

DATE: August 19, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: Brittany Hart, Public Works Director
Todd Gooding, Assistant Public Works Director
Tyler Williams, Capital Projects & Special Initiatives Manager

SUBJECT: Kimley-Horn Design Services for 8th Street NW and Avenue L NW Complete Street Project

BACKGROUND

On January 23, 2023, The City Commission adopted Resolution R-23-05 supporting the submission of a Transportation Alternative Project Grant application to the Polk Transportation Planning Organization (TPO) and to the Florida Department of Transportation (FDOT) for funding to reconstruct and complete a 3,300 foot segment of 8th Street NW and Avenue L NW from North Lake Howard Drive to 6th Street NW (US Highway 17). The project will include adding pedestrian infrastructure on both sides of the roadway exemplifying efforts to identify and fill sidewalk gaps within City limits. Additional improvements include intersections improvements at 8th Street NW/Howard Terrance and 8th Street NW/Avenue L NW, traffic calming as well as roadway resurfacing and minor drainage improvements that may be necessary within the project limits.

FDOT awarded a \$1,256,720 grant to the City for the purpose of funding the construction of these improvements and construction is anticipated in Fiscal Year 2028. The City is required to fund the project's design and any construction costs exceeding \$1,256,720. The preliminary estimated project cost is \$1,800,000.

Kimley-Horn and Associates, Inc. a firm under the City's continuing professional services contract (RFQ-20-01) has prepared a scope for the design of this project. A construction cost estimate will be prepared by Kimley-Horn during the design phase of the project, and construction is not anticipated to exceed the \$7,500,000 CCNA threshold. Staff has worked with Kimley-Horn to produce a consulting engineering agreement proposal that includes the following general services:

- Survey work
- Geotechnical work

- Attendance at Monthly Progress Meetings
- Permitting Assistance
- Preparation of 30%, 60%, 90%, and 100% design plans for submittal to FDOT
- Preparation of construction bidding documents

The design timeline aligns with the agreement with FDOT, with final approved plans anticipated by Fall 2027.

FINANCIAL IMPACT

Kimley-Horn's lump-sum fee for the design services is \$390,584. A total of \$285,000 has been budgeted in the Transportation Fund for this effort in FY 2025/2026. The remaining \$105,584 will be funded through available cost savings within the Transportation Fund for Professional Services Engineering.

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Infrastructure
- **Goal:** 3.2 - Take a comprehensive approach to transportation planning and maintenance of transportation assets.
- **Strategy:** 3.2.5 - Improve pedestrian network with a multi-year plan for expansion, filling of gaps, and maintenance.

RECOMMENDATION

Staff recommends the City Commission approve the Task Order with Kimley-Horn and Associates and authorize the City Manager or his designee to execute the Task Order, issue a purchase order, and take all other actions necessary and incidental thereto, to complete the design phase of 8th Street NW and Avenue L NW Complete Street Project

ATTACHMENT

- Kimley-Horn – Task Order for design work for 8th Street NW and Avenue L NW Complete Street Project

CONSULTING ENGINEERING AGREEMENT FOR: 8th Street NW and Ave L NW Complete Street Project

PURPOSE

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "the Consultant") is pleased to submit this scope of services to the City of Winter Haven ("the Client" or "the City") in accordance with the terms and conditions of RFQ #20-01 pursuant to Master Continuing Professional Services Agreement dated March 20, 2020 as set forth herein for engineering services for roadway improvements along 8th Street NW and Ave L NW. Our project understanding, scope of services, and fees are described below.

The purpose of this document is to describe the scope of work and the responsibilities of Kimley-Horn and Associates, Inc. (Kimley-Horn) the City of Winter Haven (CITY), for the preparation of construction documents for complete street design enhancements for 8th Street NW and Ave L NW for the CITY. Improvements will focus on enhancing pedestrian facilities, improving bicycle accommodations, providing safer crossings, and optimizing roadway safety to support multimodal mobility along the corridor.

