

**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT AGENCY (CRA)
201 Howell Avenue
Brooksville, FL 34601**

AGENDA

October 21, 2013

7:00 P.M.

A. CALL TO ORDER

B. REGULAR AGENDA

1. Minutes

- a) January 7, 2013 Regular Meeting
- b) February 4, 2013 Regular Meeting
- c) September 25, 2013 Budget Hearing

2. Coastal Engineering Associates, Inc. Professional Consultant Services Contract and Agreement Extension

Consideration of 1-year extension of current Contract for the update of the Community Redevelopment Plan and additional professional services related to Community Redevelopment Agency/Area Projects.

Presentation:	Director of Community Development
Recommendation:	Approval and authorization to extend original contract
Attachments:	Memo from Director of Community Development dated 10/01/12; Third Addendum

C. ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk's office 48 hours in advance of the meeting at (352) 540-3853. Meeting agendas and supporting documentation are available from the City Clerk's office and on line at www.cityofbrooksville.us.

**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT AGENCY MEETING
CITY HALL, COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

MINUTES

January 7, 2013

7:00 PM

Brooksville Community Redevelopment Agency met with Chairman Lara Bradburn, Vice Chairman Kevin Hohn, Board Members Joe Bernardini, Frankie Burnett and Joseph E. Johnston, III, present. Also present were Butch Battista, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk/Board Secretary; Bill Geiger, Community Development Director; Mike Walker, Director of Parks, Facilities & Recreation; Richard Radacky, Director of Public Works; George Turner, Police Chief; and Tim Mossgrove, Fire Chief. Members of the Hernando Times and Hernando Today were also present.

The meeting was called to order by Chairman Bradburn at 8:14 p.m.

REGULAR AGENDA

Resolution No. 2013-01 Community Redevelopment Plan Update

Presentation of the revised Community Redevelopment Plan for the downtown area for review and recommendation for approval by City Council.

Director of Community Development Bill Geiger briefly reviewed. Changes made are based on meetings with Council Members and a provision for Brownfields located within the Community Redevelopment area that would be eligible for tax implement funding.

Board Member Burnett had concerns with the map. Director Geiger reviewed the CRA area as defined on the 1998 map.

Don Lacey of Coastal Engineering reviewed the CIP plan was revised to move the storm water enhancement forward to help downtown development by establishing a coordinated drainage system.

Board Member Hohn would like to see an implementation plan. Director Geiger stated staff is currently coordinating with Coastal Engineering on Task Order Number 2 on the implementation plan and brought to City Council at the February 4th meeting.

Chairman Bradburn indicated this document will continue evolving as there are a number of components yet to be developed with Council input. She felt the Capital Improvement Program is the most important piece of the document.

Motion:

Motion was made by Board Member Johnston and seconded by Board Member Burnett for referral of the resolution to City Council for approval, adopting the plan update. Motion carried 5-0.

Minutes

October 15, 2012 Regular Meeting

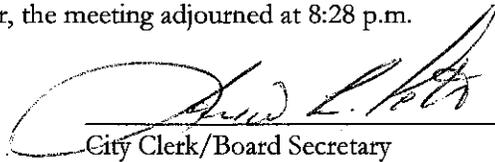
**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES - JANUARY 7, 2013**

Motion:

Motion was made by Board Member Johnston and seconded by Board Member Burnett for approval of Minutes. Motion carried 5-0.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 8:28 p.m.



City Clerk/Board Secretary

ATTEST: _____
Chairman

**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT AGENCY (CRA)
201 HOWELL AVENUE
BROOKSVILLE, FL 34601
MINUTES**

February 4, 2013

7:00 P.M.

Brooksville Community Redevelopment Agency met with Chairman Lara Bradburn, Vice Chairman Kevin Hohn, Board Members Joe Bernardini, Frankie Burnett and Joseph E. Johnston, III, present. Also present were James Fisher, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk/Board Secretary; Bill Geiger, Community Development Director; Mike Walker, Director of Parks, Facilities & Recreation; Richard Radacky, Director of Public Works; George Turner, Police Chief; and Tim Mossgrove, Fire Chief. Members of the Hernando Today were also present.

The meeting was called to order by Chairman Bradburn at 7:30 p.m.

REGULAR AGENDA

Coastal Engineering Associates, Inc. Professional Consultant Services Task Order #2

Providing for Program Implementation of Portions of the Community Redevelopment Plan Capital Improvement Program.

Director of Community Development Bill Geiger reviewed Phase II and the Task Order.

Board Member Bernardini asked that the Beautification Board be involved in sub-task one for enhancements to the downtown area.

He asked once the tasks are complete does that information belong to the City. Mr. Manuel affirmed that it does.

Board Chair Bradburn asked is the consultant fees \$92,500. Director Geiger affirmed the fees are to implement the projects as described in the scope.

Board Chair Bradburn asked where the CRA Board gets involved in the Downtown Beautiful section. Director Geiger indicated it could be added to the sub-scope.

Board Chair Bradburn felt planning for the future is one of the most important tasks they will ever do as City Council. She pointed out Section 3, Storm water Master Plan relates to design criteria to allow future infill in the community to plan certain areas and take advantage of vacant areas to promote redevelopment. She next referenced Section 4, emphasizing it is not additional signage but better signage. She then referenced Task 3; needs reference to the input of the CRA Board.

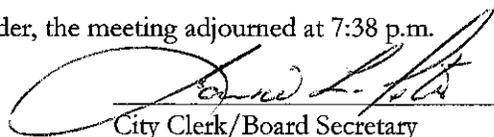
Board Member Johnston suggested additions be made part of the scope of services on the first page.

Motion:

Motion was made by Board Member Burnett and seconded by Board Member Bernardini for approval of Task Order #2 with amendments. Motion carried 5-0.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 7:38 p.m.



City Clerk/Board Secretary

ATTEST: _____
Chairman

**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT AGENCY (CRA)
201 Howell Avenue
Brooksville, FL 34601**

AGENDA

September 25, 2013

6:30 P.M.

Brooksville Community Redevelopment Agency met with Chairman Lara Bradburn, Vice Chairman Kevin Hohn, Board Members Joe Bernardini, Frankie Burnett and Joseph E. Johnston, III, present. Also present were James Fisher, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk/Board Secretary; Bill Geiger, Community Development Director; Mike Walker, Director of Parks, Facilities & Recreation; Richard Radacky, Director of Public Works; George Turner, Police Chief; and Tim Mossgrove, Fire Chief. Members of the Hernando Today were also present.

The meeting was called to order by Chairman Bradburn at 8:11 p.m.

REGULAR AGENDA

CRA Resolution No. 2013-13 Community Redevelopment Agency Budget.

Ratification of CRA Budget.

Board Chair Bradburn referenced the resolution.

Motion:

Motion was made by Board Member Burnett and seconded by Vice Chair Hohn for approval of CRA Resolution No. 2013-13.

City Clerk Peters read CRA Resolution No. 2013-13 by title, as follows:

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY FOR THE 2013-2014 FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

Board Chair Bradburn asked for public input, asking if Mr. Robert Buckner has anything. He jokingly advised he needed the size of the CRA district increased.

Board Member Johnston, referencing Operating and Capital Expenditures of \$339,315 versus Attachment 2, the Capital Improvement Program showing expenditures of \$317,945, asked for an explanation of the differences. Director Geiger advised the difference is in part, due to the carry forward from current year and includes Operating, which is different than Council's operating budget.

Vice Chair Hohn asked what the process for resizing the CRA would be. Director Geiger advised it would be basically the same as creating a new CRA. The area has to be evaluated and document blighted conditions within the area. You also have to take into consideration any active expanding CRAs that's taking tax revenues and dedicating a portion of it to go back to just that district.

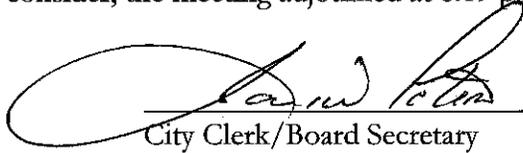
Chair Bradburn advised the CRA system is something that is being contested on the legislative level as well. Some are working to disband CRAs around the state. The Florida League of Cities is involved. She indicated it would be very difficult to expand further. Director Geiger added that, as a taxing authority, the County would also have to agree to the expansion as they would be impacted as well.

Motion carried 5-0 upon roll call vote as follows:

Board Member Bernardini	Aye
Board Member Burnett	Aye
Board Member Johnston	Aye
Vice Chairman Hohn	Aye
Chairman Bradburn	Aye

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 8:19 p.m.



City Clerk/Board Secretary

ATTEST: _____
Chairman

C. **ADJOURNMENT**



**COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM
MEMORANDUM**

TO: CRA CHAIRPERSON AND AGENCY MEMBERS
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER
**FROM: BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR/
CRA EXECUTIVE DIRECTOR**
**SUBJECT: CONTRACT EXTENSION PROFESSIONAL SERVICES
AGREEMENT WITH COASTAL ENGINEERING ASSOCIATES,
INC.**
DATE: OCTOBER 1, 2013

GENERAL SUMMARY/BACKGROUND: On November 15, 2010, the City of Brooksville Community Redevelopment Agency entered into an Agreement with Coastal Engineering Associates, Inc., to provide Professional Consultant Services on a Task Order basis that may include planning, design, analysis, project management and related services for the benefit of the CRA.

