

**WORK ASSIGNMENT BETWEEN  
THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY  
AND  
KIMLEY-HORN AND ASSOCIATES, INC.  
(Wayfinding Signage Design Services)**

This Consulting Work Assignment is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as "CRA" and KIMLEY-HORN AND ASSOCIATES, INC., hereinafter referred to as "CONSULTANT".

**W I T N E S S E T H:**

WHEREAS, the CRA and the CONSULTANT previously entered into an Agreement for General Consulting Service dated October 1, 2018, (the "Original Agreement"); and

WHEREAS, the CRA and the CONSULTANT are authorized to enter into Work Assignments in order to provide for additional services to be provided by the CONSULTANT for the CRA, pursuant to the Original Agreement; and

WHEREAS, the CRA and the CONSULTANT desire to enter into this Work Assignment in order for the CONSULTANT to provide additional services pursuant to the Original Agreement, except as modified herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the CRA and the CONSULTANT agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.
2. The CRA authorizes the CONSULTANT to perform additional services as provided in this Work Assignment for the following CRA Project:

**Wayfinding Signage Design Services**

3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the CONSULTANT to provide the Scope of Services as described on Exhibit "A", to this Work Assignment, which is attached hereto and incorporated herein by reference.

4. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on Exhibit "A" to this Work Assignment, which is attached hereto and incorporated herein by reference. The total budget for this assignment shall not exceed One Hundred Forty Seven Thousand Eight Hundred Fifty and 00/100 Dollars (\$147,850.00). Each partial payment is payable at the completion of each part as described in the "Summary of Proposed Fees" section in the Scope of Services attached hereto.

5. The Completion Date for the Project as stated in the Original Agreement is hereby amended to provide for the CONSULTANT to complete the Scope of Services described in Exhibit "A" to this Work Assignment, which is attached hereto and incorporated herein by reference, no later than 365 days from the time a notice to proceed is received by the Consultant. Each individual part shall be subject to completion as stated in the "Completion Date" section of the Scope of Services, attached hereto. This Work Assignment may be extended, subject to the execution of a written amendment to this Agreement by the CRA's Executive Director. The CRA Board of Commissioners authorizes the Executive Director to execute such an amendment without further CRA Board action.

6. This Work Assignment is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed in the Original Agreement, as may have been amended by any prior Work Assignments entered into between the CRA and the CONSULTANT. If the CRA, in its sole discretion, is unsatisfied with the services provided in the previous phase, or prior Work Assignment, the CRA may terminate the Original Agreement without incurring any further liability.

7. The CONSULTANT may not commence work on any Work Assignment, including this Work Assignment, approved by the CRA, without a further notice to proceed issued in writing by the CRA Executive Director, or her authorized representative.

8. The Original Agreement, as may have been modified by prior Work Assignments, and except as modified herein, shall remain in full force and effect, up to and including September 30, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this Work Assignment as of the day and year indicated above.

**DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY**

By: \_\_\_\_\_  
Shelly Petrolia, Chair

ATTEST:

\_\_\_\_\_  
Jeff Costello, Executive Director

I HEREBY APPROVE THIS  
AGREEMENT AS TO FORM:

\_\_\_\_\_  
General Counsel

**CONSULTANT:**

\_\_\_\_\_  
(Company Name Printed)

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

\_\_\_\_\_  
Print Name and Title

Attest:

\_\_\_\_\_  
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA            )  
                                          )  
COUNTY OF PALM BEACH    )    SS:

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of Kimley-Horn and Associates, Inc. named in the foregoing agreement and that he/she acknowledged executing the same in the presence of two subscribing witnesses freely and voluntarily under authority duly vested in him/her by said \_\_\_\_\_ and that the Corporate seal affixed thereto is the true corporate seal of said Corporation.

