

**AGREEMENT FOR PLANNING SERVICES  
AND  
SERVICE AUTHORIZATION FOR THE DOWNTOWN SOUTH  
NEIGHBORHOOD IMPROVEMENT DISTRICT'S  
COMPLETE STREETS PROJECT**

***THIS AGREEMENT FOR PLANNING SERVICES AND SERVICE AUTHORIZATION FOR THE DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT'S COMPLETE STREETS PROJECT*** ("Agreement"), effective the \_\_\_\_ day of \_\_\_\_\_ 2017, is made and entered by and between the Downtown South Neighborhood Improvement District, a special dependent district of the City of Orlando, established pursuant to Part IV, Chapter 163 of the Florida Statutes (hereinafter referred to as "DSNID") and GAI Consultants, Inc. (hereinafter referred to as the "Contractor"), as follows:

***WITNESSETH***

***WHEREAS***, the DSNID and Contractor desire to enter into this Agreement for the Contractor to perform certain planning and related services for the DSNID related to the DSNID's Complete Streets Project ("Project"); and

***WHEREAS***, the City of Orlando ("City") and the Contractor previously entered into that certain contract for City Related Planning Services (RFP16-0128-2) effective October 31, 2016 ("City Planning Contract"), the terms of which the DSNID and Contractor desire to use as a basis for the performance of work on the Project under this Agreement; and

***WHEREAS***, the City Planning Contract provides for the issuance of individual Service Authorizations for each project assigned to Contractor, which Services Authorizations set forth the particular scope of work for the project, the fee for such project, and the schedule for completion of the project; and

***WHEREAS***, the DSNID and Contractor desire to enter into this Agreement and Service Authorization to provide for work to be performed by Contractor for the DSNID related to the Project upon substantially the same contractual terms and conditions as the City Planning Contract as more fully set forth below;

***NOW, THEREFORE***, in consideration of the mutual promises and covenants contained herein and given one to the other, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Scope of Work.** Attached to this Agreement as Exhibit "A" are copies of a four (4) proposals dated March 3, 2017, for services to be provided related to the Project, each setting forth a proposed scope of services for identified tasks, a description of deliverables, and price for planning services related to Project (collectively such proposals shall constitute the "Scope of Work"). Upon execution of this Agreement by the parties, Contractor shall undertake to perform and complete in a diligent manner the attached Scope of Work. Except as expressly set forth herein, all work performed by the Contractor in relation to this Agreement and the Scope of Work contained herein shall be performed in compliance with and subject to the terms and

conditions of the City Planning Contract, which is incorporated herein by this reference, with the DSNID substituting for the City for all purposes thereunder and this Agreement serving as the Service Authorization for the work. The Contractor and the DSNID shall have the same rights and obligations with respect to work performed under this Agreement as the Contractor and City have respectively for work performed under the City Planning Contract. Any actions which may be taken by the City (or a designated employee or representative on behalf of the City) under the terms of the City Planning Contract, including but not limited to any reviews, approvals, instructions, extensions, and notices, may be taken under this Agreement on behalf of the DSNID by Jason Burton, Chief Planner, City of Orlando Planning Division, or his written designee ("DSNID Representative").

**2. Fees and Costs.**

- A. **Lump Sum Amount.** As more particularly set forth in the Scope of Work which contains a lump sum amount for each of the four (4) proposals constituting the collective Scope of Work, Contractor shall perform all work set forth in the attached Scope of Work for the total lump sum fee of One Hundred Seventy Two Thousand One Hundred Ninety Dollars (\$172,190) for all work and deliverables set forth in the Scope of Work. The aforementioned amount is inclusive of all fees, costs and expenses of any kind, including but not limited to all fees, costs and expenses for work performed by sub-contractors.
- B. **Invoices.** All invoices shall be addressed to the DSNID Representative at the address provided in Section 5 below. Invoices shall not be submitted more often than once per month during the term of this Agreement and shall be based upon the percentage of completion of the work for each of the four proposals constituting the Scope of Work. Sub-contractors shall look solely to Contractor for their payment and the DSNID shall have no obligation to make any payment to a sub-contractor.
- C. **Sub-Contractors.** The use of sub-contractors by Contractor other than those expressly identified in the Scope of Work shall require the prior written approval of the DSNID Representative. Contractor acknowledges and agrees that any proposals or proposed agreements from sub-contractors attached to this Agreement are attached solely to reflect the scopes of work to be performed and/or the fees to be charged by such sub-contractors. By executing this Agreement, the DSNID does not become a party thereto or bound by the terms thereof.

3. **Term.** Contractor shall complete the work in accordance with the schedule ("Schedule") attached hereto and incorporated herein as Exhibit "B", unless a written extension or amendment is granted or approved by the DSNID Representative.

4. **Authority.** The DSNID Representative shall have the authority to act on behalf of the DSNID in all matters related to this Agreement, including but not limited to, the sending and receiving of any notices required hereunder.

**5. Notices.** All notices required or permitted to be given under this Agreement must be in writing and must be delivered to a party at the addresses set forth below (or such other address as may hereafter be designated by such party in writing). The parties' addresses for the delivery of all such notices are as follows:

**DSNID:**

Jason Burton  
Chief Planner  
City of Orlando  
400 South Orange Avenue, 6<sup>th</sup> Floor  
Orlando, Florida 32801  
Fax: (407) 246-2895  
Phone: (407) 246-3389

With a copy to:

Kyle Shephard  
Assistant City Attorney  
City of Orlando  
400 South Orange Avenue, 3<sup>rd</sup> Floor  
Orlando, Florida 32801  
Fax: (407) 246-2854  
Phone: (407) 246-3475

And for Invoices only,  
with a copy to:

Lusbeth Perez  
Fiscal Manager  
City of Orlando Planning Division  
400 South Orange Avenue, 6<sup>th</sup> Floor  
Orlando, Florida 32801  
Fax: (407) 246-2895  
Phone: (407) 246-3309

**Contractor:**

Andrew McCown, AICP  
Planning Manager  
GAI Consultants, Inc.  
618 E. South Street, Suite 700  
Orlando, Florida 32801  
Fax: (407) 843-1070  
Phone: (407) 423-8398

Notices shall be either: (1) personally delivered (including delivery by Federal Express or other courier service) to the addresses set forth above, in which case they shall be deemed delivered on the date of delivery; (2) sent by certified mail, return receipt requested, in which case they shall be deemed delivered on the date shown on the receipt unless delivery is refused or intentionally delayed by the addressee, in which event they shall be deemed delivered on the date of deposit in the U.S. Mail; or (3) transmitted via telecopier using a telecopier number provided above, if any

(or such other number as receiving party may have designated in writing), in which case the delivery shall be deemed to have occurred on the day of the transmission, provided that the day of transmission is a business day in the City of Orlando, Florida, and the time of transmission is prior to 5:00 p.m. EST, or, if not, the first City business day after the transmission.

**6. MISCELLANEOUS.**

**A. Parties.** The parties hereto acknowledge that the City is not a party to this Agreement and shall have no obligations, financial or otherwise, hereunder. This Agreement is made solely between the DSNID and the Contractor.

**B. Amendment.** No additions, alterations, or variations to the terms of this Agreement shall be valid, nor can the provisions of this Agreement be waived by either party, unless such additions, alterations, or waivers are expressly set forth in writing in a document duly executed by the parties.

**C. Order of Precedence.** For the resolution and interpretation of any inconsistencies in this Agreement and/or the documents attached hereto and included herein by this reference, the precedence of these documents shall be given in the following order: (i) this Agreement, excluding Exhibit "A"; (ii) the Scope of Work attached as Exhibit "A"; followed by (iii) the City Planning Contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first written above.

**DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Buddy Dyer, Chairman of the Board of Directors

\_\_\_\_\_  
Denise Aldridge, Secretary to the Board of Directors

APPROVED AS TO FORM AND LEGALITY for the use  
and reliance of the Downtown South Neighborhood  
Improvement District of Orlando, Florida, only.

\_\_\_\_\_, 2017.

