

SUBJECT: Main Street Enhancement Design Contract

MEETING DATE: September 6, 2007

PAYSON GOAL: NEW: Yes EXISTING: Yes

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY: Jerry Owen 

AMOUNT BUDGETED: \$60,000.

SUBMITTAL TO AGENDA

EXPENDITURE REQUIRED: \$54,211.61

APPROVED BY TOWN MANAGER

CONT. FUNDING REQUIRED: N.A.

EXHIBITS (If Applicable, To Be Attached):

A Dye Design Overview Statement

A Dye Design Scope of Services and Fee Proposal (Revised August 30, 2007)

POSSIBLE MOTION:

"I move to approve the West Main Street Streetscape Project with A Dye Design, Inc. in the amount of \$54,211.61 and authorize the Mayor to execute all necessary contract documents."

SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

The Town was awarded an ADOT enhancement grant in 2003 in the amount of \$315,815 to improve a portion of West Main Street. In order to implement this grant, the ADOT process requires extensive planning, coordination, environmental review and design work best done by an experienced design professional. Following the August 27, 2007 Council meeting, A Dye Design revised their scope of work as requested by the Council (see the third paragraph) to use the Parking Concept Plan including the Council recommendations and a "starting point for the schematic design development." This work is needed to implement the grant and has been budgeted. This scope of work will complete the final schematic design, environmental clearance and initial project assessment steps in the process.

PROS:

This contract will allow the Main Street enhancement grant to move forward. The final schematic design will be the basis for subsequent grant applications in the future.

CONS:

None noted.

PUBLIC INPUT (if any):

The GVRA board has discussed this issue extensively. In years past, numerous meetings have been held with stakeholders.

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

At their July 5, 2007 and August 23, 2007 meeting, the GVRA board recommended approval of the scope and fee proposal.

SEP 06 2007 H.2*



ADYE DESIGN

Overview Statement

A DYE DESIGN INC. is a landscape architectural firm, founded in 1998, specializing in planning and site design for transportation, transit, urban design, recreation, and public art-oriented projects. The firm seeks projects in natural or urban space within the public sector that infill existing communities, create a sense of place, and honor natural and cultural systems.

A DYE DESIGN has completed most of their projects as a member of interdisciplinary design and construction teams, featuring architects, engineers, artists, CM@R and other contractors. The firm has extensive experience in projects that feature the pedestrian, such as downtown redevelopment, transit centers, college campuses, streetscapes, and neighborhood traffic calming. The firm has been particularly involved with projects funded by ISTEA, TEA 21, and currently, SAFETLU. A DYE DESIGN currently has 10 employees, including 2 registered landscape architects, and an environmental scientist. Two of the staff are also LEED-accredited professionals. The firm is located in central Phoenix, and is a WBE/DBE firm certified with the Arizona Unified Certification Program.

A DYE DESIGN develops public involvement programs, workshops, and charrettes targeting participation by the public in defining their communities. We have additional interests and experience in historic projects, LEED and sustainable design, and fire control in wild/urban interface.

The following is a partial list of recent project experience, which A DYE DESIGN, Angela Dye, owner, or Caryn Logan Heaps, principal, bring to projects. The asterisked projects represent Enhancement-funded projects:

- *Camelback Pedestrian Crossing near 24th Street, City of Phoenix
- *Gilbert Heritage District Pedestrian Enhancements, City of Gilbert
- *McDowell Road Pedestrian Crossing, City of Avondale
- *West Fifth Street Pedestrian Enhancements & Traffic Calming, City of Tempe
- *2nd Avenue Pedestrian Enhancements, Downtown Phoenix
- *17th Avenue @ The State Capitol Pedestrian Enhancements & Traffic Calming; State of Arizona & City of Phoenix
- *SR 87 Coolidge Pedestrian Enhancements, ADOT
- *Downtown Pedestrian Mobility Study, City of Scottsdale
- 83rd Ave./Grand Ave./Peoria Ave. Pedestrian Enhancements, City of Peoria
- Flagstaff Urban Trails System(FUTS) Wayfinding, Flagstaff MPO
- Light Rail Northwest Extension Visual Assessment, METRO
- Central Phoenix/ East Valley Light Rail Stations, METRO, Phoenix
- Phoenix Convention Center, City of Phoenix
- Downtown Phoenix Urban Form Project, City of Phoenix
- State Route 179, Village of Oak Creek to Sedona, ADOT
- Tempe Transportation Center, City of Tempe
- West Street Corridor Study, City of Flagstaff

**SCOPE OF SERVICES
TOWN OF PAYSON WEST MAIN STREET STREETScape PROJECT
TRACS# 0000 G1 PAY SL550 01C
Federal Aid Project #: TEA PAY-0(001)**