The term of the agreement was for one (1) year with provisions to extend the term upon mutual agreement for three additional one (1) year terms (Reference Section 1 of the Agreement). This would be the third addendum to extend the term of the Agreement.

There have been two Task Orders issued pursuant to this Agreement to date. Task Order No. 1 involved the consultant working with staff to prepare a comprehensive update of the Community Redevelopment Plan. This Task was completed in January 2013. Task Order No. 2 involves four specific projects that include planning and implementation of a Downtown Beautification Program, preparation of a Recreation Master Plan, preparation of a Stormwater Master Plan and a Gateway and Wayfinding Signage Plan. An update of the status of Task Order No. 2 projects was presented to the City Council/CRA at the September 16, 2013 Council meeting.

The Consultant has indicated their agreement to extend the contract as written with no changes.

The CRA has three basic options:

1. Extend the contract as written for one (1) year.
2. Extend the contract for one (1) year with changes (none proposed).
3. Open a formal Bid process and request RFP's to replace the current Consultant.

Attachment 1

**THIRD ADDENDUM
TO
CONTRACT AND AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN
THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY
AND COASTAL ENGINEERING ASSOCIATES, INC.**

This Third Addendum to the Contract and Agreement for Professional Consultant Services is made as of this ____ day of _____, 2013, by and between the City of Brooksville Community Redevelopment Agency (the CRA), a dependent special district under the laws of the State of Florida, by and through its duly authorized representative whose address is 201 Howell Avenue, Brooksville, Florida 34601, and Coastal Engineering Associates, Inc. (the CONSULTANT), a Florida Corporation whose address is 966 Candlelight Boulevard, Brooksville, Florida, 34601.

WHEREAS, the CRA has entered into that certain Agreement for Professional Consulting Services on a continuing basis (the "Agreement") dated November 15, 2010; and

WHEREAS, the original term of the Agreement was for one year with the option of extending the term for three (3) additional one (1) year periods, and the current Agreement term is set to expire as of November 15, 2013; and

WHEREAS, the parties desire to extend the term of the Agreement in accordance with Section 1 of the Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the receipt and sufficiency of which is hereby acknowledged, the CRA and the Consultant (collectively, the PARTIES) agree as follows:

1. **EXTENDED TERM.** Pursuant to Section 1 of the Agreement, the PARTIES agree to extend the term of the Agreement for one year such that the term of the Agreement will expire as of November 15, 2014.

IN WITNESS WHEREOF, the Parties hereto, **COASTAL ENGINEERING ASSOCIATES, INC.**, and the **CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY**, respectively, have executed and attested this Agreement, and caused their seals to be affixed hereto, effective as of the day and year first written above, for the purposes herein expressed, and with the intent that both they and their respective successors and assigns shall be hereby bound.

**COASTAL ENGINEERING
ASSOCIATES, INC.**

ATTEST:

Witness

Witness

By: _____
Cliff Manuel, Jr., P.E.
President
Date signed: _____

ATTEST:

(Seal)

**CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT
AGENCY**

By: _____
JANICE L. PETERS, CMC
As its City Clerk

By: _____
LARA BRADBURN
As its Chairperson

Date signed: _____

Date signed: _____

Approved as to legal form for the reliance of
the City of Brooksville CRA.

By: _____
Thomas S. Hogan, Jr., City Attorney
Date signed: _____

Attachment 2

CONTRACT AND AGREEMENT
FOR
PROFESSIONAL CONSULTANT SERVICES
BETWEEN
THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY
AND
COASTAL ENGINEERING ASSOCIATES, INC.

THIS AGREEMENT is entered into as of this 15th day of November 2010, by and between the CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, a dependent special district under the laws of the State of Florida whose address is: 201 HOWELL AVE, BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CRA."

and

COASTAL ENGINEERING ASSOCIATES, INC, a Florida corporation, whose address is: 966 CANDLELIGHT BLVD. BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CONSULTANT."

WITNESSETH:

WHEREAS, the CRA wishes to obtain professional consulting services on a continuing basis, and

WHEREAS, the CONSULTANT is willing to provide such planning services;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1.0 TERM

1.1 This AGREEMENT is to become effective upon execution by both parties, and shall remain in effect for a one (1) year term, unless terminated as provided for herein. Additionally, the parties agree that the term may be extended upon mutual AGREEMENT for periods of one (1) year, but such option to extend may only be utilized three (3) times unless authorized by the CRA for additional extensions.

1.2 The term of any task authorization/work order, as described in Section 2 hereof shall be as set forth in such task authorization/work order, and all of the terms and conditions of this AGREEMENT shall survive until completion of all task authorizations/work orders.

2.0 DESCRIPTION OF SERVICES

2.1 It is expressly understood and acknowledged that nothing herein shall obligate or guarantee to CONSULTANT any agreement or task order authorization and the

CRA expressly reserves the right to exercise its option to issue any such agreements to any qualified firm or entity in accordance with all applicable laws, ordinances, policies and/or regulations.

- 2.2 The CRA shall make requests for the CONSULTANT to perform consultant services on a task order basis. The CRA will communicate with CONSULTANT, verbally or in writing, a general description of the task to be performed. The CONSULTANT will generate a detailed Scope of Work document, prepare a Schedule, add a not-to-exceed-budget or lump sum budget to accomplish the task, and send the thus developed "Task Order Proposal" to the CRA. If a site visit by the CONSULTANT is needed to generate the scope document, the CONSULTANT shall request approval prior to visiting the site. The CRA will review the proposal, and if the description is mutually acceptable, the parties will enter into a written "task authorization or work order". The Scope of Services generally to be provided by the CONSULTANT may include any of the services as provided in EXHIBIT A - PROFESSIONAL CONSULTANT SERVICES.

The CRA will issue a Notice to Proceed to the CONSULTANT. Upon receipt of the signed Task Authorization and a Notice to Proceed from the CRA, the CONSULTANT shall perform the services set forth in the task authorization/work order, which may include, but not be limited to, design, studies, specification preparation, bid evaluation, construction management services, reports, and any additional other services which may be set forth in the task authorization/work order.

- 2.2.1 Notwithstanding the above, for any proposed project in which the CRA estimates the fee to total less than Twenty Five Thousand and No/100 Dollars (\$25,000.00) verbal authorization to proceed may be given to CONSULTANT, and followed within ten working days with a "Letter of Confirmation." Such letter shall be considered as the task authorization.
- 2.3 The CONSULTANT shall provide the CRA'S designated project manager with a monthly progress report of all work accomplished and project deliverables completed. For lump sum budget projects, project progress reports shall accompany all invoices and describe the detailed work tasks completed. For not-to-exceed budget projects, time sheets or labor cost statements for services rendered during the preceding month shall be provided. Each labor summary statement or time sheet shall state the names and classifications of all personnel who performed services during said month under the task authorization, and the number of hours worked by each.

3.0 CHANGES IN THE SCOPE OF WORK

- 3.1 The CRA may make changes in the services at any time by giving written notice to CONSULTANT. If such changes increase (additional services) or decrease or eliminate any amount of work, the CRA and CONSULTANT will negotiate any

change in total cost or schedule of modifications. If the CRA and CONSULTANT approve any change, the task authorization/work order will be modified to reflect the changes; and the CONSULTANT shall be compensated for said services in accordance with the terms of Article 5.0 herein. All change orders shall be authorized in writing by the CRA'S and CONSULTANT'S designated representatives.

- 3.2 All of the CRA'S said task authorizations/work orders and amendments thereto shall be performed in strict accordance with the terms of this AGREEMENT insofar as they are applicable.

4.0 SCHEDULE

- 4.1 The CONSULTANT shall perform services in conformance with the mutually agreed upon schedule set forth in the negotiated task authorization. The CONSULTANT shall complete all of said services in a timely manner and will keep the CRA apprised of the status of work on at least a monthly basis.
- 4.2 No extension for completion of services shall be granted to the CONSULTANT without the CRA'S prior written consent, except as provided in Sections 3.1 and 19.0 herein.

5.0 METHOD OF PAYMENT FOR SERVICES AND EXPENSES

5.1 DEFINITIONS:

- 5.1.1 "Hourly rates" as set forth in EXHIBIT B - HOURLY RATES SCHEDULE are to be used as a basis for calculating lump sum or not-to-exceed budget projects for services pursuant to Paragraphs 2.0 and 3.0. These hourly rates shall include wages, salaries, taxes, insurance, overhead and profit. The hourly rates are firm for the initial term, but are subject to an equitable adjustment that is to be negotiated prior to the renewal of the AGREEMENT. Any adjustments to the hourly rates schedule must be mutually agreed to by the CRA and CONSULTANT.
- 5.1.2 "Reimbursable expenses" as set forth in EXHIBIT C - REIMBURSEABLE EXPENSES SCHEDULE are to be used as the basis for payment for actual costs of all reimbursable expenses incurred in connection with the services rendered.

