

SCOPE OF WORK

Based on the above understanding, we propose the following scope of services:

Task 1: Data Collection & Existing Conditions Analysis

- 1.1) Project Initiation Meeting: Project kick-off meeting with the Implementation Committee (IC) to review the scope of services and project schedule, ensure a clear understanding of the desired outcomes for the project, review the route, and discuss initial impressions regarding opportunities and constraints for project development. Discuss preliminary design considerations and criteria, facility type and operation, pavement material options, lighting, signage, green infrastructure, sustainability, and stormwater management.
- 1.2) Relevant Plans and Studies: Collect, review and summarize current and previous relevant planning and design efforts and studies in the Columbus community that need to be considered and to establish the planning context for the project.
- 1.3) Project Base Mapping & Data: Collect data and prepare project base mapping for the study area utilizing the project survey, City's GIS system and other available sources to include aerial photography, roadway and right-of-way dimensions, topography, utilities, on street parking, transit routes and stops, existing bicycle facilities, key destinations, average daily traffic counts and volume data, crash data, speed limits, etc.
- 1.4) Field Analysis: Conduct a field review of the study area to document existing conditions and identify opportunities and constraints to project development - to include roadway geometry, configuration, and condition (pavement, sidewalks, parking, loading zones, signals, transit stops, encroachments, etc.); adjacent land use; drive cuts and alleys; drainage; underground vaults; utilities; lighting; signals; street trees; pedestrian/bicyclist facilities and amenities; and connections to arts and culture destinations. Assess potential suitability of streets and intersection safety.
- 1.5) Stakeholder Meetings: Conduct on site meetings with adjacent stakeholders for the project, including representatives from Bartholomew County Library, Lincoln Elementary School, Central Middle School, and St. Peter's Lutheran School, to discuss traffic operations and other considerations which may impact the project. We anticipate working with the City to arrange 4-5 meetings over the course of one day to gather the necessary information from the stakeholders.
- 1.6) Existing Conditions Report: Summarize field review results in brief report form containing narrative, mapping, basic cross sections, and photographs.
- 1.7) Planning Progress / Implementation Committee Meeting: Meet with IC to present the findings of Task 2 and receive direction on the development of alternatives in Task 3.

Task 1 Deliverables:

- Implementation Committee Meeting #1 presentation materials and notes
- Brief summary of relevant plans and studies
- Study Base Mapping
- Summary report of existing conditions
- Implementation Committee Meeting #2 presentation materials and notes

Task 2: Preliminary Concept Design

Based on the findings of Task 1, REA will develop conceptual design alternatives.

- 2.1) Alignment Alternatives: Prepare alignment alternatives, relational diagrams, and typical sections for the design and placement of the 5th Street bicycle facility to include bikeway and roadway alignment plan options, connections, and ROW cross sections.
- 2.2) Draft Design Standards: Develop bicycle and pedestrian facility standards through plans, sections, and descriptions that illustrate the design features of each facility and include draft recommendations for trail width and materials, intersection treatments, signalization, lighting, signage, plantings, trail amenities, green infrastructure, and stormwater management.
- 2.3) Planning Progress Meeting: Review the Alignment Alternatives and Draft Design Standards with IC, select preferred alternative, and confirm final direction on the draft documents.

Task 2 Deliverables:

- Draft Alignment Options and Recommendations
- Draft Design Standards
- Implementation Committee Meeting #3 presentation materials and notes

Task 3: Final Concept Design

Based on the outcome of Task 3, REA will prepare a Final Concept Design illustrating the form, configuration, and design standards of the proposed bicycle facility.

- 3.1) Develop Draft Final Concept Design:
 - Revise and refine the preliminary concept design to define the location and alignment of the bicycle facility and associated features in relation to the existing conditions, site features, and other proposed improvements.
 - Prepare the Draft Final Concept Design to include overall corridor plan, preliminary layout plans and sections; design sketches and material palette illustrating the proposed form, materials, color, and textures; corridor geometrics (roadway, sidewalk, bicycle path, buffer zones, parking/loading zones); intersection treatments; signalization; lighting, landscaping, and amenities;
 - Coordinate with project civil engineer regarding utilities, drainage, stormwater BMP's and green infrastructure, roadway layout, etc.
 - Prepare planning-level construction cost estimates.
- 3.2) Draft Project Illustrations: Prepare 2-3 draft "before and after" illustrations that demonstrate the proposed trail design at selected key locations.
- 3.3) Planning Progress / Implementation Committee Meeting: Review the draft final concept design with IC. Provide electronic copies of the draft study to be circulated to the IC for feedback. Revise the study based on comments provided.
- 3.4) Final Concept Design: Revise and refine the Final Concept Design based on feedback received from IC and prepare Final Concept Design deliverables package.
- 3.5) Plan Presentation & Adoption: Present the Final Concept Design Package to the Redevelopment Commission for approval.

