

2021-056

A PROPOSAL FOR
PLANNING & DESIGN
SERVICES

CITY OF
DIAMONDHEAD,
MISSISSIPPI



ORION
PLANNING + DESIGN


Boulder, CO
Hernando, MS
Huntsville, AL
Missoula, MT
St. Simons Island, GA
Sheridan, WY

FEB 11, 2021

SUBMITTED BY:

 Ron Slade
Partner

 Orion Planning + Design
www.orionplanningdesign.com

 509 Magnolia Street
St. Simons Island, GA, 31522

 912-580-7719

 Ron@OrionPlanningDesign.com



MR. MIKE RESO

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525



February 8, 2021

RE: Proposal for Project I, Phases A and B of the Envision Diamondhead 2040 Implementation Projects

Dear Mike,

Thank you for the opportunity to provide design services for the City of Diamondhead. We remain grateful for the opportunity to continue to work for you and to assist with creating and implementing the design vision as outlined in the Envision Diamondhead 2040 Comprehensive Plan. Per your request, we have broken down the proposal for project I into 2 phases; phase A and phase B. Phase A will encompass the design efforts associated with the project while Phase B will provide the construction related services. The scope and fees for each task and phase are provided below.

PROJECT I - GATEWAY TO DIAMONDHEAD - PHASES A & B

Services and fee structure have been determined with the following assumptions:

- › Individual project site surveys and base information will be provided by the client in an Autocad .DWG file unless otherwise agreed upon between Orion and the city.
- › Design services are provided at \$165/hr unless otherwise specified.
- › This is an estimate only and is subject to increase or decrease based upon actual efforts and a change in the scope of services as determined by the client.
- › Multiple conceptual design ideas will be provided for preference but these fees do not include iterations beyond the original concepts presented or substantial changes in direction once started.
- › Signage and wayfinding design and implementation will occur upon commencement of project I6 on the EDH 2040 project map and contractually under a future agreement.

The individual project phases, scope and fees have been separately itemized in the pages that follow. You may execute the projects individually or collectively by signing in the space provided. We welcome any questions that you may have regarding these so please don't hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads 'Ron Slade'.

Best regards,

Ron Slade, ASLA
Partner

ORION PLANNING + DESIGN

Boulder, CO
Hernando, MS

Huntsville, AL
Missoula, MT

St. Simons Island, GA
Sheridan, WY

PROJECT I - PART A - GATEWAY TO DIAMONDHEAD

SCOPE OF SERVICES AND ESTIMATED FEE

TASK	DESCRIPTION	FEE ESTIMATE
1	Conceptual Design <ul style="list-style-type: none"> › Programmatic, and creative visualization of an overall entry way corridor plan depicting design improvements per the boundary illustrated on the EDH 2040 project map. The northern boundary shall be revised to end at the community center. › Client-consultant brainstorming sessions › Exploration of fundamental relationships of space and layout › Create base mapping (site survey by others) 	\$6,490
2	Schematic Design <ul style="list-style-type: none"> › Review of opportunities and constraints, codes and ordinances › On-site field reconnaissance (1 day trip) › Create 3 different conceptual ideas, including plan and elevation sketches of interstate identity monument signage, roundabout monument signage, banner pole street light, color rendered and suitable for presentation › Create a conceptual landscape planting concept › Select final direction/design alternatives › Prepare initial rough cost estimate › Public presentations (1 day trip) 	\$9,570
3	Design Development <ul style="list-style-type: none"> › Incorporate client comments from schematic design phase to include more details and specifics and any value engineering revisions › Create design development CAD and 3-D modeling drawings of approved conceptual design option of monument signs, sidewalk and pavers, banner pole street light and landscape planting › Begin preliminary engineering › Select specific construction and finish materials for monument signs, sidewalk and paver hardscape, banner pole lighting and plant material › Update cost estimate for value engineering, quantity and material pricing calculations to work with local contractor(s) for construction pricing and obtain preliminary bids for construction › Review for compliance with municipal and regulatory permitting requirements 	\$11,990
PART A - PROJECT TOTAL		\$28,050