\_\_\_\_\_  
Assistant City Attorney  
Orlando, Florida

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Buddy Dyer, known to me to be the Chairman of Board of Directors of the Downtown South Neighborhood Improvement District of Orlando, Florida, and who acknowledged before me that he executed the foregoing instrument for the purposes therein expressed, and that he was duly authorized so to do.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public  
My Commission Expires

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Denise Aldridge, known to me to be the Secretary to the Board of Directors of the Downtown South Neighborhood Improvement District of Orlando, Florida, and who acknowledged before me that she executed the foregoing instrument for the purposes therein expressed, and that she was duly authorized so to do.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public  
My Commission Expires

**GAI Consultants, Inc.**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 2017

STATE OF FLORIDA       }  
COUNTY OF \_\_\_\_\_ }

*PERSONALLY APPEARED* before me, the undersigned authority, \_\_\_\_\_  
[ ] well known to me or [ ] who has produced \_\_\_\_\_ as identification, and  
known by me to be the \_\_\_\_\_ of the corporation named above, and acknowledged before  
me that he/she executed the foregoing instrument on behalf of said corporation as its true act and  
deed, and that he/she was duly authorized to do so.

*WITNESS* my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



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Landscape Architecture  
Economics | Real Estate

March 3, 2017

GAI Project No. A161060.01

Mr. Harlan Hanson, Chair  
DSNID Advisory Council  
c/o  
Jason Burton, Chief Planner  
City of Orlando  
PO Box 4990  
Orlando, Florida 32802-4990

**Proposal:**

**Downtown South Neighborhood Improvement District  
District Vision Overview**

Dear Harlan:

GAI's Community Solutions Group (CSG) appreciates the opportunity to work with you, the Downtown South Neighborhood Improvement District (DSNID), the City of Orlando and Orange County on both a vision and specific recommendations for the South side of downtown. As you know, we share your personal passion and professional interest in the upward mobility of the DSNID as an economically successful, personally livable, and physically attractive place.

This project will be completed at the direction of the DSNID Executive Director and Board, and through coordination with the City of Orlando and Orange County. We will also coordinate with the FDOT, MPO, Downtown South Main Street Board, and other key stakeholders (selected large property owners) during the process. This Scope of Work shall be contracted according to the terms and conditions of GAI's 'City Planning Services' (RFP16-0128-02) general services contract.

We also make note of the fact that our work will be completed "in tandem" with a team from S&ME (former Littlejohn Associates). The goal is to align specific talents to key aspects of the overall DSNID program in the most effective way possible. We will work collaboratively with that team, as well as a group of sub-consultants that have been identified to insure that all the necessary resources are available to the many aspects of planning and design for the DSNID.

**Project Understanding**

The DSNID is interested in developing conceptual plans for all of the key streets within the district (see attached District map). This will be done through a series of workshop and collaborative sessions that incorporate the many governmental, agency, and local stakeholders. The plan is to have one consolidated Master Plan for the streets in the district that governs future street sections, streetscape materials standards, and the relative position of buildings to the street. The plan will also explore or incorporate several guiding topics:

GAI Consultants, Inc.  
618 E. South Street  
Suite 700  
Orlando, Florida 32801  
T 407.423.8398  
gaiconsultants.com



- **Complete Streets** – the plan will be interested in a ‘complete streets’ approach that facilitates all modes of transportation, parking, low impact design (urban stormwater gardens), tree canopy, and provisions for outdoor retailing (where appropriate). Recommendations for sidewalk easements may be included where appropriate to achieve the vision.
- **Multi-modal Planning** – beyond each street being ‘complete’, the plan will identify a system for all modes to circulate appropriately through the DSNID area. This shall include a hierarchy of streets for both bikes/peds, but also for cars, transit, and regional shipping trucks. The multi-modal system will be designed to connect to and through the adjacent/surrounding urban circulation patterns.
- **Beauty and Visual Cohesion** – the Master Plan will recommend streetscape materials (softscape, hardscape, and site furnishings), lighting, and opportunities for art and graphics which can unify and enhance the experience and comfort of being in the DSNID.
- **Utility Systems Overview** – the Master Plan will review the ‘mainline’ routes for all major utility systems within the study area streets (including lighting and electrical). This will be completed using existing available data (no survey at this time). We will work with the client team to identify reasonable assumptions regarding where modifications (if any) are deemed appropriate.
- **Consistency with City & County Vision & Planning Documents** – we will review City of Orlando “Greenworks” plan, GMP, LDC and other planning documents that apply to this area. We will also review Orange County’s emergent land development code for applicable issues.
- **Coordination with Agencies** – we will meet with FDOT, the MPO and LYNX and other relevant agencies to understand strategic drivers, projects status, and goals.
- **Coordination with Stakeholders** – we will meet with Main Street, Orlando Health, and key property owners to discuss the future of the primary corridors – particularly Orange, Division, and Michigan.
- **Project Organization** – the Master Plan has many constituents. We envision a project **Core Team**, made up of senior level representation of the DSNID, City, and County, as appropriate, to the discussion of street design and adjacent land use. The Core Team may be supported by a larger **Steering Committee** which shall be comprised of DSNID Advisory Board, Main Street, and other key representatives. There will also be key property stakeholders who will be engaged one on one or in small groups during the project. The Client shall lead the creation of these groups, with input from the consultant team.
- **Living Document** – when we are complete with the work, the document will include a Vision for each street that is physically actionable and generally supported. The Master Plan document is envisioned as the ‘roadmap’ for street design and mobility for the DSNID – from building face to building face. The Goal of the Master Plan is to create a

document that can become the reference guide for future investments and enhancements over many years.

## Scope of Services

Based on our understanding of the project requirements and criteria provided to date by the City and Client, CSG will perform the following Scope of Services:

### Task 1 - Kickoff District Vision (90+/- days)

**1.0 Project Team Kickoff Meeting** – GAI shall meet with the Client and project Core Team to review the area, identify project schedule, goals, communication platform, leadership structure and baseline source materials including any and all existing 'plans' for the streets or circulation patterns, transportation data and other information. S&ME will attend this meeting.

*Deliverable: Meeting Notes*

**1.1 - Baseline Information** - GAI will review the City's Major Thoroughfare Plan, the County's Transportation Plan, the MPO Plans and FDOT plans to collect baseline information regarding the existing circulation network and enhancement plans for all modes of travel in the Improvement District. This shall include the existing system sections, typical lane configurations, signalization, sidewalks, bicycle, pedestrian and transit facilities, visual character, stormwater systems, underground infrastructure as provided by the Client, and parking for:

- Orange, Michigan, Division, Kaley and Gore,
- Interior and secondary streets,
- Future linkages for all modes.

Additionally, GAI and SM&E will collaborate to review the City's Green Works Orlando Plan to identify policies and programs for use in the District and enhancements for the proposed Plan that will improve District conditions. "Eco-district," "urban village," "food hub," night-sky, "Ready for 100" and tree canopy coverage concepts will be explored for application within the Improvement District.

*Deliverable: Planning Level Base Maps and Typical Existing Sections. The Consultant will organize a 'Summary Complete Street Character Sheet' for each street in the district that shows the typical section and street materials, infrastructure issues, and building characteristics (generally) for each street.*

**1.2 - Comparable Research** - S&ME (under separate contract) will lead the Task to identify and document streets that provide lessons for the design of the streets within the district. The other consultant team members will contribute to the effort also. The Core Team understands the desire to develop DSNID as an innovative and sustainable district. S&ME will research and document innovative approaches to sustainable planning and design that have been

successfully implemented in other parts of the country and worldwide prior to the Core Team Design Sessions. Particular focus will be paid toward Low Impact Storm Water Development and other green design practices. With regard to transportation, the research will include innovative strategies for Transit Oriented Development (TOD), accommodation of ridesharing services (such as Uber and Lyft), and programs to improve safety and comfort for pedestrians and bicyclists through context sensitive complete streets.

*Deliverable: A working paper presenting comparable projects will be prepared by S&ME. GAI will review and provide comment on the working paper.*

**1.3 - Core Team Design Workshop (3 days)** - GAI will organize a 3 day workshop/charrette with the Core Team and other invited representatives to develop Design Objectives (goals) associated with each key street in the district. The sessions are envisioned to include the baseline information for the overall district circulation network (all modes), the results of the S&ME comparables research, and the existing typical sections for each street.

The Core Team will tour the area with stops on each major street to discuss objectives. The Core Team will explore a range of desired goals and alternatives for each street. This can include exercises to build alternative preferred sections. Identified goals will form the baseline of conceptual design. S&ME will fully participate in the workshop, and we will also be supported by our subconsultant / specialist resources.

