

**EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(15) – January 20, 2016**

**ITEM:**

Consideration of approving an increase to purchase order P16257 to Littlejohn Engineering Associates, Inc. for Port Canaveral Visioning Additional Services No. 3 to continue to assist CPA in the Port's Cove Area and other planning tasks in the amount of \$45,000.

**EXPLANATION:**

In October 2014, the CEO engaged Littlejohn Engineering Associates, Inc., under their continuing services contact, to assist in developing a common vision for the Port's Cove Area working together with CPA, the Cove developer, Sooner Investment design architects and C&S Engineers. An initial engineering purchase order was issued for \$15,000 to begin this process, and an increase in January 2015, \$15,000 was approved for additional services and an additional increase in March 2015 for \$25,000 was approved.

Littlejohn is providing continued assistance in these planning tasks and program development as it is evolving based on input from the Cove Developer and CPA. Staff is requesting an increase to cover the cost of Littlejohn's assistance in continuing this effort of working with the team on this project.

Original P16257 [Budget 2005-13008]	
Commission approved 10/14/2014	\$ 15,000.00
Increase to PO	15,000.00
Commission approved 1/21/2015	
Increase to PO	25,000.00
Commission approved 3/18/15	
<b>This request for increase</b>	<b>45,000.00</b>
New Total of PO	\$95,000.00

**Funding Review by Finance (Pat Poston):**

The total NTE amount of \$45,000 is included in the FY16 Capital Budget and no increase is required. [Budget item 2005 - Cove Roads Phase II]

**STAFF RECOMMENDS APPROVAL**

Prepared by John Walsh





June 1, 2015

Mr. John Walsh  
Port Director and CEO  
Canaveral Port Authority  
445 Challenger Road  
Suite 301  
Cape Canaveral, FL 32920

**RE: Canaveral Port Authority  
Fee Proposal  
Port Canaveral Visioning Additional Services No. 3  
Cape Canaveral, Florida  
Proposal No. 20141283**

Dear John:

Littlejohn Engineering Associates, Inc. (Littlejohn/Consultant) appreciates the opportunity to submit this proposal to continue to assist the Canaveral Port Authority (CPA/CLIENT) in the Port's Cove Area and other South Channel planning tasks as needed. The Cove Area Visioning and South Channel Planning (PROJECT) effort at Port Canaveral includes meetings, site planning, circulation and design studies for the Cove Area as the development program evolves based upon input received from the Cove developer (Sooner Investment) and the CPA as well as other Port properties along the South Channel corridor.

The CLIENT shall be responsible for providing available base information which may include:

- Survey, Architectural and Civil Engineering Documents in CAD format compatible with AutoCAD release 2013.
- Boundary
- Topography
- Site survey
- Tree survey
- Available as-built drawings

Based on this, our professional services will consist of the following:

### **Planning & Visioning Phase**

- Littlejohn has provided and will continue to provide visioning and planning assistance on an as requested basis through updates and site studies of the Cove area master plan and South

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Environmental Services  
Health and Safety  
Economic Development

Channel Port properties based upon Port and developer programming input. Planning activities include:

- Site planning and out parcel development programming for the Cruise Terminal I outparcels fronting upon George King Boulevard which may include a Parrish Medical Center facility, a cruise ship store and other retail/commercial sites.
- Dave Nesbit roadway extension and south road network master planning.
- Jetty Park
  - Subconsultant engineering due diligence assistance from Allen Engineering for master planning and CCCL setback lines
  - Master Planning and Program Development
  - Illustrative Master Plan graphics
- Cove Visioning
  - Site Planning
  - Illustrative renderings
  - Meetings/presentations
- Littlejohn will attend scheduled monthly meetings with the CLIENT and Cove developer at the CPA offices to review developed site plans and collected character and theming imagery in order to achieve a consensus character/theme for the Cove. Character and theming mutually agreed upon will become the basis of a design character package and a subsequent set of design standards for the Cove.
- Littlejohn will attend meetings on an as requested basis with Port staff to discuss site planning studies and opportunities along the Port's South Channel.

Our professional fees for the above-described services are as follows:

<b>Planning &amp; Visioning Phase</b>	<b>\$ 45,000</b>
<b>Allen Engineering Jetty Park Due Diligence</b>	<b>\$ 10,000</b>

Additional Services not included in this scope of services by which may be added at the CLIENT's request include:

- Additional Meetings
- CPA Commission Presentations
- Additional Illustrative Graphics
- Site Civil Engineering and Stormwater Studies
- Construction Documents
- Construction Phase Services



- Transportation Analysis and Study

Not included in the above fees are reimbursable expenses incurred on the project's behalf, including printing, plotting, photocopies, reproduction, postage, long distance telephone, facsimile, express mail or courier services will be billed consistent with our continuing services agreement. The above fee may be increased as necessary in increments as mutually agreed to by the CLIENT and Littlejohn in a written format. We will bill monthly for all work performed and expenses incurred on the project's behalf. Unpaid invoices after 30 days will accrue service charges at 1 1/2% per month and include any costs of collections and reasonable attorney's fees.

We would be happy to provide or coordinate the acquisition of any of these services as requested by you as an additional service. Unless otherwise indicated, we will provide our services as described in our continuing services agreement with the Canaveral Port Authority.

Again, thank you for the opportunity to submit this proposal. We look forward to working with you on this exciting project. If this proposal is acceptable, please sign both copies and return one to our office.