Client Signature - Project I - Part A

Date

ORION PLANNING + DESIGN

Boulder, CO
Hernando, MS

Huntsville, AL
Missoula, MT

St. Simons Island, GA
Sheridan, WY

PROJECT I - PART B - GATEWAY TO DIAMONDHEAD

SCOPE OF SERVICES AND ESTIMATED FEE

TASK	DESCRIPTION	FEE ESTIMATE
1	<p>Construction Documentation - Working Drawings and Technical Specifications</p> <ul style="list-style-type: none"> › Create construction document drawings, details and final engineering for all monuments, sidewalk and paver hardscape, and pole banner light pole to include dimensional elevations, plan view and cross sections with material call outs, construction materials, hardware, up-lighting and written technical specifications as required to receive complete bids for construction › Create detailed landscape planting plan with installation details and specifications, genus, species, and cultivar listed, size and spacing of plant material › Create irrigation performance specifications › Obtain necessary municipal and regulatory approvals and permitting 	\$24,090
2	<p>Bidding and Negotiation</p> <ul style="list-style-type: none"> › Solicit bids for construction from qualified contractors and provide bid packages for contractors › Assist the client with responding to contractors questions and provide any additional drawings or information they may need to complete their bids › Review bids, provide comparative cost analysis as received from bidders › Assist the client with selection of a contractor and awarding the contract to the selected contractor <p>Note: This work will be billed hourly as needed not to exceed the fee</p>	\$2,975
3	<p>Construction Observation</p> <ul style="list-style-type: none"> › Periodic and scheduled site visits to observe implementation progress and ensure the contractor is adhering to plans and meeting the design intent › Assist with the review of contractor's monthly invoices and confirm percentage of work completion › Answer contractor questions and address any issues requiring clarification › Address any required changes and/or change orders that may arise from unforeseen field conditions <p>Note: Assumes 4 (1-day) trips for progress inspections and will be billed hourly not to exceed the fee. Subsequent trips if needed, billed at a max. of 8 hours at the hourly rate plus expenses</p>	\$5,780
PART A - PROJECT TOTAL		\$ 32,845

Client Signature - Project I - Part B

Date

ORION PLANNING + DESIGN

Boulder, CO
Hernando, MS

Huntsville, AL
Missoula, MT

St. Simons Island, GA
Sheridan, WY

Schematic Design

Orion Planning+Design (OPD) shall prepare schematic design drawings to satisfy overall program and design intent. Schematic design will align with the public requirements and approvals process.

OPD shall prepare schematic design drawings defining the general concept of landscape architectural design and development and a budgetary estimate of probable construction cost for that scope of work based upon the schematic design.

Design Development

Upon Client's authorization to commence design development, OPD shall prepare design development drawings and a preliminary estimate of probable construction cost for OPD's portion of the work. The design development plans will define the character and essentials of the project, including selection of materials.

OPD shall assist Client in filing the appropriate plans and documents which are required to secure the necessary design approvals from the various governmental agencies having jurisdiction over the project, but Client shall be solely responsible for securing all such approvals.

Construction Documentation

Upon Client's approval of the design development plans and preliminary cost estimate, OPD will develop working drawings and technical sections of specifications to construct the work and shall prepare a final estimate of probable construction cost. Technical sections of specifications shall be prepared in Construction Specifications Institute (CSI) MasterFormat. Client shall be responsible for Bidding Contract Requirements and General Requirements divisions of the specifications.

OPD shall prepare working drawings and technical sections of specifications to reasonably conform to applicable codes and regulations of governmental bodies having jurisdiction over the work at the time of preparation.

In developing working drawings and technical sections of specifications, OPD shall use its best efforts to coordinate its services with other consultants and to maintain a construction budget in accordance with the preliminary design estimate of probable construction cost accepted by Client at the end of the schematic design phase. When the final estimate of probable construction cost is one hundred ten percent (110%) of the preliminary design budget estimate, or less, the final estimate will be acceptable to Client.

Bidding or Negotiation Phase

If required by the Client, OPD shall assist Client in obtaining and evaluating bids or negotiating proposals, and assist in awarding and preparing contracts for construction. This service will be performed hourly as needed per the fees stated above.

Construction Observation

OPD shall be present for construction observation at intervals of substantial completion. Punch lists shall be provided to the client and contractor to ensure that the design intent is met to satisfaction. This service will be performed hourly as needed per the fees stated above.

Additional Services:

For any Additional Services as may be authorized by you, we are to be compensated either on an hourly basis or for a lump sum amount, as mutually agreed.

