

## Exhibit Bii

### Scope Of Services

Polk County Agricultural Center Complex  
May 12, 2025

### Project Delivery System

The Lunz Group's services, compensation, and time schedule for performance of services are based on the use of the Construction Manager at Risk with one prime construction contract project delivery system and are subject to adjustment if another delivery system is utilized.

### Design Services

The Lunz Group proposes to provide professional services including architecture and interior design within The Lunz Group. Civil, Structural, MEP/FP engineering, Geotechnical and Landscape design consultation services will be provided through outside consultants contracted to The Lunz Group or their consultants.

The scope includes:

- Site Plan Layout
- Building Core and Shell
- Interior Public Spaces

### Design Services Included in Proposal

DESIGN SERVICE/CONSULTANT	IN BASE PROPOSAL	CLIENT'S CONSULTANT	EXTRA SERVICE
Architecture <b>The Lunz Group</b>	✓		
Site Surveys	✓		
Geotechnical Investigations, Reports, and Recommendations <b>Rayl/Kimley Horn/ TBD</b>	✓ <sup>3.</sup>		
Environmental Surveys, Studies, or Reports	✓		
Landscape Design: <b>Catalyst</b>	✓		
Civil Engineer: <b>Kimley Horn / Rayl</b>	✓		
Structural Engineer: <b>TLC Engineering</b>	✓		
Mechanical/Electrical/Plumbing Engineer: <b>SGM Group</b>	✓		
Telecommunications:			✓ <sup>1.</sup>
Interior Design Consultant: <b>The Lunz Group</b>	✓		
Graphic Design and Signage Consultant:			✓
Construction Cost Estimating Consultant: <b>TLG/BC</b>	✓ <sup>3.</sup>		
Audio-Visual Consultant:			✓ <sup>1.</sup>
Irrigation Consultant: (Part of landscape design)	✓		
Life Safety/Fire Protection: <b>SGM Group</b>	✓		
Security Consultant:			✓ <sup>2.</sup>

Notes to Above Table:

In Base Proposal: Included in Base Proposal. The Lunz Group will coordinate work of consultant.

Client's Consultant: The Lunz Group will coordinate with consultant retained directly by Client.

Extra Service: Consultant not included in Base Proposal but could be added upon Client's authorization.

1. The Client (the County and Parks and Recreation) will provide the design. The Design team shall put the design on the documents. The Design Team will coordinate with the County for Security, IT, and AV design. The County shall provide the design.
2. The Client (the County and Parks and Recreation) will provide access control design. The CMAR will include the vendor as a sole-source vendor in GMP.
3. To be drawn from Allowance for Additional Services. Proposals will be solicited when scope is refined and billed at cost plus 15%.

## I – Pre-Design Services

The Lunz Group will review existing relevant information provided by the Client. The Lunz Group shall be entitled to rely upon all such information not limited to site plans, surveys, topography, zoning, marketability reports, Client's Design Standards, Client's program, design and construction schedule, construction budget, adjacent sites/structures, building restriction, etc. The Lunz Group will provide Pre-Design services consisting of Listen and Idea phases to gather project data, document and validate success metrics and offer design solutions. These elements will be assembled into a Pre-Design Services Package for review and approval by the Client.

### Listen

During the Listen phase, The Lunz Group team will seek to understand your project needs. Working with internal and external stakeholders to understand and document your project specific vision, mission and business needs as well as the project's success metrics. The Listen phase will encompass The Lunz Group's initial project startup and evaluation, creating team understanding of the full scope of the project and will conclude with the executive summary including information from the following:

### Deliverables

- Executive Summary (11 x 17 digital presentation)
  - Review and coordination of Client supplied data.
  - Host Kick-off call with the Client and the Client's consultants to align the project team, schedule, budget and to establish the project's success metrics
  - Host Informing meeting to present site visit findings and jurisdictional due diligence.

### Idea

The Idea phase is a highly collaborative phase where The Lunz Group, along with the Client and the Client's consultants, will develop and evaluate the project success metrics in order to create the ideas. The Lunz Group's project team will continue to analyze data from the Listen phase pushing the boundaries and defining what's possible.

### Architectural Deliverables

- Meeting Minutes
- Master Planning Services Package (11 x 17 digital presentation)
  - Host a Collaboration workshop with the Client and Client's consultants to establish a project vision for the overall program of the complex.
  - Develop a long term vision and master plan document that contains a written summary and visuals that establish the phased plan of the complex.
  - Written summary of goals, budget and schedule including Client's Design Standards, Program and Preliminary Project Description
  - Develop preliminary site master plan and phasing plan based on buildings.
  - Diagrammatic massing – up to three options (3).
  - In house generated exterior renderings (One (1) eye level, One (1) aerial view)
  - Host Pre-Design Presentation to present the initial concepts to gain Client feedback and direction.
  - Refine to one site master plan and phasing plan
  - Diagrammatic massing – one option (1)
  - In house generated exterior renderings (One (1) eye level, One (1) aerial view)
  - Host Master Plan Presentation to present the final master plan to gain feedback, and approval to begin conceptual design phase.

