



**AGENDA
TOWN OF JUPITER
COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING
COUNCIL CHAMBERS
TUESDAY, MARCH 17, 2026
6:30 PM**

Call To Order

Roll Call:

Chair Jim Kuretski
Vice-Chair Ron Delaney
Commissioner Phyllis Choy
Commissioner Dan Guisinger
Commissioner Malise Sundstrom
Executive Director Frank Kitzerow
Commission Attorney Thomas J. Baird

If you would like to speak on any item, please submit a Comment Card.

CITIZEN COMMENTS

All Non-agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to state his/her name and address for the record prior to addressing the Commission. **The Commission will not discuss these items this evening. Any issues will be referred to Staff for investigation; a report will be forwarded to the Commission; and citizens will be contacted.**

MINUTES

1. September 4, 2025, CRA Meeting Minutes.

REGULAR AGENDA

PUBLIC BUSINESS

2. Approval of Work Order 26-10 to Kimley Horn and Associates (Contract WS2524A) for Consulting Services for Public Safety Marina and Piatt Place Park in the amount not to exceed \$424,792.

REPORTS

COMMISSION ATTORNEY

EXECUTIVE DIRECTOR

COMMISSIONER'S COMMENTS

ADJOURNMENT

NOTICES

Town Council and CRA Meetings are now webcasted real-time and viewable on your computer or mobile device:
www.jupiter.fl.us/Live

Back-up materials for the CRA Meetings are available online one (1) week before the Regular Meetings

= no materials attached *revisions may occur*

Section 2-64; Decorum, disturbing meeting

While the Town Council is in session, the members thereof and the public present in the Council chambers shall not, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council. It shall be unlawful for any person to disturb or disrupt a meeting of the Town Council or to refuse to obey the orders of the presiding officer in the conduct of the meeting and such person shall be subject to being summarily ejected from the meeting.

Persons are advised that if they wish to appeal any decision made at this meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, whose record includes the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, F.S.

Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office at TownClerk@jupiter.fl.us or 561-741-2530 at least 48 hours in advance to request accommodations.



**FINAL MINUTES AND AGENDA
TOWN OF JUPITER
COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING
COUNCIL CHAMBERS
THURSDAY, SEPTEMBER 4, 2025**

Chair Jim Kuretski called the meeting to order at 6:00 P.M.

Roll Call: Chair Jim Kuretski; Vice-Chair Ron Delaney; Commissioner Phyllis Choy
Commissioner; Dan Guisinger; Commissioner Malise Sundstrom; Executive Director
Frank Kitzerow; Commission Attorney Thomas J. Baird and Board Clerk Merriane
Lahmeur.

PUBLIC HEARING

1. Fiscal Year 2026 Operating Budget and FY 2026-2030 Community Investment Program (CIP).

Mr. Scott Reynolds, Finance Director, provided a presentation on the FY26 Proposed CRA Operating/CIP Budget, which included a recap of the proposed revenue, expenditure highlights, projects, a summary of the budget, a summary of the CRA CIP, an overview of the proposed projects, and the cash flow analysis. He also noted that modifications had been made based off comments from the last meeting.

Commissioner Guisinger asked about the completion date for Love Street. Mr. Reynolds stated that it had been pushed back to the third quarter of fiscal year 2026.

Vice-Chair Delaney asked for an update regarding the right-of-way easements with property owners. Ms. Stephanie Thoburn, Assistant Director of Planning and Zoning, stated that the Town was a little more than halfway complete.

Commissioner Choy asked Ms. Thoburn how many owners staff had been working with. Ms. Thoburn stated seven owners, noting that one of them owned two properties.

A. CRA Resolution 5-25, Approving the Fiscal Year 2026 Operating Budget.

Vice-Chair Delaney moved to approve CRA Resolution 5-25; seconded by Commissioner Sundstrom; motion passed.

| | | | | |
|----------|---------|------|-----------|-----------|
| Kuretski | Delaney | Choy | Guisinger | Sundstrom |
| Yes | Yes | Yes | Yes | Yes |

B. CRA Resolution 6-25, Adopting the Fiscal Years 2026-2030 CIP.

Vice-Chair Delaney moved to approve CRA Resolution 6-25; seconded by Commissioner Sundstrom; motion passed.

| | | | | |
|----------|---------|------|-----------|-----------|
| Kuretski | Delaney | Choy | Guisinger | Sundstrom |
| Yes | Yes | Yes | Yes | Yes |

MINUTES

2. August 21, 2025, CRA Meeting Minutes.

Vice-Chair Delaney moved to approve the August 21, 2025, CRA Meeting Minutes; seconded by Commissioner Sundstrom; motion passed.

| | | | | |
|----------|---------|------|-----------|-----------|
| Kuretski | Delaney | Choy | Guisinger | Sundstrom |
| Yes | Yes | Yes | Yes | Yes |

CONSENT AGENDA

All items listed in this portion of the agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

