

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 5, 2016	

TO: Chair Jennifer Groth and Board Members

FROM: Randy Dixon, Operations Administrator
Jim Hossley, Public Works Director *JH*

THROUGH: Rodger Craddock, City Manager *RC*

ISSUE: Coos Bay Gateway Improvements – Approval of Consultant Proposal and Fee

BACKGROUND:

The City obtained the services of GreenWorks a landscape architectural and urban design firm to assist with creating a vision for streetscapes along Broadway and Bayshore. GreenWorks created, and previously shared with the Council, a vision/concept for streetscape improvements for several locations along these roads. Council directed staff to start with the north and south entry locations to enhance the gateway. Staff contacted Greenworks to obtain a scope of work to develop a landscape plan of the City's two gateway sites. The scope consists of two tasks. Task 1 is preliminary design which will result site plan concept. This plan will depict all new areas to be landscaped and will include proposed locations for trees, plant beds and ornamental pedestrian fence in a simplistic graphical format for review and approval by Council. Task 2 is for development of the construction documents. The consultant fee for completing both tasks is \$27,016.50. Should Council concur, GreenWorks has included one alternate which is to include an electronic reader board rendering showing location of the board on the site plan. This would be for an additional \$1600.00.

ADVANTAGES:

The completion of this project will enhance the curb appeal of our City's main entrances and potentially promote economic development of the community.

DISADVANTAGES:

None

BUDGET IMPLICATIONS:

Funding would come from Urban Renewal Agency (URA)

RECOMMENDATION:

If it pleases the Agency approve a contract with GreenWorks for a fee not to exceed \$28,616.50

ATTACHMENT:

GreenWorks scope and fee

May 02, 2016

Randy Dixon
City of Coos Bay
500 Central Avenue
Coos Bay, OR 97420

RE: **Coos Bay Gateway Improvements – Coos Bay, OR**
Landscape Architectural Services Proposal - No. 116056

Randy Dixon:

Thank you for the opportunity to provide you with this proposal for professional services. Our proposal is based on our previous conversation with you and our experience with the first phase of this project. It is based on the city's desire for creating two gateways along Highway 101 along the north and south ends of the city.

We make the following proposal for your consideration and acceptance:

PROPOSED SCOPE OF SERVICES



Task 1. Preliminary Design

1.1 (1) Site Visit

1.2 Research relevant development/landscape requirements

This research is only to identify the general requirements for development within the scope of this proposal and may include such requirements as: landscape area, street trees, screening and buffering, tree counts, and relevant plant sizes and spacing.

1.3 Site Plan Concept

We will develop a landscape plan of the two gateway sites for the City of Coos Bay. This plan will depict all new areas to be landscaped and will include proposed locations for trees, plant beds and ornamental pedestrian fence in a simplistic graphical format for review and approval by the Client.

1.4 Team Coordination/Project Management

Time for project management and coordination with the city and internal design team.

Task 2. Construction Documents

2.1 Site Plans

Site plan will combine erosion control, demolition items, grading and ornamental pedestrian fence layout.

2.2 Planting Plan

This plan will include graphic location and identification of plant materials to be used including sizes, and varieties.

2.3 Irrigation Plans

This includes a diagrammatic layout of landscape irrigation piping, valves, control equipment, sprinkler heads, and related equipment, specifically calling out pipe and equipment sizing types, brand, and model.

2.4 Construction Details

We will produce typical details for installation of irrigation system, plant material and site fence.

2.5 Specifications

Includes material and installation specifications in CSI format for landscape planting, irrigation and ornamental pedestrian fence.

2.6 Construction Cost Estimate

Includes an estimate of probable construction cost for site improvements, planting and irrigation.

2.7 Team Coordination/Project Management

Time for project management and coordination with the city and internal design team.