- Conceptual Design Services Package (11 x 17 digital presentation)
  - Host a Collaboration workshop with the Client and Client's consultants to establish a project vision for the look and feel of the architecture and interior design.
  - Written summary of goals, budget and schedule including Client's Design Standards, Program and Preliminary Project Description.
  - Develop preliminary program and spatial relationship diagrams to determine the overall program and overall design direction.
  - Diagrammatic fenestration massing – up to three options (3).
  - In house generated exterior renderings (One (1) eye level, One (1) aerial view)
  - Host Initial Conceptual Design Presentation to present the initial concepts to gain Client feedback and direction.
  - Refine to one building(s) design
  - Diagrammatic fenestration – one option (1)
  - In house generated exterior renderings (One (1) eye level, One (1) aerial view)
  - Host Final Conceptual Design Presentation to present the final master plan to gain feedback, and approval to begin conceptual design phase.

#### Civil / Landscape Deliverables

- Survey services in support of the project shall be provided by the County. The survey will include topographic information and adjacent boundary lines within the proposed development areas. Full boundary surveys are assumed to not be needed due to the large area being owned by the County. The following Survey services shall be performed under the responsible charge of a professional surveyor and mapper registered in the State of Florida:
  - Preparation of a Topographic Survey for a portion of the final selected site. All work shall be in accordance with the Standards of Practice as set forth by Chapter 5J-17 of the Florida Administrative Code;
  - Right-of-way lines and property lines shall be mapped from available public records & field control;
  - Elevations shall be measured at an approximate 50-foot grid, together with observed grade breaks. Elevations shall be collected in a manner sufficient to generate one (1) foot contours;
  - Topography shall extend for the full right-of-way of adjacent roadways, and 50 feet beyond the development areas; No topography will be collected inside the inside top of bank of the existing clay settling pond, southeast of the primary project area.
  - Any points set during the execution of Wetland JD and Threatened and Endangered Species Survey Task will also be collected
  - Elevations shall be referenced to the North American Vertical Datum of 1988;
  - Visible evidence of utilities shall be located. Pipe material, sizes, and elevations shall be determined where accessible;
  - Those trees within the upland portion of the subject property that are 5-inches d.b.h. and greater shall be located, mapped and classified by common name. Those trees that appear to be sick or dead shall be noted. NOTE: Trees will be located within the first 5 feet of the topographic overlap;
  - All pavement striping shall be located and mapped;
  - Right-of-way lines shall be mapped from available public records & field control;
  - The parcels to be surveyed are 253033- 000000-023030 and 253033-000000-011020. Offsite surveying is not included in this Task.
- Wetland JD and Threatened and Endangered Species Survey: The Consultant will cause to have performed a Wetland Jurisdictional Determination (JD) to determine the limits of environmentally sensitive lands within the project area. Additionally, seasonal high water level indicators will be identified in any environmentally significant areas. Further, a Threatened and Endangered Species Survey will also be conducted within the project limits to identify any species of concern. The Environmental Scientist will also provide support in responding to comments in the ERP submittal identified in SWFWMD ERP Permit Submittal. Listed under Additional Services as a lump sum and requires client approval to proceed.
- Polk County required Flood Study: The Consultant will prepare the plans, calculations, and exhibits necessary for submittal to the Polk County Land Development Division's Floodplain Manager for a large-scale flood study of the subject project

area for approval. Regional flood or stormwater modelling is not anticipated or proposed. Listed under Additional Services as a lump sum and requires client approval to proceed.

- Geotechnical pre-design investigation and testing services: The Consultant will cause to have performed initial pre-design geotechnical investigation work including representative borings in the CR 640 right-of-way, and two (2) pavement cores, proposed driveway centerline borings with seasonal high estimates spaced every 500', and two (2) deep borings in the proposed surface water management area with water table and seasonal high determinations, and estimates of confining layer(s). Listed under Allowance for Additional Services and requires client approval to proceed.
- Major Traffic impact analysis: Kimley-Horn will perform a Major Traffic Impact Analysis (TIA) in support of a permit application for the project based on a concept plan and land use to be approved by the Client upon Notice to Proceed (NTP). Kimley-Horn will coordinate with the County to discuss parameters such as study area, trip generation, and trip distribution of external project traffic in an effort to reach agreement on the TIA methodology before formal submittals. The TIA will generally follow Polk County Traffic Impact Study Methodology and Procedures. Listed under Additional Services as a lump sum and requires client approval to proceed.

The TIA will identify existing, background, and total build-out traffic operational conditions within the study area of the project for the peak hours. Operational conditions to be reported in the TIA include measures of effectiveness such as level of service (LOS), vehicle delay times, volume-to-capacity ratios (V/C), and turn lane queue length demands. Trip generation characteristics for the project will be developed in accordance with current industry publications and procedures. Travel demand modeling performed in Task 1 will be used to assign project trips within the study area. The TIA will include a roadway segment analysis of the existing, background, and build-out conditions.

