

**Request for Proposals
East/West University Avenue Roadway Median Design
Gainesville Community Redevelopment Agency
June 11, 2007**

Due Date: Tuesday, June 19, 2007 at 1:00 P.M.

Introduction

The scope of work is for design and construction observation services for roadway medians on University Avenue in the College Park/University Heights (CPUH) and Eastside redevelopment districts. In the CPUH district, five medians are located between the 1100 and 1900 blocks. In the Eastside, two medians are located on East University Avenue between Waldo Road and East 15th Street and one median is on Southeast Hawthorne Road.

It is understood that some of the Avenue medians may not be wide enough to accept large trees due to FDOT design regulations. In these locations, ground covers would be acceptable. The CRA would also like recommendations for installing irrigation systems in the medians. Should irrigation systems prove to be feasible, then the CRA will obtain additional design services. Finally, the CRA seeks rough cost estimates for site prep, planting installation, and establishment care for one (1) year.

Scope of Work

- 1) Meetings: two coordination/review meetings with FDOT. One meeting with each advisory board to present the plans and respond to questions.
- 2) Design: Landscape plans and details, notes, and specifications. Cost estimates for site preparation, landscape installation, and one (1) year of establishment care.
- 3) Irrigation feasibility study to determine the constructability and costs of implementing an irrigation system in each of the medians in the plan.
- 4) Construction observation not to exceed 8 hours for each district.
- 5) Optional Site Measurements: To conduct horizontal measurements of the medians where dimension information is not available.

Site Information

CRA will provide to the firm all documents it has in its custody to enable the firm to complete this scope of work. The CRA will seek survey information for the medians as it is available from FDOT. Should the firm require additional site survey information beyond what the CRA can provide, the firm will need to develop dimensioned base maps (no vertical information) to complete the dimensional information requirements.

Instructions to Firms Proposing on this Scope Work

Firms may submit proposals for either:

- 1) Eastside District only (3 medians)
- 2) CP/UH District only (5 medians)
- 3) Both districts together as a combined project (8 medians)

In the fee proposal, firms must explain:

- The number of hours needed for each task in the Scope of Work and line item costs
- Subtotal costs for each district submitted (For both single and combined project)
- Customary hourly rate for additional services
- Firms will also list any potential reimbursable expenses with a not-to-exceed amount.

IMPORTANT: Proposals that deviate from the list of work tasks described above will not be deemed responsive to this request for proposals and will therefore not receive consideration for selection.

Deliverables

- 1) Six plan sets; delivered as both hardcopy and electronic PDF format on CD.
- 2) Cost estimate and irrigation system feasibility study; delivered as hardcopy and MS Word format on CD.

Questions:

Please call Matt Dubé, CRA Projects Coordinator at (352) 334-2205. Or by email, dubemb@cityofgainesville.org

Responses

Please email proposals to Rebecca Burgess, whose email address is: burgessrc@cityofgainesville.org

June 15, 2007

Matt Dube, Project Coordinator
 Gainesville Community Redevelopment Agency
 Box 48, Station 490
 Gainesville, FL 32602-0490



RE: Fee Proposal for Landscape Architecture Services

Dear Matt:

Zamia Design would like to submit this proposal for the University Avenue Median Design project. This proposal is for the **combined project of 8 medians** which encompass the College Park / University Heights Districts (CP/UH) for five medians and the Eastside District for three medians.

The following will outline the proposed Scope of Services, Deliverables, Proposed Fees, and Client Responsibilities. Hours and fees have been broken down by line item and subtotaled by District as requested. Upon acceptance of this proposal, the City of Gainesville will prepare a purchase order for Landscape Architecture Design Services.

Project Summary: Provide landscape design for a total of eight medians on University Avenue and Hawthorne Road between East 15th Street and Waldo Road and between the 1100 and 1900 blocks on West University Avenue. Coordinate the design process with CRA staff, FDOT, and the CRA district advisory boards.

