

CLH design, p.a.

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Amendment 1 Proposal

Date: May 11, 2016
To: Vonda Martin – Park Planner - City of Greensboro
From: Zak Pierce, ASLA, PLA, LEED AP – CLH Design, PA
Re: **PROPOSAL FOR PROFESSIONAL SERVICES**
HESTER PARK – PHASE 1, GREENSBORO, NC

Dear Vonda:

We are very excited about seeing phase one of the Hester Park Master Plan come to life! Thank you for selecting CLH design! We have reviewed the scope letter dated 4/12/2016 you provided and incorporated the proposed sectors into this fee proposal.

Please do not hesitate to contact me if you have any questions or concerns regarding this scope.

Scope of Services

1. Survey Conversion and Basic Site Investigation
 - Convert boundary and topographic survey provided by the City of Greensboro into useable base information for design. (AutoCAD format)
 - Investigate physical and ordinance driven restrictions on development through review of the site, survey and local and state development ordinances.
2. Preliminary Design
 - Develop a schematic site plan meeting the City of Greensboro Hester Park Phase 1 recommendations with regards to zoning, construction and general design restrictions.
 - Provide recommendations of possible alternative site layouts should restrictive conditions be identified.
 - Attend up to three meetings with the City of Greensboro during design reviews.
3. Civil/Site/Landscaping Design - Perform site design and develop construction plans and specifications for site improvements based on the list of recommended phase one improvements a schematic site plan approved by the City of Greensboro. Our deliverables will consist generally of the following:
 - Existing Conditions/Demolition Plan
 - Staking Plan
 - Grading and Drainage Plan
 - Sediment and Erosion Control Plan

- Stormwater Management Plan
- Planting Plan
- Site and Planting Construction Details
- Site Utility Plans (Water & Sewer)

It is our understanding that the existing domestic water and sanitary sewer services for the existing Park Restroom Buildings are sized appropriately and in good condition. These services will be utilized for the renovated restroom buildings. If the services are not in good order and need replaced, we will modify this proposal accordingly to cover the design services.

- Division 31-33 Technical Specifications.

4. Design Permitting - Process, submit and track required site development permits and approvals consisting generally of the following and make revisions as required by reviewing authorities:

- Site Plan Approval through City of Greensboro Technical Review Committee
- Erosion Control Permit by NCDEQ
- Driveway Permits and Encroachment Agreements through NCDOT and / or the City of Greensboro as applicable

The City of Greensboro shall be responsible for obtaining all off-site permanent and temporary easements or rights-of-way necessary for the project. CLH will indicate the location of necessary easements and rights-of-way on the drawings but any additional documents, exhibits or other assistance with negotiating and obtaining easements or rights-of-way from adjacent property owners is excluded from this scope.

5. Bidding Phase (Formal Contract, Single Prime Contractor)

- Develop the Contract Documents and the Project Manual from edited standard City of Greensboro standards and bidding documents.
- Coordinate public advertisement through avenues required by the City of Greensboro.
- Conduct a Pre-Bid Conference.
- Issue addenda and address bidder questions.
- Conduct Bid Opening.
- Develop and issue a Bid Tabulation and Award Recommendation.
- Acquire required bidder's documentation and facilitate execution of contracts between the selected bidder and the City of Greensboro.

6. Construction Observation and Administration consisting generally of the following:

Note: This assumes a 12-month Construction Duration

- Issue Notice to Proceed to the Contractor.
- Conduct a Pre-Construction Conference. Attendees to include CLH design, City of Greensboro and all applicable consultants and contractors.
- Conduct Monthly Construction Meetings, including contractors, designers, and City of Greensboro.
- Review the Contractor's product submittals and shop drawings for compliance with the Construction Documents.
- Review change proposals, RFI's and prepare Change Orders as required.
- Visit site as necessary to provide assistance and direction to contractor.