The TIA will evaluate up to five (5) off-site intersections and all project access points during the peak hour(s). Kimley-Horn will collect peak hour turning movement counts at up to five (5) off-site intersections. Additional data collection will be performed as an additional service. Any operational deficiencies within the study area associated with project impact will be identified along with potential mitigation solutions. Operational requirements from local land development code or maintaining agency guidance will be identified (i.e., turn lanes, signal control, etc.).

Coordination and implementation efforts regarding such mitigation measures, including but not limited to the preparation of graphical improvement concepts and opinions of probable cost, will be conducted as additional services. Kimley-Horn will prepare a draft report documenting all analysis, conclusions, and supporting materials and provide it to the Client for review and comment. Following any input from the Client, Kimley-Horn will finalize the draft report for submittal to the reviewing agency. Kimley-Horn will provide up to one (1) written response to comments from the reviewing agency and incorporate agreeable revisions into the final report.

This task does not include Signal Warrant Analysis or Intersection Contral Evaluation (ICE) analysis.

- Water Source Evaluation: Kimley-Horn will perform an assessment of the onsite groundwater resources to provide potable water supply at the project site. Kimley-Horn will coordinate with the client to prepare estimates of potable water demands to be used in the assessment. Listed under Additional Services as a lump sum and requires client approval to proceed.

Kimley-Horn will review publicly available information pertaining to groundwater resources on or near the project site from the United States Geological Survey (USGS), Water Management District (WMD), Florida Department of Environmental Protection (FDEP), Florida Geological Survey (FGS) and local governments. Kimley-Horn will review publicly available information from the SWFWMD, FDEP and local governments pertaining to historical and current water use permits on or adjacent to the project site, and groundwater wells on the project site. The client will provide Kimley-Horn with the results of any previous hydrogeological investigations or assessments conducted at the project site, if available.

The Client understands the project site is located within the Central Florida Water Initiative (CFWI) area and, as such, is subject to additional regulatory constraints for use of the Upper Floridan aquifer. Kimley-Horn will review applicable regulatory agency rules and policies pertaining to use of groundwater at the project site. The scope of services does not include permitting, contacting neighboring permit holders, or assisting with the drafting or negotiation of agreements.

Kimley-Horn will prepare a technical memorandum (TM) describing the groundwater resources available at the project site, including hydraulic properties and water quality characteristics, as available. The TM will discuss the feasibility of developing onsite groundwater resource to supply the project's water demand. The TM will provide recommendations on which groundwater resource should be used to meet project demands, and will discuss permitting feasibility and strategy. The TM will provide planning level cost estimates comparing development of onsite groundwater supplies with extension of a water line from the nearest utility with available capacity to serve the project.

- Pre-Application Meetings
  - Coordinate and attend one (1) pre-design or pre-application meeting with the Southwest Florida Water Management District (SWFWMD)
  - Coordinate and attend one (1) pre-application or pre-design meeting with the City of Bartow and the Polk County LDD.
  - Including project team and progress meetings, meetings with the Client, other Consultants, above-referenced sub-consultants, Applicants or their representatives, Attorneys, Regulatory Officials, or staff
  - The Consultant will attend meetings, either via teleconference or in person, with the Client and/or Client's representative to discuss the project.
  - The Consultant will coordinate with the other consultants (Surveyor, geotechnical engineer etc.) as requested to obtain additional information that may be required for use in engineering design and/or governmental submittals.
  - Coordinate and attend one (1) preliminary traffic study review meeting with the Florida Department of Transportation (FDOT).
  - Utility Coordination: Using an initial roadway plan schematic, The Consultant will coordinate and attend meetings, either via teleconference or in person, with the respective Utility Agency Owners (UAO) to review and coordinate any relocations required for the roadway turn lane additions. It is assumed Polk County will work with The Consultant to coordinate any non-responsive UAO.
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- Site Research: The Consultant will review readily available online information and information provided by the County to help assess the following:
  - Stormwater requirements based on previously approved permits
  - Existing utilities and potential for serving the site including water and sanitary sewer
  - Topographic limitations based on the Client's preliminary building footprint to be provided in CAD format
  - Review of applicable previous record drawings and asbuilt plans that are provided by the Client and/or County (if Available)
  - Provide a short memorandum summarizing our findings
  - Coordinate a flow test to determine available water design parameters with the City of Bartow.
  - Request sanitary sewer force main connection design parameters from City of Bartow Utilities.
  - Subsurface Utility Locates (SUE). Listed under Additional Services as a lump sum and requires client approval to proceed.
    - Kimley-Horn will sub-contract with Safe Site, LLC to complete utility locates within the anticipated limits of turn lane improvements. Safe Site will complete a Quality Level B investigation between the right-of-way limits along Homeland-Garfield Road.

