

# McGee & Associates

## Landscape Architecture

September 17, 2015

Leslie Hayes, MSTU Landscape Project Manager  
Public Services Division  
Public Transportation & Neighborhood Enhancements  
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 2015-026P**

Dear Ms. Hayes,

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, 2015 through September 30, 2016.

### **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 Contractor required submittals as requested to include 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.

#### **Task VI- Upon Request Miscellaneous Services (Estimated)**

1. Provide assistance in developing the contract maintenance specification for purposes of bidding.

**Design \* Environmental Management \* Planning \* Arborist**

**5079 Tamiami Trail East / P. O. Box 8052 Naples, Florida 34101  
Phone (239) 417-0707 \* Fax (239) 417-0708  
LCC000098 \* FL1023A**

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	\$ 660.00	(Time & Materials)
			<b>\$9,015.00</b>	

**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	\$ 110.00	(Time & Materials)
			<b>\$2,250.00</b>	

**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	\$ -0-	(Time & Materials)
			<b>\$ 540.00</b>	

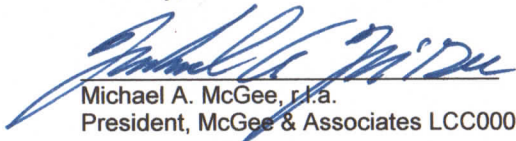
**Reimbursable expenses allowance: \$ 100.00**

McGee & Associates will provide monthly Maintenance Consulting Services for a fee of:

Task I through I - IV	<b>\$ 9,015.00</b>
Reimbursable expenses allowance:	<b>\$ 100.00</b>
Landscape Maintenance Consulting Total:	<b>\$ 9,115.00</b>
Task V (optional services upon request)	<b>\$ 2,250.00</b>
Task VI (optional services upon request)	<b>\$ 540.00</b>
Optional Service upon request Total:	<b>\$ 2,790.00</b>
Total work order request:	<b>\$11,905.00</b>

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, r.f.a.  
 President, McGee & Associates LCC000098

# PROJECT MAN HOUR AND FEE SUPPORT CALCULATIONS

PROJECT NAME: Annual Landscape Architectural Maintenance Consulting Services per contract #12-5892  
 LOCATION: From: Lely Golf Estates M.S.T.U  
 OWNER/CLIENT: Public Services Division, Public Transportation and Neighborhood Enhancement

CONSULTANT: McGee & Associates  
 PROJECT # 2015-026P  
 DATE: 09/17/15  
 Rates per Contract #12-5892

Sheet No. 1

CONTRACT HOURS & RATES	PRINCIPAL/SENIOR LANDSCAPE ARCHITECT		DEGREED LANDSCAPE ARCHITECT		DESIGN ASSOCIATE		AUTOCAD TECHNICIAN		ADMIN. ASSISTANT / SECRETARY		ESTIMATED HOURS	ESTIMATED FEES	TOTAL FEES
	Hrs.	RATE	Hrs.	RATE	Hrs.	RATE	Hrs.	RATE	Hrs.	RATES			
		\$135.00/hr FEE		\$125.00/hr FEE		\$85.00/hr FEE		\$65.00/hr FEE		\$55.00/hr FEE			
<b>TASK DESCRIPTION</b>													
<b>I. M.S.T.U. Monthly Meetings</b>													
Monthly Meetings	18	\$2,430.00	0	\$ -	0	\$0.00	0	\$0.00	0.00	\$0.00	18.00	\$2,430.00	\$2,430.00
Task I. Subtotal:	<b>18</b>	<b>\$2,430.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>18.00</b>	<b>\$2,430.00</b>	<b>\$2,430.00</b>
<b>II. Field Meetings</b>													
b. On-site with Staff &/or Contractor	14	\$1,890.00	0	\$ -	0	\$0.00	6	\$390.00	0.00	\$0.00	20.00	\$2,280.00	\$2,280.00
Task II. Subtotal:	<b>14</b>	<b>\$1,890.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$0.00</b>	<b>6</b>	<b>\$390.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>20.00</b>	<b>\$2,280.00</b>	<b>\$2,280.00</b>
<b>III. Review Required Contractor Submittals</b>													
Review & Comments	3	\$405.00	0	\$ -	0	\$0.00	0	\$0.00	0.00	\$0.00	3.00	\$405.00	\$405.00
Task III. Subtotal:	<b>3</b>	<b>\$405.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>3.00</b>	<b>\$405.00</b>	<b>\$405.00</b>
<b>IV Written/Oral Comments &amp; Recommendations</b>													
Review & Comments	24	\$3,240.00	0	\$ -	0	\$0.00	0	\$0.00	12.00	\$660.00	36.00	\$3,900.00	\$3,900.00
Task IV. Subtotal:	<b>24</b>	<b>\$3,240.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>12.00</b>	<b>\$660.00</b>	<b>36.00</b>	<b>\$3,900.00</b>	<b>\$3,900.00</b>
<b>Task I thru IV Totals:</b>	<b>59</b>	<b>\$7,965.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>6</b>	<b>\$390.00</b>	<b>12.00</b>	<b>\$660.00</b>	<b>77.00</b>	<b>\$9,015.00</b>	<b>\$9,015.00</b>
<b>OPTIONAL SERVICES ALLOWANCES</b>													
<b>V. Limited Refurbishment Design Services</b>													
Minor Design & Field Services	12	\$1,620.00	0	\$ -	0	\$0.00	8	\$520.00	2.00	\$110.00	22.00	\$2,250.00	\$2,250.00
Task V. Subtotal:	<b>12</b>	<b>\$1,620.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$0.00</b>	<b>8</b>	<b>\$520.00</b>	<b>2.00</b>	<b>\$110.00</b>	<b>22.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>
<b>VI. Miscellaneous Services</b>													
Review Maintenance Specifications & Bidding	4	\$540.00	0	\$ -	0	\$0.00	0	\$0.00	0.00	\$0.00	4.00	\$540.00	\$540.00
Task VI. Subtotal:	<b>4</b>	<b>\$540.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>4.00</b>	<b>\$540.00</b>	<b>\$540.00</b>
<b>VII. REIMBURSABLE</b>													
												\$100.00	\$100.00
<b>Task V &amp; VII Totals:</b>	<b>16</b>	<b>\$2,160.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$0.00</b>	<b>8</b>	<b>\$520.00</b>	<b>2.00</b>	<b>\$110.00</b>	<b>26.00</b>	<b>\$2,790.00</b>	<b>\$2,890.00</b>
												<b>TOTAL</b>	<b>\$11,905.00</b>