

**SCOPE OF SERVICES  
HILLSBOROUGH MPO  
INNOVATION DISTRICT GATEWAY  
CONCEPT PLAN PHASE II**

**ATKINS** shall provide the Hillsborough MPO (**MPO**) with landscape architecture conceptual planning services that include refining the concepts developed in Phase I, the gathering of stakeholder input, and participation in community outreach, for the Innovation District Gateway at the I-275 Busch and Fowler interchanges.

**ATKINS** shall update the current Innovation District Gateway Concept Study Plans based upon previous feedback received from the Florida Department of Transportation District 7 (**D7**), the **MPO**, the City of Tampa (**COT**), and the Tampa Innovation Alliance (**TIA**). The plans shall address aesthetic/safety enhancements within the I-275 and Busch and Fowler rights-of-way that include hardscape, lighting, street tree plantings, shrubs, groundcover and associated irrigation. The plans shall be consistent with applicable FDOT standards and specifications and will include updates that reflect **D7** future plans for Tampa Bay Express (**TBX**) and other area improvements.

The updated Innovation District Gateway Concept Study Plans will then be reviewed with the **MPO**, **COT**, **TIA**, and **D7** for concurrence and to determine phasing consistent with available construction budgets. Based upon the feedback received, the plans shall be revised in preparation for presentation at public meetings. Subsequent to the public meetings, the plans and phasing will incorporate appropriate feedback and then be finalized.

**Task 1 PROJECT MANAGEMENT**

**1.1 Project Kick-off Meeting**

**ATKINS** shall meet with the **MPO** to discuss and refine the program outlined above. Goals and objectives shall be identified, discussed, and then utilized for subsequent planning activities.

**1.2 Steering Committee Meetings**

During development of the updated concept plans, **ATKINS** shall attend 4 (four) meetings with Steering Committee members to review progress and receive feedback.

**1.3 MPO Presentations**

During development of the updated concept plans, **ATKINS** shall make 2 (two) presentations to the **MPO** board and/or committee to review progress and receive feedback.

**Task 2 PUBLIC INVOLVEMENT**

**2.1 Community Meetings**

**ATKINS** shall coordinate with the **MPO** to schedule and establish an agenda for 2 (two) public meetings. **ATKINS** will prepare a PowerPoint presentation and hard copy exhibits for display that demonstrate the updated concept and phasing plans.

### **Task 3 INFORMATION GATHERING & ANALYSIS**

#### **3.1 Field Visit**

**ATKINS** shall conduct a site visit to gather additional information and record any new observations.

#### **3.2 Data Collection**

**ATKINS** shall receive from the **MPO/D7/COT** and/or gather any updated proposed roadway and infrastructure plans/information to incorporate into the updated concept plans. **ATKINS** shall review Community Aesthetic Feature (**CAF**) requirements and then begin the concept plans update.

### **Task 4 CONCEPT PLANS UPDATE**

#### **4.1 Revise Previous Concept Plans**

**ATKINS** concept plan updates shall be prepared consistent with **FDOT** Governing Design Standards and Standard Specifications. Design speed, limits of clear sight, horizontal offsets, and setbacks will be noted. All plans shall be prepared in electronic format.

The plans shall show location of the hardscape and landscape elements, and will include sections and elevations to clarify the intended aesthetic intent. Materials schedules shall accompany the plans. The plans shall be discussed with the **MPO, COT, and TIA** for concurrence, and to determine appropriate phasing consistent with available construction budgets. Based upon the feedback received, **ATKINS** shall update the concept plans in preparation for public meetings. It is anticipated that the plans will result in 15% design plans that support the concurrent **CAF** task to be funded by the **TIA**.

#### **4.2 Estimate Implementation Costs**

Based upon the updated Concept Plans, **ATKINS** shall prepare a preliminary estimate of probable implementation construction cost.

#### **4.3 Update Concept Plans after Public Meetings**

Subsequent to the public meetings, **ATKINS** will discuss the feedback received with the **MPO, COT, and TIA**. Based upon this discussion, appropriate public feedback will be incorporated into a final set of concept plans.

#### **4.4 Develop Phasing Plan**

Based upon the updated, approved concept plans and estimate of probable implementation construction cost, a phasing plan shall be developed.

## **ADDITIONAL SERVICES**

Additional Services must be authorized by the **MPO** in writing, in which event **ATKINS** shall perform such services in connection with the Project. Any Additional Services shall be set forth in an amendment to this Agreement, which shall be executed by both parties and which shall be governed by the terms of this Agreement. Services authorized by the **MPO** other than those specifically listed above shall be considered additional services. Additional services may include but are not necessarily limited to the following items:

- A. Providing services to investigate existing conditions or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by the **MPO**, other than as is specifically provided for under this scope of services.
- B. Preparing documents for out-of-sequence services requested by the **MPO**.
- C. Making revisions in drawings, specifications, or other documents, when such revisions are inconsistent with written approvals or instructions previously given, and are due to circumstances beyond the control of **ATKINS**.
- D. Providing services of professional consultants other than as is specifically provided for under this scope of services.
- E. Preparing supporting data and other services in connection with agency approvals if extensive studies and/or analysis are required beyond that which is incidental to, and/or described within, this scope of services.
- F. Any changes or modifications required due to changes in the program or project boundaries directed by the **MPO**.
- G. Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration, or legal proceeding.
- H. Providing assistance, or preparation of additional documentation required for legal transactions, including sale of property or preparation of lease agreements.
- I. Permitting.
- J. Construction Document preparation.
- K. Construction Administration.

## **CLIENT'S RESPONSIBILITIES**

1. Designate, in writing, a person to act as the **MPO's** representative to coordinate the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define policies and decisions.

**FEE SUMMARY (more details in attached fee table)**

---

<b>Tasks</b>	<b>Fees</b>	<b>Total</b>
1.0 Project Management	\$13,562.43	
2.0 Public Involvement	\$7,935.42	
3.0 Information Gathering & Analysis	\$3,930.30	
4.0 Concept Plans Update	\$22,609.88	
Expenses	\$1925.00	
	<b>Total<sup>1, 2, 3</sup></b>	<b>\$49,963.03</b>

<sup>1</sup>Payment shall be made on a lump-sum basis including expenses. Invoices shall be submitted to the **MPO** monthly and shall reflect amounts due based on percent complete for each task. Additional Services shall be negotiated on a lump sum basis.

<sup>2</sup>Normal expenses include out-of-pocket expenditures such as copying, telephone, travel, and express mail. Reproduction of multiple plans has not been included and, if required, shall be billed separately.

<sup>3</sup>Each task, including expenses, has been estimated and any overage/underage shall be applied to the remaining tasks with a maximum not-to-exceed total fee without **MPO** authorization.