Witness my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Printed Name

My Commission Expires:

## EXHIBIT 'A'

### KIMLEY-HORN WORK ASSIGNMENT FOR WAYFINDING SIGNAGE DESIGN SERVICES

#### **I. PROJECT DESCRIPTION**

The DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA, CLIENT) wishes to implement wayfinding signage and gateway signage in Downtown Delray Beach, generally defined as the limits of the CRA. For this Work Assignment, Kimley-Horn (CONSULTANT) will prepare wayfinding sign designs, bid documents, and perform limited bid phase services. The anticipated program for signage that will require bid documents is described below:

- A minimum of twenty and up to sixty-five post-mounted vehicular wayfinding signs, with up to four variations in the size and design of this sign type.
  - Trailblazers leading to downtown
  - Directional Signs (up to two sizes)
  - Parking Identification signs (for public parking facilities)
- Up to twenty pedestrian only signs - ground, post or pedestal mount - with up to three variations in the size and design of this of sign type.
  - Static map
  - Directional Signs
  - Trailblazers leading to specific destinations
- Up to two interactive map kiosk with one size and design of this sign type.
- Up to two gateway features, with up to two variations in the size and design of this sign type.
  - Boundary Markers
  - Welcome-to Landmarks

#### ***Assumptions***

The CRA shall provide the following contributions to the work assignment:

- a. Designate a steering committee that will meet with the Consultant to review and provide feedback of design plans and submitted materials.
- b. Provide desired wayfinding destinations for initial discussion
- c. Coordinate and advertise for public input meetings.
- d. Provide data such as GIS information, aerials, utility maps, survey or other readily available information on existing right-of-ways.
- e. Advertise for contractor bids and contractor procurement.
- f. Authorize CONSULTANT to make FDOT permit applications, as required.

## **II. SCOPE OF SERVICES**

The following is a description of the Scope of Services to be provided under this Work Assignment:

### **PART I – DESIGN DEVELOPMENT**

#### ***Site Data Collection***

CONSULTANT shall review right-of-way information provided by the CRA, and readily available public records. This task will result in a working base map for use in development of a graphic plan map for locating proposed signage.

CONSULTANT will make up to two site visits to observe project area and make note of existing sign locations while also reviewing for optimal proposed sign locations within the project limits. CONSULTANT will document primary destinations, circulation patterns, physical and architectural characteristics of the downtown area, research historic images of downtown Delray Beach, and seek out visual cues for use in design development. CONSULTANT will prepare preliminary exhibits, with limited documentation of observations, for the kick-off meeting.

#### ***Signage Design Development***

CONSULTANT will attend one kick-off meeting with CRA and project steering committee to discuss the wayfinding and signage needs. The purpose of the kick-off meeting is to discuss the project scope and objectives, review wayfinding needs, discuss potential construction budget, review schedule, observations made during data collection, and assess potential design aesthetics of the signage and other wayfinding elements.

CONSULTANT will prepare color elevations for up to three concept sign arrays. The concepts will show the form, scale, typography and color for the following wayfinding sign types:

- Vehicular wayfinding signs:
  - Trailblazers leading to downtown
  - Directional Signs (up to two size forms)
  - Parking Identification signs (for public parking facilities)
- Pedestrian wayfinding signs:
  - Static map
  - Directional
  - Trailblazers leading to specific destinations
- Interactive map kiosk
- Gateway features:
  - Boundary Markers
  - Welcome-to Landmarks

CONSULTANT will prepare a preliminary Sign Location Plan and Sign Message Schedule to generally locate each sign and define each sign's content. The Sign Location Plan is a site plan that graphically illustrates the preferred location of each proposed sign from a wayfinding standpoint. The Sign Message Schedule defines what each sign will say, identifies the sign type, lists each sign's location, and notes whether any graphics are included on the sign, such as directional arrows, icons or symbols.

CONSULTANT will make one presentation of the design concept exhibits and preliminary sign location map with message schedule to the steering committee and will respond with revisions based on reasonable comments received to provide one refined concept.

CONSULTANT will make one presentation of the refined concept exhibits and preliminary sign location map with message schedule to the steering committee and will respond with one revision based on reasonable comments received to develop the final concept that will establish the visual design and define the signs to be developed into bid packages, per Part II. The final concept design package will develop a preliminary opinion of probable construction cost estimate for the fabrication and installation of the system, based on approximate unit cost and estimated quantities. CRA will review and provide final comments on the final concept design package prior to CONSULTANT proceeding to the development of bid documents (Part II).