SCOPE OF SERVICES

- 1. Meetings** **\$ 750.00**
 Two meetings will be held with FDOT to discuss utilities, clear zones, and other applicable design standards regarding the medians. It is anticipated that one meeting will be held at project start-up and one held after design development. One meeting will be held with the College Park / University Heights Advisory Board and one meeting will be held with the Eastside Redevelopment Advisory Board (ERAB) to discuss the median designs for their respective districts.
- 2. Design Development and Construction Documents** **\$ 3,840.00**
Design Development – Landscape designs will be developed for approval by CRA staff and the Advisory Boards. Existing medians on NE 1st Street and NE 3rd Street will be used for aesthetic guidelines. It is anticipated that we will propose some modifications that will maintain the desired appearance while lessening the cost and inherent danger of frequent maintenance.
Construction Drawings – Final construction documents suitable for bidding and construction shall be prepared including identification of all plants and quantities, installation details, plant material schedules, turf and mulch takeoffs, and written specification notes.
- 3. Cost Estimates** **\$ 300.00**
 Cost estimates for site preparation, landscape installation, and one year of establishment care will be provided.



- 4. Irrigation Feasibility Study** **\$ 480.00**
 Recommendations for irrigation will be provided for the establishment of all plant material. This is a report that will investigate the feasibility (cost and constructability) of implementing a permanent irrigation system for each of the eight medians. The pros and cons of additional irrigation strategies, i.e. a manual system via a quick coupler, or utilization of a water truck, may also be investigated.
- 5. Construction Evaluation (Observation)** **Hourly Not To Exceed \$ 1,050.00**
 Construction evaluation will be provided for the medians during the construction phase. A maximum of 8 hours per district will be utilized to provide construction evaluation for work in progress and prepare field reports on the general compliance with the construction documents.
- 6. Site Survey – Optional** **Hourly Not To Exceed \$ 2,400.00**
 This is an optional line item in the event the City cannot provide a digital survey of the project area, or additional site data is required to prepare base sheets. Services include development of a dimensioned base map for all construction documents. Horizontal control will be developed using measuring tapes and wheels. Vertical control will not be developed; we know the medians are basically level so there is no need for the added expense of shooting elevations. Utilities will be located per information provided by GRU. All existing surface elements will be located (power poles, signs, curb cuts, etc. Subsurface elements will not be shown unless provided by the City or GRU. This will not be a certified land survey and will not eliminate the contractor's liability and responsibility for locating existing utilities, but should meet contractor needs for demolition and construction installation.

FEE PROPOSAL

1. Design Fee Breakdown (1)

		<u>Eastside</u>	<u>CPUH</u>	<u>Total</u>
Meetings:	Hours (2)	5	5	10
	Fees	\$375	\$375	\$750
Design / CDs:	Hours	25	39	64
	Fees	\$1,500	\$2,340	\$3,840
Cost Estimates:	Hours (3)	2.5	2.5	5
	Fees	\$150	\$150	\$300
Irrigation Report:	Hours (4)	4	4	8
	Fees	\$240	\$240	\$480
Subtotal Fixed Fees:	Hours	36.5	50.5	87
	Fees	\$2,265	\$3,105	\$5,370
Construction Observation: (Hourly – Not to Exceed)	Hours	6	8	14
	Fees	\$450	\$600	\$1,050
Optional Surveying: (Hourly – Not to Exceed)	Hours (5)	15	25	40
	Fees	\$900	\$1,500	\$2,400
Total Maximum Fees:	Hours	57.5	83.5	141
	Fees	\$3,615	\$5,205	\$8,820



- Notes: (1) Ratio of LA time vs. Tech time varies by task.
 (2) FDOT meetings split between districts (two mtgs regardless of one or both districts).
 (3) Cost estimate split between districts (not dependent on number of medians).
 (4) Irrigation report split between districts (not dependent on number of medians).
 (5) This is a worse case scenario if no survey information is provided by the City at all.

2. Retainer - No retainer is required for this agreement.
3. Reimbursable Expenses - Reimbursable Expenses include 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 exceed **\$300.00** (\$150.00 per district).
4. Billing - Zamia Design shall bill the Client for Design Services and Reimbursable Expenses monthly in proportion to services performed. All payments are due upon receipt of invoice.

DELIVERABLES

Six sets of all plans and reports will be delivered to the CRA in hardcopy. All plans will also be provided in digital (pdf) format on CD and all reports will also be provided in digital (MS Word) format on CD.

CLIENT'S RESPONSIBILITIES

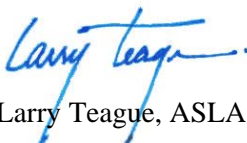
1. Provide authorization to proceed with the services outlined in this proposal.
2. Provide Zamia Design with a land survey that provides the existing conditions and dimensions applicable for creating a construction drawing base sheet. All surveys shall be provided in digital format.
3. Provide all information, reports, and professional recommendations requested by Zamia Design as required to perform its professional services.
4. 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.
5. 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

