

2013-14 GRANT (Application Package Issued January 2010)

Application Form
PALM BEACH COUNTY THOROUGHFARE BEAUTIFICATION GRANT
RFP for State Thoroughfares

I. APPLICANT INFORMATION

A. Name of Applicant: _____

B. Federal Employer Identification (F.E.I.D.) Number of Applicant: _____

C. Type of Organization: (Local Government or other Governmental Entity):

D. Name and Title of Applicant's Contact Person: _____

Address: _____

Zip: _____ Telephone: (____) _____ Fax: (____) _____

Email: _____

As the duly authorized representative of the applicant, I hereby certify that all parts of the application package have been read and understood, that all application requirements have been met, that all information submitted herein is true and correct and represents the desire and intent of the applicant to install and maintain the proposed project according to the plans, specifications, and costs attached herein.

Name of Authorized Executive Officer of Applicant: _____

Title: _____ Telephone: (____) _____

Address: _____

Signature: _____ Date: _____

II. PROJECT INFORMATION –

A. Application for state Metropolitan Planning Organization (MPO) funds for entire or partial projects to be determined by the following:

1. Is the full scope of the proposed project located inside a state thoroughfare right-of-way (thus applying for state MPO funds)?

NOTE: Verify with, and include a letter from, District IV Grant Coordinator c/o Randy Willich, FL Dept. of Transportation 954-777-4340 Randy.Willich@dot.state.fl.us .

YES _____ NO _____

B. Thoroughfare name/project name (State Road #) and project limits (please include mileposts or give a dimension from a "known" such as the intersection centerline before and after the project limits):

Median project? _____ Roadside project? _____ Both? _____

C. State the project purpose:

D. Site Acreage of Project: _____

E. Linear feet of right-of-way to be landscaped along centerline of right-of-way: _____

F. Identify the entities which own or control the project site if other than applicant (Documentation from each entity authorizing applicant to plant and maintain the project must be attached):

G. Project construction timeframe in total number of months including time for permitting, bidding, negotiations, and construction (beginning at full execution of grant by FDOT): _____

H. List the following as they pertain to Project's Consultant **Landscape Architect** of record:

Name of Landscape Architect: _____

Name of Firm or Agency: (if applicable): _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Florida Professional Registration Number: _____

- I. List the following as they pertain to Applicant's designated representative who will be **supervising the installation of landscape improvements** (as defined on page 5 of the application instructions) and **establishment period maintenance**:

Representative's Name: _____ Title: _____

Name of Firm or Agency: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

- J. List the following as they pertain to the entity who will commit to the **perpetual care and maintenance of the beautification project including litter control** during and after the installing contractor's warranty period:

Entity Name: _____

Contact Name: _____ Title: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Name of Authorized Representative: _____ Title: _____

Signature of authorized representative: _____

K. APPLICATION CHECKLIST:

Submit eight (8) complete application packages: one (1) original with original signatures, photos/CD, (clearly marked on the cover) and six (6) copies. Each application package shall include the following items bound in a concise format (by GBC, 3-ring binder, etc.) and divided by numbered tabs into the following ten (10) sections. The cover sheet of each application package shall include the required items listed under "Instructions".

CHECK TO INDICATE WHICH ITEMS ARE INCLUDED OR MARK "N/A". OMISSION OF ANY OF THE REQUIRED ITEMS BELOW MAY CAUSE APPLICATION TO BE DEEMED INELIGIBLE.

The titles for the ten (10) required sections of the application package (to be shown on a Table of Contents) are listed in bold type below:

_____ (1) **Application Form:**

The application form, completed and signed, must include the "Summary of Project Costs For State MPO Applications." Please include a separate "Summary of Project Costs" sheet for each year for a project being phased over the two-year grant period.

_____ (2) **Detailed Opinion of Probable Cost:**

An itemized Opinion of Probable Cost shall be completed. In addition, applicant shall utilize the outline for the "Summary of Project Costs" chart, to prepare a "Itemized Opinion of Probable Cost" which shall explain costs for materials, and labor, and follow-up maintenance during the initial establishment period.

All cost estimates for plantings must show specifications (for species, size, etc.), plant quantities, unit costs of vegetation materials, and unit costs to install (which may be derived by using a multiplier factor times the vegetation material cost to cover the cost of labor and planting materials: mulch, fertilizer, planting backfill, and staking). Irrigation costs may be derived on a unit cost per square foot basis to include both materials and labor.

All opinions of probable cost for decorative paving, tree grates, and landscape accent lighting must identify manufacturer and product model numbers, quantities, and unit costs of materials and labor.

Cost totals must clearly relate to Applicant's completed "Summary of Project Costs" chart. Identify if costs are wholesale or retail, or in-kind / volunteer / donated materials and labor. Only include costs eligible for requested grant funds and items eligible toward Applicant's match. Identify all funding sources. Itemized cost estimates from local licensed contractors may be used if easily correlated to the "Summary of Project Costs" chart, and signed by the Landscape Architect of record with his/her validation statement.

_____ (3) **Matching Funds:**

Matching funds shall be documented defining sources and timing of availability (have only been applied for or have already been allocated for the project). If not yet allocated, application must note if the lack of such potential funds would prohibit or delay the project. (qualified Rural Economic Development Initiative "REDI" agencies are exempt from providing matching funds).