Reimbursable expenses shall include, but not be limited to: subsistence, automobile expenses, and other similarly incurred expenses, which are directly or indirectly in connection with the project. Said reimbursable expenses shall be calculated and incorporated into the lump sum or not-to-exceed project budget and will not be billed separately as an additional cost.

In-house copying charges, computer fees, photocopies less than 11-inches by 17-inches, telephone services, faxes, and other similar items shall be considered a portion of the CONSULTANT'S overhead costs and shall not be billed separately to the CRA.

5.1.3 "Deliverables" are defined as reports, findings, specifications, or anything else that is the end product or work performed by the CONSULTANT for the CRA. The CONSULTANT shall, within such time constraints as may be set forth in the work order, submit to the CRA the deliverables as identified in the work order; and the CONSULTANT shall, upon completion of all work, submit to the CRA all information developed in the course of the consulting services. The CONSULTANT shall, upon request by the CRA and upon completion or termination of this AGREEMENT, deliver to the CRA all material furnished to the CONSULTANT, provided the CRA identifies those materials in writing.

5.2 PAYMENT/COMPENSATION:

The CRA agrees to pay or compensate the CONSULTANT for the professional services performed on each task authorization/work order in accordance with one of the following methods, unless otherwise provided herein or in the task authorization/work order.

5.2.1 Not-to-exceed cost based upon EXHIBIT B - HOURLY RATES SCHEDULE.

5.2.2 Lump sum cost based upon EXHIBIT B - HOURLY RATES SCHEDULE.

5.3 SERVICES-ADDITIONALPROVISIONS:

5.3.1 Services and expenses of independent associates, consultants and/or subcontractors employed by the CONSULTANT shall be calculated and incorporated into the lump sum or not-to-exceed project budget and will not be billed separately as an additional cost.

5.4 Times of Payments: At monthly intervals, the CONSULTANT shall submit statements for services.

5.4.1. As a condition precedent to receiving payment, CONSULTANT shall have been authorized to proceed by the CRA, shall not be in default of any of the terms and conditions of this AGREEMENT and shall provide to the CRA an invoice. The invoice shall be forwarded to the CRA, no more frequently than once per month. The invoice shall include a statement identifying the period for which it applies and the sub-tasks or portions thereof, completed by the specific task authorization/work order, and

specifically set forth the percent of completion of each sub-task for which compensation is being requested.

5.4.2. The CRA shall pay all valid, approved, and undisputed invoices within thirty (30) days of receipt from the CONSULTANT. In the event that the CRA disputes any invoice submitted, it shall advise the CONSULTANT, in writing, and said invoice shall not be deemed due and payable under this AGREEMENT.

5.5 Other Provisions Concerning Payments:

5.5.1 In the event of termination by the CRA under Section 18.0 during the performance of the services, payments due to the CONSULTANT up to the point of termination, including payments for services rendered, and all costs incurred shall constitute total payment for such services.

5.5.2 Separate invoicing must be submitted for each individual task authorization. Invoices must show a percentage of the worked completed under the task authorization and any reimbursable expenses.

6.0 RIGHT TO INSPECTION

6.1 The CRA or its agents shall have the right to review or observe the services performed by the CONSULTANT.

6.2 No inspection, review, or observation shall relieve the CONSULTANT of its responsibility under this AGREEMENT.

7.0 PROGRESS MEETING

The CRA's designated Project Manager may hold periodic progress meetings on a monthly basis, or more frequently, if required, during the term of any task authorization entered into under this AGREEMENT. The CONSULTANT'S Project Manager and all other appropriate personnel shall attend such meetings as designated by the CRA's Project Manager.

8.0 SAFETY

8.1 The CONSULTANT agrees to comply with the CRA's published safety standards while on the property of the CRA.

8.2 The CONSULTANT shall have full responsibility and assume all liability for the safety and supervision of its employees while performing services provided hereunder.

9.0 REASONABLE ACCESS

During the term of this AGREEMENT, the CRA shall grant the CONSULTANT reasonable access to the CRA's premises for purposes of fulfilling its obligations under this AGREEMENT.

10.0 INSURANCE AND HOLD HARMLESS/INDEMNIFICATION

10.1 The CONSULTANT will possess or obtain and continuously maintain the following insurance coverage, from a company or companies authorized to do business in the State of Florida. Before commencing work, the CONSULTANT must ensure that Certificates of Insurance are provided to the CRA, evidencing such insurance. The Certificates of Insurance must name the CRA as additionally insured, reference the Project name and contain a provision, which requires that prior to any changes or material alterations in the coverage, except aggregate coverage, thirty (30) days prior written notice will be given to the CRA.

10.1.1 Worker's Compensation -- The CONSULTANT will provide Worker's Compensation for all employees at the site location, and in case any work is subcontracted, will require the subcontractor to provide Worker's Compensation for all of its employees. The limits will be statutory for Worker's Compensation and \$100,000 for Employers' Liability.

10.1.2 Comprehensive General Liability - The CONSULTANT will provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations and Personal Injury. The limits will not be less than \$1,000,000 Combined Single Limit (CSL) or its equivalent.

10.1.3 Comprehensive Automobile Liability - The CONSULTANT will provide coverage for all owned and non-owned vehicles for limits of not less than \$500,000 CSL or its equivalent.

10.1.4 Professional Liability Insurance - The CONSULTANT shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by a negligent error, omission or act for which the insured is legally liable; such professional liability insurance coverage must be provided in an amount not less than \$1,000,000 that protects the CONSULTANT to the statutory limits applicable to professional liability.

Said Professional Liability Insurance shall provide for all sums which the CONSULTANT shall be obligated to pay as damages for claims arising out of service performed by the CONSULTANT, or any person or subcontractor employed by the CONSULTANT, in conjunction with this Contract. This insurance shall also be maintained for a minimum of one

(1) year after the completion of construction and acceptance of facilities designed by the CONSULTANT under the scope of this Contract including any amendment thereto. The CONSULTANT will also cause professional associates and sub-consultant's retained by the CONSULTANT for the Project to procure and maintain comparable professional liability insurance coverage.

- 10.2 The CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CRA, its officers, directors and employees (collectively, CRA) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the CONSULTANT's negligent performance of professional services under this AGREEMENT and that of its sub-consultants or anyone for whom the CONSULTANT is legally liable.

The CRA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants (collectively, CONSULTANT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the CRA's negligent acts in connection with the consulting services and the acts of its contractors, subcontractors or consultants or anyone for whom the CRA is legally liable.

Neither the CRA nor the CONSULTANT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

11.0 COMPLIANCE WITH LAWS AND REGULATIONS

The CONSULTANT shall comply with all requirements of federal, state and local laws, rules, regulations, standards, and/or ordinances applicable to the performance of this AGREEMENT.

12.0 REPRESENTATIONS

12.1 The CONSULTANT represents that the services provided hereunder shall conform to all requirements of this AGREEMENT; shall be consistent with recognized and sound professional Planning & Engineering practices and procedures; and shall conform to the customary standards of care, skill, and diligence appropriate to the nature of the services rendered.

12.2 The CONSULTANT represents that the personnel furnishing such services shall be qualified and competent to perform the services assigned to them and that such guidance given by and the recommendations and performance of such personnel shall reflect their best professional knowledge and judgment.

- 12.3 Subject to the provisions of this Section, should CONSULTANT breach the warranties set forth herein, the CRA shall have such remedies as may be provided at law or equity.
- 12.4 Without limiting the generality of the foregoing, if the CONSULTANT completes its services under any task authorization entered into hereunder, and the CONSULTANT'S services are non-complying, defective, or otherwise improperly performed and the CRA notifies the CONSULTANT in writing that a defect, error, omission or noncompliance has been discovered in the CONSULTANT'S services, the CONSULTANT shall, at the option of the CRA: a) correctly re-perform such non-complying, defective, or otherwise improperly performed services at no additional cost to the CRA; b) refund the amount paid by the CRA attributable to such non-complying, defective or otherwise improperly performed services; or c) if the CONSULTANT fails to take action under a) above, the CONSULTANT will at its sole expense, otherwise cure or have cured any such non-complying, defective, or otherwise improperly performed services.
- 12.5 The only representations made by the CONSULTANT are those expressly enumerated in this section. Any other statements of fact or descriptions expressed in the AGREEMENT or any attachments thereto, shall not be deemed to constitute a warranty of the work or any part thereof.

