



#160162A

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September 24, 2015

SENT VIA E-MAIL (siburtmd@cityofgainesville.org)

Mr. Mark Siburt
City Arborist
City of Gainesville – Parks, Recreation, and Cultural Affairs
PO Box 490, Station 24
Gainesville, FL 32602-0490
Subject: Gainesville Tree Plantings – Multiple Sites
CMA Proposal No. P15.665

Dear Mr. Siburt:

Chen Moore and Associates (CMA) are grateful for the opportunity to submit the attached Scope of Services to assist you in design, permitting, bidding, and construction administration for multiple project sites within the municipal boundaries of Gainesville, FL. This Scope of Services is developed under the assumption that all design, permitting, and construction will run concurrently to streamline meetings with regulatory agencies. Additional fees may be required if projects are separated.

PROJECT INTRODUCTION

The "Project" includes the design, permitting, and construction administration for the successful installation of each site described below. Our scope of work includes professional landscape architecture necessary for the successful completion of the project.

The anticipated submittals for each Project site include:

- Design Development (50% Design Documents)
- Construction Documents (90% Design Documents)
- Bid and Permit Documents (100% Design Documents)

The "Client" is the City of Gainesville (COG)

The "Consultant" is Chen Moore and Associates (CMA)

Project 1: Gainesville Empowerment Center, 3055 NE 28th Avenue (2845 NE 39th Avenue)
Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design to include existing trees, city permitting as necessary, and Construction Administration.

Project 2: Southwest 6th Street Rail Trail, 500-900 SW 6th Street
Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration. This project may incorporate the removal of existing fencing and sidewalk along the project limits.

Project 3: NW 34th Street Right of Way (0-1600 Block)

Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration. The project will require coordination with GRU, FDOT for maintenance, and coordination with affected property owners.

Project 4: NW 6th Street Right of Way (2300-4700 Block)

Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration. Will require coordination with GRU, FDOT for maintenance, and coordination with affected property owners.

Project 5: Waldo Road Bicycle Path (from SE 2nd Avenue to 39th Avenue)

Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration.

Project 6: NE 8th Avenue Right of Way (1500-2600 Block)

Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration.

Project 7: Citizens Field Overflow Parking Lot, 1100 NE 14th Street

Scope includes: Tree Inventory and Disposition, Landscape Design, Irrigation Design, city permitting as necessary, and Construction Administration.

Methodology for the Scope of Services our firm shall provide for each site is described below:

Task 1 - Meetings - Consultant shall perform the following:

- Up to five (5) Meetings with the City Urban Forestry Department to review project progress. Consultant assumes meetings to be comprehensive and include all projects in this Scope of Services.
- Anticipated milestone meetings include: Project Kick-off Meeting, Design Development Review, Construction Documents Review, Bid and Permit Documents Review, Preparation for Contractor Selection.
- The work of this task also includes the preparation of meeting minutes for each meeting.
- Each meeting will be attended by two CMA staff members.

Task 2 - Tree Inventory and Disposition Plan - Consultant shall perform the following:

- Site Visit to assess existing vegetation for removal and mitigation. Consultant shall use current aerial photography and available GIS data for existing utilities to generate base plans.
- Consultant shall have utilities marked by Sunshine One Call and record locations of utilities and trees using ESRI Collector. This does not constitute a survey prepared by a Professional Surveyor and Mapper, but should be sufficient for most project sites.
- Coordination of application for tree removal mitigation through City of Gainesville.
- Provide Tree Inventory and Disposition Plans, Construction Details, and Specifications.

Task 3 - Landscape Design - Consultant shall perform the following:

- Preparation of Landscape Plans, Construction Details, and Specifications for the street tree plantings. Includes incidental hardscape repairs such as sidewalk or tree grates as necessary.

- Renderings and illustrations necessary for public presentation or meetings with stakeholders.
- Coordination of application for tree removal and mitigation through City of Gainesville.

Task 4 - Irrigation Design - Consultant shall perform the following:

- Site Visit to assess existing irrigation system and availability of power and water for irrigation.
- Due diligence on irrigation water use permitting and connection point to water supply; Preparation of Irrigation Plans, Construction Details, and Specifications.
- Pending current legislation, Alachua County may inspect irrigation installation.

