



November 4, 2021

Mr. Robert Rivera, Public Works Director,
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652

Via [Email: riverar@CityofNewPortRichey.org](mailto:riverar@CityofNewPortRichey.org)

Reference: **Revised Proposal US19/MARINE PARKWAY
BICYCLE/PEDESTRIAN BRIDGE FEASIBILITY STUDY**
New Port Richey, FL

Dear Mr. Rivera:

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 US 19/Marine Parkway Bicycle/Pedestrian Bridge Feasibility Study (Project). This proposal follows our meeting of September 20, 2021. This proposal provides a brief discussion of our understanding of the project, our proposed scope of work, and our associated fees and schedule.

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**

The primary objective of this study is to determine the feasibility of a pedestrian/bicycle bridge over US Hwy 19 adjacent to the intersection with Marine Parkway with a view to creating a "Place" for pedestrians and bicyclists, while linking the existing and future trails and sidewalks and maintaining reasonable access and mobility for motorized vehicle users.

Further, specific issues/considerations associated with this project include:

- Ensuring the study of surface improvements for crossings ("No-Bridge alternative") be considered.
- Eliminating the "northern" alternative (north of Marine Parkway), focusing on the southern area.
- Celebrating and branding the subject location in culturally appropriate methods (not a gateway).

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SCOPE OF SERVICES

TASK 1 - Kick off, Site Analysis and Data

This phase will consist of the following:

Task 1.1: Kickoff Meeting

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

- Scope of work
- Schedule
- Documents' review
- Site visit

Task 1.2: Site Analysis and data Collection

S&ME will conduct Site Analysis and data Collection including:

- Inventory of Adjacent and regional trails and sidewalks
- Evaluation of Adjacent and regional trails and sidewalks
- Review R/W utilities, and easements
- Base Data Collection (As built - FDOT; Traffic- Pasco County; PUD - City)
- 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

Task 1. Deliverables:

- Memorandum with a narrative description and graphical representation of:
 - Adjacent and regional trails and S/W along with an evaluation of their relevance and connectivity potential with the project intersection location.
 - R/W utilities, and easements
 - Base Data Collection (As built - FDOT; Traffic- Pasco County; PUD - City)
 - Other data as noted in Task 1.2.

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TASK 2. Implementation Strategy with Approximate Costs

This phase will consist of the following:

- Meet with FDOT for concepts/data/future plans discussion only
- Develop Two Overhead Crossing Configurations
- Develop One At-grade Crossing Configuration
- Refine top two configurations plus at-grade
- Estimate Design, R/W, construction costs
- Meet with City staff to review preliminary results
- Revisions' analysis and completion
- Meet with Utility Agency Owners/Cost Analysis/Follow-up
- Meet with City staff to review preliminary results
- Alternative configurations will include the potential for the inclusion of "Golf Carts" in the analysis.

Task 2. Deliverables:

- Memorandum with a narrative description and 11x17 graphical representations of:
 - Methodology of alternative crossing selections
 - Two draft Overhead crossing configurations
 - One draft at-grade crossing configuration
 - Estimated Design, R/W, and construction probable costs associated with the top two overhead configurations (two approved by City staff) and the at-grade crossing configuration
- This memorandum will be refined based upon input from City and FDOT staff

TASK 3: Draft Feasibility Study Report

- Develop table of contents and review with City staff
- Draft development of draft report sections
- Review overall draft report
- Submit draft report to City for review
- Meet with City staff to review draft report

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Task 3. Deliverables:

- Based upon Client input received during the various meeting with City and FDOT 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
 - Adjacent and regional trails and sidewalks
 - Methodology of alternative crossing selections
 - Two (2) draft Overhead crossing configurations
 - One draft at-grade crossing configuration
 - Estimated Design, R/W, and construction probable costs associated with the top two overhead configurations (two approved by City staff) and the one at-grade crossing configuration
 - 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 (standard renderings) and document format of the report. Comments received will be incorporated into the final draft report.

TASK 4. Final Feasibility Study Report

- Update draft report with comments received
- Final Revision with City Staff

Task 4. Deliverables:

- Based upon input received, S&ME will develop a draft final 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.

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TASK 5. Final presentation to CRA

- Present Proposed Final report (PPT) to City staff
- Revise Proposed Final report (PPT) to City staff
- Present Proposed Final report (PPT) to CRA
- Finalize all docs and submit final report

Task 5. Deliverables:

- The feasibility study will culminate with a PowerPoint presentation to City staff; and finally, to the CRA for review, comment, and final acceptance.
- The final report will be delivered in 11x17 format (three copies) and electronic PDF format.

In the event that the CRA wishes to proceed with an Economic Impact Analysis and Funding Sources Analysis of the recommended crossing feature (overhead or At-Grade solution), the S&ME team will, for an additional fee:

- Develop Economic Development benefits of proposed facilities
- Provide inventory of Viable Funding Sources
- Complete a draft memorandum of Economic impacts and funding sources
- Meet with City staff to review preliminary results

We will be pleased to provide the City with a scope, fee, and schedule proposal to conduct this additional work.

• FEE

Our professional fees for the above-described services will be invoiced as per the below fee schedule on a task lump-sum basis. 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.

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Task	Fee
TASK 1 - Kick off, Site Analysis and DATA	\$ 15,220.00
TASK 2. Implementation Strategy with Approx. Costs	\$ 31,945.00
TASK 3: Draft Feasibility Study Report	\$ 25,040.00
TASK 4. Final Feasibility Study Report	\$ 12,330.00
TASK 5. Final presentation to CRA	\$ 4,105.00
GRAND TOTAL	\$ 88,640.00

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 within **90-120 days, 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
- Additional alternative bridge configurations beyond those identified
- Rendered site plans or exhibits for public, community, or neighborhood meetings beyond those identified.

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 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.

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□ **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.



Angelo Rao, PE
Project Manager, Complete Streets Practice Leader

AGREED BY:

_____	_____	_____
Name	Date	
_____	_____	_____
Title	Jurisdiction	