

McGee & Associates

Landscape Architecture

8/08/13

Mr. Darryl Richard, RLA, MSTU Landscape Project Manager (MSTU/BU)
Public Services Division
Department of Alternative Transportation Modes
3299 East Tamiami Trail Suite 103 [Building F]
Naples, Florida 34112

Subject: **“Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates, MSTU” as permitted by Contract #12-5892 “Fixed Term Landscape Architectural Services”. M&A 2013-016P**

Dear Mr. Richard,

The following is presented for your review and approval.

The maintenance consulting services will be provided on a monthly basis generally coordinated with the M.S.T.U. Advisory Committee monthly meetings. The limited refurbishment design services will be quoted on a per project basis due to the unknown requirements of the work to be performed.

McGee & Associates agrees to provide the following services for a period of twelve (12) consecutive months beginning October 1, 2013 through September 30, 2014.

Monthly Services

Task I - Attendance at all Lely M.S.T.U publicly advertised meetings.
(Based upon one meeting per month 18 hours)

Task II - Attend no less than (12) monthly in the field meetings with staff and Contractor to review the project areas; attend no less than (2) additional meetings as requested.
(Based upon 14 hours)

Task III - Review and comment on the “General Maintenance Report Sheets” which is required to be submitted by the Contractor with pay request submittals. Review of estimates provided by Contractor with recommendations.
(Base upon one review per month 3 hours)

Task IV- Provide written and/or oral comments and recommendations based upon on-site observations of the M.S.T.U. areas addressing: improvements, landscape plant and irrigation maintenance problems or deficiencies. This includes evaluation of Contractor performance per contract specifications. Submit monthly written report to Department of Alternative Transportation Modes staff three (3) days prior M.S.T.U. meeting.
(Base upon one report per month 24 hours)

OPTIONAL SERVICES

Task V - Upon Request Limited Refurbishment Design Services

1. Provide limited (minor) refurbishment design services and observation of installation on an as requested basis, i.e. deliverables/functions might be as follows:
 - a. Diagrammatic planting plan sketches with a recommended plant list.
 - b. Field locations for plants or improvements by staking, flagging or marking paint.

Design * Environmental Management * Planning * Arborist

**5079 Tamiami Trail East / P. O. Box 8052 Naples, Florida 34101
Phone (239) 417-0707 * Fax (239) 417-0708
LC 098 * FL 1023A**

Task VI- Upon Request Miscellaneous Services (Estimated)

1. Provide assistance in developing the contract maintenance specification for purposes of bidding.
2. Attend pre-bid meetings and assist in preparing any necessary addendum related to maintenance contract bidding.

Maintenance Consulting Services Fees

Task I through IV Maintenance Consulting Services

	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>	
Principal/Senior L.A.	59	\$135.00	\$7,965.00	(Time & Materials)
Degreed L.A.	0	\$125.00	\$ -0-	(Time & Materials)
Design Associate	0	\$ 85.00	\$ -0-	(Time & Materials)
AutoCAD Technician	6	\$ 65.00	\$ 390.00	(Time & Materials)
Administrative Assistant	12	\$ 55.00	<u>\$ 660.00</u>	(Time & Materials)
			\$9,015.00	

Task V (Optional) Limited Refurbishment Design Services

	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>	
Principal/Senior L.A.	12	\$135.00	\$1,620.00	(Time & Materials)
Degreed L.A.	0	\$125.00	\$ -0-	(Time & Materials)
Design Associate	0	\$ 85.00	\$ -0-	(Time & Materials)
AutoCAD Technician	8	\$ 65.00	\$ 520.00	(Time & Materials)
Administrative Assistant	2	\$ 55.00	<u>\$ 110.00</u>	(Time & Materials)
			\$2,250.00	

Task VI (Optional) Limited Miscellaneous Services

	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>	
Principal/Senior L.A.	4	\$135.00	\$ 540.00	(Time & Materials)
Degreed L.A.	0	\$125.00	\$ -0-	(Time & Materials)
Design Associate	0	\$ 85.00	\$ -0-	(Time & Materials)
AutoCAD Technician	0	\$ 65.00	\$ -0-	(Time & Materials)
Administrative Assistant	0	\$ 55.00	<u>\$ -0-</u>	(Time & Materials)
			\$ 540.00	

Reimbursable expenses allowance: \$ 100.00

If you should have any questions or need further information please contact me any time. We look forward to working with your Department while improving and maintaining our roadways.

Cordially,

Michael A. McGee

Michael A. McGee, r.l.a.
 President, McGee & Associates LC 098