CONSULTANT will prepare a preliminary Opinion of Probable Construction Cost for the proposed work for the CRA's budgetary purposes. Because the CONSULTANT does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the CRA wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.

**Part I Deliverables Summary:**

Concept Development: Three concepts of sign type array. Preliminary Sign Location Plan and Preliminary Sign Message Schedule.

Concept Refinement: Sign type array of the selected concept. Refined Sign Location Plan and Refined Sign Message Schedule with Preliminary Opinion of Probable Construction Cost.

Concept Final: Sign type array of the selected concept. Sign Location Plan and Sign Message Schedule with Opinion of Probable Construction Cost.

**PART II – BID DOCUMENTS**

***Utility Coordination***

CONSULTANT will contact utility owners and request any available information depicting the locations and configuration of existing utilities within and around the sign site locations.

***Limited Signage Bid Documentation***

With final approval of the Concept Final design, messages, and sign locations, CONSULTANT will begin Limited Signage Bid Documentation. This task provides information necessary for the specification, purchase, fabrication and installation of the approved signage system.

CONSULTANT will develop Design Intent Drawings for each sign type including dimensions, letter heights, material specifications, general mounting methods and color specifications. CONSULTANT will also develop an updated cost estimate for the fabrication and installation of the system, based on approximate unit cost and quantities. A phasing plan will be developed based on this effort, ultimately determining what will be presented in the bid documents.

CONSULTANT will prepare an Opinion of Probable Construction Cost for the proposed work for the CRA's budgetary purposes. Because the CONSULTANT does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the CRA wishes greater assurance as to the amount

of any cost, it shall employ an independent cost estimator. CONSULTANT 's services required to bring costs within any limitation established by the CRA will be paid for as Additional Services.

The Bid Package prepared by the CONSULTANT will consist of the following:

- Sign location plan and sign message schedule
- Design intent signage details for each sign type including dimensions, letter heights, material specifications, general mounting methods and color specifications. Plans and details will be presented at a scale suitable for bidding purposes. Structural design for post-mounted signage will be conceptually developed at this time; the awarded sign fabricator will be responsible for final sign engineering.
- Bid documents will consist of the plans, schedules, and details with material performance standards, general conditions, “boilerplate” language necessary for a competitive bidding process and the bid form.
- Site plan for gateway feature locations.
- It is our understanding that the CLIENT will provide front-end bid specifications for the bid set and CONSULTANT will provide technical specifications (on plan drawings) and the bid form.
- CONSULTANT will work with CRA to provide qualification language requiring experienced sign fabricators with recent wayfinding sign references to participate in the bid process
- CONSULTANT will assist the CRA in issuing the electronic Bid Package

CONSULTANT will make revisions to the bid documents up to two times, responding to two rounds of CRA staff’s reasonable review comments. CONSULTANT will present Bid Document progress to CRA staff, at up to two meetings – 90% complete, 100% complete.

**Part II Deliverables Summary:** Digital and printed versions of the Bid Package, final cost estimate and phasing plan. Progress PDF plan sets will be emailed to the CLIENT every other week, presented in 11” x 17” format.

### **PART III – PERMITTING**

The CONSULTANT will prepare and submit applications, calculations, supporting documents and plans for review by the following agencies:

- FDOT: Right of Way construction permit and/or Community Aesthetic Feature (CAF) permit application, up to two revisions to permit application and associated plans. It is our experience that a CAF permitting effort may take up to one year to complete.
- City of Delray Beach: Prepare Signage map, Signage schedule, design intent details, and conceptual structural design for preliminary construction permit review. Two rounds of reasonable review comments will be addressed concurrent to CRA staff comments and will be incorporated into the bid documents. It is our assumption that the awarded contractor will make the permit application with engineered signage shop drawings.

CONSULTANT shall schedule, be present and prepare necessary materials for technical/ permit-focused meetings – estimated that up to three meetings with the City Development Services and Public Works staff to expedite applications and/or review progress drawings. All permitting fees will be the responsibility of the CLIENT.