#### Wayfinding Deliverables

- Wayfinding is an additional service.
- Review the site access/egress, facility naming, circulation and user experience. All pertinent information will be gathered, an audit and wayfinding analysis of the following elements will be conducted:
  - o Naming and coding of facilities

- o Entry features
- o Traffic circulation, vehicle & pedestrian access
- o Parking identification
- o Wayfinding messaging, and addressing
- o Destination/terminology hierarchy of information
- Deliverable: Site Analysis Strategy PDF

## Meetings

- Kick-off call One (1)
- Collaboration Workshop (One (1))
- Pre-Design Presentation (Three(3))

## II - Schematic Design Phase Services

Based on the approved Pre-Design Package, along with any adjustments authorized by the Client, The Lunz Group will provide schematic design documents based on the mutually agreed upon program, schedule and budget for project. The documents will establish the schematic design of the project illustrating the scale and relationship of project components. The documents will include preliminary site plan, floor plan, elevations, and sections as appropriate and preliminary selection of major systems and construction materials.

The schematic design documents will address the site and building massing, access and circulation, views to/from the building(s), concepts for grading, planting, paving and water retention as appropriate, the architectural character of site and exterior enclosures, the roof design, building functional issues, geotechnical issues, preliminary Structural System / MEP System and space requirements.

The Lunz Group will calculate areas and volumes to check the following against the program:

- Usable Area
- Area per Person
- Parking Count

## Architectural Deliverables

- Meeting Minutes.
- Preliminary Code Research
- Preliminary Permitting Requirements Research
- Schematic Design Package.
  - Overall Illustrative Site Plan.
  - Life Safety Plans
  - Principal Floor Plans.
  - Roof Plan.
  - Main Building Elevations.
  - Overall Building Sections.
- Digital Study Models (up to Two (2))
- Perspective Sketches (up to Two (2))
- In house generated exterior or interior renderings (One (1) eye level, One (1) aerial view)
- Outline specifications.
- Cost Estimate

## Civil Deliverables

- Concept Plan/Plans:
  - The Consultant will work with the Client to develop modifications to the conceptual layout presented to Polk County to include the initial development of 2 open air arenas, 2 paddocks, 1 livestock barn, 1 maintenance building, the entry drive and vehicular use areas, and visitor parking. The site plan will also make provisions for future phases/expansion as programming allows.

- Utility Coordination: Using an initial roadway plan schematic, Kimley-Horn will coordinate and attend meetings, either via teleconference or in person, with the respective Utility Agency Owners (UAO) to review and coordinate any relocations required for the roadway turn lane additions. It is assumed Polk County will work with Kimley-Horn to coordinate any non-responsive UAO.
- Offsite Civil Turn Lane Construction Documents: Based on the results of the TIA completed, The Consultant will prepare civil engineering construction documents for the proposed turn lane improvements along Homeland-Garfield Road to include:

#### **Landscape Deliverables**

- Develop Schematic Design Documents for the Project accent hardscape and feature structures identified in the preliminary programming. The schematic design documents will reflect plan and 3D imagery.
- Develop Schematic Design Documents for the Project site furnishings and area lighting. The design documents will reflect plan locations and site furnishing imagery.
- Develop Schematic Design Documents for the Project wayfinding. The design documents will include plan location and two wayfinding sign family palettes.
- Develop Schematic Design Documents for the Project landscape. The design documents will reflect plan tree locations, shrub, and groundcover massings, areas of turf and plant material imagery.
- Irrigation design will not be included until the Final Construction Document phase.

#### **Wayfinding Deliverables**

- Prepare preliminary design concepts for each sign type will be prepared for Client review and selection of options and alternatives. Development of typestyle, icons and sign elevations. Wayfinding is an additional service.

#### **Structural Deliverables**

- Written narrative including assumed loading, structural gravity and lateral system.

#### **MEP/FP Deliverables**

- Written narrative including assumed Electrical loads, Plumbing system, and Mechanical systems.
- Establish sustainability goals with the Owner shall to be adhered to with regard to mechanical unit selection, plumbing fixtures, and light fixtures for compliance with Energy Star.

#### **Meetings**

- Schematic Design Progress Meeting (One (1))
- Schematic Design Presentation (One (1))

### **III – Design Development Phase Services**

Based on the approved Schematic Design Documents and adjustments authorized by the Client, The Lunz Group will proceed with design development. We will illustrate and describe the design establishing the scope, relationships, forms, size, and appearance of the project by means of plans, elevations, and sections, typical construction details, and equipment layouts. The documents will identify major systems and materials and in general their quality levels.

For review by regulatory agencies, The Lunz Group's design development documents will be submitted to the following departments, as applicable, for their early initial review and comments.

- Building Department
- Fire Marshall
- Department of Health
- Zoning Commission
- Planning Commission
- Design Review Board
- Polk County LDD for County Roads

For utilities, The Lunz Group will:

- Check availability and capacity.

