 – Ownership Maps:***

Compile the ownership information and show on Base Map Exhibits.

***1.3 – GIS Database:***

Develop a Geographic Information System (GIS) database using existing data provided by property appraisers' offices and other readily available sources. The GIS will contain roads, trails, CDD boundaries, major activity centers, recreation centers, parks, public buildings, and commercial areas. This data will be instrumental in preparing maps and exhibits for public involvement and analysis.

***1.4 – Ownership Maps:***

Compile the ownership information and show on Base Map Exhibits.

#### 1.5 – *Crash Data:*

Obtain and summarize up to three (3) years of crash data associated with non-automotive modes of travel within the study area. Crash records will be obtained from the Villages Public Safety Office, Sumter County Sherriff's Department, Marion County Sherriff's Department, Lake County Sherriff's Department, and the Town of Lady Lake.

#### 1.6 – *Traffic Counts:*

Collect four (4) hours of traffic counts at up to eight (8) intersections. The number and location of intersections will be determined by VCCDD staff. Counts will only be performed if recent counts are not available.

#### 1.7 – *Gather Existing Plans:*

Obtain existing plans and as-builts as needed to gather existing information on the existing recreation trails, storm water facilities, and landscape/irrigation plans in the study area.

### Task 2.0 – Initial Engineering Memorandum

Prepare a technical memorandum of initial recommendations on the scope of modifications based on actual constraints. The specific work tasks are as follows.

#### 2.1 – *Design Criteria Document:*

Develop design criteria for the recreation trails north of CR 466. Criteria include things like design speed, width, minimum vertical and horizontal curvature, clearance, design year, slope tie-ins, curb treatment, sight distance, and cross slope.

#### 2.2 – *Typical Section Options:*

Develop up to three (3) typical sections (asphalt over existing concrete, asphalt with concrete removed, plus one other). Analyze the typical sections based on desired design criteria, field constraints, and construction cost estimates.

#### 2.3 – *Field Review:*

Perform a field review of the paths within the study area. Capture photos, make appropriate field measurements, and log unusual observations.

#### 2.4 – *Identify Constraints:*

Identify places where the typical section and design criteria may be constrained. Observe intersections at gate entrances and roundabouts for operational or safety concerns.

#### 2.5 – *Technical Memorandum:*

Summarize tasks 2.1 – 2.4 in a technical memorandum. Submit up to ten (10) copies of the memorandum to VCCDD staff, and provide a PDF copy for broader distribution.

### Task 3.0 – Public Involvement Program

#### 3.1 – *Public Involvement Data Collection:*

Gather information needed for public involvement, such as contact list information, meeting space, board schedules, and materials. Summarize information gathered in Task 1 into a format viewable by the public.

#### 3.2 – *Scheduled Meetings:*

Prepare for, attend, and create summary notes for the following meetings.

- ◆ Agency Kick-Off: One (1) meeting with impacted maintenance and permitting agencies.
- ◆ AAC: Up to one (1) meeting per month for six (6) months.
- ◆ CDD: One (1) meeting with each CDD in the study area (up to five (5) meetings in total). Maps, graphics, design standards, and public policies concerning multi-modal paths will be available. VCCDD staff will provide public notice of the CDD meetings.

A PowerPoint presentation will be developed, and then maintained over the course of the project for meetings where it is an appropriate presentation method.

#### 3.3 – *Unscheduled Public and Agency Meetings:*

In addition to the meetings identified above, prepare for, attend, and create summary notes for up to twelve (12) additional meetings over the course of the project.

#### 3.4 – *Special Public Involvement Requirements:*

- ◆ Prepare web content for the project. The VCCDD will place the content on their website. KHA will provide updated content on at least a monthly basis for up to twelve (12) months.
- ◆ Prepare two (2) newsletters providing information on the project for public use. The newsletters will be provided as PDF documents to VCCDD staff for reproduction. They will also be put on the project website and emailed to the project contact list.
- ◆ Provide notice of meetings to VCCDD staff for them to advertise.
- ◆ Provide up to three (3) press releases.