GENERAL

It is the intent of this work effort for A DYE DESIGN (ADD), acting as a subconsultant to Town of Payson (CLIENT), to provide a Corridor Streetscape Vision plan for West Main Street from Green Valley Park to State Route 87/Beeline Highway, environmental clearance for the corridor, and a Schematic Design Concept for a first phase streetscape project on West Main Street. The Corridor visioning of the project will include an initial workshop with key stakeholders such as the Green Valley Redevelopment Committee (GVRC), adjacent stakeholders, and town technical staff, followed by presentations to the GVRA and community groups of a refined concept plan. This outreach effort will consolidate a vision and scope for the West Main Street corridor as well as design direction for the first phase. Environmental documentation for Historic and Cultural Resources is to be conducted by a subconsultant (SWCA) to ADD for the West Main Street corridor per ADOT environmental clearance for TEA projects.

The first phase is anticipated to be from the 500 block of West Main Street to the 600 block of West Main Street, approximately 700 linear feet. The first phase project budget for construction is \$315,815 per an ADOT TEA-21 matching grant received in 2003. Based on the TEA-21 grant description, Phase 1 of the built work may include "landscaping, a multi-purpose path, replacement of rolled curbing with vertical curbing, street furniture, utility and drainage modifications, and pedestrian lighting." It is intended that the work occur within the existing right-of-way. The ultimate project construction is a Design/Bid/Build type of delivery. The Town of Payson is self-certified and will be responsible for reviewing and bidding the project. It is anticipated that the initial design work will commence on or about July 2007 and be completed by December 2008, pending ADOT Environmental Clearance review. Construction documentation and construction of Phase 1 (Tasks 4 – 7) will follow.

Based on the desires of the Town Council and community members, ADD will use design features considered in a 2003 Parking Plan such as 2 lanes of auto traffic (12 foot width), 90 degree parking, left turn lanes at key intersections, and pedestrian walkways (10 foot wide) detached from the existing curb (4 feet) as a starting point for schematic design development. Easements that may be necessary for implementation of the Final Schematic Design Plan will also be identified.

With final approval of the Schematic Design Concept Plan, it is intended that ADD and the Client will enter into negotiation for the first phase final design construction documents scope and fee, and provide assistance with the construction administration of the work to be installed.

ADD will work closely with a Core Team to advise the project, to include the Community Development Director, Public Works Engineer, and designated representative(s) of the GVRC. The Town Contact will be the Community Development Director, responsible for day-to-day administration of the consultant work and contract.

Design work will be accomplished using surveyed site topo plans and backgrounds prepared by CLIENT for base maps, preferably at 1" = 20' scale. ADD will rely on a survey completed for approximately 1000 linear feet east from McLane Street along West Main Street, showing utilities, ownership and topography. For areas outside this 1000 feet, Town base mapping showing ownership and topography will be used for the remainder of the Main Street area. Aerial photography is available for the area dated June 2005. ADD will design to Payson municipal standards and ADOT federal project guidelines. The *Main Street Streetscape Recommendations* report published in June 2006 will be used as background for the design. The work will be prepared by ADD and reviewed by the CLIENT and ADOT as appropriate. Project status meetings will be at CLIENT offices in Payson, the number of which is specified in the Fee Proposal attached to this scope.

Currently, ADD will not take primary responsibility for the following: surveyed base sheets, public meeting notification, mailings, or location coordination.

Task 1: Initial Schematic Design

1a. Kickoff meeting and site visit.

ADD will conduct a data collection site visit and site inventory. ADD will examine pedestrian and trail/open space connections, view opportunities, adjacent uses, building context, and existing materials palettes. ADD will record existing conditions in aerial photo format, provided by the CLIENT.

Product: project schedule; site visit field notations on June 2005 aerial photo; materials needed and responsibilities identified for outreach effort.

Meeting: kickoff meeting.

1b. West Main Street Corridor Visioning.

ADD will prepare for and attend a one day workshop with stakeholders, which may include area merchants, the GVRC, and town technical staff to initially define the corridor vision, goals, and objectives. This workshop will consolidate visions, goals, and objectives from previous study efforts. The CLIENT will be responsible for arranging meetings and locations. ADD will work with the Core Team to consolidate key stakeholder input into a common vision, goals and objectives for the Corridor from this outreach. The vision and the goals set from this effort will define the streetscape project as a whole, as well as that portion to be funded by TEA 21 funds, anticipated as a first phase. A vision statement and desired outcomes will be prepared prior to commencing design. ADD will attend progress meeting (1) during this phase.

