



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

September 22, 2021

Ref: Architectural and Engineering Design Services Proposal for North River Road Project
Task Order No. 21-03

Dear Debbie,

Wannemacher Jensen Architects, Inc. (WJA) is pleased to submit this proposal to provide Services for the North River Road Project. This proposal is based upon the following assumptions.

Project Understanding

This Project is described as traffic calming and “Complete Streets” design for the City of New Port Richey on an approximately 0.35-mile length of River Road beginning at the intersection of Legion Place on the north end to Main Street on the south. The project extents exclude the intersection of River Road and Main Street.

This scope focuses on conceptual design opportunities of the project area including public input to define the future character of the street that encourages slower vehicular movement, and better defines access within the right-of-way for non-vehicular users like pedestrians and bicyclists. The preliminary plan will identify prototypical segments and the recommended treatments for these segments. An order of magnitude estimate of probable cost will be provided. This will be utilized to provide recommendations for prioritizing City improvements and serve as the basis for future construction documentation.

Construction Documents can be contracted separately as an additional service after the completion of the final conceptual design.

Geotechnical Engineering can be contracted separately as an additional service or completed directly by the City.

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 – Site Analysis

Kick-off Meeting – Consultant will attend a (no longer than two hour) virtual meeting with the City of New Port Richey and the project team to kick- off the project. The City of New Port Richey will be responsible for setting and running the meeting. Consultant anticipates the agenda for the meeting will include:

- City's objectives/Vision for the project
- Preliminary development program
- Project requirements
- Project issues
- Project schedule
- Project team member responsibilities

Document Review - Review previously developed data and plans that may impact the future character of River Road. This information is to be provided by the City. Consultant will identify and collect other additional information, if necessary, to begin the project such as available aerial photographs, utility mapping, and GIS mapping.

General Infrastructure Analysis - Consultant will review existing stormwater management documentation for the project corridor including existing permits, calculations, and plans available from Water Management District or provided by the City to determine the stormwater criteria for the project. A meeting with the Water Management District is outside the scope of this project but can be included as an additional service.

Consultant will perform initial utility coordination including identification of utility providers and requests for mapping and planned/future projects that could impact the corridor.

Consultant will perform initial analysis of the corridor opportunities and constraints for traffic calming and complete streets toolkit elements such as sidewalks, roundabouts, mini-circles, curb extensions, chicane, neck- down solutions, intersection tables, shared use paths, planted shoulders and medians, signage, pavement markings etc. Constraints may include horizontal and vertical clearance road safety requirements provided by the Florida Greenbook and City of New Port Richey transportation standards.

Site Visit – The design team will visit the project site to understand the current condition of the public right-of-way and private properties along River Road within the project area. Consultant will photograph the project site and take field measurements to approximate the existing conditions within the right-of-way along the corridor for use as a planning tool during the completion of the design phase of the work.

Site Analysis Memorandum-A memorandum will be prepared summarizing the findings of the site analysis based on the document review, general infrastructure analysis, and design team site visit.

Deliverable: A Site Analysis memorandum of the findings of the document review, general infrastructure analysis and site visit.

Task 2 – Concept Plans

Develop prototypical concept plans for the project. The preliminary design plans will add traffic calming and “complete streets” features which may include sidewalks, roundabouts, mini-circles, curb extensions, chicane, neck-down solutions, intersection tables, patterned and textured pavement, and other appropriate features applicable to the site context. Preliminary stormwater management needs and utility adjustments will be identified in the concept if applicable.

Review Meeting-The preliminary concepts will be presented to City staff at a meeting to be held virtually. These will be draft hand-drawn concepts plans suitable for discussion of the concepts. After meeting with City staff, Consultant will present to the public. See Public Meeting Task below.

Deliverables: PDF of draft sketches of concept plans for typical roadway segments.

Task 3 – Final Concept Design

Modify the preliminary plans described above based upon comments received from City staff and Public Meeting One (described below). Each of the plan segments will be compiled to provide a cohesive program of traffic calming and complete street treatments within the project limits.

Prepare a preliminary estimate of probable cost for each of the typical final design plan segments and intersections and a total for the corridor. Due to the preliminary nature of the plans, Consultant does not warrant these costs, which are provided solely for preliminary planning purposes. More detailed estimates should be prepared for further planning purposes upon the completion of individual project contract documents.

Review Meeting- Consultant will meet virtually with City staff one time to review final concepts to review plans, renderings, and estimates of probable cost based on conceptual design.

