



February 14, 2018

Mr. Dan Schumacher, Project Manager
Public Transportation and Neighborhood Enhancement Division (PTNE)
3299 East Tamiami Trail, Suite 103
Naples, Fla. 34112 -5746

RE: FOREST LAKES M.S.T.U. Irma Tree Replacement Plans per the Fixed Term Professional Landscape Architectural Services Contract #16-6598

Dear Mr. Schumacher:

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

This proposal includes preparation of Irma Tree Replacement Plans.

Project Scope

Windham Studio will prepare Tree Replacement Planting Plans, color rendered Tree Replacement Plan and Plant Photo Sheet exhibits for committee review, bid documents, opinion of cost, provide bidding assistance and services during construction. Scott Windham will personally attend two MSTU advisory committee meetings to present the color rendered Tree Replacement Plan and Plant Photos and the Final Tree Replacement construction drawings. Windham Studio will also meet with the county project manager to review the plans, opinions of cost and bid documents.

IRMA TREE REPLACEMENT SCOPE OF SERVICES

Windham Studio, Inc. agrees to provide the following services:

TASK 1.0 Base Map Preparation

1.1 Base Plan Revisions: Revise the base map plans to reflect the post Irma street tree conditions.

TASK 2.0 Site Investigation

2.1 Final Site Analysis: Complete final site review/analysis to document/confirm post Irma street tree conditions.

TASK 3.0 Conceptual Design

3.1 Conceptual Irma Tree Replacement Plans: Prepare color rendered Conceptual Irma Tree Replacement Plans and Tree Photo Sheet.

3.2 MSTU Committee Meeting: Attend MSTU Committee meeting to present the Conceptual Tree Replacement Plans



TASK 4.0 Contract Documents (Construction Drawings)

4.1 Irma Tree Replacement Planting Plans: Prepare Tree Replacement Planting Plans and specifications. Prepare Opinion of cost (OPC) and Bid Tabular.

4.2 MSTU Committee Meeting: Attend MSTU Committee meeting to present the final Tree Replacement Planting Plans and OPC.

TASK 5.0 Construction Assistance

5.1 Construction Services: Includes five (5) site visits throughout construction to flag/review tree locations, one (1) Substantial completion walk through and one (1) final walk through. Each site meeting will include preparation of a written field report. Also includes preparation of final As-Built Plans following completion of construction.

TASK 6.0 Reimbursables

Reimbursable expenses such as prints, messenger service, courier, disks, large format color printing, special mail service, etc.

FEES: \$7,080

Design Services fees will be billed monthly on a time and materials basis per the project fee schedule.

Thank you for the opportunity to submit this scope of services in order to assist the county and the Forest Lakes M.S.T.U. Advisory Committee in maintaining and improving the district.

Sincerely,

Scott Windham, ASLA
Landscape Architect, LA 000-1516