- Initiate approval process by utility companies

The Lunz Group will update area and volume calculations to check the following against the program:

- Usable Area
- Area per Person
- Parking Count

The Lunz Group will review the drawings for the following disciplines to verify that the information reflects the design intent and to help avoid conflicts. BIM coordination meetings will occur to aid in collaboration and coordination. Models will be automatically clashed for interference checks via cloud clash detection software.

- Structural
- Mechanical
- Electrical
- Plumbing

#### **Architectural Deliverables**

- Meeting Minutes.
- Code Research
- Permitting Requirements Research
- Drawings
  - Overall illustrative Architectural Site Plan
  - Life Safety Plans
  - Floor Plan including
    - Typical and Special Room Layouts
  - Typical and Special Room Reflected Ceiling Plans
  - Roof plan indicating access and location of major equipment
  - Main Building Elevations
  - Typical Bay Fenestration
  - Overall Building Sections
  - Details
  - Typical Exterior Wall Sections
  - Typical Assembly Types
  - Key Exterior Details
  - Typical Partition Details
  - Typical and Special Interior Elevations
- Schedules
  - Typical Room Finish Schedule
  - Typical Door Schedule
  - Typical Glazing Schedule
- Equipment
  - Typical and Special Room Layouts
- Coordination
  - Typical ceiling spaces with architectural, structural, mechanical, and electrical elements
  - Typical shaft spaces with architectural, structural, mechanical, and electrical elements
- Digital study models (up to Two (2))
- Perspective sketches (up to Two (2))
- In house generated exterior or interior renderings (One (1) eye level, One (1) aerial view)
- Draft specifications

#### **Civil Deliverables**

- Refine the site plan based on further developed architectural, structural, and building utility plans.
- Refine Stormwater Analysis to determine stormwater management system dimension requirements
- Preliminary demolition and erosion control plan



- Preliminary sizing of onsite storm drains
- Refine Utility Service Plan for water and sanitary sewer connections
- Preliminary lift station calculations
- Preliminary fire flow calculations (if required)
- Preliminary Site Grading plan
- Provide the schematic sheets for inclusion in the Client's overall plan set
- Provide preliminary code compliant landscape drawings and schematic
- Provide one (1) round of engineer's opinion of probable construction cost

#### **Landscape Deliverables**

- Based upon the Client and Owner schematic design documents, Landscape Architect will develop Design Development Documents for the project. The documents will include the following:
  - Hardscape Plan, Details and Schedule
  - Site Furnishing Plan, Details and Schedule
  - Wayfinding Plan, Details and Schedule
  - Landscape Plan, Details and Schedule

#### **Wayfinding Deliverables**

- Wayfinding is an additional service.
- Finalize the design of each new type of sign to be applied and prepare sign location plans.
- Determine the fit and content for each type of sign and develop general assembly drawings and specifications for all items of the signs by type.
- Deliverables will include:
  - Design intent drawings for all sign types (sign dimensions, colors, graphics and materials)
  - Implementation and construction specifications
  - Sign location plans
  - Message schedule
  - Production artwork

#### **Structural Deliverables**

- 20% level design with plans and typical details.

#### **MEP/FP Deliverables**

- Mechanical Designs to include:
  - Energy calculations
  - Full HVAC throughout facility
  - Ductwork, diffuser, VAV, AHU, layout
  - Chilled water design (air cooled)
  - Electric heat
- Electrical Designs to include:
  - Power one-lines, calculations, device layout, circuiting
  - Lighting fixtures, plans, circuiting, controls, and photometry
  - Fire alarm risers, layouts, and details
  - Voice/data risers, layouts, and details
  - Access control, Intrusion Detection
  - AV/IT/Access Control/ Card Reader systems as specified/designed by Sheriff Office IT/ County
- Plumbing Designs to include:
  - Domestic hot/cold water and sanitary designs
  - Fixture selection
  - Storm drainage for facility interior
- Fire Protection Designs to include:
  - Fire protection hazard classifications

- Full piping and head layout

#### Meetings

- Design Development progress meeting (One (1))
- Design Development Presentation (One (1))

#### IV – Construction Documents / Permitting Phase Services

The Lunz Group will provide Construction Documents based on the approved design development submission and updated project budget. The documents will be based on AIA A201-Current Edition General Conditions with The Lunz Group's modifications, and The Lunz Group Master Specifications. This will include detailed requirements for construction and include drawings and specifications that establish the quality level for systems and materials. The Lunz Group and its consultants will issue final construction documents to the local jurisdiction for permit review and approval, and address any comments in order to finalize the permitting process.