_____ (4) **Annual Maintenance Plan:**

A general annual maintenance plan (outlining performance standards) and budget shall be included to ensure applicant understands maintenance commitment (not eligible for grant or use as match other than initial establishment period where allowed).

_____ (5) **Annual Litter Control:**

An annual litter control plan and budget shall be included to ensure Applicant understands commitment (not eligible as Applicant's grant request or match.)

_____ (6) **Project benefits:**

A brief written description of the project benefits for the public, the environment, and how the project meets the qualification criteria described in the evaluation form shall be included. (two pages max.)

- _____ (7) **Support:**
 Demonstrate public and/or private support of the project by including one required resolution by governing entity or property owners' association and a maximum of five (5) of the following: written endorsements, resolutions, financial donations, etc. Endorsements must be written and included in application package. Separately received letters and telephone calls will not be considered.
- _____ (8) **Authorization Letters:**
 _____ Authorization letter to install the project from the FDOT District Grant Coordinator.
 _____ Authorization letters (or other documentation of conceptual approval) from utility companies (FPL, BS, PBC Water Utilities Dept. or municipal utilities dept., and natural gas company) whose underground or overhead lines are located in proposed planting areas or may be impacted by the plantings.
 _____ Authorization letters from funding sources to match MPO grant request.
 _____ Authorization Letters from Property Owner (if not FDOT) i.e. FEC or CSX Railway or Airports.
- _____ (9) **Existing Conditions:**
 A minimum of five various color views (see below) of the existing site conditions of the project area before landscape installation. Views must directly correlate with those required upon completion of project installation. Each view must be labeled with the project thoroughfare name and view orientation. Photos must be provided in the following format for the application package marked "Original". Color laser prints or color photocopies are acceptable for the remaining grant application packages.
 Preferred: Digital photographs (full color laser prints) taken at a high resolution and saved in a larger size, accompanied by the corresponding computer CD or floppy disk (no ZIP disks) containing the digital files.
- _____ (10) **Conceptual Landscape Design** (hardscape and planting plans / material lists and quantities / product model numbers -with approved or equal clause / specifications) prepared by FDOT pre-qualified Florida Registered Landscape Architect experienced in FDOT Roadway Landscape Design (or firm's LA or record who is experienced in FDOT Roadway Landscape Design). Site factors which influence long-term survivability and safety must be shown on plan: overhead and underground utilities, easements, drainage structures, walls, fences, guard rails, curbs, sidewalks, signage, lighting, R/W's, easements, driveways, turn lanes, clear sight lines and horizontal clearances as per current F.D.O.T. per Index 546/700 and Plans Preparation Manual Item 2.11. Plans must show any protected ODA View Corridors (see <http://www2.dot.state.fl.us/rightofway>) within the project area or indicate on plans that none exists (refer to current FDOT Roadway & Traffic Design Standards). Any above ground irrigation equipment and points of electrical and water source connections should be included in the costs and shown on the plan. Project milepost begins/ends indication, directional arrow, graphic scale, location sketch, and project phasing (if applicable), must be included on plans. Plans must be designed in 11" X 17" format and must be legible. Please indicate FDOT design speed.

L. SUMMARY OF PROJECT COSTS FOR STATE MPO APPLICATIONS:

Project Name: _____ Year 2013-14
<h3>Itemized Summary of Project Costs</h3> <p><i>(Rounded to the nearest dollar figure)</i></p> <p>NOTE: All cost items must correlate to those in the required "Detailed Opinion of Probable Cost" to be attached, per application checklist herein. Items 1 and 2 combined, must equal or exceed 50% of the all project costs. All other costs below can be applied in any combination (except Design and Post-Design Fees, which are limited to 10%).</p>

1. Vegetation Materials (trees, shrubs, ground cover)	\$	
2. Installation: Labor & Planting Materials (mulch, planting backfill, stakes, etc.)	\$	
3. Irrigation System (labor & materials: square foot basis)	\$	
4. Water by Truck During Installation (labor & materials)	\$	
5. Authorized Sidewalk Cuts / Removal (labor & materials)	\$	
6. Invasives Removal (labor and materials)	\$	
7. Tree Grates (labor & materials)	\$	
8. Decorative Paving (labor & materials)	\$	
9. Landscape Accent Lighting (labor & materials)	\$	
10. Establishment Period Maintenance by Applicant or Others (labor and materials -maximum 6 months)	\$	
11. Establishment Period Maintenance by Installing Landscape Contractor (labor and materials - maximum one year)	\$	
12. Design and Post-Design Fees (maximum 10% of Total Project Cost)	\$	
13. Traffic Control	\$	
14. Mobilization Costs, if applicable for large complex project	\$	

NOTES:
If a project is to be phased, clearly delineate phases by number and area on the plans.
Cost information for each phase should be provided on separate forms.

TOTAL PROJECT COST	\$	
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APPLICANT'S GRANT REQUEST <i>(maximum 50% of total project cost (unless exempt), minimum request of \$50,000)</i>	\$	
APPLICANT'S GRANT MATCH <i>(minimum 50% of total project cost unless exempt per REDI)</i>	\$	
Define sources and timing of availability of all matching funds including grants, donations, and in-kind services: (use attachment if necessary)	\$	
TOTAL PROJECT COST		