Product: consolidated corridor vision, goals, and objectives; desired outcomes.

Meetings: workshop with area merchants, GVRC, town technical staff, public workshop #1; progress meeting (1).

1c. ADOT Coordination.

ADD, its subconsultant, and members of the Core Team will meet with the ADOT Enhancement and Environmental sections staff to clarify clearance and grant requirements. Concurrent with Corridor visioning, an update of the 1991 Historic Building Survey, and Literature Search for archeological records relevant to the West Main Street Corridor, will be initiated. Meetings will be scheduled with the State Historic Preservation Office and ADOT staff, as appropriate, to review findings. The preliminary findings of

these efforts will be used to inform design decisions for the corridor vision and concepts. ADD will take formal meeting minutes.

Product: meeting minutes.
Meeting: meeting with ADOT staff; meeting with SHPO; team coordination.

1d. Data Gathering.

The Town of Payson shall provide to ADD all available information relating to the project area. Data shall include approved redevelopment plans, utility plans, electronic base maps, existing aerial photos and other information identifying the location of drainage ways, parking, bridges, streets, public and private rights of way, surveyed topography, existing utilities and easements (no potholing is anticipated), and existing and planned transportation patterns and facilities for all modes of transportation including bicycles, pedestrians, and vehicles. Inventories of existing general land uses and zoning adjacent to Main Street shall also be provided, as well as information about other planned street modifications in the vicinity of the study area that may affect the Corridor plan. CLIENT and ADD will work together to clearly delineate the existing conditions and anticipated development within the project area, so that base mapping identifies as much as possible all factors needed for conceptual planning purposes. Plans will likely be at 20 scale. CLIENT will provide technical staff coordination.

Product: none.
Meeting: none.

1e. Stakeholder and Technical Staff Lists.

The Town Contact, in consultation with ADD, shall develop a formal written list of key stakeholders who will be asked to participate in stakeholder meetings for the duration of the project. A list of technical staff shall also be developed to facilitate staff department and interagency coordination during development of the project design, and who will evaluate outputs at key planning stages. The technical staff shall include, but not be limited to, the Town Contact, town departmental staff, ADD team, ADOT local government and environmental project review representatives, representatives from the Green Valley Redevelopment Area, other Town representatives such as City Council or Planning Commission members, utility representatives and others as mutually agreed to by ADD and the Town Contact.

These lists shall be used for meeting notification and review throughout the project. The stakeholder meetings, workshops, and public meetings will be hosted by the Town/GVRC, including their notification, location, and agenda publishing; ADD will provide draft agendas, meeting documents, and minutes.

Product: List of key stakeholders; list of technical staff.
Meeting: None.

1f. Initial Corridor Design Concept Plans.

Based on our site visits and public input, the stated vision, goals and objectives from the Overall Visioning effort, the grant application intent and description of work, and *Main Street Streetscape Recommendations* report, ADD will a goals and vision statement. A draft concept plan will be prepared to reflect the visual expression of these goals and vision. Pertinent initial findings from the historic and archeological resources discovered by ADD's subconsultant will be incorporated into this draft plan. The initial design

concept will be presented to appropriate technical staff and the GVRC, envisioned as Public Meeting #1. ADD will attend a progress meeting (1) during this phase.

An Order of Magnitude cost estimate will be for this initial concept. Unit costs shall be based on recent bid tabulations (as supplied by the Town Contact), published bid tabulations or industry sources. The preliminary opinion of probable construction costs is intended to be sufficient to allow the Town of Payson to budget for the entire proposed design. Design elements such as walkway and street configurations, parking layout, intersection treatment, lighting, a landscape palette, and street furnishings will be recommended, as well as potential phasing for project construction.

Product: Draft Concept plan (1); graphic crosssections; cut sheets of suggested materials or furnishings; order of magnitude cost estimate; meeting minutes; initial findings for historic and cultural resources. PowerPoint or boards for presentation.

Meetings: Progress meeting with Core Team and technical staff; public meeting with GVRC; team coordination.

Task 2: Final Schematic Design

2a. Final Schematic Plan.

Based on design direction received from the Core Team, GVRC, key stakeholders and public input, ADD will consolidate comments to refine the Draft concept as the Final Schematic Design plan for the West Main Street Corridor. The final plan will illustrate a general site plan, and detail design elements, for use as the project moves forward in recommended phases of construction. An Order of Magnitude cost estimate will be updated. This final concept will be presented to the Core Team and technical staff. After staff refinement, the final concept will be presented at a public open house (public meeting #2) for comment.