- **Part III Deliverables Summary:** 90% and 100% plans, as required for City permitting and FDOT permitting.

## **PART IV – LIMITED BIDDING ASSISTANCE**

It is our understanding that the CRA will use a competitive bidding process to award the contact to a qualified contractor to construct the improvements. CONSULTANT will provide the following services:

- Issue up to two addenda in response to interested contractor questions or requests for information during the bid process, during the established question period. All responses by the CONSULTANT will be approved by the CRA prior to issuance. The addenda responses are limited to 19 hours.
- Tabulate the bids received and evaluate compliance of bids with the bidding documents.
- Prepare a written summary of this tabulation and evaluation. The CRA will be responsible in making the bid award.

## **PART V – MEETINGS TASK**

The CONSULTANT will participate in the following meetings, associated with tasks described in Parts I through IV:

### ***Project Design Development Meetings Associated with Part I***

- Kick-off Meeting: meeting with steering committee
- Concept Development: Presentations to steering committee
- Concept Refinement: Presentation to CRA staff
- Concept Final: Presentations to steering committee, CRA Board

### ***Project Progress Meetings Associated with Part II***

- 90% progress meeting/presentation to review bid documents with CRA staff
- 100% progress meeting/presentation to review bid documents with CRA staff

### ***Technical Project Meetings Associated with Part III***

- Total, 3 technical meetings with regulatory staff

### ***Bid Phase Project Meetings Associated with Part IV***

- Prebid meeting attendance

## **ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope may be performed as additional services under a separate work assignment, upon approval by the CLIENT. Additional services we can provide include, but are not limited to, the following:

- Designing or developing:
  - Custom icons, logos, maps and directory artwork
  - Donor recognition signs or sign elements
  - Interior wayfinding signage for any parking decks/garages
  - Presentation materials for use in education or promotion of the wayfinding program
  - Electronic, interactive or web-based wayfinding applications



- Right-of-way acquisition services
- Translating sign messaging into languages other than English
- Building the logic or providing consulting services for soliciting funding, whether by developing formulas or identifying potential sources for implementation funds
- Acquiring photography or illustration, or providing photo direction for use in this project
- Survey and/or Geotechnical Services
- Attendance at additional meetings or presentations not described in this work assignment.
- Independent cost estimating for signage
- Electrical engineering services
- Construction Phase Services

### III. **BUDGET**

The proposed labor cost and associated expenses for the consulting services described in this Work Assignment are summarized below and detailed in Exhibit "A". Labor costs, sub-consultant costs and associated expenses for Professional services are tabulated below on a Lump Sum basis and are consistent with the Agreement. The compensation for the work set forth in this Work Assignment shall not exceed **\$ 147,850**.

#### Summary of Proposed Fees

	Description	Total	
Part I	Design Development	\$ 63,930	Lump Sum
Part II	Limited Signage Bid Documents	\$ 61,545	Lump Sum
Part III	Permitting	\$ 9,920	Lump Sum
Part IV	Limited Bidding Assistance	\$ 3,640	Lump Sum
Part V	Meetings Task	\$ 8,815	Lump Sum

### IV. **COMPLETION DATE**

The duration and completion times of all tasks are as indicated in the project schedule are summarized as follows:

	Deliverable/Time to Complete from Notice to Proceed
Part I	Design Development: 3 months from Notice to Proceed
Part II	Limited Signage Bid Docs: 3 months approval of Final Concept
Part III	Permitting: up to six months (occurs concurrent to Part II)
Part IV	Duration of Bidding anticipated to be two months (occurs concurrent to Part III)

The services described in this Work Assignment are anticipated to be completed within 12 months (365 days) from the time a notice to proceed is received.

The CONSULTANT shall not commence work on this Work Assignment as approved by the CLIENT, to include as part of the Agreement referenced above, without a written "Notice to Proceed" from the CLIENT.

## ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT:	Delray Wayfinding											
CLIENT:	Delray CRA											
ESTIMATOR:	JDH 04/24/19											
DESCRIPTION: See Scope of Services	DIRECT LABOR (MAN-HOURS)											
	Principal (Eng.)	Sr Prof. (Eng.)	Sr Prof. (LA)	Prof. (Eng.)	Prof. (LA)	Prof. (LA)	Cosnt Inspector	CADD Designer	Support Staff	SUB	EXP	LINE TOTAL
<b>Part I - Design Development</b>												
<b>Site Data Collection</b>												
Review R/W info			4.0			4.0						\$ 1,140
Produce working base map			6.0			30.0						\$ 4,350
<b>Signage Design Development</b>												
Site Visit to document existing conditions			12.0			12.0						\$ 3,420
Prepare exhibits for Kick-off meeting			6.0		6.0	20.0						\$ 4,090
Prepare Concept sign designs			12.0		20.0	92.0						\$ 15,020
Prepare prelim sign location plan and schedule			12.0			42.0						\$ 6,720
Concept Refinement - plan, schedule, sign array			12.0		20.0	62.0						\$ 11,720
Concept Final - plan, schedule, sign array			12.0		20.0	62.0						\$ 11,720
Project management / Admin			20.0						10.0		\$1,500	\$ 5,750
<b>Part II - Bid Documents</b>												
<b>Utility Coordination</b>												
Utility contact based on Concept site map				18.0					6.0			\$ 2,970
<b>Limited Signage Bid Documentation</b>												
90% Bid Doc drawings for each sign type			10.0		20.0	80.0						\$ 13,350
90% Structural Concept design		6.0		30.0								\$ 5,340
90% Site Plan for gateway signage			5.0		40.0							\$ 6,475
90% Specification, performance standards			12.0			22.0						\$ 4,520
100% Bid Doc drawings for each sign type			10.0		15.0	60.0						\$ 10,450
100% Structural Concept design		2.0		20.0								\$ 3,180
100% Site Plan for gateway signage			4.0		20.0							\$ 3,500
100% Specification, performance standards			12.0			22.0						\$ 4,520
City Bid Document assistance			6.0			4.0						\$ 1,490
Project management/ Admin			20.0						10.0		\$1,500	\$ 5,750
<b>Part III Permitting</b>												
FDOT Permitting - gateway signs			2.0		10.0	40.0						\$ 6,150
City of Delray Beach sign permitting		2.0	2.0	6.0		20.0						\$ 3,770
<b>Part IV Limited Bid and Construcion Phases</b>												
<b>Bid Phase Services</b>												
Addenda issuance			4.0		5.0	10.0						\$ 2,500
Tabulate Bids, evaluation			4.0			4.0						\$ 1,140
<b>Part V Meetings Task</b>												
Part I-Kick-off meeting with Steering Committee			2.0			2.0						\$ 570
Part I - Prelim Presentation to Steering Committee			2.0			2.0						\$ 570
Part I - DD Presentation to CRA Staff Committee			2.0			2.0						\$ 570
Part I - DD Prstns to Steering Cmte and CRA Brd			6.0			6.0						\$ 1,710
Part II - 90% Presentation to CRA staff			2.0			2.0						\$ 570
Part II - 100% Presentation to CRA staff			2.0			2.0						\$ 570
Part III - Meetings/ Coordination with City staff			9.0	6.0		9.0					\$500	\$ 3,905
Part IV - Pre Bid Meeting attendance			2.0									\$ 350
<b>TOTALS</b>	<b>0.0</b>	<b>10.0</b>	<b>214.0</b>	<b>80.0</b>	<b>176.0</b>	<b>611.0</b>	<b>0.0</b>	<b>0.0</b>	<b>26.0</b>	<b>0.0</b>	<b>3500.0</b>	
<b>LABOR (\$/HOUR)</b>	<b>225.00</b>	<b>190.00</b>	<b>175.00</b>	<b>140.00</b>	<b>140.00</b>	<b>110.00</b>	<b>130.00</b>	<b>90.00</b>	<b>75.00</b>	<b>1.00</b>	<b>1.00</b>	
<b>ALLOCATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	\$ -
<b>TOTALS</b>	<b>0.00</b>	<b>1,900.00</b>	<b>37,450.00</b>	<b>11,200.00</b>	<b>24,640.00</b>	<b>67,210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,950.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>\$147,850</b>