Vice-Chair Delaney moved to approve the Consent Agenda; seconded by Commissioner Sundstrom; motion passed.

| | | | |
|----------|---------|-----------|-----------|
| Kuretski | Delaney | Guisinger | Sundstrom |
| Yes | Yes | Yes | Yes |

PUBLIC BUSINESS

3. CRA Resolution 7-25, Amending the Fiscal Year 2025 Operating and CIP Budget.

REPORTS

COMMISSION ATTORNEY – NONE

EXECUTIVE DIRECTOR – NONE

**COMMISSIONERS' COMMENTS –
VICE-CHAIR DELANEY**

- Staff Appreciation – Vice-Chair Delaney expressed his appreciation for Staff on integrating the living shore, and noted that it was a great ongoing legacy project.

CHAIR KURETSKI

- Finance Department – Chair Kuretski thanked the Finance Department for their hard work.
- Grant Funding - Chair Kuretski expressed the significance of establishing a project hold point on grant funding, and the importance of staff leveraging grants for projects and the Council deciding on a case-by-case basis.

ADJOURNEMENT – 6:13 P.M.

Merriane Lahmeur, Board Clerk

TOWN OF JUPITER

Work Order for Consulting Services for Public Safety Marina and Piatt Place Park



| | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | March 17, 2026 |
| TO | Honorable Chair and Commissioners of the Community Redevelopment Agency |
| THRU | Frank Kitzerow, Executive Director |
| FROM | John Sickler, Director of Planning and Zoning |
| SUBJECT | Approval of Work Order 26-10 to Kimley Horn and Associates (Contract WS2524A) for engineering services for a public safety marina and park at Piatt Place Park in the amount not to exceed \$424,792 |

EXECUTIVE SUMMARY

Town staff seeks Town Council approval of Work Order 26-10 from Contract WS2524A with Kimley Horn and Associates for engineering services for Piatt Place, Phase 2 for public safety docks, Riverwalk and overlook in an amount not to exceed \$424,792.

Work Order 26-10 authorizes Kimley Horn and Associates to provide engineering services for Piatt Place Park and public safety docks. The scope of work includes, but is not limited to: survey and Geotechnical services, environmental services, project management, construction documents and permitting.

This work order will fall under an existing contract which has been reviewed by the Town Attorney for legal sufficiency.

ANALYSIS

Kimley Horn and Associates has a continuing services contract (WS2524A) approved by the Town Council in April 2025. Staff has determined that Kimley Horn and Associates and its subconsultants are qualified to provide the necessary engineering services for the Piatt Place, Phase 2 project. Approval of this item will authorize the Town Manager to execute Work Order 26-10 under contract WS2524A with Kimley Horn in an amount not to exceed \$424,792 for consulting services for the Piatt Place, Phase 2 project. The Town has been awarded a Florida Inland Navigation District (FIND) reimbursable grant with a fifty percent match for design and permitting of Piatt Place Park which will fund half the cost for an amount not to exceed \$215,000.

STRATEGIC PRIORITY

- Safety
- Unique, Small Town Feel
- Green, Blue & Open Spaces

ATTACHMENTS

1. Kimley Horn Work Order
2. Kimley Horn & Associates, Inc. Proposal
3. Procurement Memo

FUNDING SOURCE

| | | |
|------------------------------|-----------|--------------------------------------------------------------------------|
| Amount of this Request | \$424,792 | |
| Amount Approved in Budget | \$140,000 | Sources: Piatt Place CRA CIP- E2402; FIND Grant awarded for \$215,000 |
| Additional Funding Requested | \$290,000 | Sources: Community Redevelopment Agency Trust Fund |
| Amount of Reimbursable Grant | \$215,000 | Source: FIND Waterways Assistance Program grant |

For more information or copies of the attachments, please contact Stephanie Thoburn at stepht@jupiter.fl.us or 561-741-2342.



CONTRACT #: EPW2016-12A
CONTRACT NAME: General Engineering Continuing Services
WORK ORDER NO. 36
PROJECT NAME: Piatt Park - Site Plan & Dock Design

Pursuant to that certain General Engineering Continuing Services - EPW2016-12A (“**Contract**”) between the Town of Jupiter (“**TOWN**”) and Kimley-Horn and Associates, Inc. (“**Consultant**”) dated March 16, 2021, **Consultant** hereby agrees to provide the services specified on Exhibit “A”, under the terms and conditions and at a cost of \$424,791.57 all as more specifically described in Consultant proposal, Exhibit “A”, attached hereto and incorporated by this reference. The terms of the **Contract** shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

Completion Time to Permit Submittal: 120 calendar days

Completion Time upon Permit Approvals: 60 calendar days

IN WITNESS WHEREOF, the **TOWN** and the **Consultant** have executed this Work Order effective this 17th day of March 2026.

Kimley-Horn and Associates, Inc.