Task 5 - Government Permitting – Consultant shall perform the following:

- Consultant shall coordinate and prepare submittal packages and submit for government permits with the appropriate calculations and back-up to the following agencies as necessary by project site for tree mitigation, maintenance agreements, and consumptive water use:
 - City of Gainesville – Planning and Development Services
 - City of Gainesville – Public Works
 - City of Gainesville – Parks Recreation and Cultural Affairs
 - City of Gainesville – Gainesville Regional Utilities
 - Alachua County School Board
 - Alachua County Environmental Protection
 - St. John’s Water Management District
 - Florida Department of Transportation District 2
- Consultant shall revise plans and coordinate permit resubmittals if necessary.

Task 6 - Construction Administration – Consultant shall perform the following:

- A. Bid Assistance** – Consultant shall develop scope of work for public bidding of the projects and provide technical assistance to the Client through the contractor procurement process
- B. Pre-construction** - Consultant shall attend pre-construction conference meetings, review contractor submittals, and assist contractor prior to commencement of construction.
- C. Construction Observation** – Consultant shall provide general observation of the work and confirmation that the design intent is met in the field. Field reports will be issued to Client for completed site visits. We have estimated an average of four (4) site visits for the site construction period to each site prior to substantial completion for each project. Consultant assumes multiple project sites to be active simultaneously. After the budgeted visits have been used, additional visits shall be provided upon written Client authorization and invoiced on an hourly basis.
- D. Construction Closeouts and Statements of Work Completion** – Consultant shall prepare a statement of work completion, review “as-built” drawing submittals of the irrigation systems, and certify that the landscape meets local code and Florida Nursery Grades and Standards. Consultant shall close out tree mitigation permit with City of Gainesville. Consultant shall have up to two (2) site walk through meetings to generate an initial punch list and verify that punch list items were completed.



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The basis for the above scope of services and associated fee(s) are based on the following:

- This Scope of Services is bound by the “Professional Services Agreement for Professional Engineering and Consulting Services” executed on July 17, 2015 between the City of Gainesville and Chen Moore and Associates CCNA Continuing Contract No. 2014-077-L.
- Consultant shall provide services from design through construction completion.
- Consultant shall prepare drawings utilizing FDOT format.
- All work shall comply with applicable building and regulatory codes.
- Building Permits shall be processed by the Contractor.
- The project sites are assumed to be clear of any environmental contamination with available water and power for irrigation on site. If any of these conditions cannot be met, Additional Services may be necessary to establish connection points for the irrigation systems.
- Client is responsible for providing survey data if required. Consultant can provide these services through a subconsultant if necessary as Additional Services.

Information to be provided by client

- A letter from the property owner granting access to the site and giving approval for Consultant to perform the services listed above.
- Filing and permit application fees, review fees, impact fees or any other associated assessments by other governments/agencies.
- Copies of all relevant data, including correspondence, traffic reports, plans or information in Client’s possession which may be beneficial to the work effort performed by Consultant.
- Previous reports and assessments.

SCHEDULE AND FEES

Consultant is prepared to begin work upon receiving Notice to Proceed from the Client. Work will be completed on a mutually agreed upon schedule.

The total lump sum fee for this project will be divided as follows:

