

September 08, 2006

Kesha McLeod, Project Coordinator  
Gainesville Community Redevelopment Agency  
Box 48, Station 490  
Gainesville, FL 32602-0490

**RE: Cost Proposal for Landscape Architecture Services**

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Dear Kesha:

Zamia Design would like to submit this proposal of Professional Services for the following project: Eastside Gateway to be located on a 0.29 acre parcel at 1490 East Hawthorne Road (the old Tacklebox site). This proposal is for the continuation of the design process begun in February of 2006.

The following will outline the proposed Scope of Services, Fee Proposal, and Client Responsibilities. Upon acceptance of this proposal, the City of Gainesville will prepare a purchase order for Landscape Architecture Design Services.

Project Summary: The anticipated process is to modify the existing design concept to address comments from the June 19<sup>th</sup> CRA meeting and future input from the Eastside Redevelopment Advisory Board (ERAB). Upon direction from the ERAB a final design concept will be presented to the Community Redevelopment Agency.

**SCOPE OF SERVICES**

1. Concept Modification:

Meeting #1 (CRA staff) – An initial meeting should be held with CRA staff for further direction on the project. This meeting should review CRA comments from June 19<sup>th</sup>, budget considerations, and staff expectations. A meeting with the ERAB should be scheduled as a result of this meeting.

Meeting #2 (ERAB) – Based on input from meeting #1, we will meet with the Eastside Redevelopment Advisory Board to either discuss and receive input on modifications of the Gateway concept or present a modified design for approval.

Meeting #3 (ERAB) – If Needed – Present a modified design concept for approval.

Meeting #4 (CRA) - The final design concept as approved by the Eastside Redevelopment Advisory Board will be presented to the Community Redevelopment Agency. This concept will be accompanied by graphics necessary to illustrate the final design.

The final product is a design concept. Specific issues such as irrigation, lighting design (photometrics), layout and dimensioning, construction details, etc. will be limited to a general understanding of the issues for assurance that final design and construction drawings are feasible.

All deliverables will be provided in hardcopy and digital formats.

**FEE PROPOSAL**

**Landscape Architecture Design Services:**

Zamia Design will perform the Landscape Architecture Design services described above at an hourly rate not to exceed **\$4,000.00**.

The hourly basis will be at the following rates:

Project Manager – Senior Landscape Architect	\$ 85.00	per hour
Landscape Architect	\$ 75.00	“ “
Technician	\$ 55.00	“ “
Administrative Assistant	\$ 45.00	“ “

**D. Retainer:**

No retainer is required for this agreement.

**E. Reimbursable Expenses:**

Reimbursable Expenses include authorized travel, mileage, reproduction, supplies, postage, and other non-labor (reimbursable) costs associated directly with this project. These will be invoiced at their direct cost and will not result in the total fees exceeding **\$4,000.00** without prior written authorization.

**F. Billing:**

Zamia Design shall bill the Client for Basic and Additional Services and Reimbursable Expenses monthly in proportion to services performed. All payments are due upon receipt of invoice.

**CLIENT’S RESPONSIBILITIES**

- A. Provide authorization to proceed with the services outlined in this agreement.
- B. Provide Zamia Design with all information, surveys, reports, and professional recommendations requested by Zamia Design as required to perform its professional services. All surveys shall be provided in digital format.
- C. Provide Zamia Design with any information, agreements, and/or restrictions that may be in effect on the property that may impact the design guidelines or criteria for the project.
- D. Render decisions in a timely manner so as not to delay the progress of Zamia Design services.

**SCHEDULE**

Upon receipt of a fully executed Purchase Order, Zamia Design shall perform its services and obligations in a prompt and timely manner as is consistent with professional skill and care. Zamia Design and CRA staff will develop a mutually acceptable schedule for fulfilling the scope of this agreement. During the course of the project, anticipated and unanticipated events may impact the project schedule.

Thank you for your consideration of this proposal. Please do not hesitate to call with any questions or clarifications.

Sincerely,

Larry Teague, ASLA