*Deliverables: It is anticipated that these sessions will happen in late April 2017.*

*The deliverables are:*

- *Goals and Objectives for each street, workshop style drawings.*
- *A Sketch Plan integrating land use and transportation for DSNID.*

**1.4 – Draft “Complete Streets” Master Plan** - GAI will use the results of the Core Team Design Sessions, the base data, and the research on comparables projects to develop three tiers of conceptual design:

- **Transportation Frameworks** - diagramming a recommended hierarchy of streets and the overall flow for each mode of transportation.
- **Conceptual Typical Street Sections** - developing one or more conceptually recommended street sections for each street. There may be 2-3 alternatives for certain streets based upon different existing conditions or land use patterns. (These conceptual sections will be at a 'sketch' level of finish – meant to establish direction and inform the subsequent more detailed study in the other Tasks associated with this Scope of Service).
- **Materials Standards** - this will include conceptual landscape, hardscape, lighting, and site furnishings including ideas for art and green infrastructure.

*Deliverables: A draft, Complete Streets Master Plan. 11x17 color document, available in PDF form that outlines transportation frameworks, conceptual street sections and materials standards for use and reference in subsequent phases of work. Digital and color hard copies of the report (10 copies) will be provided. The draft will become The Preliminary "Complete Streets" Master Plan after completion of the District Stakeholder Workshop described below.*

**Task 1.5 - District Stakeholder Workshop and Final "Complete Streets Framework" Master Plan**

- Approximately four (4) weeks after the conclusion of the Core Team Design Objectives Session [May 2017], GAI will facilitate a workshop with the DSNID Advisory Council, the SoDo Main Street Board, and other appropriate representatives. The purpose of this workshop is to review and refine the current and potential future street cross sections that accommodate all modes of travel, alignments, approaches to utilities, and other features. The workshop will also provide an opportunity to review and comment on the preliminary "Complete Streets" Master Plan of GAI and the preliminary work of S&ME on guidelines, standards, and code requirements of the GMP and LDC.

*Deliverable: The final "Complete Streets" Master Plan including:*

- *Goals and Objectives for each street, workshop style drawings.*
- *A Summary of the Working Paper Reporting Base Data,*
- *A Summary of the Working Paper presenting Comparable Projects.*
- *A Workshop-produced Sketch Plan integrating land use and transportation for the District.*

**Schedule**

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will endeavor to complete its Scope of Services and deliver the final project deliverable within three (3) months, subject to excused delay occasioned by factors beyond GAI's reasonable control. We will schedule the 3-day workshop for late April / early May pending stakeholder schedules.

**Compensation**

The total fee for GAI's services under this Proposal is \$74,895.00 to be paid on a lump sum basis, including all direct expenses. This is broken out as follows:

**GAI Fee: \$51,500.00**

**Toole Design Group: \$13,395.00**

**Kittelson Associates: \$10,000.00**

**Payment**

Payment terms will be in accordance with the Terms and Conditions of the Continuing Services Agreement.

## **Additional Services**

The following items are some services that may be provided as Additional Services:

- On-site meetings in addition to those specifically identified in the above scope of services;
- Implementation-level design and engineering;
- Implementation-level planning and regulatory modifications.

## **Assumptions and Understandings**

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the Client and GAI Consultants, Inc.
3. Client represents that they have not performed environmental investigation and no investigation is required for this assignment.
4. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
5. The City shall be responsible for advertising all public workshops and for securing adequate locations, preferably within the City Limits and near the subject Character Areas.
6. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
7. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
8. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
9. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
10. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
11. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this

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Landscape Architecture  
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Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Please do not hesitate to contact me if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one (1) copy for our file. This also will serve as authorization for GAI to proceed.

Sincerely,

**Community Solutions Group,  
a GAI Consultants  
Service Group**

REQUESTED AND AUTHORIZED BY:  
**Mayor/Mayor Pro-Tem - DSNID Board  
Chair**



Andrew McCown, AICP  
Planning Manager

BY:

PRINTED  
NAME:

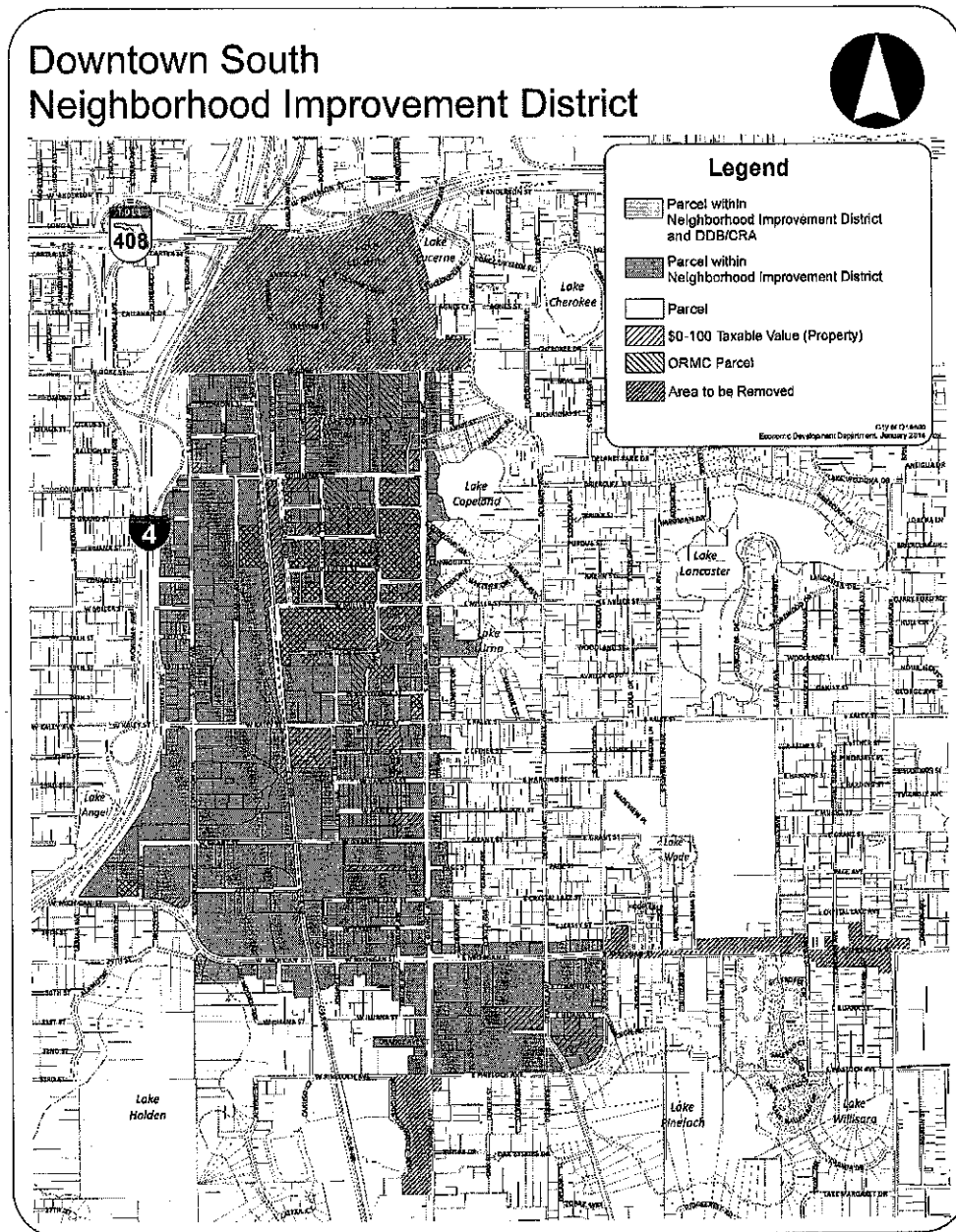


Pete Sechler, PLA/AICP  
Senior Director, CSG

TITLE:

DATE:

ADM/PCS/SHW  
Attachments:  
DSNID Study Area  
Kittelson Associates Inc. Scope Proposal  
Toole Design Group Scope Proposal



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618 E. South Street  
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225 E ROBINSON STREET, SUITE 450  
ORLANDO, FL 32801  
P 407.540.0555 F 407.540.0550

March 1<sup>st</sup>, 2017

Project #: 21059.01

Mr. Peter Sechler  
GAI Consultants, Inc.  
618 E. South Street, Suite 700  
Orlando FL 32801

**RE: DSNID - District Visioning**

Dear Pete:

Attached is a proposal for traffic and transportation planning services associated with the Downtown South Neighborhood Improvement District. Part "A" identifies our proposed services for the project in accordance with the terms and conditions outlined in Part "B." This scope was developed based on our discussions with you and our familiarity with the City of Orlando.

We propose to conduct the services (detailed in Part "A" herein) on a lump sum basis for \$10,000 (detailed in Table 1 of the attached Part "B").

This proposal (scope of work, budget, and timeline) is effective for sixty days. I, John Paul Weesner, will serve as the Project Manager and Ryan Cunningham will serve as the Project Senior Engineer participating and providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either Ryan or me.

