



September 11, 2023

Anna Bergmark  
City of Jackson  
101 Court Street  
Jackson, MO 63755

RE: Task Order - US 61/Deerwood Drive Roundabout Design Enhancements  
Referencing: Federal Project # STP-3005(003) and Lochmueller Project # 521-0127-00T

Dear Anna,

Lochmueller Group (LOCHMUELLER) is pleased to submit the following scope and fee for professional design services related to the US 61/Deerwood Drive Roundabout in Jackson, Missouri. It is our understanding that the City of Jackson (CITY) requests conceptual design services for the enhancement of the roundabout to include gateway features, signage, planting and other potential enhancement features. The design concepts will be informed by current standards and specifications of the City of Jackson, MoDOT LPA, MUTCD, ADA and PROWAAG.

#### **SCOPE OF SERVICES**

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##### **Task 1 – Administration / Project Management / Meetings**

- 1.1. Perform overall project administration tasks including project documentation, resource scheduling, and meeting coordination to align with the LPA roadway project.
- 1.2. Perform overall project management tasks including monitoring the project budget and schedule.
- 1.3. Provide client project updates and perform project coordination tasks including:
  - 1.3.1. Project updates are anticipated to be provided monthly and/or coordinated with the LPA roadway project.
- 1.4. Perform project QA/QC tasks in accordance with LOCHMUELLER's internal procedures.
- 1.5. Facilitate three (3) virtual or in-person coordination meetings with the CITY staff throughout the duration of the project including an in-person project kickoff meeting.

##### **Task 2 – Data Collection**

- 2.1. Site Visit
  - 2.1.1. LOCHMUELLER will visit the site to take photos, document the potential view corridors/lay of the land, and to understand the immediate project context.
  - 2.1.2. LOCHMUELLER will review other existing roundabouts in Jackson and the local area for project context and documents existing precedents.

- 2.2. Review utilities and other technical parameters of the roundabout design. Coordinate the locations of conduits for future electrical, irrigation, etc. to be documented in the LPA project to facilitate the addition of future features in the roundabout.

### **Task 3 – Concept Development/Public Involvement**

- 3.1. The design base for the LPA roadway project will be used as the base for the roundabout enhancement design options.
- 3.2. Roundabout Precedents & Enhancement Components
  - 3.2.1. Assemble examples of roundabout enhancement in Missouri, in MoDOT rights of way, and other DOT examples to serve as precedents for discussion with the community, city staff, and MoDOT.
  - 3.2.2. Assemble example imagery of enhancement components to serve as examples of potential design components.
  - 3.2.3. Provide recommendations for potential enhancement components that meet CITY, MoDOT LPA, MUTCD, ADA and PROWAAG standards and review with the CITY and MoDOT.
  - 3.2.4. Document the outcome of the meeting with the CITY and MoDOT in PDF Memo format to include preferences, allowed components, technical considerations, and maintenance considerations.
- 3.3. Typical Sections & Conceptual Drainage Coordination
  - 3.3.1. Coordinate the enhancement design with the roundabout design and drainage.
  - 3.3.2. Create typical cross sections to study the height of the components with respect to vehicular view sheds.
- 3.4. Concept Sketch Design
  - 3.4.1. Identify conceptual locations of enhancement components to include gateway, hardscape, landscape, and signage features.
  - 3.4.2. Provide three (3) sketch ideas for the roundabout enhancement in a PowerPoint presentation.
  - 3.4.3. Prepare concept preservation for review with the City of Jackson and MoDOT.
  - 3.4.4. Document the outcome of the meeting with the CITY and MoDOT in PDF Memo format to include the preferred concept or components of the concept, technical considerations, and maintenance considerations.
- 3.5. Preferred Concept & Costs
  - 3.5.1. Refine one (1) concept plan with input from the CITY and MoDOT input.
  - 3.5.2. Prepare color-rendered design concept plan.
  - 3.5.3. Prepare conceptual costs for enhancement components of the preferred concept. Costs for the roundabout are included in the LPA roadway project.

#### Task 4 – Recommendations

- 4.1. Provide recommendations in a PowerPoint presentation to summarize the recommendations.
  - 4.1.1. Concept development, preferred concept, cost estimate, and descriptive text.
  - 4.1.2. Recommendations for next steps which include options to incorporate the roundabout improvements into the final plans and implementation phases of the LPA roadway project.