- Visit the site at least once a month during active construction to observe construction activities and/or to perform punch list inspections. A 12-month construction duration is assumed for this proposal.
- Provide written monthly project updates / status summary (field reports) to Owner and Contractor.
- It is assumed that the City will hire a Geotechnical Engineer to provide soil, pavement and density testing as necessary during construction.
- Review and process Contractor's Applications for Payment.
- Review field testing results (as necessary.)
- Obtain necessary documents from contractor(s) and submit a Final Report and Record Drawings (including Auto Cad files) based on Contractor mark-ups and including all revisions made during bidding and construction.
- It is assumed that the City will be procuring a surveyor to assist with record surveys.
- Conduct one thorough on-site inspection at substantial completion and provide the owner and contractor one punch list of outstanding items.
- Coordinate and attend one final walk-through to ensure punch list items have been addressed and the site can obtain final acceptance. *(Any re-inspection visits required after the final walk-through will be charged to the contractor as per the general conditions of the bid documents.)*

7. Architectural Design Services: Restroom Building Renovation Sector 5

- Perform architectural design and develop construction plans and specifications for the consideration of a restroom building renovation improvements or a demolition and replacement with a pre-fabricated structure based on a schematic plan approved by the City of Greensboro.
- Provide construction administration services consisting generally of the following:
 - Attend construction meetings when architectural work is occurring
 - Provide progress field reports
 - Review and process Contractor's Applications for Payment.
 - Review field testing results (as necessary.)
 - Obtain necessary documents from contractor(s) and submit a Final Report and Record Drawings (including Auto Cad files) based on Contractor mark-ups and including all revisions made during bidding and construction. Record drawings will be submitted in both the latest release of Auto Cad and in TIF format all on compact disks.

8. Architectural Design Services: Trotter Center Façade Improvements as an Alternate to the project

- Perform architectural design and develop construction plans and specifications for the Trotter Center Façade improvements based on a schematic plan approved by the owner.
- Provide construction administration services consisting generally of the following:
 - Attend construction meetings when architectural work is occurring
 - Provide progress field reports
 - Review and process Contractor's Applications for Payment.
 - Review field testing results (as necessary.)
 - Obtain necessary documents from contractor(s) and submit a Final Report and Record Drawings (including Auto Cad files) based on Contractor mark-ups and including all revisions made during bidding and construction. Record drawings

will be submitted in both the latest release of Auto Cad and in TIF format all on compact disks.

9. Mechanical, Electrical, Plumbing (MEP) Engineer Design Services: Lake Fountain.

- Perform MEP design and develop construction plans and specifications for the lake fountain based on a schematic plan approved by the City of Greensboro.
- Provide construction administration services consisting generally of the following:
 - Attend construction meetings when architectural work is occurring
 - Provide progress field reports
 - Review and process Contractor's Applications for Payment.
 - Review field testing results (as necessary.)
 - Obtain necessary documents from contractor(s) and submit a Final Report and Record Drawings (including Auto Cad files) based on Contractor mark-ups and including all revisions made during bidding and construction. Record drawings will be submitted in both the latest release of Auto Cad and in TIF format all on compact disks.

10. Geotechnical Engineering Services: Soils Report and Pavement Recommendations.

- Perform soil borings to evaluate existing soil types.
- Provide pavement design/thickness recommendations for proposed roads and parking lots.
- Perform Seasonal High Water Table (SHWT) borings, as necessary per City of Greensboro stormwater regulations.

11. Public Meeting (Community Conversation)

- Attend one public meeting hosted by the City of Greensboro.
- Present the proposed Phase 1 improvements to the community in the format of a 'Community Conversation'.

12. Reimbursable Allowance

The following expenses are considered reimbursable and are not included in the above fees.

- All permitting fees and printing costs for submittals are considered reimbursable.
- Permit application fees
 - City of Greensboro
 - TRC fee is estimated at \$780
 - NCDEQ Erosion Control review fee is estimated at \$520
 - NCDOT Driveway Permit review fee is estimated at \$100
- Bid advertisement fees
 - Newspaper ads are estimated at \$500
- Printing cost for submittals and owner reviews is estimated at \$500
- Miscellaneous printing \$1,100

Professional Services in addition to those listed in this proposal may be provided at a negotiated lump sum additional fee.