### Task 4.0 – Programming and Phasing Plan

Prepare a report that documents the Programming and Phasing Plan for trail modifications. Specific tasks and/or sections are as follows.

#### 4.1 – *Program Definition:*

Provide the recommended typical section and known horizontal alignment if defined through the public involvement. (Final horizontal alignment will be developed in a subsequent Construction Design IPO). Provide conceptual material specifications and other programmatic items for modifications. Describe the scope of construction modifications and known constraints.

#### 4.2 – *Volume/Safety Reporting:*

Provide graphics summarizing traffic volumes at up to eight gate entrances. Summarize crash trends and safety history.

#### 4.3 – *Intersection Operations/Recommendations:*

Perform a traffic operations analysis at up to eight (8) intersections and provide recommendations for safety or operational improvements.

4.4 – *Landscaping/Irrigation program:*

Define the landscaping irrigation replacement standards, as well as the new landscaping/irrigation programmatic.

4.5 – *Storm Water Management program:*

Define the water management district and maintaining agency permitting requirements, which are expected to appropriately consider storm water management. A list objectives to accommodate existing drainage patterns will be provided.

4.6 – *Prioritization Matrix of Measures of Effectiveness (MOEs)/Ranking:*

Define MOEs and evaluate potential modifications within the study area. Break the modifications into discreet projects and create a matrix of performance on various MOEs.

4.7 – *Funding and Costs:*

Analyze funding opportunities and allocated revenues for the project. Develop opinions of implementation costs.

4.8 – *Priority List of Modifications:*

The projects identified and evaluated in Task 4.6 will be subject to AAC modification and approval. Provide the final Priority List of Modifications.

4.9 – *Draft Report:*

Summarize the project into a draft report. Provide up to ten (10) copies of the report to VCCDD staff. Also provide a PDF of the report for broader distribution. The report will also be placed on the project website.

4.10 – *AAC Adoption Hearing:*

Present the final recommendations to the AAC for modification or adoption.

4.11 – *Final Report Revisions:*

Incorporate VCCDD staff comments and AAC comments one (1) time into a Final Programming and Phasing Plan report. Provide up to ten (10) copies of the Final Report to VCCDD staff. Also provide a PDF of the report for broader distribution. The report will also be placed on the project website.

***Additional Services if required:***

Services requested that are not specifically included will be provided under a new and separate IPO agreement. These services may include:

- ◆ Preparation of Construction Plans,
- ◆ Permitting,
- ◆ Construction Administration,
- ◆ Additional graphics,
- ◆ Any additional meetings not listed above.

**Schedule**

The Consultant will provide our services as expeditiously as practicable to meet the project objectives. The Consultant will develop a schedule at project kick-off and maintain the schedule jointly with VCCDD staff.

**Method of compensation:**

Services under this IPO will be provided in accordance with Item #10 of the Professional Services Agreement on a time and materials basis in accordance with the approved rate schedule (Exhibit “A” of the Professional Services Agreement). Payment of each invoice will be made by the District on a monthly basis and pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218.

The anticipated budget to complete the IPO is between \$180,550 and \$220,750, exclusive of direct expenses. A breakdown by task is as follows:

Task	Description	Labor Fee Ranges
1.0	Base Mapping and Data Collection	\$26,800 - \$32,750
2.0	Initial Engineering Memorandum	\$30,500 - \$37,300
3.0	Public Involvement Program*	\$78,100 - \$95,500
4.0	Programming and Phasing Plan	\$45,150 - \$55,200
Total:		\$180,550 - \$220,750

The fee ranges above shall be considered “not to exceed” values. If additional hours are needed to complete the required task(s), written approval from VCCDD must be obtained before proceeding.