Kevin Schanen, P.E.
Sr. Vice President / Principal

REVIEWED BY:

George Dzama, P.E.
Director of Engineering & Public Works

TOWN OF JUPITER

Frank J. Kitzerow, MPA
Town Manager

EXHIBIT A**STATEMENT OF WORK
TOWN OF JUPITER
PIATT PARK
FEBRUARY 6, 2026**

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “the Consultant”) is pleased to submit this agreement (the “Agreement”) to the Town of Jupiter (“Town” or “the Client”) for providing professional consulting services related to the design of Piatt Park. The project understanding, statement of work, project schedule, and compensation are below.

Project Understanding

The Town has requested professional consulting services to design a boardwalk and park improvements at Piatt Park.

Desired improvements generally include an extension of the retaining wall, boardwalk with overlook, five public safety dock spaces consisting of 4 boat lifts and a floating dock, new pavilion, parking lot expansion, extension of the Riverwalk route, landscaping and other related improvements as shown in attached Exhibit A.

The project will occupy the northern portion of the property in which the new Jupiter Fire Rescue Department (JFRD) Fire Station is currently under construction, located at 500 N. US Hwy 1, Jupiter, Florida. Kimley-Horn will utilize the Town provided survey and record drawings from the fire station to develop a base map for the park improvements.

Construction Phase services may be needed, but the Town desires to specifically request these services under a separate authorization after the completion of the design phase.

Statement of Work

Based on our project understanding, we offer the scope of services described below.

Task 1 – Preliminary Design Services

Kimley-Horn will conduct up to one (1) initial site visit to observe the project area and identify potential opportunities and constraints that may impact the design of the improvements.

Kimley-Horn will attend a kickoff meeting with Town staff to discuss the project. The purpose of the kick-off meeting is to discuss the project scope, goals and objectives, review specific improvements requested, discuss potential construction budget, schedule, observations made during data collection, and discuss the permits required. Kimley-Horn will request and review available record drawings and surveys for the sites and incorporate appropriate record data into the base maps.

Kimley-Horn will coordinate and manage the subconsultants as described in the tasks

below. Kimley-Horn will coordinate work between the scopes of Kimley-Horn and the subconsultants.

- A. Kimley-Horn will retain the services of a Geotechnical Engineering firm as a subconsultant to provide field work and geotechnical reporting / recommendations for boardwalk, kayak launch and upland pavilions.
- B. Kimley-Horn will obtain the services of a subconsultant to obtain a bathymetric survey as required for the project area and adjacent perimeter.

This task assumes that the Town will provide upland utility as built / survey information provided by others including subsurface utility locates to show existing utilities that may be impacted or used for connection to the designed elements. Kimley-Horn will review and provide general coordination and discussion with Client to confirm Client provided data is sufficient.

Task Deliverables:

- Geotechnical Report and borings as a PDF emailed to Client
- AutoCAD and PDF files of Topographic information collected in this task emailed to Client.

Task 2 – Environmental Permitting and Consulting

For this task, Kimley-Horn will provide the following services:

- A. Permit Sketches: Kimley-Horn will prepare concept level Technical Environmental permit sketches and drawings for scope indicated above for the limited elements identified. Technical Permit sketches and drawings of the project will show overall layout of the proposed boardwalk and kayak launches, boundaries, sizes, conceptual details, and definition of the general project scope. Drawings will also include the signage and information needed to address manatee and small tooth sawfish provisions. These technical permit sketches and drawings will be used as an attachment to the environmental permit application prepared in the subtasks below and will supplement the general permit sketches.
- B. Natural Resources Survey: Consultant will conduct a general wildlife survey along with a wetland delineation within the project limits. Consultant will conduct a benthic resource/submerged aquatic vegetation survey adjacent to the site, during the appropriate survey period (June through September). The benthic survey will be conducted in general accordance with the National Marine Fisheries Service (NMFS) methodology recommendations for sampling *Halophila johnsonii* at large-area project sites. Additionally, corals and other benthic resources will be surveyed. Prior to the field surveys, Consultant will review updated GIS data regarding any recent surveys documented by the Department of Environmental Protection (FDEP) near the project site. The surveys will employ a quantitative sampling of one square meter quadrats at regular intervals along a transect line.

Each transect location will be accessed from the adjacent shoreline. Qualitative and quantitative sampling will be conducted by two biologists using snorkeling gear. The percent coverage of seagrass, species composition, substrate type, and other benthic resources will be documented at each quadrat along the transect line. Environmental conditions including weather, visibility, and tide cycles at the start and end of the surveys will be noted.

Following the benthic survey, a technical memorandum will be prepared summarizing results, including a discussion of methodology and results, with figures illustrating location and percentage of seagrass by species within each polygon (if seagrass is present). The technical memorandum will be provided to state and federal regulatory agencies during the environmental permitting process - see scope language below for permitting.

