

PART 6 SCOPE OF SERVICES

Pursuant to the requirements set forth by the Consultant's Competitive Negotiations Act (CCNA), Section 287.055 of the Florida Statutes, the Village Center Community Development District is seeking qualifications from reputable individuals / firms to provide professional engineering services for conducting a comprehensive engineering study of the multi-modal paths north of CR 466 (approximately 11.14 miles) to determine the feasibility and/or need to widen the paths, the need to resurface and/or replace the paths or the need to straighten the paths. The multi-modal paths are utilized by golf carts, pedestrians, bicyclists, segways and various other modes of transportation. The successful firm shall prove by his/her qualifications, experience and plan for the work that they will best serve the overall needs of the District.

The successful submitter shall be familiar with municipal, county and special district (FS Chapter 190) engineering practices and the Florida Statutes, Laws, Rules and promulgations thereby that govern local government.

INTRODUCTION CDD INFORMATION

The Village Community Development Districts (CDD's) within The Villages are units of special purpose local government created under Chapter 190 of the Florida Statutes. CDD's are widely used throughout the United States to provide for certain service delivery infrastructure such as water management and control (drainage), fire control, road and bridge construction and maintenance, park and recreational facilities, water and sewer systems, sidewalks, multi-modal paths, streetlights, and similar infrastructure that is required to provide urban services to areas that may not have access to such services through a general purpose government such as a municipality. There are currently twelve (12) CDD's in The Villages: Village Center Community Development District, Sumter Landing Community Development District and Village Community Development Districts 1-10.

A Community Development District is a unit of local government with the special purpose of providing the services described above. As a unit of local government, the District is subject to many of the same State Statutes that regulate cities and counties; of particular interest are those statutes related to ethics in government for the elected Board of Supervisors, Government in the Sunshine, a cornerstone of local government in the State of Florida which requires that decisions made by any governmental agency be done at a public meeting; the public records law, which means the records of the District are open for review by any citizen; the auditing requirements in which annually the accounting records of the District are audited by an independent certified accountant and the results of such audit are provided to the State Controller and Auditor General; competitive bidding requirements for construction and maintenance contracts; and various other statutory provisions that protect the interest of the public.

The Villages is the largest single-site residential real estate development in the United States spanning over 26,000 acres in three adjoining counties in Central Florida (Lake, Marion and Sumter). The Villages earned the No. 1 ranking as the fastest growing micropolitan area in the United States according to a 2008 Census Bureau report with a current population of approximately 70,000 residents.



GENERAL SCOPE

The following is a general outline of work to be provided by the submitter. It is intended as a guide only. The specific tasks that comprise the actual scope of work shall be provided **in detail** by the submitter in their response to RFQ # 09P-029. While it is believed that the requirements set forth in the RFQ are the logical requirements of the project, the submitter is advised to include any subject or to modify or eliminate items they believe to be excessive or extraneous to the scope of any effective study. All such items added or deleted should be noted. The project consists of analyzing and evaluating all applicable multi-modal paths within the specified area.

SPECIFIC ACTIVITIES TO BE UNDERTAKEN BY CONSULTANT

1. Project kick-off meeting with District staff to review scope of project and discuss project timeline.
2. Based on methodology/approach proposed by Consultant, Consultant is expected to submit a Task Memorandum at each phase of the project for staff/Board consensus in order to move forward with the next task/activity.
3. Identification of any existing federal, state or local legislation, policies and/or programs that affect multi-modal pathways.
4. Formulation of a Public Involvement Plan and strategy to be used throughout the project.
5. Identification and inventory of existing pathway network, including opportunities and constraints in the network.
6. Development of the methodology for the analysis of data.
7. Identification, evaluation and ranking of pathway improvements.
8. Provide sufficient analysis/data to determine on-going maintenance costs for any recommended improvements to the network.
9. Development of the final report in which the entire project is detailed and all recommended activities are discussed.
10. Responsible for the development of all associated construction/design plans required to proceed with recommended improvements based on all data and analysis conducted and Board authorization to proceed.
11. Development of solicitation documents needed for procurement of construction services.
12. Provide project management services for the construction project.

PUBLIC INVOLVEMENT COMPONENT

The consultant shall develop a Public Involvement Plan to be utilized throughout the development of the project. Specifically, the Consultant shall utilize the feedback from the Amenity Authority

Committee, the Village Center Community Development District Board of Supervisors, the Village Community Development Districts 1-4 Boards of Supervisors, staff and the residents of The Villages. The development of the project must involve the participation of a variety of interested parties. The consultant shall be innovative and creative in preparing the Public Involvement Plan for this project by identifying additional public involvement efforts beyond those contained in the scope of services as appropriate.

The Consultant shall compile feedback from public involvement efforts that determines specific deficiencies and community perceptions as they pertain to travel on the multi-modal paths.

The Consultant shall ensure compliance with all Florida Sunshine Law requirements with regards to legal advertisements for public input meetings.

DEVELOPMENT OF EVALUATION METHODOLOGY

The consultant shall develop criteria and a methodology for the collection and analysis of multi-modal pathway data. This methodology will also aid in the evaluation and prioritization of improvements. The consultant is to demonstrate a technically sound and systematic procedure for the collection, tabulation, evaluation and organization of all data to be used for the study.

