



Debbie L. Manns
City Manager
City of New Port Richey (Client)

January 28, 2021

Ref: Architectural and Engineering Design Services Proposal for Grand Boulevard Multi-Use Path Project Task Order No.21-01

Dear Debbie,

Wannemacher Jensen Architects, Inc. (WJA) is pleased to submit this proposal to provide Services for Grand Boulevard Multi-Use Path Project. This proposal is based upon the following assumptions.

Project Understanding

It is our understanding that the City of New Port Richey plans to construct a multi-use path in the Grand Blvd. right-of-way, from Pithlaschascotee Bridge on Grand Blvd. south to Marine Parkway. The first phase of the project will be to review the corridor, analyze existing conditions, gather City input, and develop concept plans, and construction costs based on budget. All meetings to be held virtually with the exception of the initial site visit and final City Council Meeting.

Scope of Services

Based on our understanding of the project requirements/criteria provided to date by the Client, the Consultant will perform the following described Scope of Services:

Task 1.0 – Existing Conditions

- 1.1 Attend a kick-off meeting and site visit with the Client and the design team.
- 1.2 Consultant will prepare a base plan of existing conditions and a trail typical section analysis, sufficient to demonstrate opportunities and constraints pertinent to construction of a 10' wide multi use trail in the Grand Blvd. corridor.
- 1.3 Consultant will identify potential impacts and necessary improvements to adjacent roadway and drainage facilities.
- 1.4 Consultant will meet with the design team and the City to review the opportunities and constraints.

Task 2.0 – Concept Plans

2.1 Consultant will prepare a concept plan sufficient to demonstrate size, type, and location of required project elements. Preliminary concept plans will be hand drawn on AutoCAD base. The drawings will show the site plan layout for use by the design team, and for further review meetings with the City of New Port Richey, and other regulatory agencies. Drawings shall include the following elements:

- Trail gateways
- Trail segments & typical cross sections
- Trail location
- Roadway and Intersection improvements
- General surface water flow patterns
- Conceptual drainage infrastructure
- Native landscape plantings
- Trail lighting
- Site furnishings
- Trail Signage

2.2 Consultant will perform initial schematic phase utility coordination efforts including the identification of utility providers and contact information.

2.3 Consultant will identify permit requirements.

2.4 Based on City Council input, Consultant will prepare one revision to the concept plan, meet with City staff to review the concept, and have a preliminary budget discussion to conclude this task.

2.5 Based on the information gathered in the preliminary concept effort, Consultant will finalize the concept plans to the level suitable for the development of an opinion of probable cost.

2.6 Consultant will meet with the design team and the City to review the final concepts and costs and workshop a construction phasing approach based on the City-provided phased project funding.

2.7 Consultant will finalize the concept plan.

2.8 Consultant will make a final presentation to City Council.

Scope and Fee for Design Development, Construction Documentation, and Construction Observation will be provided at the completion of this work order and will be based upon the final conceptual plan and opinion of probable cost.

Task 3.0 – Surveys

Topographic Route Survey

1. A topographic route survey shall be performed under the direction and control of a Florida Professional Surveyor and Mapper in accordance with the Standards of Practice requirements of Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida.