Please review this proposal at your earliest convenience. If the attached Professional Services Agreement is satisfactory, please return a signed copy electronically. A fully executed copy will be returned for your records. Thank you for the opportunity to propose on this project. If you have any questions please call us at 407-373-1307.

Sincerely,

**KITTELSON & ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read 'JP Weesner', with a long horizontal line extending to the right.

John Paul Weesner, PLA, ASLA  
**Director of Landscape Architecture**



## PROFESSIONAL SERVICES AGREEMENT

March 1, 2017  
Kittelson & Associates, Inc.  
225 E Robinson Street, Suite 450  
Orlando, FL 32801  
(407) 540-0555 (P)  
503.273.8169 (F)

GAI Consultants, Inc. (GAI) with an office at 618 E. South Street, Suite 700, Orlando FL 32801, hereby enters into this Professional Services Agreement (this "Agreement") with Kittelson & Associates, Inc. (KAI) to perform the services as described in this Agreement's Part "A" - Scope of Work (the "Services") for the Downtown South Neighborhood Improvement District Facility Design and Development Standards (the "Project"), subject to all of the provisions described in Part "B" Terms and Conditions.

### PART A - SCOPE OF WORK

#### TASK 1: KICKOFF + REFRESHED DISTRICT VISION (\$4,900)

##### Task 1.1: Project Team Kickoff Meeting

KAI will participate in the project team kickoff meeting to review the area, project schedule, goals, communication platform, leadership structure, and baseline source materials including any existing 'plans' for the streets or circulation patterns, transportation data, and other relevant transportation and transit information.

##### Task 1.2: Baseline Information

KAI will review the City of Orlando's Major Thoroughfare Plan and relevant MetroPlan Orlando (MPO) and Florida Department of Transportation (FDOT) plans to collect baseline transportation and transit information regarding the existing circulation network and enhancement plans for all modes of travel in the Project area. In addition KAI will:

- **Historic Traffic Counts:** Obtain historic traffic counts from FDOT's Florida Traffic Information on the segments of Orange Avenue, Michigan Street, Division Avenue, Kaley Street, and Gore Street. Other historic traffic counts for local streets will be obtained, as possible, from the City of Orlando.
- **Existing Signal Timing:** Request the signal timing data for the study intersections from the City of Orlando.
- **Transit Data:** Obtain available transit service data within the study area, including bus routes, location of bus stops, and boarding/alighting data from LYNX.

- **Crash Data:** Obtain available crash data within the study area for 2013-2015 from the following databases: Crash Analysis Reporting System (CARS) and Signal Four Analytics.
- **Planned Projects:** Search the adopted MetroPlan Orlando TIP and the FDOT Work Program for any near-term (i.e., five years) improvements in the study area. Kittelson will search MetroPlan Orlando's LRTP Cost-Feasible Plan to identify any long-term projects in the study area.

This task DOES NOT include attaining current or new traffic data, intersection analysis.

**Deliverable:** *Planning Level Base Maps that show the existing traffic and transportation conditions for the streets within the Study Area.*

## **TASK 2.0: CORE TEAM OBJECTIVES (\$5,100)**

### **Task 2.1: Core Team Objectives Session (1-Day)**

KAI attend a 1-day workshop with the Core Team and other invited representatives to develop Design Objectives (goals) as it relates to the traffic and transportation existing conditions.

**Deliverable:** *Products created during 1-day workshop and refinements for inclusion in final report.*



## **DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT TASK 1 SCOPE**

### **PROJECT MANAGEMENT**

Coordination with the GAI throughout the project will be essential to meet the desired goals and outcomes of the project and to meet the project schedule. At the core of our project management approach is clear and consistent communication. Our Team is adept at understanding project needs and finding solutions in a timely and efficient manner. TDG anticipates three (3) team meetings via conference call. Two meetings prior to the Refreshed Vision workshop and one afterwards to coordinate next steps.

### **PRE-WORKSHOP PREP**


To have a successful visioning workshop the TDG Team will allocate time to preparing for the workshop so we hit the ground running when we arrive on site. To prepare for the workshop, the TDG Team will review base maps with data provided by GAI including planning documents, existing design concepts, CIP projects, etc. Upon review of current design work TDG will submit questions and comments to the team lead in preparation for the workshop.

### **VISIONING CHARRETTE**

TDG anticipates preparing for and participating in a visioning design charrette with GAI for refreshing the vision for the Downtown South District. The visioning charrette will be conducted over three days including field visits, onsite interviews, production of concepts, phasing strategy discussion and meetings to refine ideas and present materials that can be confirmed and included in the final plans. TDG will have Ken Ray and Ian Lockwood attend the charrette.

### **POST-WORKSHOP REFINEMENT**

TDG will also be available for post charrette support to advance the concepts, cleanup any graphics from the charrette, and provide any technical advising and review of the final concepts. TDG envisions the level of detail and amount of concept advancement to be limited to six (6) hours of staff time.

		Team Member										Role																								
TOOLE DESIGN GROUP, LLC (TDG)																																				
Ian Lockwood		Transportation Engineer					215	1	2	24				27	5805																					
Ken Ray, RLA		Senior Landscape Architect					120	4	3	28	4			39	4680																					
Jeremy Chrzan PE		Senior Engineer					175				2		2	350																						
		totals							5	52	6	0	68	10835																						
		Hourly Rate					Project Management					Precharrette Prep					3 Day Workshop					Post-Workshop Refinement					Total Hours					Total Fees				

**Attachment B**  
**Fee and Cost Estimate**

	cost/unit	qty	Total
flights	400	1	400
food	75	18	1350
hotel	185	3	555
car rental	85	3	255
Total Expenses			2560

Total Fees	10835
Total Expenses	2560
Grand Total	13395



Planning | Urban Design  
Landscape Architecture  
Economics | Real Estate

March 3, 2017

GAI Project No. A161060.02

Mr. Harlan Hanson, Chair  
DSNID Advisory Council  
c/o  
Jason Burton, Chief Planner  
City of Orlando  
PO Box 4990  
Orlando, Florida 32802-4990

**Proposal:**

**Downtown South Neighborhood Improvement District  
Orange Avenue Streetscape + Corridor Plan**

Dear Harlan:

GAI's Community Solutions Group (CSG) appreciates the opportunity to work with you, the Downtown South Neighborhood Improvement District (DSNID), the City of Orlando and Orange County on both a vision and specific recommendations for the south side of downtown. As you know, we share your personal passion and professional interest in the upward mobility of the DSNID as an economically successful, personally livable, and physically attractive place.

**Project Understanding**

This effort is focused on specific guidance for the Orange Avenue Corridor within the DSNID area. This includes both the land use vision and physical configuration of the Orange Avenue Corridor, with a primary mission on streetscape. The work will be completed within the framework, and as a continuation of our 'District Vision' work with the DSNID and our peer consultant team led by S&ME. The existing FDOT Concept as well as any additional information provided by FDOT via the City of Orlando will be used as our baseline materials from which to plan.

FDOT is preparing to advance a conceptual plan for some needed enhancements to Orange Avenue, including lane modifications, 'bulb-outs' to expand pedestrian streetscape areas, and other features. The DSNID desires GAI to lead an effort to develop suggested refinements to both the layout of that plan as well as a recommended materials palette (hardscape, softscape, site furnishings, lighting and art) that the FDOT can incorporate into their design work.

The streetscape recommendations will be informed by community, stakeholder input as well as the larger vision for the corridor. The streetscape recommendations will include intersection treatments, sidewalks (including potential sidewalk easement recommendations), lighting, street trees, etc, as well as opportunities for identified sustainable solutions (green technology, rain garden stormwater infiltration, etc) as appropriate to the results of our conceptual design work.

GAI Consultants, Inc.  
618 E. South Street  
Suite 700  
Orlando, Florida 32801  
T 407.423.8398  
gaiconsultants.com

## Scope of Services

Based on our understanding of the project requirements and criteria provided to date by the City and Client, CSG will perform the following Scope of Services:

### Task 1 – Orange Avenue Corridor Plan + Streetscape Concepts (90+/- days)

**1.1 Kickoff Discussion** - GAI will meet with the Core Team and other appropriate representatives arranged by the Client to confirm Goals and Objectives. This shall include setting objectives related to overhead utilities, transit, bike/ped, street lighting, and low impact design stormwater facilities. GAI will work with traffic data supplied by the City of Orlando and/or FDOT and provide limited technical "alternatives analyses" via our transportation engineering subconsultant. Innovative technology will be included in the assessment.