- C. Environmental Regulatory Permitting (State): Consultant will coordinate and attend one pre-application meeting with FDEP or SFWMD to discuss existing conditions and permitting requirements. Consultant will prepare an Individual Permit for submittal to FDEP or SFWMD, to include figures illustrating existing and proposed conditions. Once the application is submitted. Consultant will attend one onsite meeting with FDEP or SFWMD to review existing conditions. A Sovereign Submerged Lands easement/lease will likely be required (or an amendment of an existing easement/lease) from FDEP for the proposed project. Consultant will assist in the application for this lease/easement including assisting with the Public Notice that will be required. A sketch and legal description will be developed by our subconsultant as part of this task upon approval by Town of the final layout of the waterside structures and impacts within the proposed lease area.

Consultant will prepare General Environmental permit sketches and drawings of the project showing overall location of the site, proposed improvements, signage and information needed to address West Indian manatee and smalltooth sawfish provisions and definition of the general project scope. These permit sketches and drawings will be used as an attachment to the Environmental permit application along with the Technical Environmental Permit Sketch above.

This scope of services assumes no seagrasses or corals will be impacted by the proposed project. If seagrasses or corals are impacted by the proposed improvements, then mitigation will be required. Preparation of a mitigation plan is included under the Optional Task below and is not included in this task. If species specific surveys (beyond the above-mentioned benthic resource survey), are requested by the State or the Florida Fish and Wildlife Conservation Commission (FWC), these will be considered additional services and are not included with this scope.

- D. Environmental Regulatory Permitting (Federal): This task assumes the project will require either a Letter of Permission or a Standard Permit from the USACE. Therefore,

Consultant will prepare an USACE Permit application for the proposed project. An Alternatives Analysis will be performed as this is required for this level of permitting. Consultant will also coordinate with the National Marine Fisheries Service (NMFS).

Consultant will also coordinate with the USFWS regarding possible listed species impacts. If the USACE or USFWS requires detailed listed species surveys (beyond the above-mentioned benthic resource survey), then a separate scope and fee will be prepared.

Consultant will prepare Environmental permit sketches and drawings of the project showing overall layout of the site, proposed improvements, and definition of the general project scope. These permit sketches and drawings will be used as an attachment to the Environmental permit application. Drawings will include signage and information needed to address West Indian manatee and small tooth sawfish provisions.

- E. Seagrass Mitigation Plans (Optional Service, if required by regulatory agency): Consultant will prepare a seagrass mitigation plan which will include proposed seagrass plantings at a site to be determined by the Town. These mitigation plans will be submitted for review by the USACE and FDEP or SFWMD during permitting. Once a site is selected for proposed plantings, Consultant will conduct one field review to determine site conditions. Additionally, during permitting, Consultant will attend one site visit with USACE and FDEP or SFWMD to review the proposed site with the permitting agencies.

Task scope assumes all permit application fees shall be paid by the Client.

Kimley-Horn will respond to up to two (2) RAIs with SFWMD/FDEP, USACE and NMFS. Any additional RAIs or meetings beyond these two (2) RAIs will be considered additional services.

Task Deliverables:

- Environmental Permit Conceptual Drawing Sketches
- Permit Applications required under subtask A through D.

Task 3 – Civil Engineering

Kimley-Horn will prepare construction documents and specifications for the project based on Exhibit A consisting of the following information:

- Cover Sheet
- General Notes and Specifications
- Demolition and Erosion and Sediment Control Plans
- Site Grading and Drainage Plan
- Site Sections

- Utility Plans and Details
- Lighting Plans and Details
- Electrical / Low Voltage Plan and Details
- Ancillary Plans
 - Fire Access and Water Supply Plan (with Fire Apparatus AutoTURN)
 - Drainage Basin Maps

Kimley-Horn will prepare stormwater management calculations for the project site in accordance with Town, SFWMD, and/or FDEP requirements. It is anticipated that the project will be subject to the new state stormwater regulations and a detailed Nutrient Analysis will be required for the overall project site, including the fire station that was permitted under the 10-2 Self-Certification. This scope and fee assumes that the additional modeling, calculations, and permitting will be required for this project as any stormwater management permit will not be approved prior to the completion of the grace period on December 28, 2025.

Kimley-Horn will make revisions to the documents up to two (2) times, responding to Town staff's reasonable review comments after completion of the 60% and 90% submittals.

Task Deliverables:

- Technical specifications will be provided on the plan sheets. Separate technical specifications in booklet format will not be provided.
- Submittals will be provided to the Town for review and comment at approximately 60% and 90% document completion prior to the submittal of the final construction documents.

Task 4 – Landscape Architectural Services

Kimley-Horn will provide the following landscape architecture services for the project:

- A. Planting Plans: Kimley-Horn will delineate plant material, plant quantities, plant schedules, specifications and project-specific planting details for the project area.
- B. Irrigation Plans: Kimley-Horn will design the irrigation system modifications to provide 100% irrigation coverage for all exterior proposed landscaped areas. Kimley-Horn will provide the following irrigation design services, after Client approval of the 60% landscape plans:
 - Calculation of irrigation system requirements based on water application per week and water window availability as determined by local municipality and SFWMD.
 - The water source for the proposed irrigation system will be the existing water source and the proposed system will be integrated with existing site irrigation system.
 - Irrigation mainline and sub-mainline sizing with recommended routing.