13.0 GUARANTEE AGAINST INFRINGEMENT

The CONSULTANT guarantees that all services provided under this AGREEMENT shall be free from claims of patent, copyright, and trademark infringement. Notwithstanding any other provision of this AGREEMENT, the CONSULTANT shall indemnify, hold harmless, and defend the CRA, its officers, directors, employees, agents, assigns, and servants from and against any and all liability, including expenses, legal or otherwise, for actual or alleged infringement of any patent, copyright, or trademark resulting from the use of any goods, services, or other items provided under this AGREEMENT. Notwithstanding the foregoing, the CONSULTANT may elect to provide non-infringing services.

14.0 DOCUMENTS

- 14.1 Upon the CRA's or its designated Project Manager's request, at any time during the term of this AGREEMENT or upon completion or termination of this AGREEMENT, the CONSULTANT shall provide the CRA or its designated Project Manager with a copy of all documents and electronic files prepared by the CONSULTANT under this AGREEMENT or any Task Order Authorization hereunder. The CRA understands that re-use of any documents for any other purposes, shall be at the CRA's own risk.

Notwithstanding any provision to the contrary contained in this AGREEMENT, the CONSULTANT shall retain sole ownership to its preexisting information

including but not limited to computer programs, software standard details, figures, templates and specifications.

When transferring data in electronic media format, the CONSULTANT makes no representation as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the CONSULTANT at the beginning of the project. Because the data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. The CONSULTANT shall not be responsible to maintain documents stored in electronic media format after acceptance by the CRA.

- 14.2 The parties acknowledge that the CRA is a Florida dependent special district and subject to the Florida Public Records Law.

15.0 ASSIGNMENT

- 15.1 If any part of this AGREEMENT is subcontracted by the CONSULTANT, the CONSULTANT shall be fully responsible to the CRA for all acts and/or omissions performed by the subcontractor as if no subcontract had been made.
- 15.2 If the CRA determines that any subcontractor is not performing in accordance with this AGREEMENT, the CRA shall so notify the CONSULTANT who shall take immediate steps to remedy the situation.
- 15.3 If any part of this AGREEMENT is subcontracted by the CONSULTANT, prior to commencement of any work by the subcontractor, the CONSULTANT shall require the subcontractor to provide the CRA and its affiliates with insurance coverage as set forth within Section 10 of this Agreement.

16.0 INDEPENDENT CONSULTANT

At all times during the term of this AGREEMENT, the CONSULTANT shall be considered an independent CONSULTANT. It is understood that CONSULTANT is an independent consultant and not an agent or employee of the CRA for any purpose including, but not limited to, federal tax and other state and federal law purposes. The CONSULTANT assumes responsibility for payment of all federal, state and local taxes imposed or required of the CONSULTANT under unemployment insurance, Social Security and income tax laws. CONSULTANT shall be solely responsible for any worker's compensation insurance required by law and shall provide the CRA with proof of insurance upon demand. The parties agree that the CRA shall not: (a) pay dues, licenses or membership fees for CONSULTANT; (b) require attendance by CONSULTANT, except as otherwise specified herein; (c) Control the method, manner or means of performing the

Scope of Work under this AGREEMENT, except as otherwise specified herein; or (d) Restrict or prevent CONSULTANT from working for any other party. Neither party has the right or the power to enter into any contract or commitment on behalf of the other party, including entering into agreements with third parties, exercising incidents of ownership with respect to property owned by the Party or executing contracts binding upon the other Party.

17.0 DEFAULT

If during the term of this AGREEMENT, the CONSULTANT shall be in default of any of the material provisions of this AGREEMENT, the CRA may suspend its performance hereunder until such delinquency or default has been corrected; provided, however that no suspension shall be effective unless and until the CRA gives written notice of the default to CONSULTANT with at least ten (10) days to cure such default. If the CONSULTANT fails to correct such delinquency or default within thirty (30) days of suspension by the CRA, the CRA may terminate this AGREEMENT.

18.0 TERMINATION

Notwithstanding any other provision of this AGREEMENT, the CRA may, upon written notice to the CONSULTANT, terminate this AGREEMENT if: a) at any time during the term of this AGREEMENT there will be filed by or against CONSULTANT in any court, pursuant to any statute, a petition in bankruptcy or insolvency for reorganization or for the appointment of a receiver to receive all or a portion of CONSULTANT'S property; b) The CONSULTANT makes a general assignment for the benefit of its creditors; c) The CONSULTANT fails to comply with any of the conditions or provisions of this AGREEMENT; d) The CONSULTANT is experiencing a labor dispute, which threatens to have a substantial, adverse impact upon performance of this AGREEMENT, without prejudice to any other right or remedy the CRA may have under this AGREEMENT. In the event of such termination, the CRA shall be liable only for the payment of all unpaid charges, determined in accordance with the provisions of this AGREEMENT, for work, properly performed prior to the effective date of termination; or e) The CRA may at any time and for any reason terminate CONSULTANT services and work at the CRA's convenience. Upon receipt of such notice, the CONSULTANT shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination for convenience, the CONSULTANT shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by the CONSULTANT as are permitted by this contract and approved by the CRA; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to the CONSULTANT prior to the date of the termination of this Agreement. The CONSULTANT shall not be entitled to any claim or claim of lien against the Owner for any additional compensation or damages in the event of such termination and payment.

19.0 FORCE MAJEURE

Any delay or failure of either party in the performance of its required obligations hereunder shall be excused if and to the extent caused by Force Majeure, which may include but not be limited to: fire, flood, windstorm, explosion, riot, war, sabotage, strikes, extraordinary breakdown of or damage to the CRA's affiliates' generating plants, equipment or facilities, court injunction or order, federal and/or state law or regulation, order by any regulatory agency, or cause or causes beyond the reasonable control of the party affected, provided that prompt notice of such delay is given by such party to the other and each of the parties hereunto shall be diligent in attempting to remove such cause or causes. If any circumstances of Force Majeure remain in effect for sixty (60) days or more, either party may terminate this AGREEMENT.

20.0 GOVERNING LAW & VENUE

This AGREEMENT is made and shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Florida. Venue for any litigation pertaining to the subject matter of this Agreement shall be exclusively in the state circuit and appellate courts in and for Hernando County, Florida. The Agreement is consummated in Hernando County, Florida.

21.0 HEADINGS

Paragraph headings are for the convenience of the parties only and are not to be construed as part of this AGREEMENT.

22.0 SEVERABILITY

In the event any portion or part of this AGREEMENT is deemed invalid, against public policy, void, or otherwise unenforceable by a court of law, the parties shall negotiate an equitable adjustment in the affected provision of this AGREEMENT. The validity and enforceability of the remaining parts thereof shall otherwise be fully enforceable.

23.0 WAIVER AND ELECTION OF REMEDIES

- 23.1 Waiver by either party of any terms, condition, or provision of this AGREEMENT shall not be considered a waiver of that term, condition, or provision in the future.
- 23.2 No waiver, consent, or modification of any of the provisions of this AGREEMENT shall be binding unless in writing and signed by a duly authorized representative of each party hereto.

24.0 THIRD PARTY RIGHTS

Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than the CRA and CONSULTANT.

25.0 PROHIBITION AGAINST CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this AGREEMENT, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this AGREEMENT.

26.0 ENTIRE AGREEMENT

This AGREEMENT, including the schedules, attachments, appendixes and exhibits attached hereto, and any Task Authorization executed in furtherance of this AGREEMENT constitutes the entire AGREEMENT between the CRA and CONSULTANT with respect to the services specified and all previous representations relative thereto, either written or oral, are hereby annulled and superseded.

27.0 SOVEREIGN IMMUNITY

Nothing contained in the AGREEMENT shall be construed as a waiver of the CRA's rights to sovereign immunity under Section 768.28, *Florida Statutes*, or other limitations imposed on the CRA's potential liability under state or federal law.

28.0 NOTICE

Any notices required to be given by the terms of this AGREEMENT shall be delivered by hand or mailed, postage prepaid to:

CRA: Bill Geiger, Executive Director
City of Brooksville CRA
201 Howell Ave.
Brooksville, Florida 34601

CONSULTANT: Cliff Manuel, Jr. P.E.
Coastal Engineering Associates, Inc.
966 Candlelight Blvd.
Brooksville, Florida 34601

Either party may change the name of the person receiving notices and the address at which notices are received by so advising the other party in writing.

29.0 ATTORNEYS' FEES

In the event a suit or action is instituted to enforce or interpret any provision of this AGREEMENT, the prevailing party shall be entitled to recover such sum as the Court may adjudge reasonable as attorneys' fees, and costs, at trial or on any appeal, in addition to all other sums provided by law.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the date first written above:

CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT
AGENCY, HERNANDO COUNTY,
FLORIDA

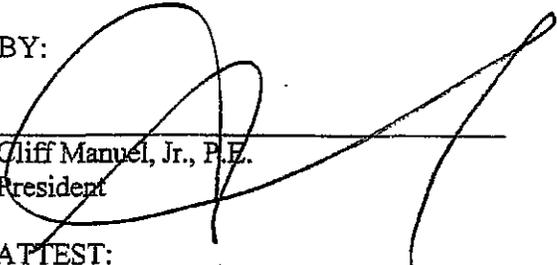
COASTAL ENGINEERING
ASSOCIATES, INC.