*Deliverable: Meeting Notes presenting the results of the Kickoff Discussion.*

**1.2 Plans Review** - GAI will review FDOT plans, participate in discussion of the design of Orange Avenue improvements with the FDOT design engineer, and tour / photo document the site in order to make design recommendations. These design recommendations will be based on DSNID-approved plans and sections for pedestrian – scaled ROW features and dimensions that enhance the functional and aesthetic quality of the roadway. Such features will include accommodations for street trees, street furniture, sidewalk and center median landscape planters, transit service and stops, utilities, lighting, wayfinding, bike/pedway facilities, and opportunities for public art.

GAI will also discuss the stated Goals and Objectives identified in the Vision step to establish the desires for the street and flexibility for customized solutions (referencing the FDOT Context Sensitive Design Manual).

*Deliverable: A Working Paper presenting the results of the Plans Review.*

**1.3 Review and Evaluate Parking** - GAI will review existing parking, both on street and off street, to determine adequacy and location to serve Orange Avenue businesses. This evaluation shall also consider removal of parking in appropriate locations to provide opportunities for streetscape, pedestrian and transit enhancements. GAI will review the existing City Planning and Regulatory Documents regarding expansion of the commercial sites in order to accommodate off street parking to confirm a recommended balance between functional commercial sites, limited neighborhood intrusion, and activated / convenient on-street parking.

*Deliverable: A Working Paper presenting the results of the Parking Review.*

**1.4 “Complete Streets” Corridor Plan for Orange Avenue** - GAI will develop an Orange Avenue Corridor Plan that makes recommendations for the Orange Avenue Streetscape Right of Way. The plan will show recommended horizontal layout of curbs, crosswalks, sidewalks, planting areas, street trees, street furniture, center median landscape planters, lighting, wayfinding, site on-street parking, bike/pedway facilities, transit stops and opportunities for public art. Underground utility plans for electric, internet fiber, stormwater and other infrastructure will be addressed in a typical section(s) for the corridor based upon readily available utility information provided by the City.

Standard cross sections and related features will be prepared for City adoption as the official plan for this roadway corridor. The Consultant will work in AutoCAD to ‘hardline’ curblane recommendations based upon FDOT base materials. The Consultant will also develop a suggested palette of site streetscape materials for review by the Core Team. These elements shall be incorporated into the “Complete Streets” Corridor Plan for Orange Avenue.

The Core Team will present the Corridor Plan to the FDOT for their use in designing the entire Orange Avenue Project.

*Deliverables:*

- *Meeting documentation and notes as appropriate.*
- *“Complete Streets” Corridor Plan for Orange Avenue will be provided in a digital PDF form, suitable for large scale printing and ten [10] hard copy 11x17 reports for inclusion in the Master Plan.*
- *Sub-area policies and revisions to City plans, such as the Major Thoroughfare Plan, will be proposed as appropriate.*
- *Drafting of subarea policy or adoption process can be supported as an additional service.*
- *Detailed Design and Engineering of specific implementation items or components of the Orange Avenue Corridor Plan can be provided as an additional service. This level of more detailed work will be identified, scoped and assigned schedule and fee at the conclusion of the corridor plan effort.*

**1.5 Meetings and Presentations** - GAI will conduct or participate in up to 3 review sessions with the Client and Core Team + (1) public workshop coordinated with the SoDo Main Street (Orange Avenue Members) and other local stakeholders identified by the Client. GAI will conduct a DRAFT and FINAL presentation of the Corridor Plan recommendations. The Client shall make all arrangements regarding securing a location and invitations to all meetings.

*Deliverable: Revisions, if any to the “Complete Streets” Corridor Plan for Orange Avenue.*

## Schedule

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will endeavor to complete its Scope of Services and deliver the final project deliverable within three (3) months, subject to excused delay occasioned by factors beyond GAI's reasonable control. We will schedule the 3 day workshop for late April / early May pending stakeholder schedules.

## Compensation

The total cost of GAI's services under this Proposal is \$73,795.00 to be paid on a lump sum basis, including all direct expenses. This is broken out as follows:

**GAI Fee: \$59,250.00**

**Toole Design Group: \$6,545.00**

**Kittelson Associates: \$8,000.00**

## Payment

Payment terms will be in accordance with the Terms and Conditions of the Continuing Services Agreement.

## Additional Services

The following items are some services that may be provided as Additional Services:

- On-site meetings in addition to those specifically identified in the above scope of services;
- Implementation-level design and engineering;
- Implementation-level planning and regulatory modifications.

## Assumptions and Understandings

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the Client and GAI Consultants, Inc.
3. Client represents that they have not performed environmental investigation and no investigation is required for this assignment.
4. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.



- 5 The City shall be responsible for advertising all public workshops and for securing adequate locations, preferably within the City Limits and near the subject Character Areas.
- 6 Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
- 7 Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
- 8 Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
- 9 Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
- 10 Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
- 11 GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Please do not hesitate to contact me at 407.810.2200 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one (1) copy for our file. This also will serve as authorization for GAI to proceed.

Planning | Urban Design  
Landscape Architecture  
Economics | Real Estate

Sincerely,  
**Community Solutions Group,  
a GAI Consultants  
Service Group**

REQUESTED AND AUTHORIZED BY:  
**Mayor/Mayor Pro-Tem - DSNID Board  
Chair**



Andrew McCown, AICP  
Planning Manager

BY:

PRINTED  
NAME:

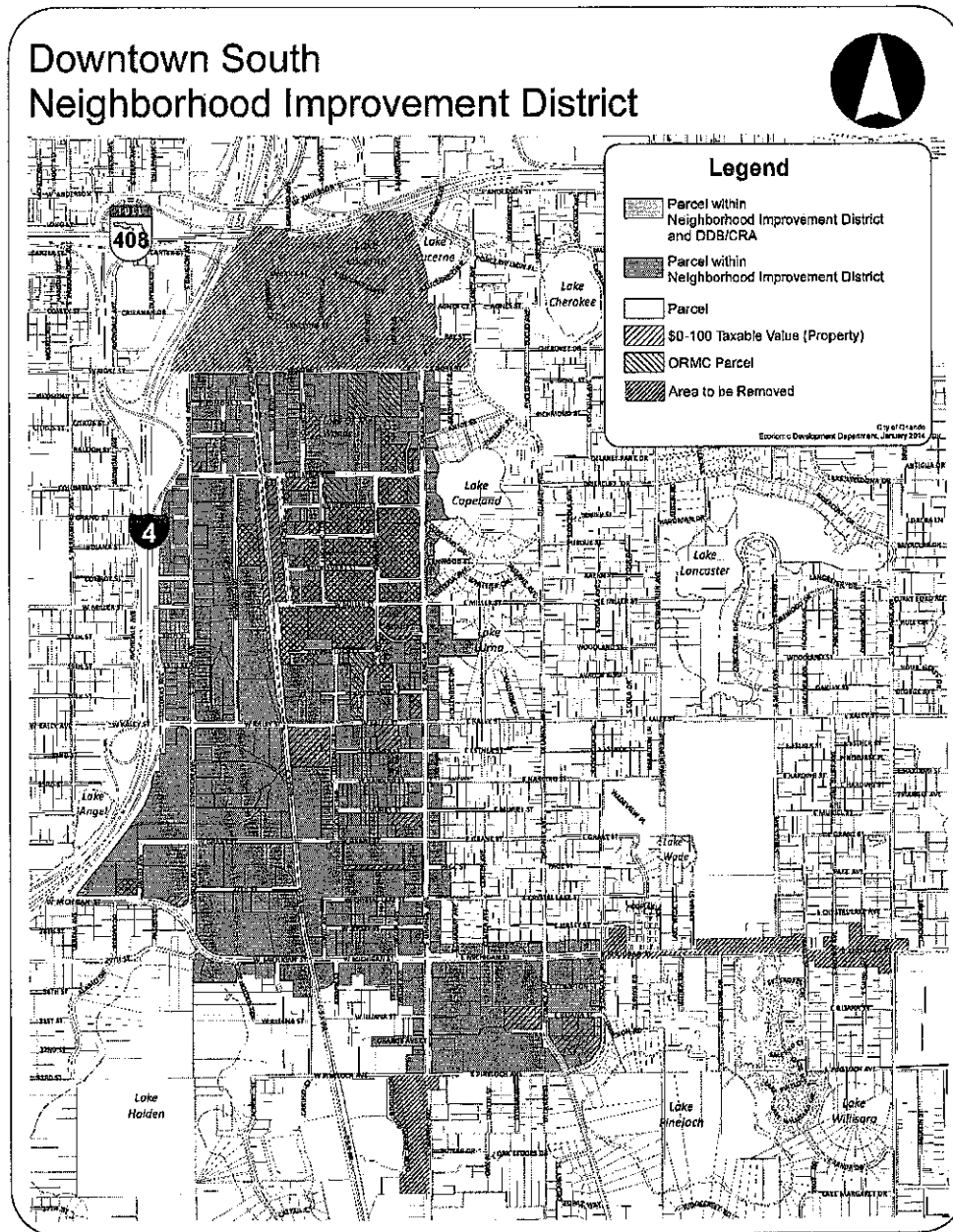


Pete Sechler, PLA/AICP  
Senior Director, CSG

TITLE:

