1. **BACKGROUND** 
   1. The design of the Development Plans for Main Building, Pavilions, and other Improvements at Neighborhood Lakes Trailhead Project (Project) located in Lake County, Florida, is funded under Florida Department of Transportation (FDOT) Local Agency Program (LAP) FM No. 453213-1-54-01.
   2. FDOT has the right to review and approve recommended Consultant’s qualifications and resulting contract.
   3. Consultant and subconsultants shall comply with the terms of the Grant Agreement.
2. **SURVEY REQUIREMENTS**
   1. Consultant to provide site development plans for the following proposed facilities:
      1. 20,000 square foot main building including connection to the existing water and electrical services, and to the proposed septic system. Building design is not part of this scope, only footprint and utility service/connections.
      2. Maintenance compound to replace existing Maintenance Storage (CONEX).
      3. Four (4) Pavilions (20' x 30').
      4. Playground.
      5. Dog Park.
      6. Equestrian tie up and watering area.
      7. Observation platform, including elevated precast concrete boardwalk over wetland.
      8. Trails and sidewalks.
      9. Evaluation of existing stormwater system/retention pond areas and design of any additional improvements to the existing stormwater system if necessary for the construction of proposed facilities.
   2. Consultant will refer to Exhibit D – Aerial Map / Concept Plan showing the location of the proposed facilities/improvements.
   3. **Survey:** Consultant shall prepare a topographic survey of the actual site conditions including all existing buildings/facilities, well system and existing water supply line, restroom septic system, electrical utilities (transformer, electrical panels and underground conduits), roads, parking, trails, sidewalks, fencing, ponds, wetlands, etc., and any other information affecting the proposed works. The survey shall also include the location, size, and depth of existing utilities within the site.
   4. **Geotechnical Investigation:** Prepare a geotechnical report including results of the soil investigations, evaluation of encountered conditions and recommendations for appropriate site preparation, support of proposed structures (foundation), pavement section design, and provide design parameters for any required improvements to the existing stormwater system/retention pond areas.
3. **SITE PLAN**
   1. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction and Department Design Standards and Manual of Uniform Traffic Control Devices ("MUTCD"). The following guidelines shall apply as deemed appropriate by the Department: The Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, the Florida Department of Transportation Design Manual ("FDM") and the Department Traffic Engineering Manual.
   2. Must include existing and proposed structures/facilities including but not limited to:
      1. Existing precast restroom and storage buildings, well and septic systems, electrical system, roads, parking, trails, sidewalks, fencing, ponds, wetlands, etc.
      2. Proposed 20,000 square foot main building, maintenance compound, pavilions, playground, dog park, equestrian tie up and watering area, observation platform including elevated precast concrete boardwalk over wetland, trails and wide-walks.
      3. Utility Plan: Connection of the proposed main building to the existing well water service line.
      4. New Septic System for Main Building: Septic tank and drain field location including design calculations to be included in the set of plans. Septic system must be designed by gravity flow.
         1. Project is in a Basin Management Action Plan (BMAP) area. System shall meet Florida Department of Environmental Protection’s (FDEP) enhanced nutrient reducing Onsite Sewage Treatment and Disposal Systems (OSTDS).
      5. Power Plan: Connection of the proposed main building to the existing electrical system including but not limited to underground connection by directional drilling (open cut not allowed unless inside park green areas) to existing electrical service panels, installation of electrical conduits, conductors, electrical distribution panels and all necessary electrical components to provide power service to the proposed main building.
      6. Stormwater System Plans: Evaluation of existing stormwater system/retention ponds areas and design of any additional improvements to the existing stormwater system if necessary for the construction of proposed facilities. Consultant shall provide a stormwater report / calculation.
      7. Landscaping/Irrigation Plan: Not required/needed.
4. **PERMITS**

Consultant shall obtain all necessary permits for the construction of the proposed improvements, including but not limited to permitting by St. Johns River Water Management District (SJRWMD), FDEP, and Florida Fish & Wildlife Conservation Commission (FWC). Consultant to provide the necessary plans, calculations, permit applications and pay all related permit cost/fees to the corresponding permitting/regulatory agencies for the required work included under this Scope of Services.

1. **DESIGN AND CONSTRUCTION DOCUMENTS**

Consultant shall provide minimum of 3 concept (alternative) plans and make modifications as requested by Parks and Water Resources and FDOT as needed. After a final concept plan has been selected, provide a complete set of 30%, 60%, 90% & 100% construction documents, and 90% and 100% cost estimate and specifications including project completion date to Lake County Parks and Water Resources for review. Consultant shall attend four (4) review meetings with Parks and Water Resources to discuss comments regarding all construction documents. The funding grant requires FDOT approval of designs, which shall be part of the review process.

1. **SITE DEVELOPMENT PERMITTING THROUGH LAKE COUNTY**
   1. Site Plan Application: Consultant shall provide all necessary documentation for the site plan application submittal including but not limited to set of construction plans, survey, permits, reports, calculations, etc. Proposal to include addressing of Lake County Planning & Zoning Department comments until obtaining final site plan approval. This shall also include any required revisions to the site plan and related documents. Consultant to provide signed/sealed of final set of plans in electronic format and 2 hard copies.
   2. An Environmental Study/Assessment shall be provided by the consultant if requested by the Planning Department during the site plan review process.
2. **BID PROCESS / CONSTRUCTION DOCUMENTS**

Consultant shall provide a written response to any and all questions which may arise during the bidding process, to be issued in the form of a written addendum.

1. **CONSTRUCTION PHASE**
   1. Consultant shall review and approve or deny submitted shop drawings, product data and/or samples as required by the Contract Documents.
   2. Consultant shall respond to contractor’s request for information (RFI) during construction of facilities.
2. **OTHER REQUIRED SERVICES**
   1. Consultant shall provide maximum timeframe to complete all tasks and cost breakdown for all tasks.
   2. Consultant acknowledges and must provide/comply with all requirements of this Lake County Scope of Services at no additional cost to the County. This Scope of Services must be part of the consultant proposal.
   3. Consultant must include in their proposal any other task not included in this Scope of Services deemed necessary to achieve the development of the proposed improvements at Neighborhood Lakes Trailhead facility.
   4. Consultant to comply with Local Agency Program (LAP) requirements and other applicable federal and state regulations.

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