



March 17, 2020

Revised: May 6, 2020

City of New Port Richey
6630 Van Buren Street
New Port Richey, FL 34653

Attention: Chris Bornfleth
Assistant Parks and Recreation Director

Via Email: bornflethc@cityofnewportrichey.org

Reference: **Proposal for Landscape Architecture and Planning Services**
New Port Richey Trail Feasibility Study
New Port Richey, FL

Dear Chris:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal to the City of New Port Richey (Client) to provide professional planning services for the New Port Richey Trail Feasibility Study (Project). This proposal is based on our conference call on March 10th. This proposal provides a brief discussion of our understanding of the project, our proposed scope of work, and our associated fees. Our work will be consistent with our master agreement dated September 5, 2017.

This proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by S&ME, Inc.

◆ **PROJECT INFORMATION**

We understand that the intent of this project is to identify gaps in the current and proposed trail infrastructure for the City of New Port Richey both within the City and as the trail system connects to adjacent portions of the community trails systems. Based upon our discussions, the general scope of work of this Project is to:

- Identify existing and proposed trails in the New Port Richey area including the:
 - SUN Trail
 - Starkey Trail
 - US 19 Trail
 - Pinellas Trail
- Identify existing and proposed trails in the New Port Richey city limits
- Identify gaps and the feasibility of proposed trail routes to improve connectivity both within the City limits and to area trails.
- Develop an order of magnitude Opinion of Probable Construction Costs
- Develop a list of connectivity priority projects and preliminary implementation schedule



◆ **Scope of Services**

Task 1 – Pre-Design

This phase will consist of the following:

Task 1.1: Virtual Kickoff Meeting

S&ME staff landscape architects will attend one (1) kickoff meeting with City staff to discuss:

- ◆ Scope of work
- ◆ Schedule
- ◆ Review of digital information download
- ◆ Document format & outcomes
- ◆ GIS information layering
- ◆ Known existing and proposed City, County and State trails based on readily available information
- ◆ Right-of-way conditions
- ◆ Opportunities for off-road and on-road trail facilities
- ◆ Discuss trail opportunities for further investigation

Task 1.2: Existing Conditions Analysis

Prior to the kickoff meeting, the City will provide S&ME with GIS data and other available mapping which may aide in the routing of trails including:

- ◆ Existing and proposed City, County and State trails based on readily available information
 - ◆ Park and Natural Lands locations
 - ◆ School locations
 - ◆ City planned utility and street improvement projects
 - ◆ Transit locations and routes
 - ◆ Public utility corridors (water, wastewater, etc.)
 - ◆ City owned lands
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- Utilizing Client provided data, S&ME will create a GIS base map.
 - Not included in this scope and fee but, if desired, S&ME can develop an overall regional trail network map based upon information gathered from the adjacent county.



Task 2 – Trail Feasibility Study

This phase will consist of the following:

Task 2.1: Initial Findings and Recommendations

Following our analysis and desktop review, S&ME will:

- ◆ Conduct a desktop review of potential trail routes and existing conditions
- ◆ Prepare a preliminary routing plan for off-road and on-road trail/bike facilities
- ◆ Identify locations of nearby area trails and planned trails based on readily available information to inform future connectivity.
- ◆ Meet with City staff to review the findings of the desktop review and initial findings and recommendations including proposed routes and facility types.
- ◆ Following our meeting with City staff, S&ME will review on-site any existing trail connections and conduct a field confirmation of potential trail routes as needed.
- ◆ Following the meeting, S&ME will develop an exhibit reflecting the decisions made during the meeting.

Task 2.2: Feasibility Study Document

- Based upon Client input received during the meeting with City staff, S&ME will develop a draft report mockup for City review as part of the report development. The report format will likely be 11 x 17 is understood to include the following elements:
 - ◆ Table of Contents
 - ◆ Executive Summary and Overview
 - ◆ City Wide Trail Map
 - ◆ Proposed Trail Routes and up to three (3) typical cross-sections
 - ◆ Description and Narrative
 - ◆ Opportunities and Constraints
 - ◆ Map
 - ◆ Photographs as applicable
 - ◆ Order of magnitude Opinion of Probable Construction Costs
 - ◆ List of project priorities and preliminary implementation schedule
 - ◆ Final GIS Shapefiles will be provided as part of the final document
- S&ME will provide a preliminary report to the City to review the graphic and document format of the report. Comments received will be incorporated into the draft report.
- Based upon input received, S&ME will develop a draft report. The draft document will be in color format and reflect the contents described above.
- S&ME will participate in one (1) conference call with City staff to conduct a page turn of the document and receive comments.
- Based upon the comments received, S&ME will develop a final report.
- Upon the acceptance of the final report by the Client, S&ME will develop a GIS map of the City's existing and proposed trail network.
- All mapping and contents developed by S&ME will be provided to the City digitally in pdf and GIS shapefiles as applicable and in the format in which they were created.

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◆ **FEE**

Our professional fees for the above-described services will be invoiced as per the below fee schedule. Excluded in the below fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, long distance telephone, facsimile, express mail and/or courier services. Applications, capacity and impact fees associated with application filings shall be the responsibility of the Owner or reimbursed to S&ME outside of the expenses contained in this proposal. S&ME 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.

Task	Fee
Task 1: Pre-Design	\$3,600
Task 2: Trail Feasibility Study	\$16,200
TOTAL	\$19,800
<i>Estimated Reimbursables (to be billed as incurred)</i>	<i>\$1,000</i>

Should conditions be encountered such that additional services appear to be in the best interest of the project, we would contact you with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization from you.

◆ **Schedule**

We anticipate the Feasibility Study to be completed in 3 months or less from notice to proceed.

◆ **Exclusions**

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that S&ME can provide, the following services are specifically excluded from this proposal.

- Additional Meetings and Presentations
- Regional Trail Map
- Additional alternative trail connection routing beyond those identified
- Rendered site plans or exhibits for public, community, or neighborhood meetings beyond those identified.

◆ **AUTHORIZATION**

S&ME will perform this scope of services as described in our Professional Services agreement dated September 5, 2017.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, and are hereby specifically rejected, as our agreement is for services which are not compatible with purchase order agreements.

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If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to S&ME that you have reviewed the proposal and hereby accept as written.

◆ **CLOSURE**

S&ME appreciates the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,
S&ME, Inc.

A handwritten signature in cursive script that reads 'Carrie E. Read'.

Carrie E. Read, PLA, ASLA
Sr. Landscape Architect/ Project Manager

A handwritten signature in cursive script that reads 'Bruce C. Hall'.

Bruce C. Hall, RLA, ASLA
Principal

A handwritten signature in cursive script that reads 'Jay Hood'.

Jay Hood, ASLA
Director of Landscape Architecture