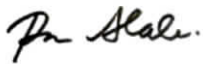
Reimbursable Expenses:

We are to be compensated for expenses incurred on behalf of the project in accordance with the Terms and Conditions identified below.

Payments to Orion Planning and Design shall be made no later than thirty (30) days after receipt of invoice. All expenses such as air fare, hotel, ground transportation, printing, outside consultant, postage, Federal Express and courier services will be billed at direct cost. Travel expenses are estimated to be approximately \$1,000 per trip per person. All other services not itemized above, including but limited to any design revisions beyond what has been approved, or any services you may request, will be billed at our standard hourly rates.

Thank you for allowing Orion Planning and Design provide these design and consulting services for you.

Best regards,

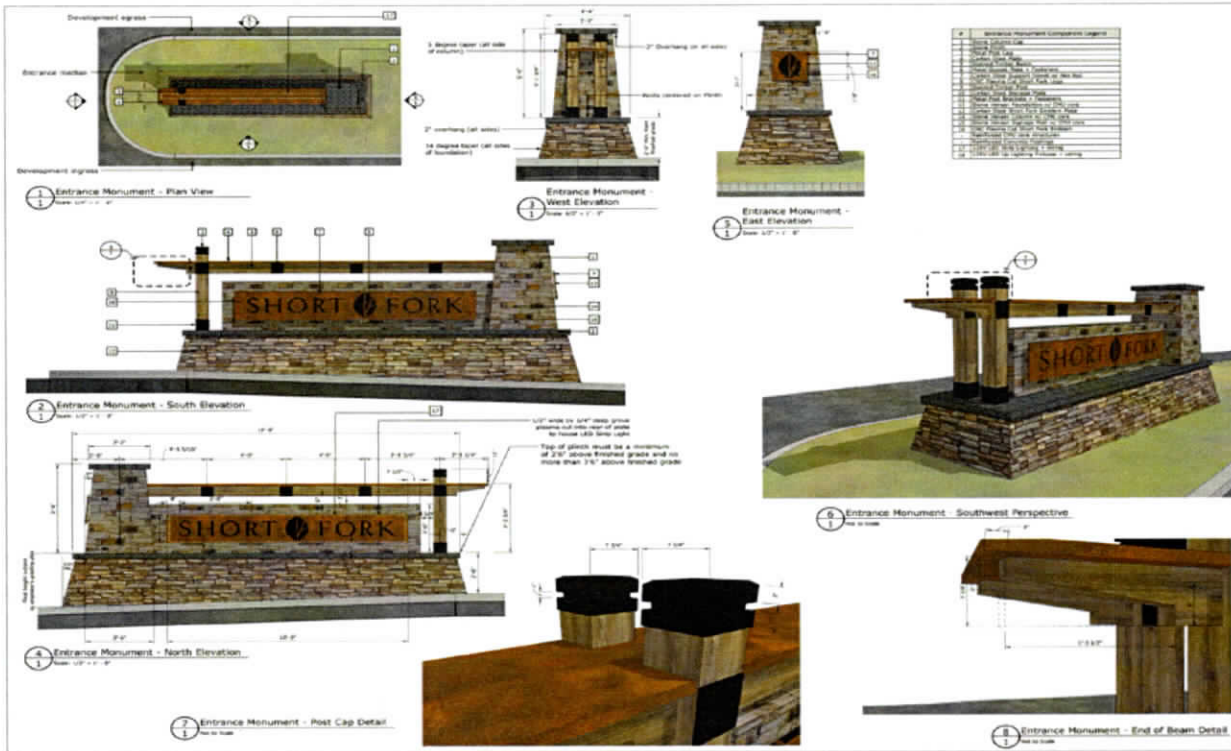


Ron Slade, ASLA
Partner

By signing this page, client hereby agrees to the terms and conditions contained here within.

Client Signature

Date



Project Title:
SHORT FORK PHASE I

Project Location:

County:

Architect:
ORION

Contractor:
CONSTRUCTION

Scale:

Notes:

Revision:

Drawn:

Checked:

Approved:

Date:



Project Title:
SHORT FORK PHASE I

Project Location:

County:

Architect:
ORION

Contractor:
CONSTRUCTION

Scale:

Notes:

Revision:

Drawn:

Checked:

Approved:

Date:



ORION PLANNING + DESIGN

Boulder, CO
Hernando, MS

Huntsville, AL
Missoula, MT

St. Simons Island, GA
Sheridan, WY