DATE:

ADM/PCS/shw  
Attachments:  
DSNID Study Area  
Kittelson Associates Inc. Scope Proposal  
Toole Design Group Scope Proposal



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T 407.423.8398  
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225 E ROBINSON STREET, SUITE 450  
ORLANDO, FL 32801  
P 407.540.0555 F 407.540.0550

March 1<sup>st</sup>, 2017

Project #: 21059.02

Mr. Peter Sechler  
GAI Consultants, Inc.  
618 E. South Street, Suite 700  
Orlando FL 32801

**RE: DSNID – Orange Avenue**

Dear Pete:

Attached is a proposal for traffic and transportation planning services associated with the Downtown South Neighborhood Improvement District – Orange Avenue. Part "A" identifies our proposed services for the project in accordance with the terms and conditions outlined in Part "B." This scope was developed based on our discussions with you and our familiarity with the City of Orlando.

We propose to conduct the services (detailed in Part "A" herein) on a lump sum basis for \$8,000 (detailed in Table 1 of the attached Part "B").

This proposal (scope of work, budget, and timeline) is effective for sixty days. I, John Paul Weesner, will serve as the Project Manager and Ryan Cunningham will serve as the Project Senior Engineer participating and providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either Ryan or me.

Please review this proposal at your earliest convenience. If the attached Professional Services Agreement is satisfactory, please return a signed copy electronically. A fully executed copy will be returned for your records. Thank you for the opportunity to propose on this project. If you have any questions please call us at 407-373-1307.

Sincerely,

**KITTELSON & ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read 'JP Weesner', with a long horizontal line extending to the right.

John Paul Weesner, PLA, ASLA  
**Director of Landscape Architecture**

## PROFESSIONAL SERVICES AGREEMENT

March 1<sup>st</sup>, 2017  
Kittelson & Associates, Inc.  
225 E Robinson Street, Suite 450  
Orlando, FL 32801  
(407) 540-0555 (P)

GAI Consultants, Inc. (GAI) with an office at 618 E. South Street, Suite 700, Orlando FL 32801, hereby enters into this Professional Services Agreement (this "Agreement") with Kittelson & Associates, Inc. (KAI) to perform the services as described in this Agreement's Part "A" - Scope of Work (the "Services") for the Downtown South Neighborhood Improvement District Facility Design and Development Standards – Orange Avenue (the "Project"), subject to all of the provisions described in Part "B" Terms and Conditions.

### PART A - SCOPE OF WORK

#### TASK 1 – ORANGE AVENUE: PLAN REVIEW AND MEETINGS (\$8,000)

##### 1.1 Kickoff Validation

KAI will meet with the Core Team and other appropriate representatives arranged by the GAI to confirm Goals and Objectives. This will in part come as a result of the product from the previous task order "Downtown South Neighborhood Improvement District Facility Design and Development Standards" (KAI# 21059.01). KAI shall work with traffic analysis data supplied by the City of Orlando and/or FDOT and provide limited technical "alternative analysis" as per the existing information provided and the project's goals and objectives.

##### 1.2 Plans Review

KAI will review the current Florida Department of Transportation (FDOT) plans, participate in discussion of the design of Orange Avenue improvements with FDOT and tour / photo document the site in order to make design recommendations based on DSNID approved plans and sections as it relates to right-of-way features and dimensions that enhance the functional and aesthetic quality of the roadway.

##### 1.3 Corridor Plan Development Assistance and Team Meetings

KAI assist and review in the development of a corridor plan that makes recommendations for the Orange Avenue Streetscape Right-of-Way. KAI will be available to review plans showing recommended horizontal layout of curbs, crosswalks, sidewalks, planting areas, street trees, lighting, site on-street parking, and transit stops. KAI will also attend (1) one review sessions with the Client and Core Team to discuss the traffic and transportation aspects of the corridor plan and FDOT Orange Avenue improvements.

*Deliverables: Meeting documentation and notes as appropriate. Detailed design and engineering of specific implementation items or "components" of the Orange Avenue Corridor Plan/Design can be provided as an additional service. This level of more detailed work will be identified, scoped and assigned schedule and fee at the conclusion of the Design Intent effort.*



## **DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT TASK 2 SCOPE**

### **PROJECT MANAGEMENT**

Coordination with the GAI throughout the project will be essential to meet the desired goals and outcomes of the project and to meet the project schedule. At the core of our project management approach is clear and consistent communication. Our Team is adept at understanding project needs and finding solutions in a timely and efficient manner. TDG anticipates two (2) team meetings via conference call. One meeting prior to the Orange Avenue workshop and one afterwards to coordinate next steps.

### **PRE-WORKSHOP PREP**


To have a successful visioning workshop the TDG Team will allocate time to preparing for the workshop so we hit the ground running when we arrive on site. To prepare for the workshop, the TDG Team will review base maps with data provided by GAI including planning documents, existing design concepts, CIP projects, etc. Upon review of current design work TDG will submit questions and comments to the team lead in preparation for the workshop.

### **DESIGN CHARRETTE**

TDG anticipates preparing for and participating in a design charrette with GAI for design alternatives and concepts for Orange Avenue. The most efficient way to perform this workshop is to extend the Task 1 Visioning Workshop to include an extra day for the Orange Ave Design Charrette. The charrette will be conducted in one day including field visits, production of concepts, phasing strategy discussion and refinement of ideas that can be included in the final plans. TDG will have Ken Ray and Ian Lockwood attend the charrette.

### **POST-WORKSHOP REFINEMENT**

TDG will also be available for post charrette support to advance the concepts, cleanup any graphics from the charrette, and provide any technical advising and review of the final concepts. TDG envisions the level of detail and amount of concept advancement to be limited to eight (8) hours of staff time.

	Team Member		Role		Hourly Rate												Project Management			Precharrette Prep			1 Day Workshop			Post-Workshop Refinement			Total Hours		Total Fees																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																

## Attachment B

### Fee and Cost Estimate

		cost/unit	qty	Total
flights		400		0
food		75	6	450
hotel		185	1	185
car rental		85	1	85
Total Expenses				720

Total Fees	5825
Total Expenses	720
Grand Total	6545



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Landscape Architecture  
Economics | Real Estate

March 3, 2017

GAI Project No. A161060.04

Mr. Harlan Hanson, Chair  
DSNID Advisory Council  
c/o  
Jason Burton, Chief Planner  
City of Orlando  
PO Box 4990  
Orlando, Florida 32802-4990

**Proposal:**  
**Downtown South Neighborhood Improvement District**  
**Guidelines and Standards Peer Review Services**

Dear Harlan:

GAI's Community Solutions Group (CSG) appreciates the opportunity to work with you, the Downtown South Neighborhood Improvement District (DSNID), the City of Orlando and Orange County on both a vision and specific recommendations for the South side of downtown. As you know, we share your personal passion and professional interest in the upward mobility of the DSNID as an economically successful, personally livable, and physically attractive place.

**Project Understanding**

The DSNID (Client) desires to retain a peer consultant (S&ME) to complete a series of tasks related to the development of Design Guidelines and Standards for the District. The Client also desires GAI to provide a peer review function of that work, providing written comments and suggestions as that work is authored. We are happy to provide this support service.

**Scope of Services**

Based on our understanding of the project requirements and criteria provided to date by the City and Client, CSG will perform the following Scope of Services:

**Task 1 District Guidelines and Policy Peer Review**

**1.0 Project Team Coordination** – the S&ME team will be completing public workshops, draft guidelines and standards, as well as draft and final GMP and LDC Policies for approval by the City. The GAI team will track this work, attending a kickoff meeting, project meetings (3 anticipated), and providing redline 'peer review' comments of Draft Guidelines, GMP and LDC Policies.

***Deliverables:*** Meeting Notes and Technical Memoranda / Redlines of Draft and 100% for Review S&ME documents provided to us by the Client.