- Coordination with project civil engineer for sleeve and mainline routing, as applicable.
 - Master central control evaluation and recommendation, including analysis of system operation.
 - Material legend of all components.
 - Ancillary notes, calculations, and labels required to develop a master irrigation system.
- C. Hardscape plans: Kimley-Horn will design the hardscape based on Client design input gathered at the start of the project. Kimley-Horn will prepare the following hardscape construction documents, which will provide dimensions, detailing, and quantities necessary to construct the proposed improvements, limited to:
- Site furnishings – specification and layout locations

Kimley-Horn will make revisions to the documents up to two (2) times, responding to Town staff's reasonable review comments after completion of the 60% and 90% submittals.

Task Deliverables:

- Technical specifications will be provided on the plan sheets. Separate technical specifications in booklet format will not be provided.
- Submittals will be provided to the Town for review and comment at approximately 60% and 90% document completion prior to the submittal of the final construction documents.

Task 5 – Marine and Structural Design

For this task, Kimley-Horn will prepare construction documents that will address the structural design of the boardwalk, retaining wall, public safety boat lifts, floating dock, and pavilion foundations as defined below:

- Project design will address design of the Boardwalk piles, girders, joists, decking, railing, point of connection to land, floating docks, security gate, and public safety boat lifts. Railing and decking selection and concept for boardwalk will be coordinated with Town to remain consistent with Town standards.
- Project design will address routing of the utility lines for the “on-dock” utilities (water, power, and lighting) from the transition of land onto the boardwalk. Lighting design will be addressed in a separate task.
- Project design will address the retaining wall on the west side of the project along the mangroves and waterfront. Design will be similar to the adjacent bulkhead designed as part of the Fire Station project utilizing steel sheet piles and a concrete cap.
- Project design assumes the rescue boat lift and floating dock design will be a specialty element addressed using a performance specification for design by a specific manufacturer and specialty engineer. Kimley-Horn will prepare the performance specification and coordinate with vendors on behalf of client. Kimley-

Horn will prepare layout drawings along with the specifications and coordinate pile design with the Geotechnical subconsultant.

- Project design assumes the Pavilion will be a specialty element addressed using a performance specification for design by a specific manufacturer and specialty engineer. Consultant will prepare the performance specification and coordinate with vendors on behalf of client and will prepare layout drawings along with the specifications and Kimley-Horn will design the foundation system for the pavilions.

Task Deliverables:

- Technical specifications will be provided on the plan sheets. Separate technical specifications in booklet format will not be provided.
- Submittals will be provided to the Town for review and comment at approximately 60% and 90% document completion prior to the submittal of the final construction documents.

Task 6 – Opinion of Probable Construction Cost

Kimley-Horn will prepare an Opinion of Probable Construction Cost for the proposed work for the Town’s budgetary purposes. Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.

Task Deliverables:

- An opinion of probable construction cost will be provided at the 60% and 90% submittals.

Task 7 – Permitting Assistance

The Town, or the Town’s Contractor will be responsible for the applications, submittals, and resubmittals for the immediately below referenced permits. Kimley-Horn will provide the necessary plans to the Town, or the Town’s Contractor for submittal and will address ~~up to two (2) rounds of reasonable~~ review comments from the immediately below referenced permits.

- Town of Jupiter – Engineering & Utilities
- Town of Jupiter – Building
- PBC Fire Rescue – Civil Plans Review
- PBC ERM
- PBC HD – Water Utility

Most submittals can be run concurrently, however, some submittals will be required to be in series due to prior approvals being needed. Kimley-Horn cannot guarantee issuance of a permit by any agency and cannot guarantee the schedule for issuance of any permit by any agency.

It is the responsibility of the Town to adhere to and track any permit conditions, renewals, and expirations for any permits issued for this project.

Task 8 – Project Management

Project management includes activities related to initiating, planning, executing, controlling, and closing the Project. Activities specific to this project include the follow:

- Initiating monthly progress meetings, reports, and invoicing.
- Management of design team and subcontractors including compiling technical drawings for progress and permit submittals.
- Monitoring and updating schedule or services as needed.
- Attendance at one Pre-bid meeting
- Up to (20) twenty hours for response to reasonable bidder questions

Assumptions/Clarifications

Additional Services

Any services not specifically provided for in the above Statement of Work will be considered additional services and can be performed on a lump sum basis in accordance with our contract with the Town upon authorization of future proposals. Additional services that can be performed include, but are not limited to, the following:

1. Utility surveys and soft digs
2. Preparation of a Boundary survey and/or survey abstraction
3. Sketch and legal description development
4. Grant Application/Administration Assistance
5. Archeological Services
6. Construction Phase and/or Post Design Services

Information and Services Provided by Client

The Town shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Available record information regarding the project site including all surveys (CAD and PDF), site plan design (CAD and PDF), geotechnical reports, and other pertinent information to Kimley-Horn prior to starting work
- Access to the project site

Kimley-Horn shall be entitled to rely on the completeness and accuracy of any information provided by the Town in the performance of professional services.

