



August 6, 2018

Corey Legge
Park City Engineering
445 Marsac Avenue
Park City, UT 84060

SUBJECT: PROSPECTOR AVENUE LANDSCAPE IMPROVEMENTS

Dear Corey,

Thank you for adding us to your team to implement the Prospector Avenue streetscape improvements. We have outlined the necessary tasks, scope descriptions, and estimated fees associated with providing the professional services described herein.

The scope area includes the park strip on both sides of the street, from Bonanza to Gold Dust.

We welcome the opportunity to refine any aspect of our scope or estimated fees to more closely align with the goals of your team and the needs of this project. Please contact us if you have any questions or need additional information. Thanks again for your consideration.

The following is our proposed approach to complete this project:

PROJECT APPROACH:

1. SCHEMATIC DESIGN

- 1.1 MGB+A (hereinafter referred to as Consultant) will attend a kick-off meeting with the Client and other team members to review project information and collaborate with the Client.
- 1.2 Visit the project site and conduct photographic reconnaissance noting the adjacent uses, opportunities and constraints.
- 1.3 Review the Prospector Avenue CD package provided by Client and pictures of the project site taken from site visits. Work with Client to collect other base and aerial information and previous studies to better understand existing and proposed conditions.
- 1.4 Review original site plan(s), as-built plans, and other related information from the Client.
- 1.5 Review with Client to verify base map accuracy and fill any data gaps.
- 1.6 Participate in a design charrette with Client and consultant team to identify site challenges and desired solutions.
- 1.7 Prepare two to three typical park strip planting exhibits and plans relative to:
 - a) Park City standards
 - b) Prospector Square planting theme and character
 - c) Review meeting with Client

Product(s):

- Schematic Design Site Plan Options
- Meetings: 3 Meetings Total (Kick-off Meeting + Design Charrette + Review meetings w/ Client)

2. DESIGN DEVELOPMENT

- 2.1 Provide design development plans based on the approved schematic plan.
- 2.2 Participate in a collaborative review and work sessions relative to:
 - a) Planting plan
 - b) Irrigation design
 - c) Details + Specifications

Product(s):

- Design Development Site Plan Options
- Review/Work Sessions w/ Client (2 total)

3. CONTRACT DOCUMENTS

- 3.1 Consultant will participate in three coordination/review meetings with the Client.
- 3.2 Consultant will prepare an irrigation sleeve plan for use by the Prospector Ave roadway contractor.
- 3.3 Consultant will prepare plan sets incorporating the design development plan review comments by the Client. Contract Documents will be submitted to the Client at 60%, 90%, and 100% completion stages. Contract documents include:
 - a) Irrigation Plan
 - b) Planting Plan
 - c) Details + Specifications
 - d) Participate in code review meeting with municipality as needed for site screening, irrigation review, etc.

Product(s):

- Contract Documents Completed at 60%, 90%, and 100% Milestones using AutoCAD
- Review/Coordination Meetings w/ Client (3 total)
- Code Review Meeting

4. BIDDING

- 4.1 Assist the Client in bidding the project to prequalified contractors.
- 4.2 Answer questions during the contract bidding period and provide clarifications to the drawings and specifications.

5. CONSTRUCTION SERVICES

- 5.1 Consultant to conduct three site visits and prepare a field report for each inspection.
- 5.2 Consultant to conduct a final inspection and follow up to ensure punch list is completed.
- 5.3 Submittal and shop drawing review.
- 5.4 Work with the contractor to avoid, if possible, any change orders.

Product(s):

- Site Visits + Field Reports (3 total)
- Final Inspection Visit + Field Report (1 total)

CLIENT'S RESPONSIBILITIES:

1. The Client shall furnish base information for the site including existing topographic, boundary survey, and other outlined information necessary for the project. The Consultant will utilize the base information provided by the Client to prepare the work products outlined in the scope of services.
2. The Client shall furnish Consultant with any updated or revised base information in a timely manner.

FEES AND EXPENSES:

1. Service fees and reimbursable expenses will be billed to the Client monthly by Consultant. Payment is due upon receipt of invoice.
2. The Client agrees to provide payment to Consultant within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by the Consultant within thirty (30) days of the invoice date is considered past due.
3. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due; Consultant may suspend performance of services on the project until the account is paid.
4. The Client will compensate Consultant on an hourly rate basis towards the following estimated fee, utilizing the hourly rates listed below. If the nature of the scope of services changes or if the estimated fee requires increase, Consultant will notify the Client of the revised scope and/or estimated fee before proceeding with further work. Consultant may utilize the services of a sub-consultant to assist in performance of some of the work.
5. Reimbursable expenses, including but not limited to travel, long-distance telephone, printing, etc. are not included in the services fee. These expenses will be billed in accordance with the rates shown at bottom.

Scope Fees

<i>Task</i>	<i>Fee</i>
Schematic Design	\$1,920
Design Development	\$2,760
Contract Documents	\$5,520
Bidding	\$640
Construction Services	\$2,560
Total Fee	\$13,400
*Reimbursable Allowance	\$500

We welcome the opportunity to negotiate this fee. If there are services required which are not listed in the fee schedule above, we can complete them on a time and materials basis based on the following rates. We will not proceed on any time and materials basis until we receive approval from the Client.

TIME OF PERFORMANCE:

1. Consultant is prepared to initiate the services described herein immediately upon Client's authorization and notice to proceed. A more definitive schedule can be established with the Client at the outset of the project as needed.

ADDITIONAL SERVICES:

1. Consultant, at the direction of the Client, may perform additional services related to the project including but not limited to preparation of site sections, grading plans, preliminary development plans and zoning applications, project signage design, marketing graphics, and other services not otherwise defined in the scope of services. These and other additional services will be performed by Consultant as mutually agreed to by the Client and Consultant prior to performance of the services.
2. Reimbursable expenses associated with travel not included in the above Scope of Services will be billed to the client as outlined below.

HOURLY RATES:

The hourly rate for performing design services typically conforms to the following table.

Principal/Partners	\$120.00 per hour
Senior Associates.....	\$100.00 per hour
Associates.....	\$90.00 per hour
Landscape Architects	\$80.00 per hour
Staff	\$70.00 per hour
Clerical.....	\$50.00 per hour

REIMBURSABLE EXPENSES:

Reimbursable expenses will be billed according to the following rates.

Automobile Travel.....	\$0.50 per mile
Airfare/Hotel/Car Rental	Cost plus 10%
Black & White Copies / Prints - 8 " x 11"	\$0.10 per copy
Black & White Copies / Prints - 11" x 17".....	\$1.00 per copy
Color Copies / Prints - 8 " x 11"	\$0.20 per copy
Color Copies / Prints - 11" x 17"	\$2.00 per copy
Black & White Plotter Bond	\$2.00 per square foot
Color Plotter Bond.....	\$5.00 per square foot
Plotter Vellum / Mylar	\$7.00 per square foot
Outside Reproduction	Cost plus 10%
Sub Consultants.....	Cost plus 10%

Please review the above costs. If there is anything you would like us to add or deduct, please let us know. If not, please sign your approval and fax or e-mail back to us.



Jay Bollwinkel, Principal

Park City
Date