ADD shall provide display boards of the concept OR a PowerPoint presentation. The Town Contact shall provide the meeting place, meeting notifications, sign-in sheets, and copies of handouts and public input sheets (originals provided by Consultant). The comments from stakeholders and the public meeting shall be documented by ADD and provided to the Town Contact.

Product: Final Schematic Design plan; graphic crosssections; cutsheets of suggested materials or furnishings; updated order of magnitude cost estimate; meeting minutes; final findings for historic and cultural resources. Final Schematic Design plan in PowerPoint or boards for presentation.

Meetings: Progress meeting with Core Team and technical staff; meeting with GVRC; team coordination; second public meeting in Open House format.

Task 3: Environmental Documentation and Project Assessment (PA)

Project Assessment. An Initial Draft Project Assessment per ADOT requirements will be written and graphically illustrated by ADD. The updated Historic Building Survey research and archeological literature findings will be attached as an appendix. Other pertinent information for environmental documentation per NEPA such as literature search for hazardous materials data will also be included.

An initial project scoping meeting will also be conducted. Appropriate ADOT staff and utility representatives will be invited.

CLIENT will provide preliminary review of the Draft PA; ADD will incorporate redlines and re-submit one corrected original for the Town Contact to copy and distribute to ADOT. The Town Contact will complete the Project Data Sheets for inclusion. Once ADOT has returned the Initial Draft Project Assessment with comments, ADD will discuss the comments with Town Contact. A meeting with the ADOT representatives will be set to review the comments. Based on ADOT comments, right-of-way and utility documentation can be undertaken. Additional consultation with SHPO and ADOT may be required.

Cost Estimate. The preliminary estimate of probable construction costs developed in Task 2 above will be used for the PA.

Products. Initial Draft Project Assessment, 8 ½ x 11" format, color and b&w, 11 x 17 foldouts if needed. Per ADOT requirements, one original, three copies.
Meetings: Scoping meeting; ADOT review meeting; meeting with SHPO.

TO BE NEGOTIATED AT TIME OF SERVICES

Task 4: Phase I Design Development (30%) Plans, Specifications and Estimates.

NOTE:

Final Project Assessment. As part of Task 4: Design Development phase, ADD will incorporate comments to the draft PA, update the Environmental Documentation, and resubmit a Final PA to ADOT as required, with Preliminary Plans and Estimates, for final approval. Once ADOT has returned the Preliminary Concept Plans with comments, ADD will discuss the comments with Town Contact, and arrange and attend a meeting with the ADOT representatives.

Task 5: Phase I Pre-final (60%) Plans, Specifications, and Estimates.

Task 6: Phase I Final (100%) Plans, Special Provisions and Construction Cost Estimates

Task 7: Phase I Construction



EXHIBIT B

FEE ESTIMATE - Corridor Visioning, Schematic Design and Environmental Clearance

Main Street Streetscape Project - Green Valley Park to SR 87/Beeline Highway

Town of Payson, Arizona

August 10, 2007

TASKS	*	Principal	Senior Associate	Associate	CAD drafter	admin	total hours	fees by task
1. Initial Schematic Design								
Review background materials, data gathering		4	0	8	4	0	16	
Consolidate goals and vision statement from key stakeholder input and previous studies** (all day workshop with key stakeholders)	1	8	8	8	2	0	26	
Initiate Cultural survey & Building Survey update; coordination with SWCA		2	6	4	0	0	12	
Meet with ADOT to confirm grant requirements and environmental clearance scope		2	2	0	0	0	4	
Synthesize goals and objectives into one concept and overall vision statement for Main Street Corridor		4	8	24	8	0	44	
Provide and evaluate order of magnitude construction cost estimate for the draft concept		2	2	4	4	0	12	
Meet with key stakeholders to present the concept & review cost estimate *	1	8	0	8	0	0	16	
Refine draft concept to a recommended Main Street concept plan per staff input		4	8	12	2	0	26	
Present concept and vision to Green Valley Redevelopment Area group (GVRA) & community groups** (envisoned as Public Meeting #1)	1	8	8	0	0	0	16	
Progress Meetings with staff (2)*		2	8	4	8	0	22	
subtotal	5	50	45	76	20	2	194	\$15,747.88
2. Final Schematic Design								
Final concept refinement		4	8	20	4	0	36	
Present refined concept to City Council and related groups*	1	8	0	8	0	0	16	
Present findings and project to SHPO; coordination with SWCA		2	0	0	0	0	2	
Update cost estimate and budget evaluation for final concept		4	4	8	4	0	20	
Prepare Phasing recommendations		2	4	2	2	0	10	
Coordination with SWCA		4	4	2	0	0	10	
Meet with Core Team to present refined concept & updated cost estimate/phasing *	1	8	0	8	0	0	16	
Refine final concept per staff input		4	0	8	4	0	16	
Prepare materials for Public Meeting #2		2	4	8	8	0	22	
Present Final concept to GVRA and hold Public Meeting #2 /Open House **	1	12	0	12	0	0	24	
Progress Meetings with staff (1)*	1	8	0	8	0	2	14	
subtotal	4	58	24	82	22	2	186	\$15,232.58
3. Environmental Documentation & Project Assessment (PA)								
Conduct research and data gathering for NEPA items		2	20	2	0	0	24	
Submit Project Data Sheets			4					
Prepare and submit draft PA with graphics to ADOT		4	12	0	12	0	28	
Coordination with SWCA & SHPO *	1	2	4	6	0	0	12	
Conduct formal scoping meeting(s) per ADOT *	1	6	8	0	0	0	12	
Submit Draft PA to ADOT		0	2	0	0	0	2	
Coordinate preliminary ROW documentation, utility submittal per ADOT		2	4	0	6	0	12	
subtotal	2	18	52	8	18	0	94	\$7,361.12
est. # of total site visits	11						474	\$38,341.58
Total hours		122	122	186	60	4	474	
Billing rate		\$123.58	\$78.87	\$65.73	\$42.06	\$52.68		
Estimated Fees		\$15,074.32	\$9,822.14	\$10,911.18	\$2,523.60	\$210.32		\$38,341.58