Assumptions

- The scope of work is based on Exhibit A. It is our understanding that the site plan illustrated in Exhibit A has been reviewed and approved by Town Council. A formal site plan submittal is not included in this scope of work; if one is required additional services will be needed.
- If significant modifications are made to the site plan during plan preparation or significant modifications are required as a result of completing plan production and permit submittals concurrently, Additional Services will be required.
- The design for the boardwalk and living shoreline will follow the design intent established as part of the 'Jupiter Inlet Lighthouse Outstanding Natural Area Living Shoreline' project as requested by the Town.
- No new access points (driveways) will be proposed or required to US Highway 1.
- Modifications to the existing retaining wall are not included in this scope of work.
- Utility connections for water and sewer are available within the project site for connection of the project and it is assumed that adequate capacity is available for the project. No off-site utility extensions or connections are required or are proposed as a part of this project.
- The Project is anticipated to be exempt from permitting with the Palm Beach County Health Department as no sewer facilities are proposed and there is only a single water service for a water fountain and/or hose bibb with a fire hydrant replacement. These activities are assumed to be exempt from permitting.
- Completion and submittal of National Pollutant Discharge Elimination System (NPDES) Notice of Intent (NOI) will be completed by the Client's Contractor. Completion and record keeping of NPDES maintenance records, daily/weekly/rainfall determined reports, and filing of the Notice of Termination are responsibility of the Client's Contractor.
- This scope specifically excludes the creation of separate written specifications. All details and specifications will be on the plans or references to the applicable details and specifications of the agencies having jurisdiction.
- Stormwater
 - It is anticipated that the project will fall within the current site thresholds, no modifications are anticipated to the thresholds previously allocated.
 - The Florida Department of Environmental Protection (FDEP) and SFWMD have adopted new and additional rules/criteria that apply to ERPs for stormwater management. The new and additional rules/criteria have an 18-month grace period which will expire after December 28, 2025. If any permits are not deemed complete (approved) by that date, then they must adhere to the new rules/criteria. This project is anticipated to obtain approval of the SFWMD ERP for this addition after the grace period has ended, and the scope has been adjusted to accommodate for the additional requirements.

Project Schedule

Kimley-Horn will provide our services as expeditiously as practicable to meet a mutually-agreed-upon schedule.

Compensation

Kimley-Horn will perform the services in Tasks 1-8 for the lump sum fee of \$429,798.73. All application, permitting, and similar project fees will be paid for directly by the Town. Fees will be invoiced monthly based upon the percentage of services performed as of the invoice date.

| | | | |
|-------------------------------------------------|---------------------------------|---------------------|-----------------|
| Task 1 – Preliminary Design Services | | \$ 12,513.48 | Lump Sum |
| A. Geotechnical Subconsultant | | \$ 87,075.00 | Lump Sum |
| B. Bathymetric Survey | | \$ 5,375.00 | Lump Sum |
| Task 2– Environmental Permitting and Consulting | A. | \$ 9,412.08 | Lump Sum |
| | B. | \$ 9,190.13 | Lump Sum |
| | C. | \$ 19,656.21 | Lump Sum |
| | D. | \$ 16,920.58 | Lump Sum |
| | <i>Optional, if required</i> E. | \$ 15,133.18 | <i>Lump Sum</i> |
| Task 3 – Civil Engineering | | \$ 72,628.59 | Lump Sum |
| Task 4 – Landscape Architectural Services | | \$ 32,718.66 | Lump Sum |
| Task 5 – Marine and Structural Design | | \$ 65,045.37 | Lump Sum |
| Task 6 – Opinion of Probable Construction Cost | | \$ 8,514.84 | Lump Sum |
| Task 7 – Permitting Assistance | | \$ 35,220.77 | Lump Sum |
| <u>Task 8 – Project Management</u> | | <u>\$ 40,394.84</u> | <u>Lump Sum</u> |

Closure

In addition to the matters set forth herein, our work shall be subject to, and only to, the terms and conditions set forth in the Contract between the Town of Jupiter and Kimley-Horn and Associates (EPW 2016-12A) which are incorporated by reference. As used in the Contract, the term "the Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term "the Town" shall refer to The Town of Jupiter.