Basic Lump Sum Services & Fees (Base Bid)		
Service	Ref. Scope No.	Fee
Schematic Phase	1-3, 7	\$ 14,250.00
Design Development Phase	3-4, 7	9,500.00
Construction Document Phase	3-4, 7	38,000.00
Bidding	5, 7	4,750.00
Construction Administration	6, 7	23,750.00
Project Closeout	6, 7	4,750.00
Total		\$ 95,000.00

Alternates		
Service	Ref. Scope No.	Fee
Architectural Services – Trotter Center Façade Improvements (Alternate No. 2)	8	20,000.00
MEP Engineering Services –Lake Fountain design (Alternate No. 4)	9	3,000.00
Total		\$ 23,000.00

Allowances and Reimbursables		
Service	Ref. Scope No.	Fee
Geotechnical Engineering – Soils Report (Allowance)	10	\$ 7,500.00
Public Meeting (Allowance)	11	800.00
Reimbursables (Allowance)	12	3,500.00
Total		\$ 11,800.00

Standard Hourly Rates	
Principal Engineer / Landscape Architect	\$175.00
Project Engineer / Landscape Architect	\$150.00
Project Manager	\$150.00
Project Designer	\$85.00
Construction Observation / Administration	\$80.00
Additional Construction Phase Site Visit	\$600.00

Opinion of Probable Construction Costs	
Vandalia Drive Park Access – Sector 1	\$225,000
Parking – Sector 2A	\$200,000
Lake Loop Walkway – Sector 4	\$200,000
Multi-Purpose Fields – Sector 5	\$455,000
Adult Fitness plus concrete pad– Sector 8B	\$12,500
Wayfinding Signage	\$20,000
Renovate Existing Park Restroom/Concessions Building	\$180,000
Trotter Community Recreation Center – Façade Improvements	\$245,000

Existing Site Information:

It is our understanding that a complete boundary and topographic survey will be provided by the owner. The survey will be provided in Auto CAD format for use as a base map for design.

Schedule:

Design and Permitting	6 months
Bidding Period	2 months
Council Approval (For Contractor) – Contract Coordination/Execution	3 months
Construction	10 months

Excluded Services

The following services, in addition to others indicated above, are excluded from the proposed Scope of Services:

- Construction Materials and Compaction Testing
- Envir. Assessments or Impact Statements
- Fire or Domestic Water Booster Pump Designs
- Flood Studies
- Gas or Generator Design
- Irrigation Design
- LEED Design and Documentation
- Monument Signage Design
- Public Road Improvements (i.e. road widening, turn lanes, traffic signals, etc)
- All other services not specified within this proposal
- Variance Applications
- Structural Design
- Surveying/Recombination/Easement Mapping & Exhibits
- Traffic Signal Design
- Traffic Studies or TIAs
- Wetland/Stream Delineation & Impact Permitting
- Sector 6 Restroom Building Improvements

Payment

CLH design, p.a. will submit invoices for completed work to the City of Greensboro on a monthly basis and a final invoice upon completed services. Payment shall be made for completed work within 30 days of the client having receiving payment from owner and shall be considered past due after 30 days of receiving payment. Past due amounts for completed work at the time of invoicing will be subject to service charges of 1% per month, beginning on the past due date.

In the event of any cancellation or delay of the project by the client or owner, CLH design, p.a. will be entitled to invoice the client for all acceptable services performed or furnished and all Reimbursable Expenses incurred through the effective date of the cancellation or delay.

Acceptance

The acceptance of this proposal will be found on the signature page of the City of Greensboro contract form.

Best regards,
for CLH design, p.a.

A handwritten signature in black ink, appearing to read 'Zak Pierce', with a stylized, cursive script.

Zak Pierce, ASLA, PLA, LEED AP
Principal