Sincerely,

**LITTLEJOHN ENGINEERING ASSOCIATES, INC.**

\_\_\_\_\_  
Bruce C. Hall, RLA, ASLA  
Principal Project Manager/Sr. Landscape Architect

\_\_\_\_\_  
Jay R. Hood, RLA, ASLA  
Director of Landscape Architecture/Orlando

Accepted by

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Port South Channel Visioning**
**Progress Report Summary for AS No. 3 Invoices**

Report Date: October 6, 2015

The following is a description of the work activities performed at the direction of Port staff between April 11, 2015 and July 18, 2015. Work performed at the request of Port staff after the July 18, 2015 billing period has yet to be invoiced and should be forthcoming in the next week.

This project is project with the CPA is a continuing services agreement to assist the CPA with on-going and as needed assistance in public meetings & commission workshops as well as planning of the Cove area, Jetty Park, the Avocet Lagoon and other planning needs along the south channel of Port Canaveral.

To date, this Continuing Services Visioning task has been used to address master planning along the South Channel as complimentary venues for the development of the Cove and to offer port of call passengers activities within the Port. Future work under this CSA will most likely address Cove specific task and the other South Channel Venues will be addressed as standalone tasks and invoicing.

**Financial Summary:**

Item/Task	Description	Task Budget	Invoiced	Costs ITD	% Complete
AS No. 3	Littlejohn Cove & South Channel Visioning Assistance	\$45,000	\$ 2,708.70	\$27,900	68%
Totals					

**Next Steps:**

To date, this Continuing Services Visioning task has been used to address master planning along the South Channel as complimentary venues for the development of the Cove and to offer port of call passengers activities within the Port. Future work under this CSA will most likely address Cove specific task and the other South Channel Venues will be addressed as standalone tasks and invoicing.

**Task 1: Cove Planning – John Walsh**

- a. Work Accomplished:
  - 1) Lift station location review.
  - 2) Conference call regarding Cove lift station locations with Port staff and Cove developer.
  - 3) Attendance at a regularly scheduled Cove development meeting.
  - 4) Preparation of powerpoint for 7/23/15 Port Commission presentation regarding Cove development character.
- b. Work Planned:
  - 1) 7/23/15 Port Commission presentation.
- c. Deliverables:
  - 1) Draft powerpoint for commission presentation.

**Task 2: George King Boulevard Retail/Commercial Planning – Scott Shepard**

## **Port South Channel Visioning**

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- a. **Work Accomplished:** This task addressed conceptual site planning for the CT 1/George King Boulevard (GKB) outparcels, the Maritime Center/GKB outparcels and the South GKB roadway network linking the roads around the Maritime Center with A1A and Dave Nesbit extension.

### **CT 1/George King Boulevard (GKB) Outparcels**

- 1) Coordination and review phone calls
- 2) Review meetings
- 3) Outparcel design alternative studies
- 4) Parish and Ship Store standalone site planning
- 5) Cost estimating for preferred outparcel hardscape and landscape

### **Maritime Center/GKB Outparcels**

- 1) Coordination and review phone calls
- 2) Outparcel design alternatives
- 3) South GKB roadway network site planning

### **South George King Boulevard (GKB) Roadway Network**

- 1) Coordination and review phone calls
- 2) Review meetings with staff and Atkins Dave Nesbit extension design staff
- 3) Alternative roadway alignments
- 4) Property ownership review
- 5) Street A and Street B retail/commercial development opportunities exhibit

- b. **Work Planned:**

- 1) None.

- c. **Deliverables:**

- 1) CT 1/GKB outparcel alternative sketches
- 2) Maritime Center/GKB Outparcel alternative sketches
- 3) South GKB Roadway Network Study
- 4) South GKB Roadway Network Retail/Commercial Development Opportunities exhibit

## **Task 3: Jetty Park Planning – Tim Macy**

- d. **Work Accomplished:**

- 1) Jetty Park master planning update
- 2) Jetty Park Beach Club site plan update
- 3) Jetty Park Beach Club cost estimate update with Whitewater for water feature

- e. **Work Planned:**

- 1) None.

- f. **Deliverables:**

- 1) Jetty Park Master Plan
- 2) Jetty Park Beach Club

### **Critical Issues:**

None at this time.

### **Current Period Project Progress Photos:**

Not applicable.

**Progress Report – No. 2/Invoice No. 6782015**

Following is a description of the work completed during the months of July 2015. This project is project with the CPA is a continuing services agreement to assist the CPA with on-going and as needed assistance in public meetings & commission workshops as well as planning of the Cove area, Jetty Park, the Avocet Lagoon and other planning needs along the south channel of Port Canaveral.

To date, this Continuing Services Visioning task has been used to address master planning along the South Channel as complimentary venues for the development of the Cove and to offer port of call passengers activities within the Port. Future work under this CSA will most likely address Cove specific task and the other South Channel Venues will be addressed as standalone tasks and invoicing.

**Financial Summary:**

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AS No. 3	Littlejohn Cove & South Channel Visioning Assistance	\$45,000	\$ 2,708.70	\$27,900	68%
Totals					

**Next Steps:**

As of this invoice no specific tasks have been identified.

**Task 1: Cove Planning – John Walsh**

- a. Work Accomplished:
  - 1) Conference call regarding Cove lift station locations with Port staff and Cove developer.
  - 2) Attendance at a regularly scheduled Cove development meeting.
  - 3) Preparation of powerpoint for 7/23/15 Port Commission presentation regarding Cove development character.
- b. Work Planned:
  - 1) 7/23/15 Port Commission presentation.
- c. Deliverables:
  - 1) None anticipated.

**Task 4: Miscellaneous Activities**

- a. Work Accomplished:
  - 1) None.
- b. Work Planned:
  - 1) None.
- c. Deliverables:

1) None.

**Critical Issues:**

None at this time.

**Current Period Project Progress Photos:**

Not applicable.