The Lunz Group will confirm that the following area and volume calculations meet the program:

- Usable Area
- Area per Person
- Parking Count

#### Architectural Deliverables

- Meeting Minutes
- Construction Documents for Bidding
- Construction Documents for Permitting
- Response to Governing Body Review Comments
- Project Book Specifications

#### Civil Deliverables

- Civil Site Drawings to include:
  - Cover Sheet
  - Erosion and Sedimentation Control
  - Site Demolition and Clearing
  - Grading, Paving and Drainage
  - Stormwater Management
  - Roadway Widening Plan and Cross-Section Sheets (if required)
  - Utilities including potable water service connection and sanitary sewer service connection
  - Lift Station plan and details
  - Civil Site Construction Details
  - Stormwater Pollution Prevention Plan
  - Code compliant landscape and irrigation plans
- The consultant will coordinate with Client to incorporate other utility services designed by others into the drawings. Such utilities shall be provided by the Client as an Xref in an AutoCad format. Such utilities may include, but are not limited to, electric, natural gas, fire suppression, telephone/telecom. Site lighting pole foundations, if any, will be included if provided by the Client as an Xref.
- Prepare final drainage calculations consistent with the City of Bartow and SWFWMD's design criteria for the stormwater management system associated with the project, as applicable. The drainage calculations will be used to size required ponds and set grades for the site. Hydraulic calculations will be prepared to size the stormwater collection and conveyance system. Prepare a stormwater report summarizing the analysis and results.
- Provide analysis and design for a private lift station that will serve the development. The design will include supporting calculations for wet well size, lift station pump size, and hydraulic calculations for the force main size. A lift-station plan with supporting details will be included in the construction documents.
- Civil Site Permitting : The Consultant will prepare permit applications and supporting documents for permit review with the following agencies:

- City of Bartow – Site Plan/ Construction Document review
- Southwest Florida Water Management District – Modification to the existing Environmental Resource Permit
- Florida Department of Health Polk County – Exemption for Public Water Main Extension permit
- Florida Department of Environmental Protection – Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System
- Polk County LDD on County Owned Roads
- Kimley-Horn will attend one (1) meeting per regulatory agencies. Revisions to construction documents are limited to two (2) per agency.
- Civil Site Drawings
  - Kimley-Horn will coordinate with Client to incorporate other utility services designed by others into the drawings. Such utilities shall be provided by the Client as an Xref in an AutoCad format. Such utilities may include, but are not limited to, electric, natural gas, telephone/telecom.
  - Kimley-Horn will prepare specifications in the form of on-drawing notes. A separate specification manual is not included in this proposal.
  - Prepare final drainage calculations consistent with the Polk County Land Development design criteria for the stormwater conveyance system associated with the project, as applicable. Hydraulic calculations will be prepared to size the stormwater collection and conveyance system. Prepare a stormwater report summarizing the analysis and results.
  - This task assumes no permitting with FDOT for drainage or access permits.
- Permit Submittals
  - Polk County Level 2 Construction plans and permit submittals: The Client desires the Consultant to prepare site construction plans suitable for submittal to the Polk County Land Development Division for a Level 2 construction plan review for development of the site as described in Task 1 above, with related infrastructure, including required parking and vehicular use areas, site grading and drainage, a 'community' potable water system layout, and a sanitary sewer gravity collection system and lift station to a proposed onsite septic treatment area. The Consultant will rely upon the survey work identified in Task 3 and the recently created concept plan in Task 1 as the initial basis for design. Onsite fire protection systems (tanks), water quality treatments systems, and septic tank and drain field design and permitting are by others.
  - SWFWMD Environment Resource Permit Submittal: The Consultant will prepare the plans, calculations, and exhibits necessary for submittal to SWFWMD for an Environmental Resource Permit for the subject project. The Consultant will submit and process the plans with the District and coordinate same in responding to review questions/comments to achieve plan approval. No wetland or floodplain impacts, or mitigation/compensation plans are expected or included. It will be intended to design and permit as a Master Plan to the greatest degree allowable. This project is subject to the newly enacted State Stormwater Rules.
  - Natural Gas pipeline permit coordination submittal: The Consultant will coordinate with Gulfstream Management and Operating Services with all design aspects as related to the existing onsite natural gas pipeline route and submit for any permits regarding improvements in the existing easement.
  - Offsite Civil Turn Lane Permitting: The Civil Consultant will provide their turn lane plan set to be included in the overall Polk County Level 2 permit package being submitted by other subconsultants. The Consultant will prepare applicable supporting documents for the permit submittal by Rayl and be limited to responses to review comments by Polk County.

#### Landscape Deliverables

- Based upon input received during the Design Development Document review with the Client and owner, CDG will prepare Final Construction Documents for the Project.
  - Hardscape Plan, Details and Schedule (structural engineering by architect)
  - Site Furnishing Plan, Details and Schedule
  - Landscape Plan, Details and Schedule

#### Wayfinding Deliverables:

- Wayfinding is an additional service.
- Provide Construction Drawing documentation for all the elements this will include messaging, sign location plans, materials, dimensions, basic fabrication call outs sufficient for fabricator shop drawings and permitting.