GAI Consultants, Inc.  
618 E. South Street  
Suite 700  
Orlando, Florida 32801

T 407.423.8398  
gaiconsultants.com



## **Schedule**

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will provide comments 'turnaround' in a reasonable / prompt manner according to the schedule needs of the client and S&ME. We anticipate this work will commence early in FY 2018 (October 2017).

## **Compensation**

The total cost of GAI's services under this Proposal is \$10,000.00 to be paid on a lump sum basis, including all direct expenses.

## **Payment**

Payment terms will be in accordance with the Terms and Conditions of the Continuing Services Agreement.

## **Additional Services**

The following items are some services that may be provided as Additional Services:

- On-site meetings in addition to those specifically identified in the above scope of services;
- Implementation-level design and engineering;
- Implementation-level planning and regulatory modifications.

## **Assumptions and Understandings**

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the Client and GAI Consultants, Inc.
3. Client represents that they have not performed environmental investigation and no investigation is required for this assignment.
4. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
5. The City shall be responsible for advertising all public workshops and for securing adequate locations, preferably within the City Limits and near the subject Character Areas.
6. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.

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Landscape Architecture  
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- 7 Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
- 8 Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
- 9 Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
- 10 Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
- 11 GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Please do not hesitate to contact me at 407.810.2200 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one (1) copy for our file. This also will serve as authorization for GAI to proceed.

Sincerely,

**Community Solutions Group,  
a GAI Consultants  
Service Group**

**REQUESTED AND AUTHORIZED BY:  
Mayor/Mayor Pro-Tem - DSNID Board  
Chair**



Andrew McCown, AICP  
Planning Manager

**BY:**

**PRINTED  
NAME:**



Pete Sechler, PLA/AICP  
Senior Director, CSG

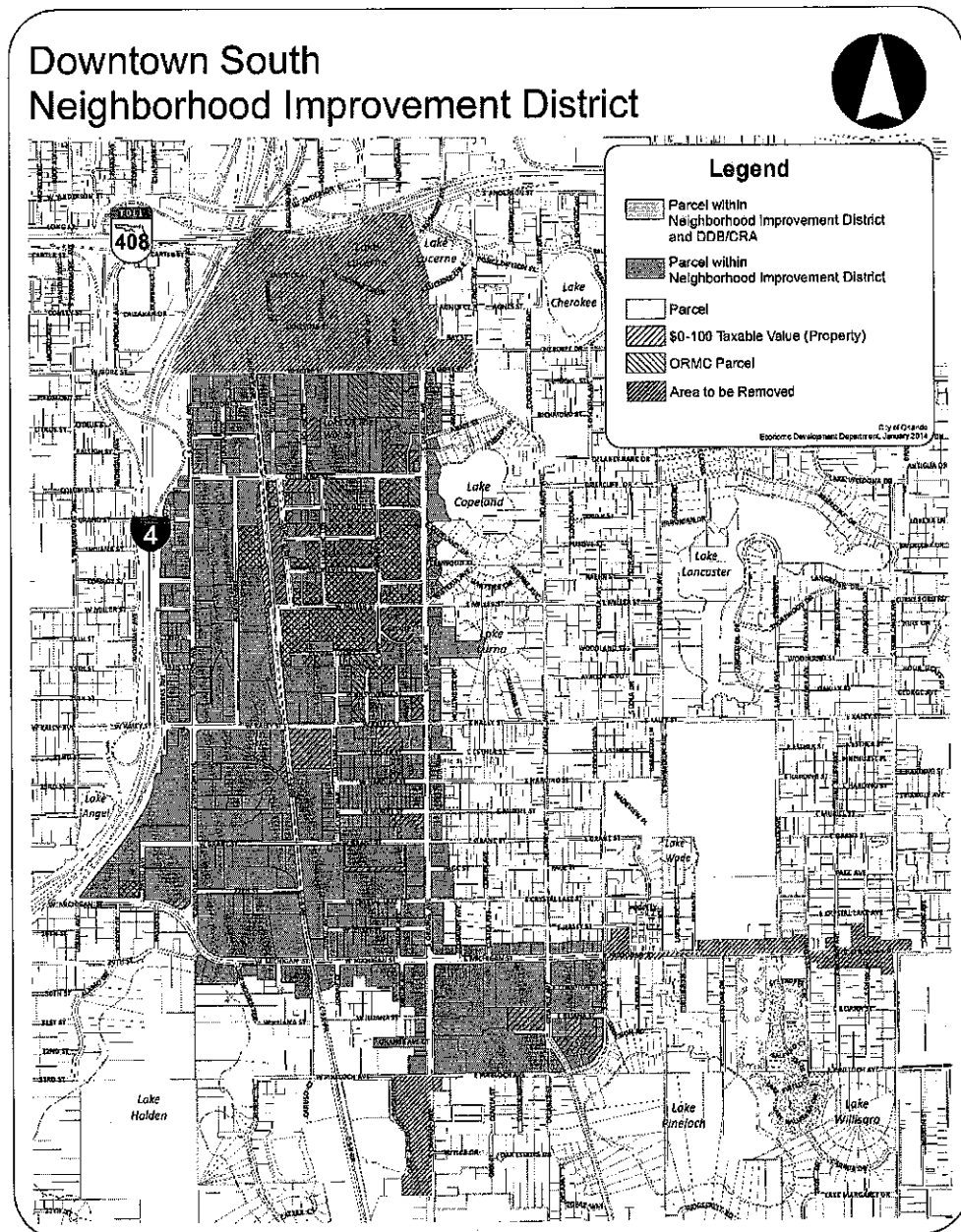
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**DATE:**

ADM/PCS/shw  
Attachments:  
DSNID Study Area

March 3, 2017  
Mr. Harlan Hanson  
GAI Project No. A161060.01

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Orlando, Florida 32801

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March 3, 2017

GAI Project No. A161060.05

Mr. Harlan Hanson, Chair  
DSNID Advisory Council  
c/o  
Jason Burton, Chief Planner  
City of Orlando  
PO Box 4990  
Orlando, Florida 32802-4990

**Proposal:**

**Downtown South Neighborhood Improvement District  
Visual Guidebook Peer Review Services**

Dear Harlan:

GAI's Community Solutions Group (CSG) appreciates the opportunity to work with you, the Downtown South Neighborhood Improvement District (DSNID), the City of Orlando and Orange County on both a vision and specific recommendations for the south side of downtown. As you know, we share your personal passion and professional interest in the upward mobility of the DSNID as an economically successful, personally livable and physically attractive place.

**Project Understanding**

The DSNID (Client) desires to retain a peer consultant (S&ME) to complete a series of tasks related to the development of a Visual Guidebook that provides organized descriptions and graphic representation of the goals and objectives of the District Planning efforts. The Client also desires GAI to act in a peer review capacity of that work, providing written comments and suggestions as that work is authored, and also to assist in providing 'translation' and possibly some 'updates' to graphics developed as part of GAI's primary leadership role in the Vision and Orange Avenue Corridor Work.

**Scope of Services**

Based on our understanding of the project requirements and criteria provided to date by the City and Client, CSG will perform the following Scope of Services:

**Task 1 District Guidelines and Policy Peer Review**

**1.0 Project Team Coordination** – the S&ME team will be completing public workshops, draft guidelines and standards, as well as draft and final GMP/LDC Policies for approval by the City. The GAI team will track this work, attending kickoff meeting, project meetings (3 anticipated), and providing redline 'peer review' comments of the organization and content of the Visual

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Guidebook. This includes some limited additional graphic support and coordination of elements associated with the Vision and the Orange Avenue Corridor Plan products for incorporation.

*Deliverable: Meeting Notes and Technical Memoranda / Redlines of Draft and 100% for review S&ME documents provided to us by the Client. Limited graphic updates and refinements to align the final products of previous tasks with the updated Vision Guidebook.*

## **Schedule**

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will provide comments 'turnaround' in a reasonable / prompt manner according to the schedule needs of the client and S&ME. We anticipate this work will commence early in FY 2018 (October 2017).

## **Compensation**

The total cost of GAI's services under this Proposal is \$13,500.00 to be paid on a lump sum basis, including all direct expenses.

## **Payment**

Payment terms will be in accordance with the Terms and Conditions of the Continuing Services Agreement.

## **Additional Services**

The following items are some services that may be provided as Additional Services:

- On-site meetings in addition to those specifically identified in the above scope of services;
- Implementation-level design and engineering;
- Implementation-level planning and regulatory modifications.

## **Assumptions and Understandings**

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the Client and GAI Consultants, Inc.
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Please do not hesitate to contact me at 407.810.2200 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one (1) copy for our file. This also will serve as authorization for GAI to proceed.

