



Date: 7 January 2021

To: Blair Larsen
Community and Economic Development Director
City of Sweet Home, Oregon

Re: **Sweet Home Downtown Streetscape and Parking Plan**
 Task Outline and Fee Estimate for Landscape Architecture and Engineering Services

Dear Blair,

This Task Outline corresponds to the services requested within the RFP. Please note that the Base Scope of Work listed is more in line with your minimal budget. Additional scope of work is offered as Optional Services. I have itemized these tasks and have estimated associated hours and fees.

Task	BASE SCOPE OF SERVICES		Hours	
			Principal	Staff
A Project Scoping				
1	Project Management	12	0	
2	Initial Meeting and Notes	12	8	
3	Site Analysis (walk through with staff and submission of notes)	8	10	
4	Assembly of accurate Base Plans for area within scope of work	4	20	
B. Project Concepts Development				
1	Concept Diagram. Based on the site analysis and initial meetings, a plan will be prepared that identifies all goals and general recommendations. This will be presented to city staff for review, dialogue and comment. Based upon feedback, revisions will be made.	16	8	
2	Streetscape and Parking Concepts Plans Based upon the accepted Concept Diagram, a minimum of (3) preliminary plans will be prepared that provide specific recommendations for pedestrian oriented design, connectivity, public gathering space options, art locations and other streetscape amenities. These plans will not be done for the entire site but rather prototypical blocks within the core area. The concepts identified for the prototypical area will serve as representative and can be applied to the remainder of the downtown area within the scope of this study. This will be presented to city staff for review, dialogue and comment. Based upon feedback, revisions will be made.	32	12	
3	Stakeholder and Community Meeting #1 Prepare for and facilitate a meeting to solicit input and feedback. Feedback will be recorded and integrated into the final conceptual plans. A preferred design will be determined and refined as needed for the Planning Commission and city Council Presentation	8	10	
4	Planning Commission and City Council Presentation Prepare for and facilitate a meeting in a public forum to solicit input and feedback. Feedback will be recorded and integrated into the Final Conceptual Plans.	12	12	
5	Engineering Coordination Meet with KPFF Engineers and Sandow Engineers (separately) to receive feedback on civil engineering and lighting issues respectively. With KPFF items such as vehicular movement and utility infrastructure will be reviewed and recommendations made. With Sandow, lighting will be reviewed for spacing and general photometrics. Conclusions from these review meetings will be applied to the Final Conceptual Plans. (see engineering fees below)	8	8	

C. Final Conceptual Design				
	1	Final Design Package. Based on feedback from engineering, Planning Commission and City Council, prepare a final Conceptual Design of the core area with supporting documents. The core area is defined as roughly one half the overall site as agreed to by city staff. (See Optional Services for the entire site). The Final Conceptual Plans will include specific design including pedestrian safety improvements, parking recommendations, new landscape areas and street trees, street light locations, integrated art locations, public gathering plazas, pocket parks, furnishings (benches, bike racks, litter receptacles etc.) and other elements defined during the design process. A pedestrian amenities. Supporting documents include cross sections, furnishings options boards and other essential graphics. (see optional services for 3-D renderings).	30	60
	2	Stakeholder and Community Meeting #2 Prepare for and facilitate a meeting to obtain final feedback.	8	10
		<i>Total Hours</i>	150	158
		Estimated Fee for Base Scope of Services listed above	\$32,220.00	
		Estimated Reimbursable Expenses	\$1,000.00	
		Total Fees for Base Scope of Services	\$33,220.00	

OPTIONAL SERVICES			Add'l Fee
	A.	Final Conceptual Design for Entire Project Area	\$12,000
	B.	Parking Study (Sandow Engineering) Provide recommendations for location and utilization of off-street and on-street locations.	\$2,000
	C.	Street Lighting Consultation (Sandow Engineering) Determine light fixture selection, illumination data, spacing and provide a Photometric Analysis for a (3) block representative area.	\$2,000
	D.	Civil Engineering Base Service For (3) Block Area (KPFF): Attend meeting with city and coordinate with design team. Provide engineering review for vehicular movements and infrastructure improvements for a (3) block prototypical area.	\$3,220
	E.	Civil Engineering Base Service For Entire Site Area (KPFF): Provide engineering review for vehicular movements and infrastructure improvements for entire project area.	\$4,455
	F.	Civil Engineering Data Compilation and Review (KPFF): Compile and review available utilities, ROW, property, GIS, record drawings, maps and studies.	\$1,430
	G.	Civil Engineering Assessment of Existing Utilities and Drainage (KPFF):	\$2,340
	H.	Civil Engineering Cost Estimate for 1/2 of project Area (KPFF):	\$2,570
	I.	Civil Engineering Cost Estimate for Entire project Area (KPFF):	\$3,610
	J.	Illustrative Renderings (up to 4 total)	\$2,000
	K.	Cost Estimates for 1/2 of Overall Site (including Civil and Lighting Engineering)	\$6,000
	L.	Cost Estimates for Entire Project Area (including Civil and Lighting Engineering)	\$9,200
	M.	Project Report Prepare summary of project in 8-1/2x11" bound format. This will include final plans, recommendation and narratives as needed.	\$3,200
	N.	Additional Site Meetings (not mentioned above for each person attending)	\$900 per trip

Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work as indicated. Additional scope of work would be performed at the hourly rates.
- 3 Reimbursable expenses i.e. printing, postage and materials will be billed on an at cost basis not to exceed the amount indicated. Travel is billed per mile at the standard rate.