

November 8, 2022

Courtney Hornsby
City of West Monroe
2305 N. 7th Street
West Monroe, LA 71291

Subject: Proposal for Professional Services
Pointe West Masterplan
West Monroe, Louisiana
CEC Project 327-302

Civil & Environmental Consultants, Inc. (CEC) is pleased to present this proposal for consulting services to the City of West Monroe (City) for the planning of the development of the Pointe West property located in West Monroe, Louisiana. Our proposal is based upon CEC's knowledge and experience obtained by working on similar projects. The following sections of this proposal present CEC's understanding of the project, scope of services, project fees, invoicing and schedule, exclusions, and authorization and closing.

Our preparation of this proposal is based on the following:

UNDERSTANDING OF PROJECT

The following points comprise our understanding of the project requirements:

- (1) CEC understands the City intends to develop approximately 60 acres of land near Mane Street, including the area of the new hotel and sports facility.
- (2) CEC understands the proposed project involves the planning of the various uses throughout the development, including application of typical design standards and best practices to conceptually layout the buildings, roadways, infrastructure, pedestrian areas, walkways, and landscaping. Determination of approximate lot lines and sizes for subdivision are to be included in the plan.
- (3) CEC understands concepts and guidelines for site signage are to be developed as part of the project.
- (4) CEC understands the desired deliverables are design guidelines, conceptual layout plans, renderings, and brochures in PDF format for use in planning and marketing.

The preceding items form the basis of CEC's scope of services listed below. CEC will advise you if additional scope of services items become necessary during the course of our services.

SCOPE OF SERVICES

CEC's proposed scope of services is presented below and is based on our understanding of the project requirements.

1.0 MASTER PLANNING

CEC will review and analyze existing amenities and opportunities within the development, including the West Monroe Sports & Events Center and the Ike Hamilton Expo Center as anchor drivers of the proposed development expansion. CEC will conduct an online meeting with project stakeholders to gain an understanding of project goals and objectives and to obtain local knowledge. CEC will provide the stakeholders with the initial impression of constraints and opportunities from this task and utilize the information gathered for the following planning phases of the project.

CEC will develop a Master Plan for the proposed development. The master plan will contain a graphical and narrative description of development goals and guidelines, project objectives and priorities, development boundaries, potential subdivision, existing and proposed facilities, existing and proposed activities and uses, capacities, architectural and signing themes, pedestrian connectivity and economic engagement. The master planning task is a three (3) part task:

1.1 Part 1 – Diagrammatic Plan

- a. CEC will utilize the gathered information from site inventory, stakeholder meeting, and overlaid mapping to create a conceptual diagrammatic master plan.
- b. CEC will present the plan in diagrammatic form to the stakeholders for review and comment via online meeting.

1.2 Part 2 – Conceptual Master Plan

- a. Once the diagrammatic feedback from the stakeholders has been received, CEC will further develop the masterplan into a conceptual plan with additional detail.
- b. CEC will present the conceptual plan to the stakeholders for review and comment via online meeting.

1.3 Part 3 – Final Master Plan

- a. CEC will incorporate information gathered from the conceptual plans and comments from stakeholders to develop the final master plan.
- b. The final master plan will include the application of typical design standards and best practices for developments of this nature and include the elements listed above. The Master Plan will showcase a “best fit” layout along with design guidelines for architectural, signage and landscape finishes for the project.
- c. Civil/Site Layout will be included as a general layout for use by the City. The layout will be in AutoCAD and allow for flexibility to future tenants. The civil/site layout will not

- include topography, detailed engineering or utilities. These services can be provided as an additional services if/when requested.
- d. The master plan will be provided in PDF booklet format. CEC will present the Final Master Plan to the stakeholders via online meeting. CEC has not included any in-person meetings as part of the scope. CEC can provide an in-person meeting as an additional service and will provide a separate fee for such service.
 - e. Deliverables:
 - a. PDF Booklet Including: design guidelines, conceptual layout plans, renderings, and brochures in PDF format for use in planning and marketing.
 - b. Printable sections and/or maps so that owner can utilizes sections for marketing.

PROJECT FEES

The lump sum fees to complete the scope of services presented above are shown below and are based on our current understanding of the project. The overall scope of CEC’s services may have to be modified as the project progresses, with the approval of the City.

Task 1.1 – Diagrammatic Plan	\$6,860.00
Task 1.2 – Conceptual Master Plan	\$4,920.00
Task 1.3 – Final Master Plan.....	\$15,880.00
Total Project Fee.....	\$27,660.00

INVOICING & SCHEDULE

CEC can initiate these services upon your approval and notice to proceed. Invoicing for these services will be based on percentage of the scope of work completed monthly. Reimbursable expenses are included in the above fees. CEC will obtain approval for revisions to our scope of services and associated fees, if necessary, as the project progresses.

The Schedule of Terms and Conditions, which apply to the proposed work, is attached. Any changes to these Terms and Conditions must be agreed to in writing by both parties prior to our authorization to proceed. Your oral or written authorization to proceed will form a binding contract and indicates your acceptance of this proposal.

EXCLUSIONS

The estimated fees presented above do not include the following services, which may or may not be required as the project progresses. At your request, we can provide separate proposals which include these additional services as their scope is defined.

- (1) Surveying Services
- (2) Engineering or Detailed Design Services
- (3) Geotechnical Investigation / Engineering Services
- (4) Traffic Studies or Traffic Engineering Services
- (5) Ecological and Environmental Assessments

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- (6) Permitting Services
- (7) Construction Related Services

CLOSING REMARKS

CEC appreciates the opportunity to be of service to the City of West Monroe and we look forward to working with you toward the successful completion of this project. We are confident our diverse planning, landscape architecture, and site development capabilities and past experience on similar projects will be an asset to your development. Please feel free to contact Jim Christie at 304-709-2332 with any questions or comments you may have regarding this proposal.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

Lucas Gardner, P.E.
Project Manager

Jim Christie, P.L.A.
Principal