2. The survey shall provide horizontal and vertical controls and benchmarks.
3. Project limits are defined as Grand Blvd. right-of-way, from Pithlaschascotee Bridge at the north, to Marine Parkway at the South. (2,600 linear feet). (See attached Exhibit A).
4. Establish sufficient project control (horizontal & vertical) to provide XYZ data within the project limits. Horizontal control will be referenced to the Florida State Plane Coordinate System, Florida West Zone, National Geodetic Survey (NGS) North American Datum (NAD) of 1983/2007 adjustment utilizing the Lengemann GPS RTK Network. Vertical control will be referenced to North American Vertical Datum of 1988 (NAVD 88).
5. The topographical survey shall identify and locate readily apparent above ground features, including utilities, roadway features, drainage elements and landscaping limits. Trees, 4-inch diameter and above at breast height. Fences shall include kind, type, height, and condition. Drainage structures shall be identified by type and include grate elevations and invert elevation and size. Additionally, buildings located within 5 feet outside of the existing right of way line, shall be identified (including overhangs where pertinent) and shall be listed by type, use, and street address.
6. Elevations will be obtained at appropriate spot intervals (50-foot grid equivalent).
7. Survey field codes will be FLS standards.
8. Utilizing field mapped features, readily apparent right of way monumentation, documentation and GIS data from local municipality, generate approximate Right of Way lines within the project limits.
9. In the event of unforeseen access / safety issues, the surveyor will provide data that can be readily / safely acquired. Structures / entities or confined spaces that require lane closure, maintenance of traffic, or confined space entry shall be considered outside the scope of services.

Right of Way Survey

10. In addition to Topographic Route Survey, a right of way survey performed under the direction and control of a Florida Professional Surveyor and Mapper in accordance with the Standards of Practice requirements of Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida.
11. Utilizing obtainable record instruments from the county property appraiser and clerk of the court websites;
 - a. Determine the right of way for the above route(s).
 - b. Establish a non-monumented, virtual baseline(s).
 - c. Report key calculated right of way point locations and recovered field monumentation of same.
 - d. Label adjacent parcels by their respective recording information.
 - e. Delineate easements.

Boundary Survey

12. In addition to the Topographic Route Survey and based on provided legal description, a boundary survey performed under the responsible charge of a Florida Professional Surveyor and Mapper in accordance with the Standards of Practice requirements of Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statute.
13. A current title report is suggested, but not mandatory (provided by the Client, or one may be obtained for an additional fee) before commencement of the survey in order to identify the vested legal description and any right-of-way takings, easements, conveyances, restrictions, and/or other matters of survey in the Public Records which may affect subject property. An

additional fee will be charged to the Client for surveying and mapping services performed, if the title report is provided after the commencement the survey.

14. Recover or set boundary corners.

Deliverables

15. Above Items I. and the addition of Item II. Option "A" or Option "B" will result in a one solitary survey.
16. The survey shall be prepared using Civil3D and include a Civil3D Digital Terrain Model. Provide the survey in a digitally signed PDF format along with the CAD file.

Items not included in this scope of services:

- Traffic striping
- Subsurface utility data other than storm drainage
- Civil3D pipe networks

PROPOSED FEES:

The following is a summary of the total fees for all services listed above.

Task	Basic Services	Total Fee
Task 1	Existing Conditions	\$18,975
Task 2	Concept Plans	\$34,350
Task 3	Topographic Route Survey	\$10,550
	Right of Way Survey	\$8,700
	Boundary Survey	\$14,225
	Estimated Reimbursable Expenses	\$4,000.00

Reimbursable Expenses

Reimbursable expenses are in addition to compensation for Basic and Supplemental, and Additional Services and include expenses incurred by the design team directly related to the Project. Compensation for reimbursable expenses shall be the cost of expenses incurred. Reimbursable expenses include but are not limited to:

1. Printing and Plotting costs incurred by the A/E Design Team for review, team distribution, and Bid & Permit Documents.
2. Courier, Mail and Delivery.
3. Transportation and travel
 - a. Mileage at \$0.575 per mile.
4. Renderings, Models, mock-ups, professional photography, and presentation materials
5. Other similar Project-related expenditures

The Following Services Are Not Included Within This Fee:

- Environmental Assessments
- Geotechnical Engineering
- Major Roadway and Intersection improvements
- Signalization of Intersections.
- Gas, Telecommunication, Telephone, and Electric System Design
- Mechanical, Electrical, Plumbing, and Structural Engineering Design.