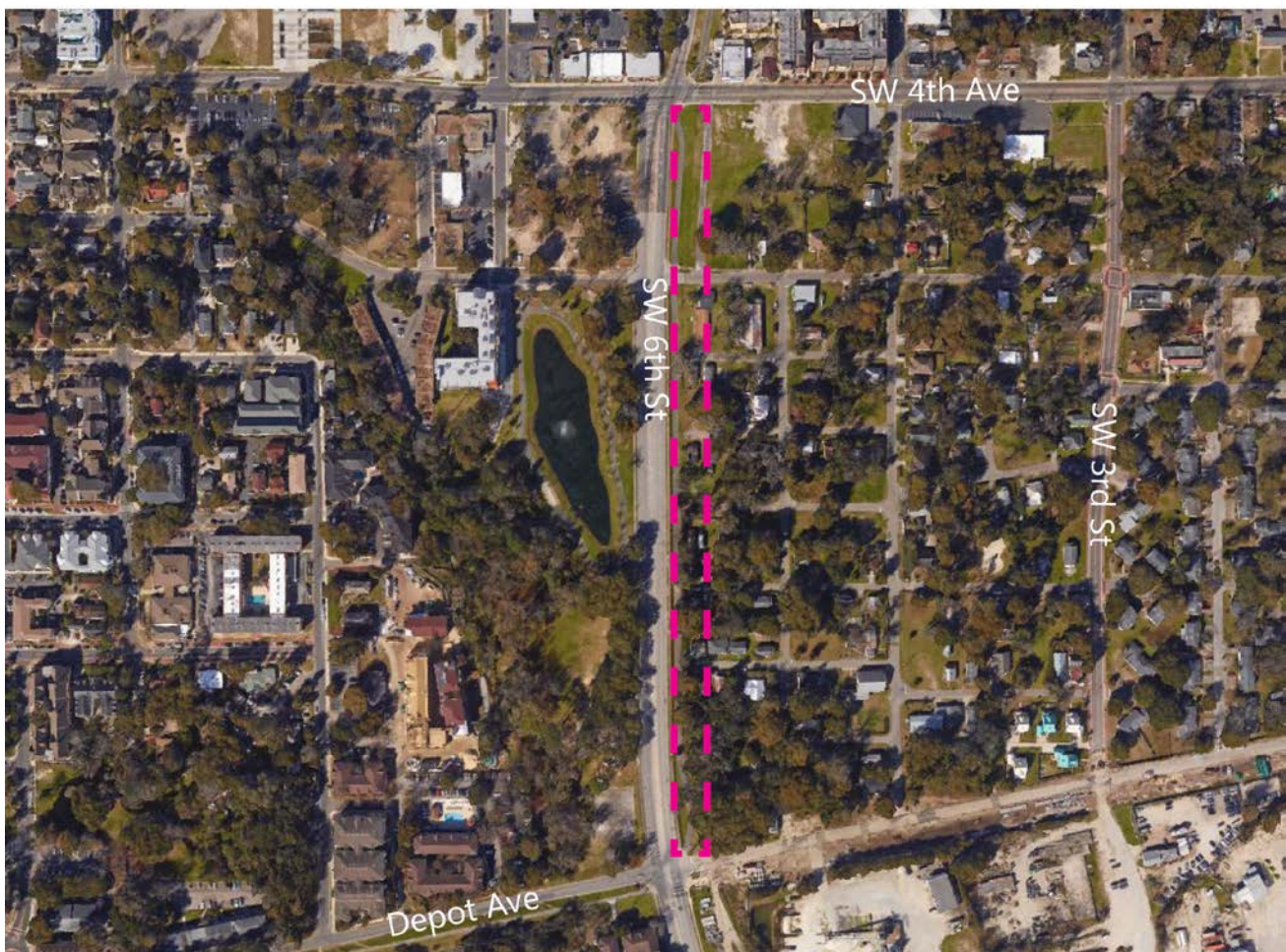
Project 1: Gainesville Empowerment Center/Grace Market Place

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$2,900.00	\$0.00	\$2,900.00
Task 3	Landscape Design	\$5,000.00	\$0.00	\$5,000.00
Task 4	Irrigation Design	\$2,500.00	\$0.00	\$2,500.00
Task 5	Government Permitting	\$1,000.00	\$0.00	\$1,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$15,115.00	\$0.00	\$15,115.00



Project 2: Southwest 6th Street Rail Trail

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$1,000.00	\$0.00	\$1,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$10,215.00	\$0.00	\$10,215.00



