



**August 1, 2013**

Mr. Darryl Richard, Project Manager  
Collier County Alternative Transportation Modes Department  
2885 Horseshoe Drive South  
Naples, Florida 34104

**RE: Forest Lakes Sidewalk, NEW Work Order Request,  
Phase 2 Services During Construction**

Darryl:

Below please find a new proposal to complete construction services for Phase 2 of the combined Phase 2 and 3 Forest Lakes Sidewalk and lighting project.

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Task I. Services During Construction;

Includes services during construction as follows:

I.1) WSI-Construction Services

1. Attend one pre-bid meeting and complete necessary bid package revisions with staff
2. Attend weekly construction site meetings with county and contractor throughout construction
3. Review contractor submittals and pay applications
4. Provide contract document interpretation and assistance with RFI's and unforeseen contractor questions.
5. Inspect stored materials and prepare affidavit documents
6. Site visits during the course of construction to review contractor's compliance with bid documents, review plant material layout, field direct layout as required, provide periodic observation visits of construction site, etc
7. Attend one substantial completion walk through and one final walk through for sidewalk and street lighting, street signage, planting, irrigation and landscape lighting.
8. Complete field related revisions as arise during construction
9. Actively track and update drawings throughout construction and complete final As Built plans

I.2) James Abney – Services During Construction

1. Attend one pre-construction meeting
2. Review contractor submittals

Windham Studio, Inc., Landscape Architecture, LC 26000365  
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3. Periodically attend weekly construction site meetings with county and contractor as requested by WSI
4. Site visits during the course of construction to review contractor's compliance with bid documents and prepare status reports
5. Attend one irrigation substantial completion walk through and one irrigation final walk through
6. Actively track and update drawings throughout construction and complete final As Built irrigation plans

I.3) ABB – Services During Construction

1. Attend one pre-construction meeting
2. Review shop drawings submitted by contractor for compliance
3. Provide contract document interpretation and assistance with RFI's and unforeseen contractor questions.
4. Review and assist in field changes
5. Attend weekly progress meetings with the county and contractor as requested by WSI
6. Review contractor pay applications
7. Attend one substantial completion walk through with punch list and a final walk through meeting in the field.
8. Provide 2 sets of sealed 'For Construction' Plans for the contractor and county
9. Assist Collier County during construction phase as requested.
10. Review, provide recommendations and approve any change orders to work orders.
11. Provide periodic observation visits of construction site as directed by WSI

I.4) TRT – Services During Construction

1. Attend one pre-construction meeting
2. Review shop drawings submitted by contractor for compliance
3. Review and assist in field changes
4. Attend one substantial completion walk through with punch list and a final walk through meeting in the field.
5. Provide periodic observation visits of construction site as directed by WSI

Task II. Reimbursable Expenses:

Includes \$200 for reimbursable expenses

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Please refer to the attached Fee Matrix for professional fees.

Please email or call me if you have any questions.

Sincerely,



Scott D. Windham, ASLA  
Landscape Architect, LA 000-1516

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