A work estimate of staff hours is included in Exhibit “B”.

ACCEPTED:

THE VILLAGE CENTER COMMUNITY  
DEVELOPMENT DISTRICT

BY: \_\_\_\_\_

TITLE: Chairman

DATE: June 11, 2009

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

Jonathan D. Thigpen, PE

TITLE: Vice President

DATE: June 1, 2009

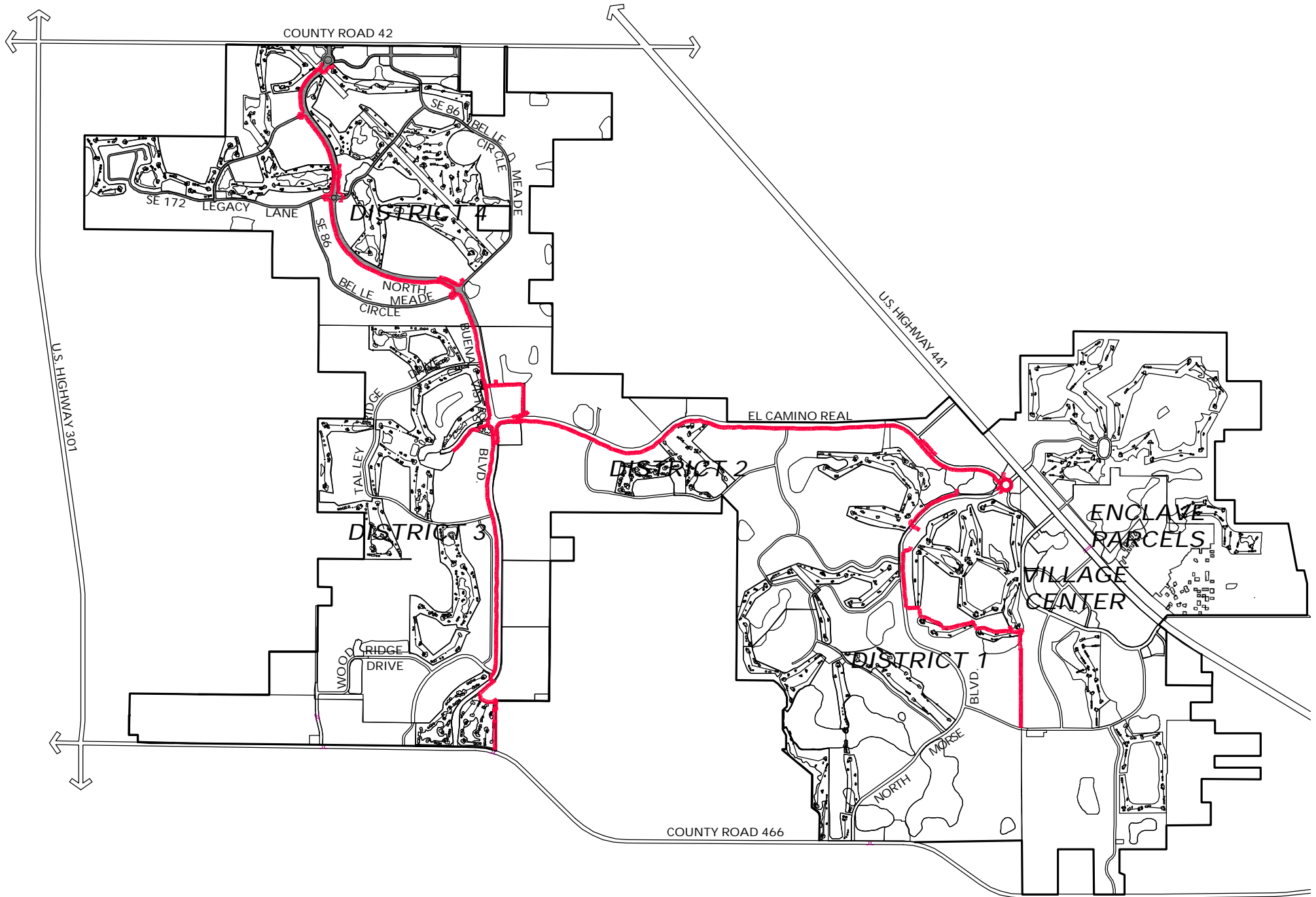


EXHIBIT A

**EXHIBIT B**

**ESTIMATE OF WORK EFFORT AND COST**

Name of Project: Villages Multi-Modal Path Programming and Phasing Plan  
 Client: VCCDD

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Principal	Senior Professional	Professional	CAD Designer	2-Man Field Crew (Survey)	Support Staff	Fee by Activity
		\$190.00	\$215.00	\$162.50	\$112.50	\$112.50	\$100.00	\$87.50	
Base Mapping and Data Collection	238	12	12	36	48	71	36	24	\$29,798
Initial Engineering Memorandum	257	13	13	64	116	26	0	26	\$33,915
Public Involvement	603	60	60	211	121	60	0	90	\$86,825
Programming and Phasing Plan	374	37	19	94	131	37	0	56	\$50,190
<b>Total Staff Hours</b>	1,472	122	104	405	416	194	36	196	
<b>Total Staff Cost</b>		\$23,180.00	\$22,360.00	\$65,812.50	\$46,800.00	\$21,825.00	\$3,600.00	\$17,150.00	<b>\$200,727.50</b>

**Hourly (Time/Materials):**       $\frac{\text{From } \$ 180,600 \text{ To } \$ 220,800}{}$

From/To calculations based on 90-110% of estimate, rounded down to the nearest \$100.

**EXHIBIT B**

BASE MAPPING AND DATA

Estimator:	KHA/FBA/MPA					Villages Multi-Modal Path Programming and Phasing Plan
Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
1.0	BASE MAPPING AND DATA COLLECTION					
1.1	Aerial Base Mapping	EA	1		64	
	Compile base file using Sumter Cty Aerial	EA	1	40	40	61,180 LF, 1"=50' hor scale, 1' County LIDAR topo, Convert to Villages datum
	Field verification	DAYS	3	8	24	
1.2	GIS Database*	EA	1	20	20	Rec Trails defined in GIS layers for mapping
1.3	Ownership Map*	EA	1	30	30	Present into base exhibits for project, accumulate CAD maps of ownership
1.4	Crash Data	EA	1	8	8	Obtain from Villages, Sumter and Marion Cty Sherriff's Dept, Lady Lake
1.5	Traffic Counts*	EA	8	6	48	Eight locations, four hours of counts each
1.6	Gather Existing Plans	EA	1	60	60	
1.7	Quality Control	%	5		8	
	<b>BASEMAPPING TOTAL HOURS</b>				<b>238</b>	

**EXHIBIT B**

INITIAL ENGINEERING MEMORANDUM

Estimator:	KHA/FBA/MPA					Villages Multi-Modal Path Programming and Phasing Plan
Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
2.0	INITIAL ENGINEERING MEMORANDUM					
2.1	Design Criteria Document*	EA	1	16	16	
2.2	Typical Section Options*	EA	3	8	24	3 typical sections
2.3	Field Review	Days	2	24	48	1 traffic engineer, 1 drainage engineer, 1 landscape architect. 2 days
2.4	Identify Constraints	EA	1	24	24	
2.5	Unit Cost Estimates*	EA	1	16	16	
2.6	Technical Memorandum*	EA	1	120	120	
		<b>Sub Total</b>			<b>248</b>	
	*Subject to QC		<b>% QC</b>			
2.7	Quality Control	%	<b>5</b>		9	
	<b>INITIAL ENGINEERING MEMO TOTAL HOURS</b>				<b>257</b>	