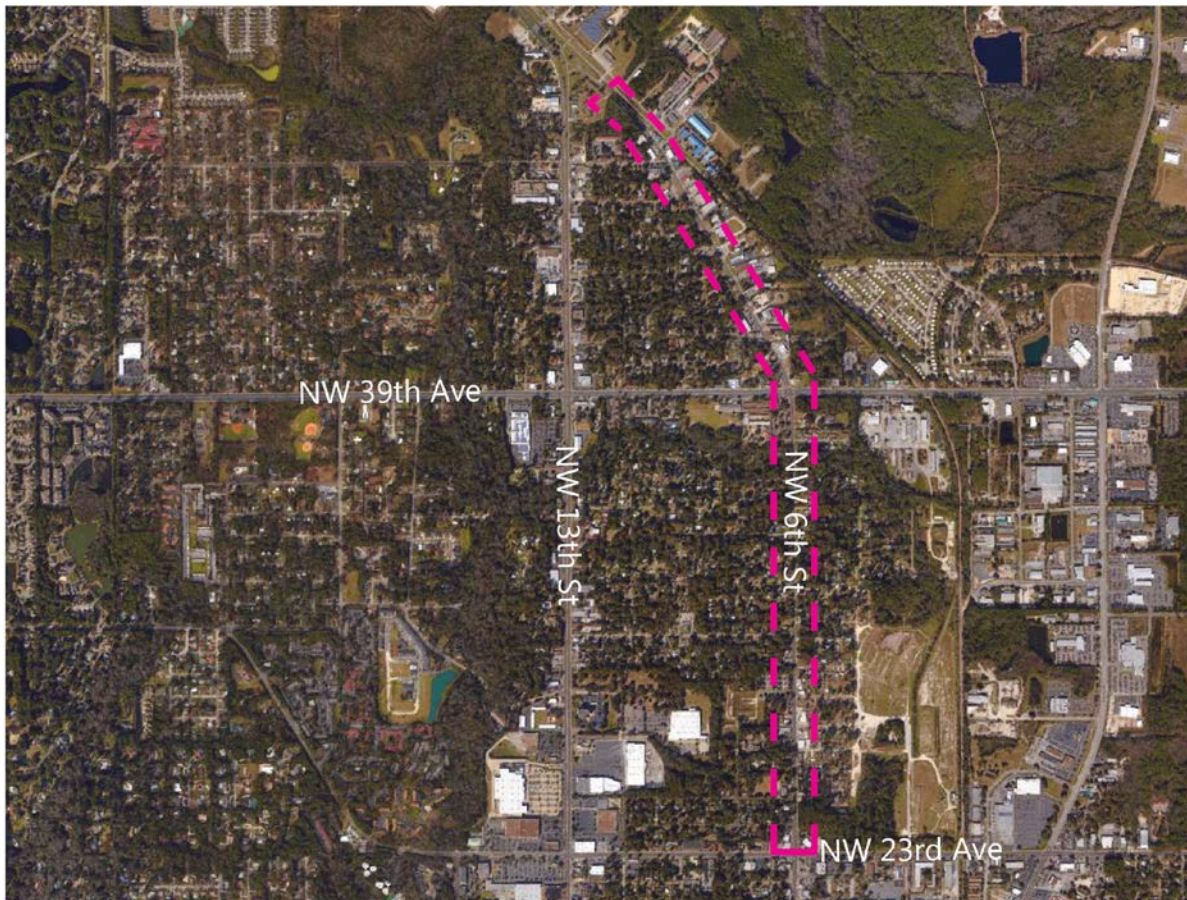
Project 3: NW 34th Street Right of Way

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$2,000.00	\$0.00	\$2,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$11,215.00	\$0.00	\$11,215.00