### Structural Deliverables

- Construction Documents
  - 50% level design with plans, specific and typical details
  - 100% Construction/Permit Documents
  - Signed and sealed construction/permit drawings

### MEP/FP Deliverables

- Mechanical Designs to include:
  - Energy calculations
  - Full HVAC throughout facility
  - Ductwork, diffuser, VAV, AHU, layout
  - Chilled water design (air cooled)
  - Electric heat
- Electrical Designs to include:
  - Power one-lines, calculations, device layout, circuiting.
  - Lighting fixtures, plans, circuiting, controls, and photometry.
  - Fire alarm risers, layouts, and details.
  - Voice/data risers, layouts, and details.
  - Access control, Intrusion Detection.
- Plumbing Designs to include:
  - Domestic hot/cold water and sanitary designs.
  - Fixture selection.
  - Storm drainage for facility interior.
- Fire Protection Designs to include:
  - Fire protection hazard classifications.
  - Full piping and head layout.

### Meetings

- Construction Documents Progress Meeting (One (1))

### Construction Phasing

Construction Documents will be produced in one package.

### Bidding Documents

The Lunz Group will assist the Client in the preparation of bidding forms and requirements.

### Conditions Of Construction Contract

The Lunz Group will review Client provided General Conditions and make recommendations for supplementary conditions.

### V - Bidding Or Negotiation Phase Services

- Services include:
  - On site pre-bid conference (One (1))
  - Response to bidders' requests for clarifications

### VI –Construction Phase Services

The Lunz Group will provide Construction Phase services as set forth in AIA A201-Current Edition General Conditions, with The Lunz Group's modifications.

### Deliverables

- As described in AIA A201-Current Edition General Conditions, with The Lunz Group's modifications
- The review of shop drawing and finish submittals includes one resubmission.

## Meetings

- Scheduled visits to the property to review the work (up to quantities in travel section below)

## Construction Period

This Scope of Services is based on a Twenty Eight (28) bi-weekly construction period to Substantial Completion. Services provided after this timeframe shall be compensated as Additional Services. The Lunz Group has identified five hundred and forty (580) man hours associated with the construction administration of the project. Any time beyond what is identified can be addressed as an additional service.

## VII – Post Completion Services

No Post Completion services included.

## Travel

Proposal includes travel to project location, Client's office or teleconference for coordination with the Client and its consultants, meetings or presentations as outlined below.

Person-trips	Kick Off	Pre-Design	SD	DD	CD	CA
Architecture	1	4	2	2	1	30
Civil / Landscape	1	1	1	1	1	4
Structural	1	1	1	1	1	4
MEP/FP	1	1	1	1	1	4
<b>Total</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>42</b>

## Construction Cost Estimates

The Lunz Group will review estimates prepared by Construction Manager at Risk at each phase for scope and conformance with the drawings. The Lunz Group will compare the estimates prepared by the Construction Manager at Risk at SD, DD, and CD phases with cost estimates prepared by the Consultant.

## Qualifications

The following items are qualifications to the proposal outlined above.

- The Lunz Group, at its option, will utilize REVIT software for drawings. For Specifications and Finish Schedules, The Lunz Group may use any or all of the following software: Excel, Word, Studio Designer, or InDesign. We will provide design documents based on a mutually agreed program, schedule and budget for the project. All consultants working with The Lunz Group will adhere to The Lunz Groups BIM Execution Plan.

## Architectural Additional Services

The following items are services that are additional to the proposal outlined above. These services will only be provided if requested by the Client and will be billed at the hourly rates noted herein or as a lump sum depending on the nature of the service. These would be eligible for use against the Allowance line item.

- Change Orders, Change Directives or revisions to the design and construction documents after previous Client approvals.
- Value engineering and modification to design and construction documents and specifications requiring preparation of design and construction documents for alternate pricing or re-pricing.
- Preparation of Construction Documents for Alternates.
- Additional submission packages exceeding the number specified in our basic services.
- Detailed Quantity Survey of the Project.
- Attendance at multiple Pre-Bid Conferences.
- Field visits and Construction Phase Services or providing scheduled periodic representation in the field during construction beyond that stipulated in our basic services.
- Substantial Completion Inspections in excess of one inspection.
- Final Completion Inspections in excess of one inspection.
- Services in connection with the activities of separate construction contractors.
- Professional services due to default of the Client's consultants, other design professionals, General Contractor or by major defects in the work.

- Submissions for Government approval other than for building permit.
- Review and approval of proposed alternates or substitutes.
- Coordination and review of the Client's other consultants' drawings and specifications requiring adjustments and modifications to The Lunz Group's documents.
- Multiple Reviews of Shop Drawings and Submittals beyond one (1) original review and one (1) resubmittal.
- Acoustical Design Services.
- Specialty Lighting Design Services.
- Building Commissioning Services.
- Renderings and Models beyond those stipulated in our basic services.
- Electronic Modeling (walkthroughs and fly-bys).
- Wind Analysis.
- Life Cycle Analysis.
- Cost Estimation
- Marketing / Leasing Brochures.
- Record Drawings prepared from the General Contractor's as-built drawings upon completion of project.
- Meeting time beyond that stipulated in our basic services.
- Enhanced clash detection to help with model coordination before construction phase.
- BIM Model with LOD higher than 300.
- LEED or WELL certification.
- Low Voltage systems.