The limits of the improvements are identified below:

- 8th Street NW from South Lake Howard Drive to Mirror Terrace NW (Approximately 2600 LF)
- Avenue L NW from 8th Street NW to east of St Paul's Church (Approximately 650 LF)
- The total length of improvements along 8th Street NW and Avenue L is approximately 3250 LF.



SCOPE OF SERVICES

Task 1 – Complete Street Design Improvements

Kimley-Horn will prepare a set of construction documents as described below. This scope of work consists of roadway, drainage, sidewalk, landscaping, utility coordination, and signing and marking design needed to prepare a set of complete street construction documents.

Typical sections will be developed along 8th Street NW and Avenue L NW with the goal of reappropriating existing travel lanes to better utilize the available right-of-way for sidewalks and traffic calming features. Measures such as chicanes (horizontal deflections) and curb extensions (bulbouts) will be incorporated where feasible to encourage reduced travel speeds along the corridor. In addition, the intersection of 8th Street NW and Howard Terrace will be reconfigured to improve safety and traffic operations. Two options at this intersection will be provided for the City's consideration, one of which will be a roundabout. All proposed improvements will be designed within the existing right-of-way unless otherwise approved in writing by the City. A conceptual layout will be submitted to the City for review and approval prior to the 60% design submittal.

A. General/Project Administration

Project administration activities will be undertaken throughout the project duration and will consist of the following:

1. **Project Setup:** Kimley-Horn will establish project files, project work plan, scheduling, and initiation of our accounting system.
2. **Kick-off Meeting:** Kimley-Horn will participate in a kick-off meeting with the CITY and the project team to review the project scope, schedule, and coordination requirements.
3. **Monthly Progress Meetings:** Kimley-Horn will have monthly phone conferences with the CITY to review the progress of work, to conduct project reviews and to coordinate the disposition of existing utilities. Kimley-Horn will maintain the project schedule and review/update the schedule at each progress meeting. Five (5) monthly meetings are budgeted for this project.
4. **Progress Reports and Invoices:** Kimley-Horn will prepare a brief monthly progress report summarizing work completed during the billing period to be submitted with the monthly invoice.
5. **Public Meeting:** Kimley-Horn will prepare for and attend one (1) public meeting with the CITY following the 60% submittal to present the proposed improvements.
6. **Coordination with adjacent businesses and residences.**

B. Concept Evaluation

Prior to submitting 60% construction documents, at about the 30% phase, Kimley-Horn will submit design concepts for the City's use in determining the ultimate traffic calming configuration to be implemented. Additionally, Kimley-Horn will prepare two concept layouts for the intersection of 8th St. NW and Howard Terrace NW based on input from the City and will convey these concepts for the City's review. It is anticipated that one of these concepts will evaluate the feasibility of a roundabout. Once the concept is approved by the City, this concept will be moved forward to the 60% design phase where additional details will be developed for advancement into construction.

From the design perspective, the design effort assumes that standard intersection improvements will be made at the intersection of 8th St. NW and Howard Terrace NW. If during the concept development phase the City decides to design a roundabout at this location, this additional design effort will require an amendment to incorporate the design of a roundabout.

C. Complete Street Construction Documents

Kimley-Horn will prepare Complete Street construction documents on 11"x17" sheets depicting the needed Complete Street improvements. The Complete Street improvement design plans will consist of the following sheets:

1. **Key Sheet**
2. **Typical Sections** – Typical Complete Street sections will be developed for critical areas, as necessary. Two (2) typical sections are anticipated, one for 8th Street NW and another for Avenue L NW. The proposed pavement design will be identified on the roadway typical sections.
3. **General Notes** – General project notes and applicable design criteria for construction of the proposed improvements.
4. **Roadway Plan Sheets** – The plan sheets will illustrate the horizontal layout of the roadway improvements including milling and resurfacing limits, curb and gutter installation, sidewalk, driveway connections, drainage structures (if needed), and other roadway features necessary for construction.
5. **Traffic Calming Concepts** – Kimley-Horn will assess the existing corridor characteristics and develop up to three (3) traffic calming alternative solutions. Each traffic calming alternative is to be completed to a level necessary to provide a preliminary engineer's opinion of probable construction costs for the City's use in determining the preferred alternative.
6. **Driveway Details** – Where necessary, driveway detail sheets will include information depicting the limits of driveway reconstruction, and grading information for accommodation of existing residential and commercial driveway connections.
7. **Roadway Cross Sections** – Cross sections will include information depicting the limits of reconstruction and other information. It is anticipated that a minimum of 33 sections will be provided, one every 100 ft. of linear roadway.