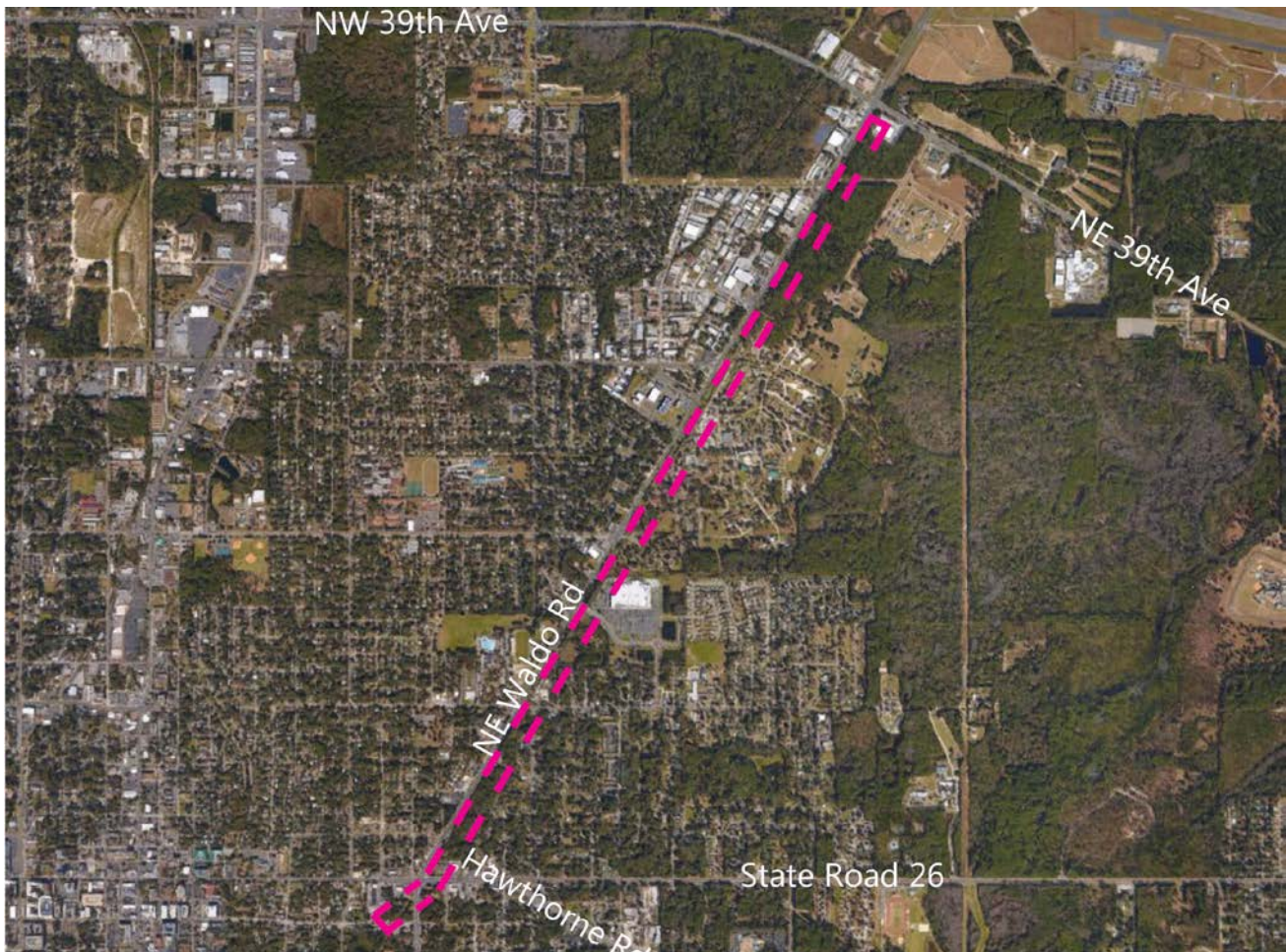
Project 4: NW 6th Street Right of Way

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$2,000.00	\$0.00	\$2,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$11,215.00	\$0.00	\$11,215.00