**EXHIBIT B**

PUBLIC INVOLVEMENT

Estimator:	KHA/FBA/MPA					Villages Multi-Modal Path Programming and Phasing Plan
Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
3.0	Public Involvement					
3.1	Public Involvement Data Collection	EA	1	30	30	Summarizing data collection task that was previously completed. Some minor data may be needed. This will include mapping and production of boards for PI activities.
3.2	Scheduled Public Meetings				282	
	Agency Kick-Off Meeting					One meeting
	Set Up/Preparation	per meeting	1	12	12	Prepare agenda. Prepare PPT overview.
	Participation	per meeting	1	24	24	Five attendees
	AAC Monthly Meetings					Six Meetings
	Set Up/Preparation	per meeting	6	6	36	Develop an agenda of talking points, and bring copies of materials and team coordination prior to each meeting.
	Participation and notes	per meeting	6	10	60	2 attendees @ 4 hours + 2 hours for minutes/follow-up
	Meet with Each CDD Board One Time					Five meetings
	Set Up/Preparation	per meeting	5	12	60	Develop an agenda of talking points, prepare PPT, prepare boards, bring copies of materials, team coordination prior to each meeting.
	Participation and notes	per meeting	5	18	90	4 attendees @ 4 hours + 2 hours for minutes/follow-up
3.3	Unscheduled Public and Agency Meetings	per meeting	12	8	96	Two attendees @ 3 hours + minutes
3.4	Special Public Involvement Requirements				186	
	News Letters, Press Releases *	EA	2	45	90	2 newsletters, 3 press releases
	Web Site Content Development *	EA	1	60	60	
	Web Site Maintenance *	Months	12	3	36	
		<b>Sub Total</b>			<b>594</b>	
		*subject to QC	<b>% QC</b>			

**EXHIBIT B**

PUBLIC INVOLVEMENT

Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
3.5	Quality Control	%	5		9	
	<b>PUBLIC INVOLVEMENT TOTAL HOURS</b>				<b>603</b>	

**EXHIBIT B**

ENVIRONMENTAL ANALYSIS AND REPORTS

Estimator:	KHA/FBA/MPA					Villages Multi-Modal Path Programming and Phasing Plan
Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
4.0	PROGRAMMING AND PHASING PLAN					
4.1	Program Definition section	EA	1	24	24	
4.2	Volume/Safety Reporting	EA	1	16	16	
4.3	Intersection Operations/Recommendations*	INT	8	8	64	8 intersections, analysis, concept if needed
4.4	Landscaping/Irrigation Program				40	
	Landscaping Programatics*	EA	1	24	24	
	Irrigation upgrade programatics*	EA	1	16	16	
4.5	Stormwater Management Program				16	
	Opinion of drainage impacts*	EA	1	8	8	Includes one illustration if needed
	Permitting Requirements	EA	1	8	8	Includes one meeting with WMD
4.6	Prioritization Matrix/Measures of Effectiveness*	EA	1	40	40	
4.7	Funding and Costs	EA	1	0	16	
	Analysis of funding opportunities*	EA	1	8	8	
	Opinion of Costs*	EA	1	8	8	
4.8	Priority List of Projects*	EA	1	8	8	
4.9	Draft Report*	EA	1	60	60	

**EXHIBIT B**

ENVIRONMENTAL ANALYSIS AND REPORTS

Task No.	Task	Units	# of Units	Hours / Unit	HOURS	Comments
4.10	AAC Adoption Hearing				36	One Meeting
	Set-up/Preparation	EA	1	16	16	PPT, Strategy with Staff, Team coordination
	Participation and Notes	EA	1	20	20	Five attendees
4.11	Final Report*	EA	1	40	40	
		<b>Sub Total</b>			<b>360</b>	
	* Subject to QC		<b>% QC</b>			
4.12	Quality Control	%	5		14	
	<b>PROGRAMMING AND PHASING PLAN TOTAL HOURS</b>				<b>374</b>	