Task 3. Services During Construction (Not proposed at this time)

ASSUMPTIONS

1. Site topographic survey will be provided by owner in both hardcopy and AutoCAD formats. All utilities, trees and other existing features will be located on the survey.
2. Contact for this project will be through the City of Coos Bay. It is expected that any transportation department standards as it pertains to site and landscape improvements be presented during the preliminary design coordination phase of this project.
3. Electronic reader board rendering considered an Additive Alternate. GreenWorks, PC to provide location of electronic reader board on site plan with note describing it as such.
4. Excluded Services are not a part of GreenWorks, PC's Basic, or Additional Services and are the responsibility of others. Excluded Services include, but are not limited to, the following: Slope stabilization, contaminated soil (testing, identification, removal and disposal), site drainage, utility demolition and relocation, signage relocation, construction staging, and traffic control.
5. Structural engineering if necessary for design of walls, signs, fences, and other landscape features will be provided by others.
6. Demolition activities within GreenWorks, PC's scope will include clearing and grubbing of existing vegetation, establishment of subgrades suitable for planting soil depth, and desired removal of non-structural surface paving.

TERMS OF AGREEMENT

Fee Schedule

Professional fees for the scope of work can be broken down as follows:

Task 1: Preliminary Design.....	\$4,116.00
Task 2: Construction Documents	\$22,900.50
TOTAL	\$27,016.50

This total fee of \$27,016.50 is a lump sum fee and includes reimbursable expenses.

Additive Alternate No. 1:

Task AA1: Electronic Reader Board Rendering.....	\$1,600.00
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Hourly rates

This proposal is based upon the hourly rates outlined below for the current calendar year. If this proposal is accepted or work begun in the following calendar year, our fees will be revised to incorporate the billing rates then in effect. If work continues into subsequent calendar years we reserve the right to revise and update our fees.

Principal	\$170.00 per hour
Landscape Architect I.....	\$90.00 per hour
Clerical/Administrative	\$75.00 per hour
Consultants	Cost + 10%

Direct Reimbursable Expenses

Project expenses such as mileage, delivery services, printing and reproductions, supplies, and communication are included in the lump sum fee above.

Payment

Invoices are payable upon receipt, and Client shall not back charge or withhold payment from Landscape Architect for any charges, costs or expenses without Landscape Architect's specific written consent.

Additional Work

Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or the Project's scope may require Additional Services of Landscape Architect. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to our regular rates in effect at the time. We will notify you before performing additional services.

Plan Processing

GreenWorks, PC will not be responsible for submittals to City or County agencies. GreenWorks, PC will cooperate with the person responsible for obtaining required permits.

Construction

It is understood that we have not been retained or compensated to provide design and construction observation services relating to the methods of operation and/or safety precautions of any construction contractor or subcontractor who may work on the project.

Contract Time Limit

Client accepts this Contract by returning this Proposal signed below to Landscape Architect or by accepting any part of Landscape Architect's performance under this Proposal. Upon acceptance, Client agrees to be bound by the Terms and Conditions printed above. If acceptance fails to occur within 60 days of the date above, this Proposal will be void unless accepted by Landscape Architect.
If this proposal meets with your approval, kindly return one signed copy to our office.

Sincerely,



Mike Faha, PLA, FASLA, LEED AP
Principal
GreenWorks PC
503.222.5612 mikef@greenworkspc.com

Accepted by:

Company Name

Date

TASK			GreenWorks, PC	
			Principal (\$170/hr)	Landscape Arch I (\$90/hr)
1.0		Preliminary Design	4	36
8	1.1	Site Visit		8
8	1.2	Research		8
18	1.3	Site Plan Concept	2	16
6	1.4	Team Coordination/Project Management	2	4
2.0		Construction Documents	15	214
43	2.1	Site Plans	3	40
43	2.2	Planting Plans	3	40
43	2.3	Irrigation Plans	3	40
43	2.4	Construction Details	3	40
34	2.5	Specifications	2	32
11	2.6	Construction Cost Estimate	1	10
12	2.7	Team Coordination/Project Management		12
Individual Totals (hours)			19	250
Firm Totals (cost)				\$25,730.00
5%	Reimbursable Expenses			\$1,286.50
TOTAL FEE				\$27,016.50