If you concur in all the foregoing and wish to direct us to proceed with the services, please issue a Work Order in accordance with the Contract.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Kevin Schanen, P.E.
Senior Vice President / Principal



Tricia Richter, PLA
Project Manager

Attachment - Exhibit A

ESTIMATE FOR ENGINEERING SERVICES

| | | | | | | | | | | | | | | |
|---------------------------------------------|--------------------------|---------------|----------------|----------------|-------------|--------------|------------|--------------|----------------|-------------|------------|--------------|----------|--------------|
| PROJECT: | Piatt Park | | | | | | | | | | | | | |
| CLIENT: | Town of Jupiter | | | | | | | | | | | | | |
| ESTIMATOR: | TCR | | | | | | | | | | | 02/06/26 | | |
| DESCRIPTION: | DIRECT LABOR (MAN-HOURS) | | | | | | | | | | | | | |
| See Statement of Work | QC Manager | Proj. Manager | Sr. Cstl. Eng. | Sr. Env. Plan. | Sr. Eng. | Struct. Eng. | Senior LA | Env. Planner | Proj. Engineer | Analyst | Sr. Admin. | SUB | EXP | LINE TOTAL |
| Task 1 - Preliminary Design Services | | | | | | | | | | | | | | |
| Kickoff Meeting | 1.0 | 4.0 | 2.0 | 2.0 | 2.0 | 4.0 | | 4.0 | 4.0 | 12.0 | 1.0 | | \$100.00 | \$5,515.74 |
| Site Visit | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 10.0 | 1.0 | | \$200.00 | \$6,997.74 |
| Subconsultant - Geotechnical Eng | | | | | | | | | | | | \$81,000.00 | | \$87,075.00 |
| Subconsultant - Bathymetric Srvy | | | | | | | | | | | | \$5,000.00 | | \$5,375.00 |
| Task 2 - Environmental | | | | | | | | | | | | | | |
| Permit Sketches | | 2.0 | | 15.0 | | | | 25.0 | | 20.0 | 2.0 | | \$100.00 | \$9,412.08 |
| Natural Resources Survey | | 2.0 | | 15.0 | | | | 35.0 | | 5.0 | 2.0 | | \$100.00 | \$9,190.13 |
| Environmental Regulatory Permitting (State) | | 2.0 | | 20.0 | | | | 45.0 | | 5.0 | 2.0 | \$7,585.00 | | \$19,656.21 |
| Environmental Regulatory Permitting (Fed) | 2.0 | 2.0 | | 30.0 | | | | 60.0 | | 10.0 | 5.0 | | | \$16,920.58 |
| Seagrass Mitigation Plans | | 2.0 | | 25.0 | | | | 60.0 | | 10.0 | 2.0 | | | \$15,133.18 |
| Task 3 - Civil Engineering | | | | | | | | | | | | | | |
| Construction Documents | 10.0 | | | | | | | | | | | | | \$2,512.80 |
| Cover Sheet | | | | | 1.0 | | | | 4.0 | 4.0 | | | | \$1,046.96 |
| General Notes | | | | | 2.0 | | | | 8.0 | 4.0 | | | | \$1,668.44 |
| Demolition Plan | | 2.0 | | 2.0 | | | | | 8.0 | 4.0 | | | | \$2,139.16 |
| Erosion Control Plan | | 2.0 | | 2.0 | | | | | 8.0 | 4.0 | 2.0 | | | \$2,303.32 |
| Site Grading Plan | | 2.0 | | 5.0 | | | | | 40.0 | 4.0 | 2.0 | | | \$6,378.96 |
| Site Sections | | 2.0 | | 5.0 | | | | | 20.0 | 4.0 | 2.0 | | | \$4,167.76 |
| Utility Plans and Details | | 2.0 | | 5.0 | | | | | 30.0 | 4.0 | 2.0 | | | \$5,273.36 |
| Lighting Plans and Details | | 2.0 | | 5.0 | | | | | 40.0 | 4.0 | 2.0 | | | \$6,378.96 |
| Electrical Plans and Details | | 2.0 | | 5.0 | | | | | 40.0 | 4.0 | 2.0 | | | \$6,378.96 |
| Ancillary Plans | | 2.0 | | 5.0 | | | | | 20.0 | 4.0 | | | | \$4,003.60 |
| Comment Response (60%) | 4.0 | 10.0 | | 25.0 | | | | 80.0 | 15.0 | 6.0 | | | | \$18,772.55 |
| Comment Response (90%) | 4.0 | 8.0 | | 15.0 | | | | 40.0 | 12.0 | 4.0 | | | | \$11,603.76 |
| Task 4 - Landscape Architecture | | | | | | | | | | | | | | |
| Plantings Plans | | 4.0 | | 4.0 | | | 4.0 | 8.0 | | 30.0 | 2.0 | | | \$6,846.26 |
| Irrigations Plans | | 4.0 | | | | | 8.0 | | | 30.0 | 2.0 | | | \$5,536.30 |