- Public involvement coordination for notification of commencement of construction, flyers, and utility outage reports, traffic rerouting reports, etc.
- Design, documentation, permitting, and construction of off-site improvements.
- Design Development, Construction Documentation, and Construction Phase Services.
- Permit Application Fees
- Environmental assessments/resolutions or mitigation or other services related to identification, testing, and remediation of contaminated soils or groundwater.
- Advertising for bids.
- Contractor related dewatering permitting through jurisdictional agencies (i.e. WMD, FDEP, etc.).
- Meetings with Client or designated representatives beyond those detailed above.
- Field flag the landward extent of wetlands potentially within the jurisdiction of governmental agencies with statutory permitting authority following the 2010 Final Supplement to the 1987 Federal Manual for the Identification of Wetlands and the Unified Wetland Delineation Methodology for the State of Florida, dated 1 July 1994.
- Request and conduct site reviews with the appropriate agencies for verification of the landward extent of jurisdictional wetland limits.
- Traffic Analysis
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Life Cycle Cost and/or Energy (FLEET) Analysis
- LEED Consultation
- Graphic and Signage Design
- Detailed Cost Estimates
- Renderings/Models/Videos
- Changes to Scope, Size or Complexity
- Revisions to Previously Approved Documents

Thanks for the opportunity to propose services for your project. Your signature below will indicate your approval of the Scope of Services, Proposed Fees, and General Stipulations. Please sign, date, and return one copy of this letter to our office. Please call if you have any questions or comments.

Sincerely,
Wannemacher Jensen Architects, Inc.



Jason Jensen, AIA, LEED AP, Principal

Approved:

Signature

Date

Printed Name

General Stipulations

Additional Services Compensation

Additional work outside of the scope stated herein will be billed at hourly rates below or negotiated as a lump sum at the time of the request.

1. If the construction budget or size of the project is increased by the owner more than 5% then an additional A/E fee shall be applied for the increased budget amount.
2. Construction Administration exceeding the limits identified in the Scope of Work
3. Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

Hourly Rate Schedule

Principals	\$265.00
Associate Architect, Engineer or Registered Designer	\$165.00
Architectural Associate	\$140.00
Administrative	\$90.00

Payment Provisions

1. Invoices will be prepared monthly and reflect progress to date. (15 days net).
2. Amounts unpaid 60 days from the invoice date are subject to 1.5% interest - 18% annually.
3. In the event of late payment, WJA may stop work on the project until payment is received. WJA shall not be responsible for any schedule delays due to a stop of work due to late payment.

Proposal Provisions

1. This fee proposal is valid for 90 days. If not accepted by Client within 90 days of the proposal date, fees and hourly rates may need to be adjusted.

Owner's Responsibility

1. Unless identified and included in the Scope of Work and Proposed Fees, the Owner is responsible for providing all project information and restrictions including written program requirements, surveys, utilities, geotechnical evaluations, flood elevation certificates, easements, deed restriction, local ordinances, legal issues, etc. that need to be considered for the design of the project. Program requirements shall include space requirements and relationships, special equipment, systems, and other objectives and requirements.
2. Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the progress and schedule of the Architect's services.
3. Owner shall provide the Architect and its Consultants access to the Project site as reasonably required.

Copyright

The Architect and its Consultants shall be deemed the authors and owners of their respective drawings, specifications, renderings, and other documents and shall retain all common law, statutory, and other rights, including copyrights.

Promotional Materials

The Architect shall have the right to include photographic or design representations of the project as promotional and professional materials. Reasonable access to the completed project shall be given to the Architect and its consultants. Information and materials identified by the Owner in writing as

confidential or proprietary shall not be included in the promotional materials. The Owner shall provide professional credit for the Architect in the Owner's promotional materials and in all news related releases referring to the Project.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to Wannemacher Jensen Architects, Inc. and their consultants, the risks have been allocated such that Client agrees that, to the fullest extent permitted by law, Wannemacher Jensen Architects, Inc. total liability to Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from cause shall not exceed the said fees for the individual project. Such causes include Wannemacher Jensen Architects, Inc. negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Pursuant to Florida State Statute 558.0035, an individual employee or agent of the Design Professional may not be held individually liable for negligence.