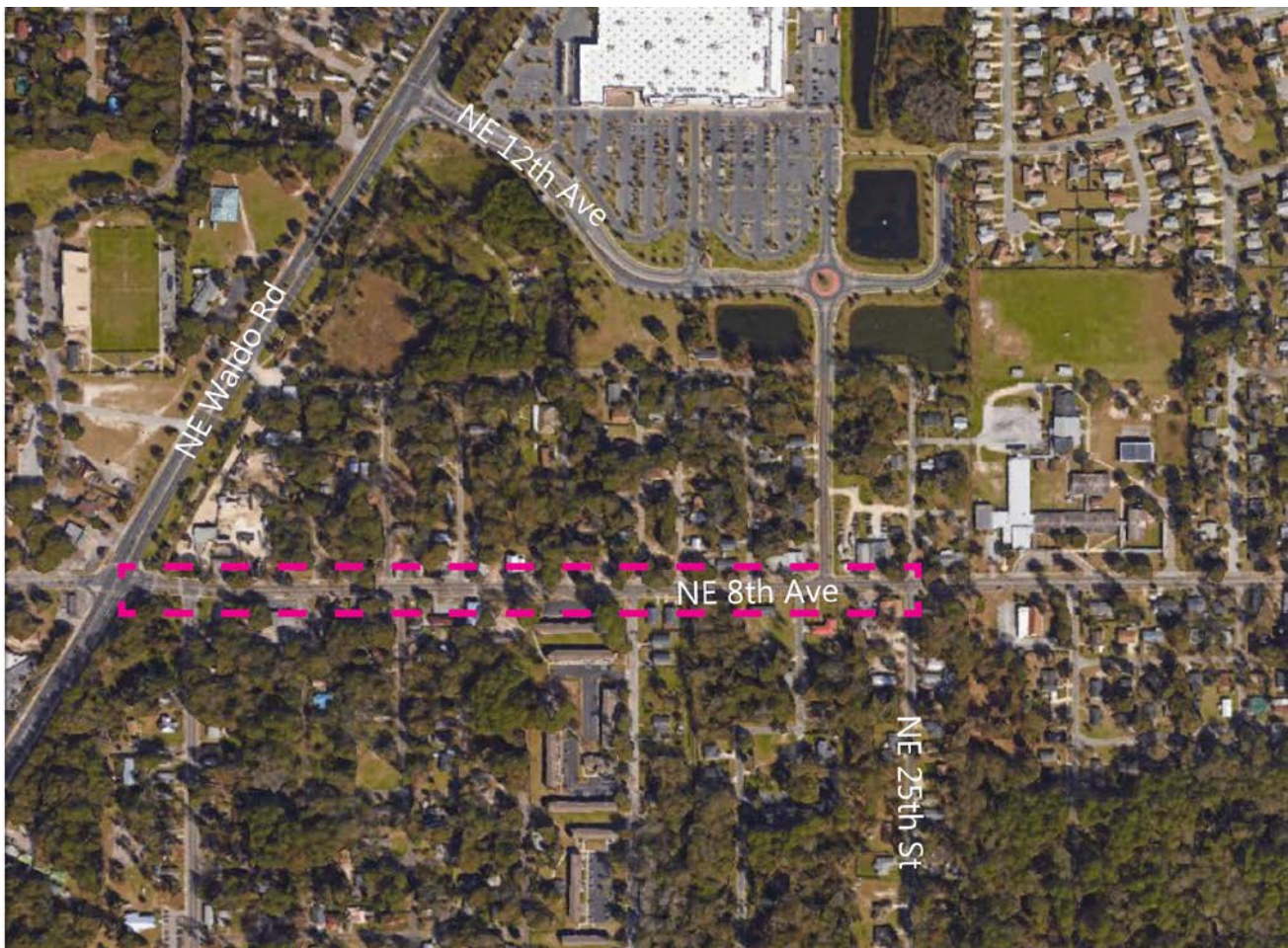
Project 5: Waldo Road Bicycle Path

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$1,000.00	\$0.00	\$1,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$10,215.00	\$0.00	\$10,215.00



Project 6: NE 8th Avenue Right of Way

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$1,000.00	\$0.00	\$1,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$10,215.00	\$0.00	\$10,215.00



Project 7: Citizens Field Overflow Parking Lot

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Task 1	Meetings	\$1,015.00	\$0.00	\$1,015.00
Task 2	Tree Inventory and Disposition	\$1,000.00	\$0.00	\$1,000.00
Task 3	Landscape Design	\$3,000.00	\$0.00	\$3,000.00
Task 4	Irrigation Design	\$1,500.00	\$0.00	\$1,500.00
Task 5	Government Permitting	\$1,000.00	\$0.00	\$1,000.00
Task 6	Construction Administration			
	A. Bid Assistance	\$575.00	\$0.00	\$575.00
	B. Pre-Construction	\$125.00	\$0.00	\$125.00
	C. Construction Observation	\$1,000.00	\$0.00	\$1,000.00
	D. Construction Close Out	\$1,000.00	\$0.00	\$1,000.00
	PROJECT TOTAL	\$10,215.00	\$0.00	\$10,215.00





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Total Projects - Fee Summary

Task(s)	Task Description	Lump Sum Fees	Hourly NTE Fees	Total Fees
Project 1	Gainesville Empowerment Center	\$15,115.00	\$0.00	\$15,115.00
Project 2	Southwest 6 th Street Rail Trail	\$10,215.00	\$0.00	\$10,215.00
Project 3	NW 34 th Street Right of Way	\$11,215.00	\$0.00	\$11,215.00
Project 4	NW 6 th Street Right of Way	\$11,215.00	\$0.00	\$11,215.00
Project 5	Waldo Road Bicycle Path	\$10,215.00	\$0.00	\$10,215.00
Project 6	NE 8 th Avenue Right of Way	\$10,215.00	\$0.00	\$10,215.00
Project 7	Citizens Field Overflow Parking Lot	\$10,215.00	\$0.00	\$10,215.00
PROJECT TOTAL		\$78,405.00	\$0.00	\$78,405.00

Project Schedule from Notice to Proceed*

Create GIS data tables, Base Plan Preparation, Site Inventory	1 month
Disposition Plan, Design Development, Irrigation Feasibility	2-3 Months
Construction Documents	2 Months
Bid and Permit Documents	1 Month
Construction Administration	TBD**

*Calendar dates will be provided after NTP
 ** Pending Contractor Selection

Reimbursable expenses such as printing, mileage, and customary expenses are included in the project lump sum. Should any of the projects require public meetings, additional reimbursable expenses for venue and reproduced materials may be required.

Should you have any questions, please do not hesitate to contact me at my office at (772) 919-7018 x 1078, my cell phone at (772) 486-9250 or send me an electronic message at cbetancourt@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
 Cristobal Betancourt, RLA
 Director – Landscape Architecture/Planning

CAB/jh
 Cc: Jason Haeseler, PE - CMA
 J. Amber Mathis, City of Gainesville