#### **Civil / Landscape Additional Services**

- Flood study or FEMA permitting
- Traffic due diligence/ Traffic Impact Analysis
- MOT plans
- Sand Skink surveys
- Impact fee analysis
- Preparation of sketch and legal descriptions for proposed easements
- Design for signage, hardscape, and enhanced landscaping
- Cultural Resource Assessment Survey
- Architectural or structural engineering services
- Site lighting
- Hardscape design
- Wayfinding
- Environmental Site Assessments, hazardous material surveys or abatements.
- Grease traps, oil/grit separators, fuel tanks, pumps or other hazardous material storage/ secondary containment.
- Tortoise survey/ relocation fees
- Any environmental permitting not specifically included.
- Tree mitigation surveys or services.
- Phase I, Phase II ESA
- Any services not specifically defined in the Scope of Services
- The following information shall be provided by the Client and/or County. Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client.
  - Site record and/or asbuilt drawing information for the existing site in AutoCAD
  - Permit application/review fees
  - Architectural Conceptual Site Plan in AutoCad Format

#### **Structural Additional Services**

- AIA Document B101 – 2017 Edition – Abbreviated Standard Form of Agreement Between Owner and Architect, Article 4.
- Construction site visits or attendance at design review meetings, as requested by the Owner or Client, in excess of the number of site visits defined in this proposal.

- Value Engineering meetings and subsequent engineering or design revisions to incorporate accepted value engineering items, including changes to system design after construction documents have been completed.
- Significant revisions to the program, design philosophy or Architectural plans after Design Development approval, or to systems selected following schematic phase, and which result in redesign expenses.
- Design phase restart if the project is put on hold for any reason, exceeding 45 days.
- BIM Modeling level of detail, Model deliverables and TLC's role in the coordination process beyond the scope identified.
- Detailed project phasing, preparation of multiple phasing plans, or preparation of multiple sets of construction documents or document packages.
- Change in applicable code, resulting in redesign effort or expenses.
- Document reproduction beyond those required for in-house coordination and submittals as outlined above.
- Design of swimming pool or aquatic features.
- Design of site features, signs, and other amenities outside of building footprint and not directly attached to the building. (Ex: canopies/awnings, site retaining/sound walls, light pole/flag poles & foundations, generator/trash enclosures, benches, bollards, etc.).
- Delegated designs such as cold-formed steel framing, pre-cast and steel stairs, aluminum framing, handrails/guardrails, mechanical curb/frames and their attachment to structure, etc.
- Development of "as-built" or record drawings.
- Detailed cost estimating services.
- Design of unconventional foundation systems including vibrocompaction, vibroflotation, piles, mat foundation, or design to accommodate potential sinkhole activity. Proposed design is based on conventional spread foundation systems.
- Contractor design requests/means and methods such as tower cranes and foundations, scaffolding, temporary access points into the building, temporary construction equipment/loading the building, staging of material or equipment, etc.
- Threshold/AHCA Inspection Services.
- Information to be furnished by the client
  - Copy of Owner-Architect Agreement.
  - Updated, CAD-generated pre-bordered base sheets, site plans, elevations, building sections, reflected ceiling plans and architectural floor plan backgrounds, complete with room names, numbers and rated or special wall construction, will be provided by the Architect during the course of the design (TLC standard is Revit).
  - Catalog cut sheets for Owner-furnished equipment and equipment requiring structural support. Cut sheets shall indicate all weights and support conditions.
  - Reliable and accurate existing drawings. Extensive field verification or development of as-built documentation of existing systems is not anticipated or included in our scope.
  - Any special engineering survey limitation considerations, notably areas where asbestos is present within the facility.

#### MEP/FP Additional Services

- Progress cost estimates of construction costs are excluded from our scope of services.
- Redesign to provide for VE ideas to be incorporated.
- Any permitting cost including but not limited to application fees, agency fees, impact fees and environmental fees.
- Fundamental and enhanced commissioning are excluded. These services can be provided by SGM at additional cost.

#### Client's Responsibilities

Prior to commencement of the work, the Client shall furnish to The Lunz Group full information as to their design requirements, operational standards and guidelines, preliminary program, project schedule, total budget broken down for all areas, and all such information which shall be pertinent to the creation and carrying out of the project's design intent.

The Client shall designate a single representative authorized to act in the Client's behalf who shall make decisions with respect to the project. The Client, or such authorized representative, shall examine the design documents submitted by The Lunz Group and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the process of The Lunz Group's design services.

The Lunz Group shall provide information and specifications for products and their manufacturer, sufficient to convey design intent. However, The Lunz Group will not bear any liability, should the Client choose to have the product made by a third party. It is the sole responsibility of the Client not to infringe on any copyright, trademark or design-right of the original manufacturer specified.

Client warrants that in transmitting existing documents prepared by other designers or design professionals, or any other information, Client is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

**End Of Scope of Services**