BY:



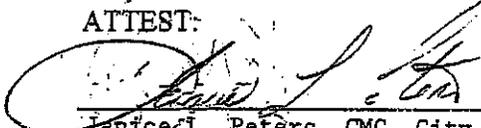
Lara Bradburn, CRA Chair

BY:



Cliff Manuel, Jr., P.E.
President

ATTEST:



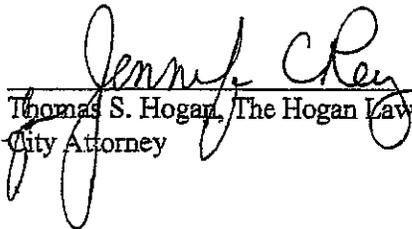
Janice L. Peters, CMC, City Clerk

ATTEST:



(CORPORATE SEAL)


APPROVED AS TO FORM FOR THE RELIANCE
OF THE CITY OF BROOKSVILLE ONLY:



Thomas S. Hogan, The Hogan Law Firm, LLC
City Attorney

EXHIBIT A.

PROFESSIONAL CONSULTANT SERVICES

The Scope of Services generally to be provided by the CONSULTANT may include any of the services as provided in CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY (CRA) PHASE 2 STREETScape REQUEST FOR QUALIFICATIONS RFQ NO. 2010-05 and identified as PROFESSIONAL CIVIL ENGINEERING/PLANNING CONSULTING SERVICES.

These services include but are not limited to professional consulting services to the CRA for work related to updating the adopted Community Redevelopment Plan and preparing design drawings, permitting and project/construction management for implementation of a Phase-2 streetscape project for enhancements within the CRA. Elements of work may consist of modifying/updating a Redevelopment Plan that will meet the goals and needs of the CRA and the local stakeholders within the Community Redevelopment Area, and subsequently designing, permitting and providing construction oversight for implementing a streetscape project. Services may include:

- Public Involvement;
- Multimodal transportation planning;
- Stormwater planning;
- Parking analysis;
- Traffic operations, traffic calming;
- Signal design;
- Structural design;
- Utility Infrastructure (including underground design);
- Roadway assessment;
- Capital improvements plan;
- Agency coordination/permitting;
- Infrastructure evaluation/review;
- Street design;
- Hardscape enhancement design;
- Softscape enhancement design;
- Environmental Engineering;
- Project Management;
- Grant Writing; and other miscellaneous professional services that the CRA may desire.

The Consultant will work with CRA staff and local stakeholders to develop the next phase of improvements within the CRA. This effort will consist of developing a conceptual phase plan that meets the CRA's budget and goals. Upon CRA approval of the concept for the next phase, the Consultant will develop construction plans to bid and implement the improvements.

The Consultant may be required to represent the City of Brooksville CRA in matters involving or relating to other governmental entities at the local, state, or national level.

EXHIBIT B.

HOURLY RATES SCHEDULE

Principal Engineer/Principal Architect/Expert Testimony\$250.00

ENGINEERING

Principal Engineer* (*Environmental/Transportation/Drainage*)\$155.00
Senior Project Manager.....\$140.00
Project Manager\$115.00
Senior Project Engineer\$135.00
Project Engineer\$ 95.00
Senior Designer\$ 85.00
Designer\$ 70.00
Technician\$ 50.00

*(Professional Engineer Registered in the State of Florida)

ENVIRONMENTAL

Principal Environmental Scientist\$155.00
Project Manager\$120.00
Senior Environmental Scientist\$105.00
Environmental Scientist II\$ 75.00
Environmental Scientist I.....\$ 70.00

PLANNING

Principal/Project Director\$195.00
Senior Project Specialist \$159-190.00
Project Manager/Principle Planner\$140.00
GIS Director.....\$138.00
Senior Transportation Planner\$129.00
Senior Urban Designer/Planner\$111.00
Urban Designer/Planner.....\$ 94.00
GIS Analyst / Transportation Planner.....\$ 88.00
Planner/ Designer.....\$ 78.00
Graphics Designer.....\$ 79.00

CONSTRUCTION REVIEW

Senior Project Manager.....\$140.00
Project Manager\$115.00

EXHIBIT B.

HOURLY RATES SCHEDULE

Construction Manager	\$ 90.00
Senior Field Representative	\$ 77.00
Field Representative.....	\$ 65.00

ARCHITECTURAL

Project Architect	\$130.00
Architectural Project Manager	\$115.00
Site Planner	\$105.00

SURVEYING

Expert Witness	\$175.00
Senior Land Surveyor	\$105.00
Land Surveyor	\$ 90.00
Project Surveyor/Crew Coordinator	\$ 85.00
Survey Crew (4 Person).....	\$155.00
Survey Crew (3 Person).....	\$132.00
Survey Crew (2 Person).....	\$105.00
Survey Crew (1 Person).....	\$ 72.00
Senior Survey Technician	\$ 77.00
Survey Technician	\$ 55.00

SUPPORT PERSONNEL

Administrative Support.....	\$ 60.00
Administrative Clerk.....	\$ 45.00
Office Intern.....	\$ 35.00
General Laborer	\$ 25.00

EXHIBIT C

REIMBURSABLE EXPENSES SCHEDULE

REIMBURSABLES

Direct and Out-of-Pocket Expenses..... Invoice Plus 15%
Regulatory Permit/Filing Fees Fee plus 15%
Travel ~~\$0.585/Mile~~ Federal Cap per Mile
Postage Cost

Quantity: 1 to 10 11 and up

REPRODUCTIONS

BLACK & WHITE

8 1/2" X 11", 8 1/2" X 14" \$0.25/EA. 0.10/EA.
11" X 17" \$0.35/EA. 0.15/EA.

COLOR

8 1/2" X 11", 8 1/2" X 14" \$1.00/EA. 1.00/EA.
11" X 17" \$2.00/EA. 2.00/EA.

TRANSPARENCIES

8 1/2" X 11" \$1.00/EA. 1.00/EA.

BLACKLINE PRINTS

LESS THAN 24" X 36" \$1.75/EA. 1.00/EA.
24" X 36" \$2.75/EA. 1.75/EA.
30" X 36" \$3.75/EA. 2.50/EA.
36" X 36" \$4.75/EA. 3.75/EA.
36" X 48" \$5.75/EA. 4.75/EA.

MYLAR OR LINEN

LESS THAN 24" X 36" \$10.00/EA.
24" X 36" \$15.00/EA.
30" X 36" OR GREATER \$19.00/EA.

CANVAS \$50.00/EA.

EXHIBIT C

REIMBURSABLE EXPENSES SCHEDULE

FOAM BOARD \$ 8.00/PER BOARD

AERIALS (COLOR)

24" X 36"	\$25.00/EA.
30" X 36"	\$35.00/EA.
36" X 48"	\$50.00/EA.

ELECTRONIC MEDIA (Diskette/CDs) \$15.00/EA

CONCRETE MONUMENTS \$25.00/EA.

SIGN ASSEMBLY \$10.00/EA.

Attachment 3

TASK ORDER NO. 1
CRA PLAN AND 5-YEAR CAPITAL IMPROVEMENT PLAN UPDATE
UNDER THE
CONTRACT AND AGREEMENT
FOR
PROFESSIONAL CONSULTANT SERVICES
BETWEEN
THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY
AND
COASTAL ENGINEERING ASSOCIATES, INC.

THIS TASK is entered into as of this 15th day of November 2010, by and between the CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, a dependent special district under the laws of the State of Florida whose address is: 201 HOWELL AVE, BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CRA"

AND

COASTAL ENGINEERING ASSOCIATES, INC, a Florida corporation, whose address is: 966 CANDLELIGHT BLVD., BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CONSULTANT."

IN ACCORDANCE WITH

The *CONTRACT AND AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES BETWEEN THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY AND COASTAL ENGINEERING ASSOCIATES, INC*, dated Nov 15, 2010, which Agreement is incorporated herein as if set forth in haec verba.

DESCRIPTION

The CRA desires to update Appendix C -- The Community Redevelopment Plan of the City of Brooksville Revitalization Plan (Plan) to incorporate other available studies, market research, and public input, and the CONSULTANT's expertise and experience with successful downtown redevelopment projects, pedestrian-oriented communities, urban traffic/transportation planning, and mixed-use and residential development that is compact, sustainable and contributes to economic, social and cultural diversity.

The Plan update will include projects and initiatives and other adopted strategic plans and goals identified and recommended by the CONSULTANT and approved by the CRA.

SCOPE OF SERVICES

The CONSULTANT will provide the following services:

- 1.0 Data Review and Project Identification (approximately 4 weeks - 60 hrs)
 - 1.1 Information Gathering with Stakeholders.
 - 1.2 Review of Existing Plans/Studies and Development Regulations.
 - 1.3 Demographic Market Assessment
 - 1.4 CRA Team and Public Workshop(s).
 - 1.5 Prepare/present Summary of Findings and Recommendations to the CRA Project Manager and CRA. (Includes conceptual outline of capital improvement strategy and projects for CRA's acceptance).