| Hardscape Plans | 2.0 | 4.0 | | | | | 8.0 | | | 40.0 | 2.0 | | | \$7,102.56 |
| Comment Response (60%) | | 6.0 | | 2.0 | | | 10.0 | 2.0 | | 40.0 | 2.0 | | | \$8,070.78 |
| Comment Response (90%) | | 4.0 | | 2.0 | | | 8.0 | 2.0 | | 20.0 | 2.0 | | | \$5,162.76 |
| Task 5 - Marine and Structural | | | | | | | | | | | | | | |
| Boardwalk Plans and Details | 2.0 | 4.0 | 25.0 | | | 40.0 | | | 80.0 | 20.0 | 2.0 | | | \$24,700.11 |
| Retaining Wall Plans and Details | 2.0 | 4.0 | 10.0 | | | 15.0 | | | 30.0 | 10.0 | 2.0 | | | \$10,674.91 |
| Pavilion Foundation Plans and Details | 2.0 | 2.0 | 4.0 | | | 8.0 | | | 20.0 | 8.0 | 2.0 | | | \$6,397.40 |
| Comment Response (60%) | 4.0 | 4.0 | 15.0 | | | 20.0 | | | 40.0 | 10.0 | 2.0 | | | \$14,222.07 |
| Comment Response (90%) | 4.0 | 4.0 | 10.0 | | | 10.0 | | | 20.0 | 8.0 | 2.0 | | | \$9,050.88 |
| Task 6 - OPC | | | | | | | | | | | | | | |
| 60% | 2.0 | 6.0 | 4.0 | 2.0 | 2.0 | 4.0 | 2.0 | 2.0 | 10.0 | | | | | \$5,930.06 |
| 90% | 1.0 | 4.0 | 2.0 | 1.0 | 1.0 | | | | 5.0 | | | | | \$2,584.78 |
| Task 7 - Permitting Assitance | | | | | | | | | | | | | | |
| PBC Fire Rescue | | 2.0 | 4.0 | | 8.0 | 8.0 | | | 12.0 | 10.0 | 1.0 | | | \$6,574.94 |
| PBC ERM | | 2.0 | | | 20.0 | | | | 12.0 | 10.0 | 1.0 | | | \$6,528.02 |
| PBC HD | | 2.0 | | | 8.0 | | | | 12.0 | 10.0 | 1.0 | | | \$4,377.14 |
| Town of Jupiter - Engineering | | 2.0 | 8.0 | | 8.0 | 8.0 | | | 12.0 | 5.0 | 1.0 | | | \$6,947.69 |
| Town of Jupiter - Building | | 2.0 | 8.0 | | 8.0 | 8.0 | | | 12.0 | 5.0 | 1.0 | | | \$6,947.69 |
| Town of Jupiter - Utility | | 2.0 | | | 8.0 | | | | 12.0 | 5.0 | 1.0 | | | \$3,845.29 |
| Task 8 - Project Management | | | | | | | | | | | | | | |
| Progress Meetings | | 36.0 | 16.0 | 8.0 | 8.0 | | | | 16.0 | | 16.0 | | | \$18,269.28 |
| Project Management | 8.0 | 36.0 | 8.0 | 4.0 | 4.0 | | | | | | 16.0 | | | \$15,153.52 |
| Pre-Bid Meeting Attendance | | 4.0 | 4.0 | | | | | | | | | | | \$1,846.04 |
| Response to bid questions | | 8.0 | 8.0 | | 8.0 | | | | | | | | | \$5,126.00 |
| TOTALS | | | | | | | | | | | | | | |
| TOTAL HOURS | 48.0 | 198.0 | 132.0 | 134.0 | 166.0 | 129.0 | 44.0 | 247.0 | 639.0 | 400.0 | 95.0 | \$93,585.00 | \$500.00 | |
| LABOR (\$/HOUR) | \$251.28 | \$235.36 | \$226.15 | \$207.72 | \$179.24 | \$161.65 | \$154.95 | \$137.36 | \$110.56 | \$106.37 | \$82.08 | 1.075 | 1.0 | |
| ALLOCATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| TOTALS | \$12,061.44 | \$46,601.28 | \$29,851.80 | \$27,834.48 | \$29,753.84 | \$20,852.85 | \$6,817.80 | \$33,927.92 | \$70,647.84 | \$42,548.00 | \$7,797.60 | \$100,603.88 | \$500.00 | \$429,798.73 |



MEMORANDUM FROM THE FINANCE DEPARTMENT

To: Scott Reynolds, Finance Director

From: Billie Hancock, Procurement Manager *Billie Hancock*

Date: March 6, 2026

Re: Procurement Review – Work Order No. 36 Kimley-Horn and Associates, Inc. EPW 2016-12A

After reviewing Work Order No.36 to Kimley-Horn and Associates, Inc. for engineering services of a public safety marina and park at Piatt Place Park in the amount of \$424,791.57, I have found that the procurement meets all requirements of continuing services contract EPW 2016-12A.

Work order No. 36 to Kimley-Horn and Associates, Inc. for engineering services of a public safety marina and park at Piatt Place Park continuing services contract EPW 2016-12A complies with all Federal, State, County, and Local procurement requirements, including Town of Jupiter Procurement Policies and Florida State Statutes Chapter 287.055.