Sincerely,  
**Community Solutions Group,  
a GAI Consultants  
Service Group**

REQUESTED AND AUTHORIZED BY:  
**Mayor/Mayor Pro-Tem - DSNID Board  
Chair**



Andrew McCown, AICP  
Planning Manager

BY:

PRINTED  
NAME:



Pete Sechler, PLA/AICP  
Senior Director, CSG

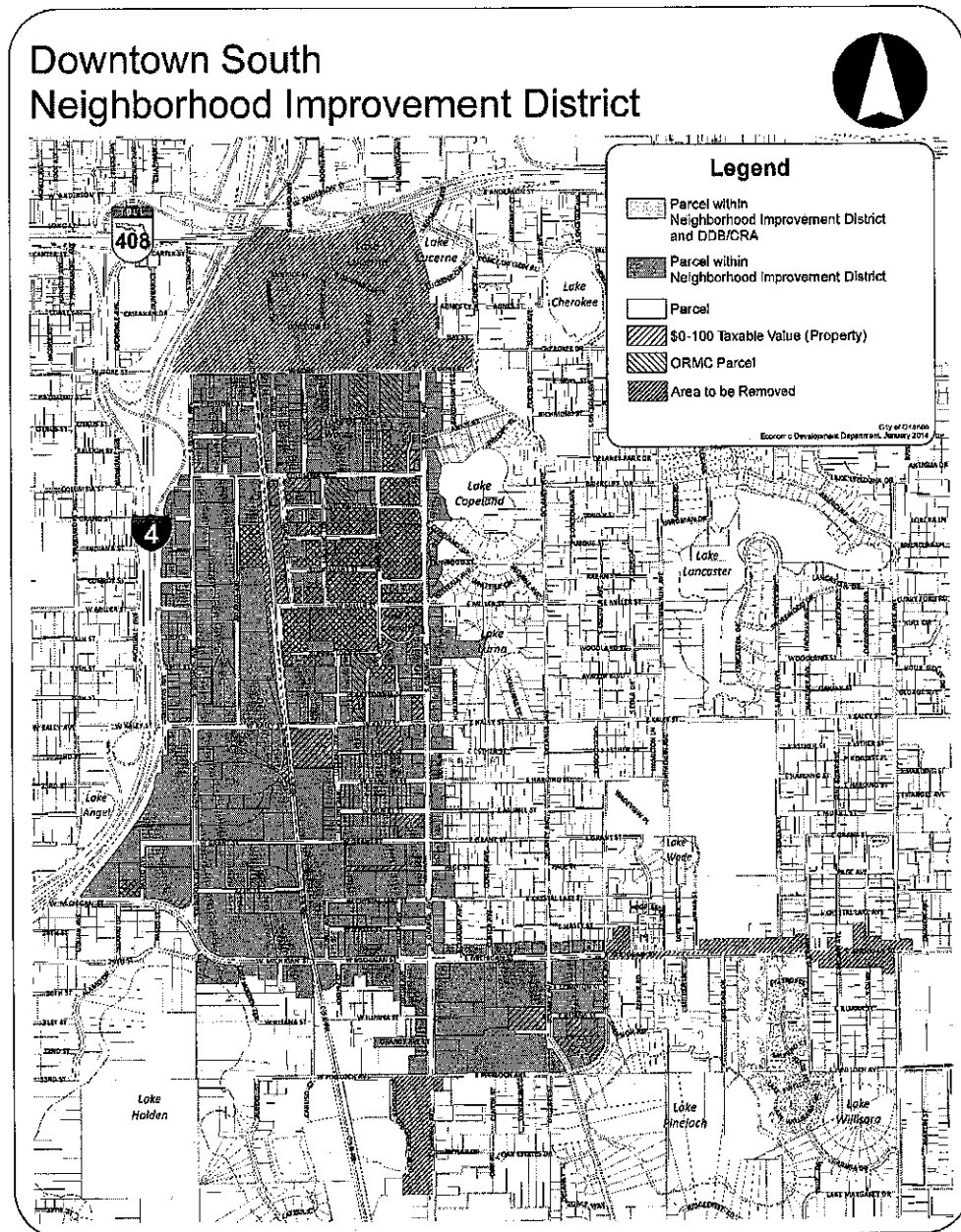
TITLE:

DATE:

ADM/PCS/shw  
Attachments:  
DSNID Study Area

March 3, 2017  
Mr. Harlan Hanson  
GAI Project No. A161060.01

Planning | Urban Design  
Landscape Architecture  
Economics | Real Estate



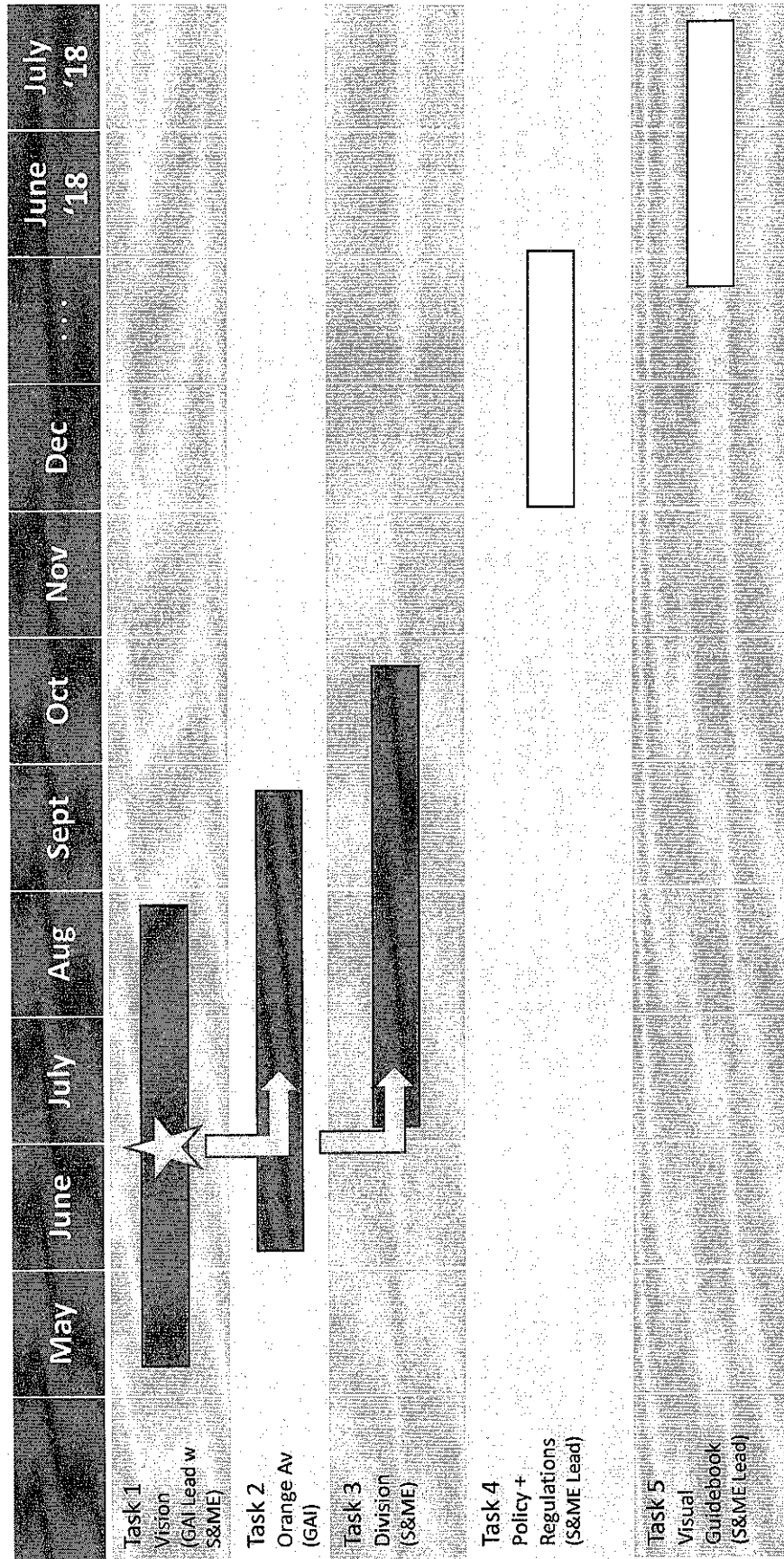
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# Sequence of Tasks for the DSNID Visioning and Guidebook Activities – March 6, 2017



Charrette