- 2.0 Preliminary Plan Update Draft (75%) Report based on CRA and CRA Project Manager approved recommendations. (approximately 6 weeks – 80 hrs)
 - 2.1 Prepare Plan Amendments and Addendums.
 - 2.2 Prepare Capital Improvement Projects and Implementation Strategies.
 - 2.3 Prepare Project Funding Strategy and Options.
 - 2.4 Review and approval by CRA Project Manager (may include review and input from others as deemed appropriate by the CRA Project Manager).

- 3.0 Final Report/CRA Board Adoption (approximately 4 weeks - 60 hours)
 - 3.1 Prepare Final Report for CRA Acceptance.
 - 3.3 Preparation of materials for Plan amendment in accordance with Florida Statutes.
 - 3.3 Public Presentation(s) to CRA Board
 - 3.4 Post Approval Update/Final Report Delivery to CRA Project Manager

SCHEDULE OF FEES

CRA agrees to pay or compensate the CONSULTANT the following not-to-exceed fee(s) in performance of the SCOPE OF SERVICE as provided in this TASK ORDER NO. 1.

Sub-Tasks 1.0, 2.0 and 3.0:

Total Fee: \$30,000.00

IN WITNESS WHEREOF, the parties have executed this TASK ORDER NO. 1 on the date first indicated above:

CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT
AGENCY, HERNANDO COUNTY,
FLORIDA

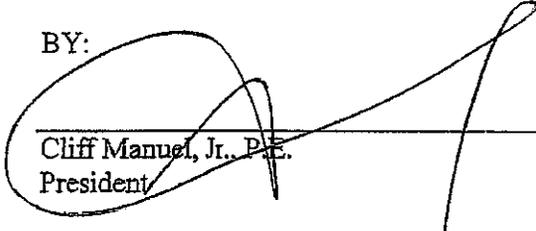
COASTAL ENGINEERING
ASSOCIATES, INC.

BY:



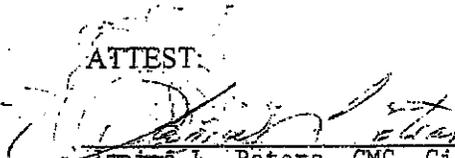
Lara Bradburn, CRA Chair

BY:



Cliff Manuel, Jr., P.E.
President

ATTEST:



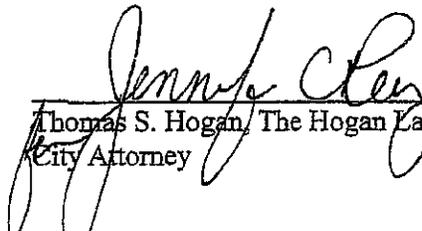
Janice L. Peters, CMC, City Clerk

ATTEST:



(CORPORATE SEAL)

APPROVED AS TO FORM FOR THE RELIANCE
OF THE CITY OF BROOKSVILLE ONLY:



Thomas S. Hogan, The Hogan Law Firm, LLC
City Attorney

Attachment 4

TASK ORDER NO. 2
CRA PLAN CAPITAL IMPROVEMENT PROGRAM IMPLEMENTATION
UNDER THE
CONTRACT AND AGREEMENT
FOR
PROFESSIONAL CONSULTANT SERVICES
BETWEEN
THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY
AND
COASTAL ENGINEERING ASSOCIATES, INC.

THIS TASK is entered into as of this 14 day of February, 2013, by and between the CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, a dependent special district under the laws of the State of Florida whose address is: 201 HOWELL AVE., BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CRA"

AND

COASTAL ENGINEERING ASSOCIATES, INC., a Florida corporation, whose address is: 966 CANDLELIGHT BLVD., BROOKSVILLE, FLORIDA 34601, hereinafter referred to as "CONSULTANT".

IN ACCORDANCE WITH

The CONTRACT AND AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES BETWEEN THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY AND COASTAL ENGINEERING ASSOCIATES, INC. dated November 15, 2010, which Agreement is incorporated herein as if set forth in haec verba.

DESCRIPTION

The CRA desires to implement projects identified within the 2012-13 fiscal year in the Capital Improvements Program of the Community Redevelopment Plan. Several of those projects require services of the CRA consultant. The scopes and fees are described by project under Scope of Services.

SCOPE OF SERVICES

The CONSULTANT will provide the services listed below. Each of the projects listed in the scope will be subject to input, review and final approval by the CRA.

1. Downtown Beautiful

The CRA desires to extend the scope of its Downtown Beautiful Program by visually and/or functionally improving "spaces" and "features" within the downtown area. The objective is to create places that will be attractive to pedestrians and bicyclists visiting the City. These projects are identified as A-O on the Downtown Beautiful Program Project Locations Map in the Community Redevelopment Plan and described under the CIP Near Term Projects.

- 1.1. Meet with CRA staff to review projects listed as A-O in the CRA Community Redevelopment Plan and develop a priority list for further analysis;
- 1.2. Meet with the City of Brooksville's Beautification Board to review the program and elicit input on the project priority list. The Beautification Board will be also be provided with status updates and will be given the opportunity to participate in and contribute to decisions made concerning the "Downtown Beautiful Program" projects.
- 1.3. Prepare a summary project description for up to ten projects prioritized in the meeting with CRA staff. One of the projects receiving a summary project description will be a tree planting plan;

- 1.4. Meet with property owners that are integral to each of the priority projects to determine their respective interest and participation in teaming with the CRA to accomplish the identified projects;
- 1.5. Prepare a conceptual layout and preliminary cost estimate for up to six projects prioritized by the CRA staff and determined as feasible after discussions with property owners;
- 1.6. Coordinate with CRA staff and attorney in preparation of a joint participation agreement with private property owners for three priority projects;
- 1.7. Prepare detailed specifications for up to three (3) priority design/build projects;
- 1.8. Secure required permits for each of the three projects; and,
- 1.9. Construction surveillance and related as-built survey services will be scoped as a separate task order once the three projects have been selected.

2. Recreation Master Plan

The provision of recreational opportunities for residents and visitors is an important element of the Community Redevelopment Plan. With several major resources, including Hernando Park and the Good Neighbor Trailhead, downtown Brooksville has the potential to create a unique recreational palette. It is important to maximize the potential of those resources, tie in other open space and facilities, coordinate with other public and private entities and use the synergy provided in other CRA efforts, such as the Downtown Beautiful, Wayfinding Signage and Stormwater Master Planning. The objective is to create a plan that is dynamic and value-oriented, providing pertinent information and guidance.

- 2.1. Prepare an assessment of existing recreational facilities within downtown Brooksville;
- 2.2. Prepare a draft recreation master plan for review by the CRA which incorporates pedestrian and bicycle friendly connection from the CRA to the Good Neighbor Trail;
- 2.3. Prepare a final recreation master plan and cost estimate for implementing said plan for CRA acceptance; and,
- 2.4. Hold a public meeting with the CRA for review and approval of the recreation master plan.

3. Stormwater Master Plan

The available open space in the downtown area provides an opportunity to address both water quality and stormwater retention. A master stormwater system for the CRA could handle stormwater for all remaining developable parcels, alleviating the need for individual sites to utilize valuable space to provide needed treatment and retention. The master stormwater plan details how stormwater will be transported downstream to open areas within the City and County, providing treatment and storage consistent with applicable regulations and establishing best management practices to assure the environmental integrity of the historic downtown area. The City of Brooksville and Hernando County desire to seek cooperative funding from SWFWMD to improve water quality within the Community Redevelopment Area and certain adjacent regions (to be determined). Consultant, using downstream Best Management Practices (BMPs), conceptualized in the South Brooksville Improvements Project shall provide water quality treatment calculations and related design criteria to allow future infill and redevelopment projects within the city CRA and certain designated adjacent areas. Permitting will conceptualize build out conditions and propose methods to improve stormwater discharge water quality such that master planned stormwater storage facilities can provide a level of efficiency to the treatment function and alleviate a portion of the development permitting requirements that landowners within the affected areas currently face.

In coordination with Hernando County, the Scope of Work established in Exhibit A and related cost matrix (shown in Exhibit B) should be completed based on the above CRA input. Funding for the work is anticipated to be from a county wide income for drainage projects associated with the adopted Best Management Practices of SWFWMD. Projects would also qualify for potential co-funding by SWFWMD where regional benefits are identified.

4. Downtown Gateway Improvements & Wayfinding Signage

Downtown visitation can be greatly improved through defining a sense of arrival and by providing clear directional signage for visitors to major attractions, civic areas and parking facilities. Brooksville is located at the center of major crossroads, with major gateways such as at Cortez Boulevard and Jefferson Street, Broad Street, Ponce de Leon Boulevard and Cobb Road. Visitors using these gateways would benefit greatly from better signage using monument or pole mounted signage to better identify the location and components of Downtown Brooksville. These signs would reduce guesswork and improve the visitor's overall experience navigating to their desired destination(s). In order to be most effective, the signage plan should be prepared addressing location, design, contents, cost and synergy with other CRA and City endeavors.