Task 3 Deliverables:

- Final Concept Design Package/Presentation
 - Typical layout plans of bicycle facility/street features and elements
 - Block by block plans with enlarged plans as needed
 - Cross sections to define ped/bicycle/roadway facility, associated features, and ROW width
 - Typical intersection treatments
 - Conceptual Utilities, Grading, Drainage, Stormwater Management Plan (in coordination with civil engineer)
 - Site materials and furnishings palette
 - Opinion of Probable Construction Cost

Task 4: Design Review

REA will provide design review and oversight services in subsequent design phases through final construction documentation and administration. Work during these phases will be carried out by another consultant team, with REA staying involved to review the work on an on-call basis to provide design oversight to ensure that the principles developed in the concept phase are carried through into detailed design and construction. At a minimum we would suggest the following:

- Review meetings at the completion of 60% and 90% plans and specifications
- On-call involvement as needed during the preparation of design plans and specifications and during construction administration

PROJECTED TIMELINE

Below is an anticipated timeline for the outlined services, depending upon owner review and approvals.

| Project Phase | Duration |
|---|-----------|
| Task 1: Data Collection & Ex. Conditions Analysis | 3-4 weeks |
| Task 2: Preliminary Concept Design | 4-5 weeks |
| Task 3: Final Concept Design | 4-6 weeks |
| Task 4: Design Review | TBD |

COMPENSATION

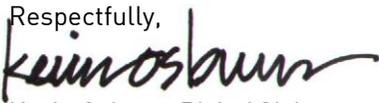
Based on the above scope of work, we propose a total fee of \$49,900.00 in accordance with the following:

| Project Phase | Fee |
|---|-----------------|
| Task 1: Data Collection & Ex. Conditions Analysis | \$9,500.00 |
| Task 2: Preliminary Concept Design | \$15,750.00 |
| Task 3: Final Concept Design | \$18,500.00 |
| Task 4: Design Review | \$5,400.00 |
| <u>Expenses</u> | <u>\$750.00</u> |
| TOTAL | \$49,900.00 |

- Services for Tasks 1-3 will be billed monthly on a lump sum, percentage complete basis.

- Services for Task 4 will be billed monthly on an hourly basis in accordance with our standard rates (see attached). The above fee represents a total of approximately 30-40 hours for this task; should it appear that these limits will be exceeded, we will notify the City of Columbus.
- Fees will not be exceeded without prior written approval from the City of Columbus.
- Reimbursable expenses will be invoiced according to the attached schedule.

David, if the terms of this proposal are agreeable to you, the authorized signatures below will constitute a satisfactory form of agreement between Rundell Ernstberger Associates, Inc. and the City of Columbus. Please return one (1) signed original to this office. Should you elect to execute a different form of agreement, please attach a copy of this letter as an exhibit.

Respectfully,

Kevin Osburn, PLA, ASLA
Principal

Attachment: REA Standard Fee and Reimbursement Schedule

[Remainder of page intentionally left blank; signature page follows.]

SIGNATURE PAGE:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____ 2016.

**City of Columbus, Indiana
A Municipal Corporation**

BY:

Jim Lienhoop, Mayor

Mary K. Ferdon, Member

Brenda Sullivan, Member

John C. Pickett, Member

James D. Strietelmeier, Member

Members of the Board of Public Works and Safety, City of Columbus, Indiana

ATTEST:

Luann Welmer, Clerk-Treasurer of the City of Columbus, Indiana

SEAL



STANDARD FEE AND REIMBURSEMENT SCHEDULE

Indianapolis, IN | Louisville, KY

Effective January 2016

Rates indicated are subject to semi-annual review and revision

PROFESSIONAL AND TECHNICAL STAFF

| | |
|---------------------------------------|---------------|
| Principal LA | \$205.00/hour |
| Planner I | \$190.00/hour |
| Civil Engineer I | \$150.00/hour |
| Associate LA | \$145.00/hour |
| Professional Staff (Registered LA) | \$125.00/hour |
| Planner II | \$120.00/hour |
| Technical Staff (Graduate LA/Planner) | \$100.00/hour |
| Administrative | \$75.00/hour |

A surcharge of fifty percent (50%) will be added to hourly rates for expert witness testimony and/or for participation at hearings, depositions, etc.

REIMBURSABLE EXPENSES

| | |
|---|-----------------------|
| Mileage | Standard mileage rate |
| Travel, Lodging, and Meals | Cost |
| Telephone, Telex, Telecopy, Faxes, etc. | Cost |
| Postage, Handling, etc. | Cost |
| Copies | |
| Black & White (8 1/2 x 11) | \$0.05/copy |
| Black & White (11 x 17) | \$0.10/copy |
| Color In-House Printer | |
| 8 1/2 x 11 Inkjet | \$1.00 |
| 8 1/2 x 11 Presentation | \$1.50 |
| 8 1/2 x 11 Photo Paper | \$2.50 |
| 11 x 17 Inkjet | \$2.00 |
| 11 x 17 Presentation Paper | \$2.75 |
| 11 x 17 Photo Paper | \$3.50 |
| CD Copies | \$5.00 |
| Plots | |
| Black & White In-House Plots | |
| Bond | \$1.00 SF |
| Vellum | \$1.50 SF |
| Mylar | \$1.75 SF |
| Color In-House Plots | |
| Heavy bond | \$4.00 SF |
| Semi-Gloss | \$5.00 SF |
| High-Gloss | \$6.00 SF |
| Materials | Cost + 5% |
| Equipment Rental | Cost + 5% |
| Subcontract Services | Cost + 5% |

INVOICES

Invoicing and payment schedule are detailed in the contract.