Cultural & Historic Preservation Subconsultant Inc. expenses	\$0,500.00
Irrigation Subconsultant (cost estimation)	\$500.00
Cost Estimator	\$2,500.00
Reimbursable expenses	\$3,370.05
Total Proposed Fee Estimate with Expenses	\$54,211.67

Reimbursable Expenses	
* Mileage for meetings in Payson @ 190 miles RT/ \$0.445/mile = \$84.55 per visit	\$950.05
**Allowance for 3 nights Lodging @ \$85/night x 2 people	\$300.00
Allowance for 3 days per diem @ \$50/hull day x 2 people	\$300.00
Reprographics (bond copies, PA copies, board production for meetings)	\$1,500.00
Deliveries	\$250.00
Total Estimated Expenses	\$3,370.05

Core Team = Jerry Owen (Comm. Dev.), GVRA rep., & LaRon Garrett (Public Works)



EXHIBIT B

Construction Documentation Anticipated TASK LIST (to be negotiated at time of service)

West Main Street Streetscape Project
 Town of Payson, Arizona
 July 30, 2007

TASKS	Principal	Senior Associate	Technical Support	Associate	Designer	CAD/drafter	admin	total hours
4. Preliminary Concept Plans - 30% (to be negotiated)								
Prepare hardscape and demolition plans								0
Review meetings with Client (2)*								0
Prepare cost estimates								0
Prepare planting plans								0
Prepare landscape and hardscape details, specifications								0
Team Progress meetings (2)*								0
Subconsultant coordination								0
Prepare 30% submittal package								0
Review comment meeting with ADOT (1)								0
subtotal								0
5. PS&E - 60% (to be negotiated)								
Prepare response to ADOT comments								0
Review meetings with Client (2)*								0
Revisions to 30% complete package								0
Coordination with irrigation consultant								0
Refine details, specifications								0
Team Progress meeting (1)*								0
Prepare cost estimates								0
Prepare 60% submittal packages (2) for Client/ADOT, utilities								0
Review comment meeting with ADOT (1)								0
subtotal								0
6. Bid Documents - 100% submittal (to be negotiated)								
Prepare response to ADOT comments								0
Review meetings with Client (1)*								0
Revisions to 60% complete package								0
Prepare 100% submittal package (2)								0
Team Progress meeting (1)*								0
Coordinate utility clearances								0
subtotal								0
est. # of total site visits								0
Total hours	0	0	0	0	0	0	0	0
billing rate	\$123.56	\$92.02	\$78.87	\$65.73	\$60.47	\$42.06	\$52.58	
fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Cultural Subconsultant
 Civil Subconsultant
 Lighting Subconsultant
 Irrigation Subconsultant
 expenses

7. Construction Phase (to be negotiated)								
review and approve submittals, RFIs								0
attendance weekly site meetings (3)*	3							0
construction observations (8)*	6							0
nursery visits (2) - local to project*	2							0
punch list walkthrough (1)*	1							0
final walkthrough (1)*	1							0
maintenance guideline								0
Maintenance walkthrough at 90 days*	1							0
Prepare as-builts from contractor's markups								0
annual walkthrough for warranty items*	1							0
15								