8. **Traffic Control Plan** – Kimley-Horn will design a safe and effective (Level I) Traffic Control Plan, consisting of notes and details, to move vehicular and pedestrian traffic during construction.

Maintenance of Traffic requirements for the construction of this project will be provided through the use of typical sections, plans, general notes and reference to the appropriate FDOT Design Standards (600 Series). In addition, a conceptual MOT phasing plan depicting detour routes and phase segments of pavement lane closures and traffic shifts will be prepared.

9. **Erosion Control Plans** – Erosion control plans will be prepared depicting site specific erosion control measures, as well as general notes, details, and quantities for additional erosion control measures that may be needed depending on site conditions. It is anticipated that the preparation of a Stormwater Pollution Prevention Plan (SWPPP) will not be required.
10. **Utility Adjustment Plans** – Based on information provided by the various utility providers in the corridor, proposed utility adjustments will be detailed in plan view on these sheets, as necessary.
11. **Submittals** – Prior to submitting 60% construction documents (at approximately 30% design), Kimley-Horn will submit design concepts for the City's use in determining the ultimate traffic calming configuration to be implemented. Kimley-Horn will submit up to five (5) copies of the Complete Street construction documents at 60%, 90% and 100% completion stage to the CITY for review and comment. In addition, Kimley-Horn will submit two (2) copies of the roadway plans at 60%, 90% stages to affected utility companies, as necessary. An Opinion of Probable Construction (OPC) cost will be submitted with each submittal for the City's review and comment. An electronic copy will also be provided at each phase submittal.

D. Utility Coordination

Kimley-Horn will coordinate the proposed design with the affected utility companies within the project limits in order to minimize utility conflicts. The individual utility owners will locate/designate their existing utilities within the project limits.

Each utility provider will be responsible for the design of their respective utilities for this project. These designs will be provided to Kimley-Horn by the utility provider in CADD format for inclusion into the improvement plans for this project. Kimley-Horn will be responsible for coordinating with the utility providers for the proposed construction elements such that utility conflicts are minimized or avoided.

Kimley-Horn will provide electronic PDF files of plans to the utility owners at the 60%, 90% and 100% submittals. Kimley-Horn cannot be responsible for the accuracy of the CADD files after they are provided to the Utility owners, if requested. Kimley-Horn will coordinate with the Utility Owner Agencies throughout design to determine location and depth of the underground utilities. Kimley-Horn will prepare for and attend one (1) utility coordination meeting.

E. Signing and Marking Plans

Signing and pavement marking plan sheets, details, and General Notes sheet will be provided in accordance with City and MUTCD standards.

The plan set will include the following sheets but will not be prepared as a component set of plans:

1. Notes and tabulation of quantities
2. Signing and Pavement Marking plans

F. Landscape and Irrigation Plans

Kimley-Horn will prepare landscape architecture construction documents consisting of:

Tree Mitigation Plan: Kimley-Horn will prepare a tree mitigation plan depicting the diameter at breast height (DBH) measurements, species identification, and locations of existing trees and palms on the subject project. The tree mitigation plan will include mitigation calculations and proposed mitigation techniques limited to tree protection fencing and root pruning limits. Locations of existing trees will be based upon the surveyed conditions provided by Kimley-Horn's surveyor. Tree Mitigation plans will be submitted as part of the complete streets plan submittal package and will be revised up to one (1) time per Client and/or agency comments. This task does not include the preparation of an arborist report but may be provided as an additional service.

