



August 28, 2013

Mr. Darryl Richard, Project Manager  
Collier County Alternative Transportation Modes Department  
3299 East Tamiami Trail, Suite 103  
Naples, Fla. 34112 -5746

**RE: Forest Lakes MSTU Maintenance Consulting Services**

Darryl:

As requested, we have prepared the following scope of services for your and the MSTU Committee's review and approval.

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

**Understanding of project and required deliverables**

We understand this maintenance consulting scope of services to be for the residents of the Radio Road MSTU area to preserve and perpetuate the health and vigor of the existing median and right-of-way landscaping while thoughtfully planning for its future enhancement together with the MSTU Committee and Collier County staff. This will involve monthly site reviews, monthly MSTU Committee meeting attendance, preparation of monthly status reports and review of maintenance contractor report sheets. Additionally, as landscape architect design consultant, Windham Studio will complete miscellaneous design services from time to time to refurbish the project areas as directed and prioritized by the Committee. Lastly, we will assist the committee and county staff in reviewing and refining the annual maintenance specifications for the project areas and assist in the bidding process.

**Project Scope**

Scott Windham will personally attend all advisory committee meetings and project site walk throughs. He will also review the General Maintenance Report Sheets and prepare monthly written reports to inform the committee and county project manager of project status, contractor performance and related action/resolution items. The monthly status reports will be submitted to the county project manager a minimum of 3 days prior to the MSTU meetings.

**TASK 1. Attend M.S.T.U. Meetings**

Windham Studio will attend Forest Lakes M.S.T.U Advisory Committee monthly meetings. (This proposal assumes one meeting per month totaling 12 meetings)

Windham Studio, Inc., Landscape Architecture, LC 26000365  
8891 Brighton Lane, Bonita Springs, Florida 34135 Phone: (239) 390-1936  
Fax: (239) 390-1937 Email: [scott@windhamstudio.com](mailto:scott@windhamstudio.com)  
[www.windhamstudio.com](http://www.windhamstudio.com)

## **TASK 2. Field Review Meetings**

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Windham Studio will attend one (1) meeting per month in the field with staff to review the project. Project review will include one (1) hour to complete each site visit. Windham Studio will attend all of the monthly walk throughs.

## **TASK 3. Review General Maintenance Report Sheets**

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Windham Studio will review and comment on the "General Maintenance Report Sheets" which are required to be submitted by the Maintenance Contractor with pay request submittals. Windham Studio will review estimates provided by Contractor with recommendations.

## **TASK 4. Monthly Field Reports**

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Windham Studio will prepare monthly 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. Windham Studio will submit the monthly written report to Collier County Alternative Transportation staff prior to M.S.T.U. meeting.

## **OPTIONAL SERVICES:**

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### **TASK 5. Upon Request Limited Refurbishment Miscellaneous Design Services**

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1. Windham Studio will 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 area sketch planting plans with a recommended plant list.
- b. Plant field locations by staking, flagging or paint marking.

(All proposed refurbishment services will be presented to the County Project Manager for review prior to presentation to the M.S.T.U. Advisory Committee)

### **TASK 6. Reimbursable Expenses**

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1. Includes reimbursable expenses such as courier services, prints, copies, large format printing, etc.

Please email or call me if you have any questions.

Sincerely,



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