Deliverables: PDF of final concept plans and ROM estimate of probable cost based on the final concept plan.

Task 4 – Public Meetings

Consultant will provide two public meetings for the purposes of soliciting input regarding the proposed designs for the River Road corridor study area. Arrangements for the public meetings, including advertisement, securing the location, and inviting attendees, will be the responsibility of the City. The invitees will include stakeholders as determined by the City of New Port Richey.

Public Meeting One-The first public meeting will be held during the Preliminary Concept phase. Consultant will prepare a concept presentation, based on the document review and evaluation of existing conditions. Consultant will attend and facilitate the public meeting.

Public Meeting Two-The second public meeting will be held during the final conceptual design phase. During this meeting Consultant will present preferred design solutions. Consultant will prepare a concept presentation, attend, and facilitate the meeting.

Task 5 – Survey

Route, Topographic, tree, & utility survey of a 1900-foot-long full road from Main Street to just north of Legion Place. The route is in Pasco County, Florida in the City of New Port Richey. The site is about 1900 feet long going from right-of-way to right-of-way. The 3D topographic, tree, & utility survey will include the site plus 5 feet past right-of-way if needed. We will produce a Route Survey for the project. The survey will include 3D topography of the project with any buildings, driveways, sidewalks, above ground utility indicators to underground utilities, trees, landscape, signs, light poles, drainage, fences, parking, curbing and other topography features on site. The survey may extend past right-of-way to include road or adjacent property features. Also, we will locate all utilities within the right-of-way based on the City and Utilities marking of all utilities on surface before/during survey.

If the Survey Consultant is requested to return to the project site, a separate mobilization additional services fee will be required. If the City requests a private utility locator, this can be provided as an additional service. Soft digs/VVH on utilities can also be provided as an additional service.

Route & 3D Topography Survey

- Set or verify horizontal control and benchmarks on site.
- Route Survey of site.
- Perform 3D Topographic Survey of site.
- Locate above ground indicators to underground Utilities of site.
- Produce CAD and final survey signed and sealed Survey.
- Additional services will be charged at current hourly rates if approved by client. No platting services included in this scope or fee.

The Survey will also locate any monumentation along boundary/right-of-way lines and offsite as needed to determine exact location of boundary and Right-of-way Lines. If monumentation is missing, we will locate adjacent property monumentation and calculate our boundary and set new monumentation along the boundary as determined by a licensed Florida Professional Surveyor.

The Survey will locate all topography on route and may extend beyond the right-of-way to connect adjacent topographic features to our site. The topographic survey will include any buildings, driveways, sidewalks, trees, landscape, fences, walls, signs, light poles, drainage, parking, and other topographic features within the site and may locate topographic features within adjacent Right-of-way. All topography will have elevations and contours plotted into Survey Map and CAD files.

The Survey will locate any utility tops, markers, cuts in pavement, signs of utilities, or sunshine utility painted locations along the road and onsite. Also, we will review any as-builts for any information they may have and show on survey.

A new Route & Topographic Survey map will be produced from above information. Also, with the supplied Title documents we will show any easements. The surveyor will show all information and produce this survey in CAD format depicting as much information on the survey as per scope for an urban project. The Survey map will be professionally printed with the Surveyor signing and sealing as many prints as requested.

PROPOSED FEES:

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

| Task | Basic Services | Total Fee |
|-------------|----------------------------|------------------|
| Task 1 | Site Analysis | \$26,300 |
| Task 2 | Preliminary Concept Design | \$17,905 |
| Task 3 | Final Concept Design | \$22,850 |
| Task 4 | Public Participation | \$15,145 |
| Task 5 | Survey | \$8,625 |
| | Total | \$90,825 |

Estimated Reimbursable Expenses \$8,000

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:

- Public Meetings and/or presentations not specifically noted above.
- Geotechnical Engineering
- Landscape, Hardscape and Irrigation Plans
- Additional meetings not specifically described in the above scope of services.
- Additional design options or additional perspective views not specifically described herein.
- Gas, Telecommunication, Telephone, and Electric System Design
- Mechanical, Electrical, Plumbing, and Structural Engineering Design.
- Construction Documentation, Permitting, Bidding, and Construction Phase Services.
- Application Fees
- Environmental assessments/resolutions or mitigation or other services related to identification, testing, and remediation of contaminated soils or groundwater.
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- 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. Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus 10%.

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. (30 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.

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.