Landscape Plan: Kimley-Horn will provide a landscape plan consisting of a detailed layout of proposed plantings with a plant list identifying species, quantities, sizes, locations, spacing, details, and installation notes. The landscape plan will also identify trees to be preserved and replaced as determined by city code. Landscape plans will be submitted as part of the complete streets plan submittal package at 60% and 90% and will be revised up to one (1) time per Client and/or agency comments. The intent of this task is to provide landscape plantings in areas where traffic calming measures such as chicanes or bulbouts are proposed. This task does not include the preparation of irrigation plans. Irrigation plans may be provided as an additional service.

Documents prepared under this task will be of sufficient detail for bidding, and implementation purposes. Details will describe materials, quality and performance criteria. These documents will be submitted to the City for review at approximately the 60% stage. Comments received at the 60% stage will be incorporated into the final 100% bid documents.

G. Surveying

The ENGINEER will subcontract with a registered professional land surveyor ("LAND SURVEYOR") to provide surveying services as described below:

1. *Survey Control Horizontal/Vertical:* The LAND SURVEYOR will establish horizontal and vertical control on the proposed corridor and set 2 benchmarks and control points along said route using state plane coordinate (NAVD88) system, as specified by the design.
2. *Records Research:* The LAND SURVEYOR will obtain information from the Polk County Property Appraiser's Office, Polk County Clerk of Courts, FDOT, and Bureau of Land Management to acquire record evidence of parcel ownership, existing right-of-way limits for 8th St NW and Avenue

L NW and intersecting roadways, certified corner records and horizontal and vertical control and shown on a plan sheet file and in CADD.

3. *Base Map Digital Control File:* The LAND SURVEYOR will create a master horizontal control file to be utilized throughout the planning and design of the roadway alignment. This map will include the location of the existing right-of-way lines for those portions of intersecting roadways that fall within the project limits. These right-of-way lines together with the boundary lines and controlling monuments for the ownership entities will serve as the base geometry for the project.
4. *Route Survey and Topography:* The LAND SURVEYOR will obtain cross-section elevations at 100-foot intervals along the route and extend a distance of 10 feet beyond the respective right of way line. Above ground improvements, including trees larger than 6" lying within 10 feet either side of the existing right-of-way line will be located. Surface evidence of underground utilities, including valves and manholes, will be located. Invert elevations and pipe sizes will be obtained on all structures along the proposed route.

H. Geotechnical Explorations

Kimley-Horn will subcontract with a geotechnical subconsultant ("Geo-Tech") to provide geotechnical investigations for the project.

Geo-Tech's scope of services for this project will consist of the following:

1. Six (6) Pavement cores spaced every 650 ft. along corridor.
2. Six (6) soil borings to depths of five (5) feet below existing grade in the existing roadway right-of-way. Soil borings will be performed on 325 foot centers in alternating sides of the roadway.

Samples will be recovered from the roadway soil borings per ASTM standards and returned to the laboratory for visual classification per the AASHTO Classification Group System. A report will be issued, to the City and EOR, presenting the findings, evaluations and recommendations to aid in the design of the proposed roadway improvements.

Task 2 – Complete Street Permitting and Bid Assistance

A. Permitting Assistance

Kimley-Horn will prepare and submit the following permit applications:

1. Southwest Florida Water Management District Environmental Resource Permit (Exemption) – One (1) exemption letter request will be prepared accounting for the revised conditions proposed by the proposed improvements. A letter of exemption is anticipated for the project given the overall proposed safety improvement for the project and the fact that additional roadway capacity is not being added to the facility. Permitting services beyond the requirements for a letter mod as required by the SWFWMD will be considered additional services. Kimley-Horn will attend one (1) pre-application meeting with SWFWMD to verify permitting requirements and procedures.
2. It is anticipated that all proposed improvements will be outside of FDOT right of way and no permit through FDOT will be required. Any permitting through FDOT will be considered additional services.