The purpose of this project is to develop a way-finding and identity system to guide and connect residents and visitors to key points of interest located within Downtown Brooksville. The system will be designed to project a consistent image, ease vehicular congestion, and promote walking, bicycling and mass transit. (See Exhibit C for example of deliverables to be provided.)

The following tasks provide a basic structure and approach to the planning and design of the project:

Task 1. Background Review and Analysis

- Review and evaluate the effectiveness of existing roadway signage and terminology;
- Identify gateways, districts, major areas, points of interest and destinations;
- Meetings with city staff and downtown businesses to review program criteria: pedestrian requirements, primary and secondary routes, circulation, districts/zones, transition points, decision points, information hierarchy, terminology/nomenclature, audience considerations, daytime vs. evening travel, design criteria, image, marketing goals, functional requirements, flexibility, vandal resistance, and maintenance;
- Tour and photograph the study area;
- Review existing data and studies. Coordinate activities with the overall goals and strategies for the CRA, and previous way-finding/gateway activities in downtown; and,
- Summarize and present preliminary findings and recommendations based on wayfinding analysis.

Task 1 Deliverable: Way-finding Analysis summary and presentation.

Task 2. Programming - Sign Placement and Messages

- Prepare preliminary sign location plans, typical messages and general sign types. Including gateway signage;
- Review with City staff, including in the field if needed; and,
- Revise and present message schedule and sign types and location plan for review and approval by City of Brooksville and Downtown CRA representatives.

Task 2 Deliverable: Based on working meetings and project reviews, a message schedule will be developed and submitted for final approval. This will include typical sign locations, messages/terminology and required sign types.

Task 3. Schematic Design

- Research information, data, imagery and historically relevant materials to formulate signage concepts;
- Develop schematic sign designs, including gateway signage design (2 or 3 alternatives);
- Presentation of proposed signage system. This would include typical sign types and systems, location, size, shape and colors; and,
- Submittal of a preliminary cost estimate for signage and gateway improvements will also take place during this phase.

Task 3 Deliverable: One (1) formal presentation and ten (10) color copies/ 11" x 17" and electronic submittal of same.

Task 4. Design Development

- Refine or revise selected option for signage design, including gateway signage;
- Finalize functional aspects of program, size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement, construction details, mounting methods and installation;
- Coordinate with other consultants for landscape design, lighting, traffic and structural;
- Present for final review and approval [includes one (1) open house]; and,
- Review in the field all locations with the city.

Task 4 Deliverable: One (1) formal presentation for approval and one (1) community open house. A Design Development package will be provided detailing general information regarding material, color, finish, typography, Installation and sign size. (15 color copies/ 11" x 17") and electronic submittals.

Task 5. Documentation - Bid Documents

- Design Intent Drawings and material specifications for all sign types, illustrating size, typefaces, graphic elements, pictograms, letter spacing, materials, finishes, construction details, installation methods, colors and locations;
- Technical Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.; and,
- Consolidated set of comments regarding drawings and specifications to be provided by the City via email.
- Plans/design will meet and be compliant with FDOT and Local permitting requirements. Permits will be obtained as part of this task.

Task 5 Deliverable: A documentation package which will allow the City to competitively bid the project to qualified vendors. (5 b/w copies).

Task 6. Construction Observation

- Periodic inspections;
- Pay request review; and,
- FDOT, City and County coordination of sign installations.

CRA agrees to pay or compensate the CONSULTANT the following not-to-exceed fee(s) in performance of the SCOPE OF SERVICES as provided in this TASK ORDER NO. 2.

Sub-Task 1 Downtown Beautiful	Lump Sum Fee: <u>\$30,000.00</u>
Sub-Task 2 Recreation Master Plan	Lump Sum Fee: <u>\$ 7,890.00</u>
Sub-Task 3 Stormwater Master Plan	Lump Sum Fee: <u>\$ 9,890.00</u>
Sub-Task 1 Gateway Improvements & Wayfinding Signage	Lump Sum Fee: <u>\$44,750.00</u>

IN WITNESS WHEREOF, the parties have executed this TASK ORDER NO. 2 on the date first indicated above:

CITY OF BROOKSVILLE
COMMUNITY REDEVELOPMENT
AGENCY, HERNANDO COUNTY,
FLORIDA

COASTAL ENGINEERING
ASSOCIATES, INC.

BY:


Lara Bradburn, CRA Chair

BY:


Cliff Manuel, Jr., P.E.
President

ATTEST:


JANICE K. PETERS, City Clerk

ATTEST:


2/8/13

APPROVED AS TO FORM FOR THE RELIANCE
OF THE CITY OF BROOKSVILLE ONLY:


Thomas S. Hogan, The Hogan Law Firm, LLC
City Attorney

EXHIBIT A

(Related to, but not part of CRA Task Order 2)

The City of Brooksville and Hernando County desire to seek cooperative funding from SWFWMD to improve water quality within the Community Redevelopment Area (CRA) and certain adjacent regions (to be determined). Coastal using downstream BMPs conceptualized in the South Brooksville Improvements Project shall provide water quality treatment calculations and related design criteria to allow future infill and redevelopment projects within the city CRA and certain designated adjacent areas. Permitting will conceptualize build out conditions and propose methods to improve stormwater discharge water quality such that master planned stormwater storage facilities can provide a level of efficiency to the treatment function and alleviate a portion of the development permitting requirements that landowners within the affected areas currently face.

I. Data Review and Project Identification

Coastal, utilizing available information, SWFWMD Lidar and recent aerials, shall map existing drainage basins for infill areas and conceptualize treatment requirements. Property Appraiser data and field reconnaissance will be utilized to determine the extent of existing development. Determine maximum area of potential benefit and prioritize capacity allocation locations with City and county officials based on maximum public benefit. Define maximum development potential based on location, topography, and potential land use.

Organize treatment requirements by best-fit BMP and determine capacity of each BMP to provide pollutant removal efficiencies needed – allocate capacity based on terrain and potential service area. Review BMPs: 2 (southernmost); 5 (easterly); and 7 (westerly); as applicable to this goal. Coordinate results of potential affects with City and County officials.

Coordinate a pre-application meeting with SWFWMD, City, and County officials to gain consensus of approach and permitting requirements.

II. Conceptual Design and Permitting

Coastal will prepare documentation to comply with SWFWMD conceptual design criteria for the installation of treatment components in BMP 2, 5, and 7 to provide capacity for the Master Planned CRA and surrounding area. Flows are approximately evenly divided between BMP 5 and BMP 7, which then discharge southerly through South Brooksville and converge into BMP2.

Coastal will prepare a final report that details the necessary improvements required to exempt and/or permit development infill within the Brooksville CRA.

- 3.1 Utilizing available information, SWFWMD Lidar and recent aerials, map existing drainage basins for infill areas and conceptualize treatment requirements.
- 3.2 Determine the extent of existing development utilizing Property Appraiser data and field reconnaissance.
- 3.3 Determine maximum area of potential benefit and prioritize capacity allocation locations with City and county officials based on maximum public benefit.
- 3.4 Define maximum development potential based on location, topography, and potential land use.
- 3.5 Coordinate with CRA Staff and the Hernando County Public Works Director to complete the following scope of work as part of the County's Cooperative Drainage Funding Plan and related SWFWMD approved BMPs.
 - 3.5.1 Organize treatment requirements by best-fit BMP and determine capacity of each BMP to provide pollutant removal efficiencies needed – allocate capacity based on terrain and potential service area. Review BMPs: 2 (southernmost); 5 (easterly); and 7 (westerly); as applicable to this goal. Coordinate results of potential affects with City and County officials.
 - 3.5.2 Coordinate a pre-application meeting with SWFWMD, City, and County officials to gain consensus of approach and permitting requirements.
 - 3.5.3 Consultant will prepare documentation to comply with SWFWMD conceptual design criteria for the installation of treatment components for the Master Planned CRA and surrounding area.
 - 3.5.4 Consultant will prepare a final report that details the necessary improvements required to exempt and/or permit development infill within the Brooksville CRA

EXHIBIT B

EXHIBIT "B" TASK FEE QUOTATION PROPOSAL
 CONTINUING ENGINEERING SERVICES CONTRACT NO. 08-086C
 TASK ORDER NO. 36
 PROJECT NAME: City of Brocksfield/Hernando County CRAMP

PROJECT ACTIVITY	Principal		Senior Project Engineer II		Sr. Designer II		Admin. Support		Senior Environ. Scientist I		Envs. Activity & Accounting		By Activity		Avg. Hly Rate
	Man Hrs	Hly Rate	Man Hrs	Hly Rate	Man Hrs	Hly Rate	Man Hrs	Hly Rate	Man Hrs	Hly Rate	Man Hrs	Hly Rate	Man Hrs	Hly Rate	
I. Data Review and Project Identification	5	\$170	15	\$110	50	\$90	6	\$55	5	\$105	80	\$7.80	80		\$87.50
II. Conceptual Design & Permitting	16	\$170	30	\$110	100	\$90	10	\$55	20	\$105	175	\$7.90	175		\$100.00

SUB-TOTAL \$25,300.00
 Out-of-Pocket Expenses (actual cost - not to exceed) \$50.00

NOT TO EXCEED TOTAL LUMP SUM COST \$25,350.00

Firm Name: <u>Crestal Engineering Associates, Inc.</u> Signature: <u></u> Clifford E. Munnell, Jr., President (Printed Name and Title) Date: <u>July 23, 2012</u>	Department Name: _____ (Date) _____ Authorized Signature: _____ (Printed Name and Title) _____	HERNANDO COUNTY Russ Washington, CFPM, CFPB, CPM Chief Procurement Officer (Date) _____
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TASK ORDERS ARE TO INCLUDE SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN TWO SIGNED ORIGINAL COPIES WITH A PURCHASE REQUIREMENT TO THE PURCHASING AND CONTRACTS DEPARTMENT.