INVENTORY OF EXISTING CONDITIONS AND DATA COLLECTION

The consultant shall collect and present all appropriate data necessary for assessing the study area's multi-modal transportation needs. The information gathered shall be presented in a concise, organized and understandable format for public consumption.

All analysis and reporting must be conducted and presented by geographic units (District boundaries). Please see path mileage exhibit and map for general District boundaries.

The data to be collected for this project shall include, but not be limited to, the following considerations:

1. Irrigation.

- a. If widening or straightening of paths is recommended, which irrigation components would need be relocated or replaced?
- b. Based on Right-of-Way (ROW) availability, which irrigation components would need to be relocated or replaced?
- c. If not all irrigation system or components need replacement, should improvements be made to the entire system? Any recommended improvements must be approved by other Village Community Development Districts.

2. Straightening of Paths

- a. Determine to what extent the paths should be straightened (if any).
- b. Should straightening occur in all locations where adequate ROW exists?
- c. What are the safety implications of path straightening and how can improved design mitigate possible safety related issues? What are the costs related to this mitigation?

3. Right-Of-Way (ROW)

- a. Consultant must thoroughly investigate ROW related issues as it pertains to widening paths and straightening paths.
- b. Other ROW considerations if paths are re-designed are median islands and the reduction or addition of landscaping beds.

4. Engineering Analysis

- a. If paths are widened, consultant must consider how paths will intersect with road crossings and tunnel egress/ingress.
- b. Crash data to determine dangerous intersections or locations.
- c. Consideration of re-design or modifications as they relate to utility vaults and any other relevant utility issues.
- d. Possible improvements for user safety. This may include, but not be limited to, user education campaigns, signage, safety design features.

5. Traffic Control

- a. Cost considerations related to traffic control and movement of multi-modal traffic to roadways/alternate paths during construction (i.e. possible county required traffic management plan including, but not limited to, additional traffic control, reduction of speed on affected roadways, signage, etc.).
- b. Interaction with law enforcement, local municipalities.
- c. Consideration of traffic volumes at specific times of the year (i.e. summer vs. winter).

6. Drainage

- a. Drainage issues relating to additional impervious areas, possible constraints, costs and permits.
- b. If paths are widened/straightened, how will drainage be impacted? What changes or improvements will be required?
- c. Coordination with appropriate governmental water district and/or federal/state agency.

7. Construction

- a. In-depth analysis of construction costs for recommended changes including, but not limited to, removal of concrete, potential re-use of materials (concrete, landscaping), determination of base/asphalt thickness, best management practices, etc.
- b. Local permitting requirements.

8. Landscaping

- a. Dependent upon determination of previous considerations which would impact removal, replacement, relocation of landscaping and trees. Path modifications would impact relocation, increase/decrease of landscaped areas and landscape maintenance related issues.

ANALYSIS OF EXISTING CONDITIONS

Using feedback from the Public Involvement Plan and the data collected, the consultant shall identify major trends, issues, needs, constraints and opportunities within the study area. The consultant will identify a series of logical and realistic goals and objectives for the project based on the analysis of the existing conditions.

DEVELOPMENT AND DESIGN OF RECOMMENDED IMPROVEMENTS

Consultant will develop a series of prioritized multi-modal path improvements that are consistent with the goals and objectives of the plan. An analysis of the improvements shall be conducted to assess the implications to the study area, the ability to address identified issues, trends, needs, conflicts, problems and opportunities and the cost to implement, including capital and operating/maintenance costs.

Prioritized improvements shall be ranked in a concise, orderly and understandable format. Those

improvements that best meet the study objectives will be clearly identified and described as to their merit over other options.

CONSTRUCTION PLAN

Based on plan development and design activities as described above, consultant will prepare a construction plan to include design documents that will address each of the following issues:

1. Clear specification of the location and type of facility to be built and/or renovated for each segment of the network to include detailed documentation of the aforementioned considerations of existing conditions.
2. Specific construction timelines.
3. Realistic cost estimates for entire project.

DRAFT AND FINAL REPORTS

The consultant shall submit a comprehensive draft study for submittal to the Boards for their consideration. The report shall include, not just a summary of consultant activities, but also the overall study methodology, the public involvement process used to develop the study's recommendations, cost estimates and other salient information. The report will be presented in an organized, concise and understandable format for public consumption.

Following receipt of comments by the Boards and staff input, the consultant will conduct a public information meeting for the purpose of sharing the recommendations with the residents. The consultant will respond to reactions and comments received from the public. Final revisions will be made to the draft report based on input from all sources. Once approved and accepted by the Board(s), consultant shall provide the final report in both hardcopy and electronic format for distribution to interested parties.

PREPARATION OF BID/PROPOSAL DOCUMENTS

If recommended improvements and construction plans have received Board authorization to proceed, Consultant shall assist District staff in the preparation of bid/proposal documents necessary for the procurement of the recommended construction services to include path construction, landscaping, irrigation and any other commodity or service necessary to complete the project.

PROJECT MANAGEMENT

Consultant shall provide project management services for the duration of the construction/renovation project.