B. Bid Documents and Assistance

This scope of services consists of the necessary design services to prepare the Project for competitive bidding by construction contractors. It specifically does not include Construction Engineering Inspection (CEI) services or geotechnical materials testing during construction of the project. It is anticipated that a separate AGREEMENT for those services will be prepared at a future date, if requested.

Bidding Assistance

1. *Bid Document Preparation and Contractor Notification.* The ENGINEER will prepare and assemble construction bidding documents, including specifications for the subject Work and the construction contract, based on "Standard General Conditions of the Construction Contract" (EJCDC No. C-700, 2002 edition) prepared by the Joint Contract Documents Committee. The ENGINEER will coordinate with City of Winter Haven Purchasing staff to support the issuance of bid packages for the submittal of quotations to perform the work and conduct one (1) pre-bid meeting with potential bidders. The ENGINEER will tabulate the bids received and evaluate the compliance of the bids received with the bidding documents. The ENGINEER will prepare a written summary of this tabulation and evaluation and attend one (1) Selection Committee meeting with representatives from City of Winter Haven to discuss selection of the successful contractor.

PROVISIONS FOR WORK

A. Governing Regulations

The services performed by Kimley-Horn will be in compliance with all applicable CITY and FDOT Standards Guidelines. The current edition, including updates, of the following References and Guidelines will be used in the performance of this work.

1. FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, Green Book.
2. AASHTO's "A Policy on Geometric Design of Highways and Streets".
3. FDOT Design Standards.
4. FDOT Standard Specifications for Road and Bridge Construction.
5. Florida Manual on Uniform Traffic Studies (MUTS).
6. Manual on Uniform Traffic Control Devices (MUTCD).
7. AASHTO Guide for Bicycle Facilities Design.
8. SWFWMD ERP guidelines.

ADDITIONAL SERVICES

A. Payment for Additional Services

Any professional services not specifically listed in the above Scope of Services are not included in the contracted fees. Should the CITY desire any services beyond those specified, Kimley-Horn will prepare a fee, scope and schedule for the work at the time the services are requested.

SCHEDULE

Kimley-Horn will provide the above Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule. A project schedule will be developed and discussed at the first progress meeting. The project schedule will be maintained throughout the performance of the scope of services. We anticipate the project design to be approximately 10 months subject to FDOT's plans review schedule.

FEE

Kimley-Horn will perform the services described in Tasks 1 through 2 of the Scope of Services for the Lump Sum fees listed below. In addition to the lump sum fee, a time and material task (totaling \$10,000.00) has been included to provide for additional design services that may become necessary due to deviations in assumptions made during project scoping process. A breakdown by Task is provided below.

Task	Description	Fee
1	Complete Street Design Improvements	
1.A	General / Project Administration	Lump Sum: \$43,000
1.B	Concept Evaluation	Lump Sum: \$26,500
1.C	Complete Street Construction Documents	Lump Sum: \$195,000
1.D	Utility Coordination	Lump Sum: \$13,500
1.E	Signing and Marking Plans	Lump Sum: \$25,000
1.F	Landscape and Irrigation Plans	Lump Sum: \$18,000
1.G	Survey	Lump Sum: \$39,644
1.H	Geotechnical	Lump Sum: \$11,940
2A	Permitting Assistance	Lump Sum: \$3,000
2B	Bidding Assistance	Lump Sum: \$5,000
T&M	Design Allowance	Time and Material: \$10,000
	Total	\$ 390,584

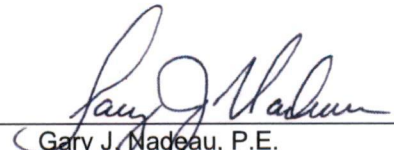
All permitting, application, and similar project fees will be paid directly by the CITY. Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice. If additional efforts become necessary during the performance of the assignment, the ENGINEER will immediately advise the CITY of any budget revisions.

ACCEPTED

CITY OF WINTER HAVEN
POLK COUNTY, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

BY: 
Gary J. Nadeau, P.E.

TITLE: CITY MANAGER

TITLE: Sr. Vice President

DATE: 8.10.2026

DATE: August 3, 2026