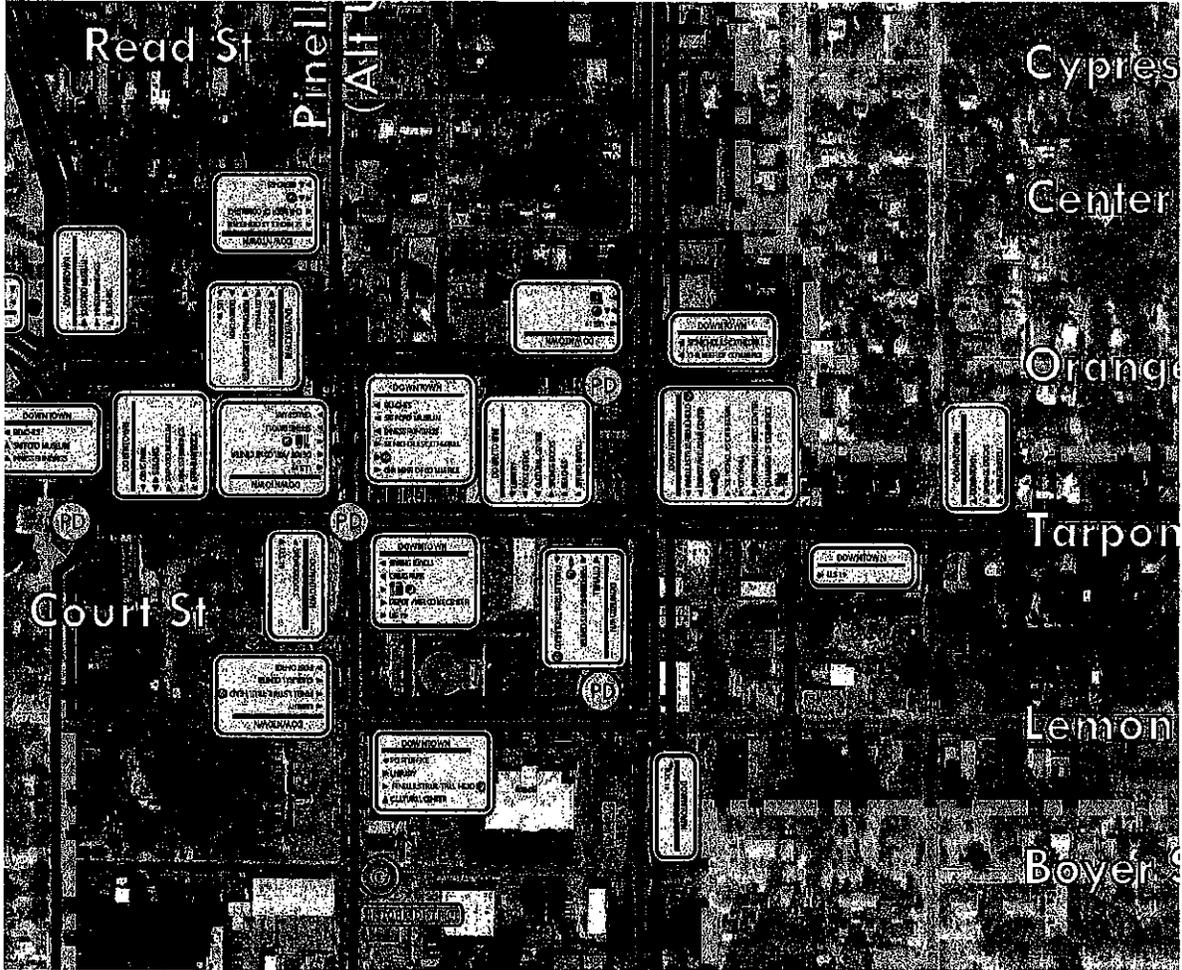
(Related to but not included in CRA Task Order 2)

EXHIBIT C

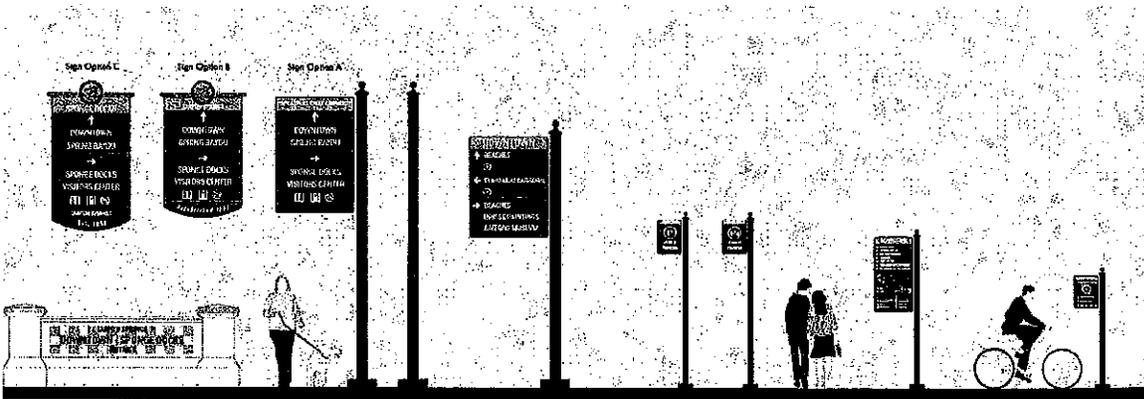
VISUAL WAYSIGN/LOGO EXAMPLES

January 24, 2013

A) Plan View



B) Signage Types/Typical Locations



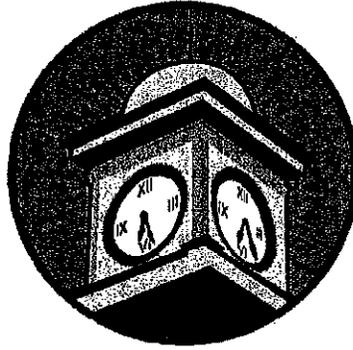
- Gateway Option A** **Gateway Option B** **Pole Option A** **Pole Option B**
- GATEWAY MONUMENT**
 Installed at trail and provides a sense of arrival and place.
- TRAILBLAZER SIGN**
 Located along major gateway roads and clearly identifies trailhead areas and point-of-interests.
- VEHICULAR SIGN**
 Located along major roadway corridors and provide visitors to key destinations. These signs are highly visible and use large, bold lettering and symbols.
- PARKING LOT SIGN**
 Located at entrance to a parking lot and provide information regarding the type of parking allowed.
- PEDESTRIAN DIRECTORY**
 Located along high traffic and major transit corridors and provide information to the user regarding the trail and its location.
- TRAIL SIGN**
 Located along the trail and provide information to the user regarding the trail and its location.

C) Typical – Logos

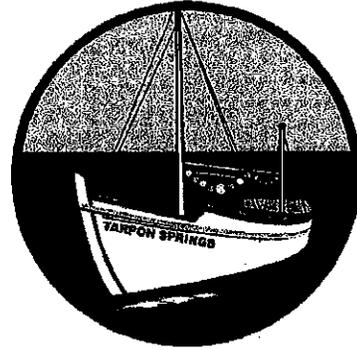
Logos



Sponge Docks Logo



Downtown Logo

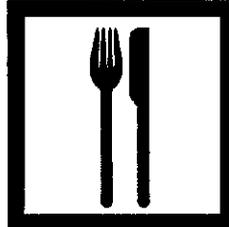


City of Tarpon Springs Logo

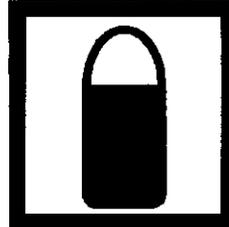
INFORMATIONAL AND PICTOGRAM SYMBOLS



Phellas Trail
(Shown reversed out of green color field)



Dining



Shopping



Restrooms



Bicycle Repair



Hospital