#### Optional Services

Public Meeting – prepare exhibits for and participate in a public meeting to be coordinated and held in conjunction with the LPA roadway project open house for additional services. See below for information under Fees. Scope to include:

- Coordinate the public meeting approach with the LPA project team.
- Prepare three (3) exhibit boards for one (1) community meeting. Boards are likely to include: 1) proposed roundabout and existing conditions, 2) design components + feedback exercise, and 3) sketch concepts + feedback exercise (or preferred concept + feedback exercise depending upon the timing of the meeting).
- Attend the public meeting to explain the improvements, and gather input from the attendees. Coordinate with CITY Staff to present the concepts at a public meeting.
- Document the outcome of the community meeting in PDF Memo format.

#### Exclusions, Extra Costs and Supplemental Services

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Upon completing the conceptual design, LOCHMUELLER can incorporate the recommendation into the LPA roadway project. Services not in scope: final plans, structural design, lighting design, planting design, graphic design, irrigation design, and other exclusions outlined in the Prime Agreement.

#### Schedule

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The project will follow a schedule mutually agreed upon by the CITY and LOCHMUELLER and that aligns with milestone and steps in the LPA roadway project.

#### Fees

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The conceptual design phases outlined in Tasks 1 through 4 are subject to the terms of the Master Agreement for Professional Services dated August 13, 2013, and shall be completed and billed on a **cost-plus fee basis for a fee of \$45,000**, which amount shall not be exceeded without prior authorization. These fees are subject to an increase if additional tasks are added to the Scope of Services. **Optional Services: Public Meeting for a fee of \$10,500.** A current hourly rate sheet for 2023 is enclosed.

Any other tasks in addition to those specifically described in the above scope of services, including but not limited to supplemental meeting time, would be billed as extras on a time and materials basis,



unless a specific scope and fee is negotiated separately. However, LOCUMUELLER would not proceed with supplemental services without the direction or authorization of the CITY.

Please feel free to contact me at 314-413-4721 or at the email address below if you have any questions or comments concerning this proposal. We look forward to working with the CITY on this project.

Sincerely,  
**Lochmueller Group**

A handwritten signature in black ink that reads "Laurel Harrington".

Laurel Harrington, PLA, ASLA, LEED BD+C  
Senior Landscape Architect  
[Laurel.harrington@lochgroup.com](mailto:Laurel.harrington@lochgroup.com)

copy: Scott J. Smith, Scott Meyer, Kelley Davis  
Project File



411 North 10<sup>th</sup> Street, Suite 220, St. Louis, Missouri 63101  
820 S. Main Street, Suite 207, St. Charles, Missouri 63301

## 2023 HOURLY RATE SCHEDULE PROFESSIONAL ENGINEERING AND PLANNING SERVICES

Classification	Hourly Rate
Senior Project Manager III .....	\$285
Senior Project Manager II .....	\$255
Senior Project Manager I .....	\$235
Senior Project Engineer I .....	\$215
Project Liaison .....	\$225
Project Engineer IV .....	\$200
Project Engineer III .....	\$180
Project Engineer II .....	\$160
Project Engineer I .....	\$145
Supply Chain Engineer III .....	\$160
Engineering Intern III .....	\$140
Engineering Intern II .....	\$135
Engineering Intern I .....	\$125
Senior Transit/NEPA Specialist .....	\$205
Senior Landscape Architect I .....	\$236
Landscape Architect .....	\$140
Planner IV .....	\$170
Planner III .....	\$150
Planner II .....	\$130
Planner I .....	\$110
Engineering Designer IV .....	\$195
Engineering Designer III .....	\$144
Engineering Designer II .....	\$141
Engineering Designer I .....	\$122
Environmental Specialist IV .....	\$187
Environmental Specialist III .....	\$160
Environmental Specialist II .....	\$133
Environmental Specialist I .....	\$102
Environmental Technician II .....	\$106
Environmental Technician I .....	\$90
Environmental Geologist .....	\$166
Historian/Section 106 Specialist IV .....	\$171
Historian/Section 106 Specialist III .....	\$155
Historian/Section 106 Specialist II .....	\$125
Historian/Section 106 Specialist I .....	\$102
Certified Construction Inspector II .....	\$130
Certified Construction Inspector I .....	\$109
Senior Appraiser .....	\$212
Right of Way Services Specialist .....	\$172
Realty Specialist .....	\$127
Senior Graphic Designer .....	\$147
Administrative Assistant .....	\$82
Student Intern .....	\$80
Field Technician .....	\$80

DIRECT EXPENSES will be charged to the client in addition to the above quoted rates. Mileage will be charged at the allowable federal mileage reimbursement rate at the time the mileage was incurred. Direct expenses include but are not limited to: mileage, filing fees, testing costs and express mail costs, provided that they are reasonable and necessary for the accomplishment of the work. These rates may be changed on an annual basis at the discretion of Lochmueller Group, Inc.