

# City of Bainbridge Island

## CITY COUNCIL AGENDA BILL



PROCESS INFORMATION	
Subject: Winslow Tomorrow	Date: April 11, 2007
Agenda Item: Items over \$100,000 (PSA with Heery International, Seattle)	Bill No.: 0815
Contact Person(s): Sandy Fischer/Kathy Cook	Referral(s):
Reading: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	

BUDGET INFORMATION		
Department or Fund: CIP PW Capital Projects (WW-SR-305)	Munis Contract #:	
Total Expenditure Required (tax included): \$936,602	Budgeted? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Is a budget amendment required? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no

POLICY INFORMATION
Comprehensive Plan: Land Use Policies
Municipal Code:
Goals: Public Infrastructure
Objectives:

**DESCRIPTION/SUMMARY**

Scope includes project administration, public outreach and design services for Winslow Way from Highway 305 to Grow Avenue. This phase of the contract is scheduled to begin mid-April 2007 and to be completed by month-end November 2007. The design will be developed to 30% plans, specifications and estimates through project administration, public outreach, due diligence technical reports and recommendations. At or before completion of this phase, the Heery team will provide a proposal for construction documentation and construction administration services for the City's considerations along with project phasing plan and budget.

**RECOMMENDED ACTION**

**Motion:** The City Council approves the professional services agreement with Heery International, Seattle in the amount of \$936,602 and authorizes the Mayor to execute this agreement.

## AGREEMENT FOR SERVICES (PROFESSIONAL)

THIS AGREEMENT is entered into the date last below written between the CITY OF BAINBRIDGE ISLAND, WASHINGTON ("City"), and Heery International, ("Consultant").

### 1. SERVICES BY CONSULTANT

Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Attachment A and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

### 2. PAYMENT

A. City shall pay Consultant for such services: (check one)

Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of

Fixed Sum: a total amount of **\$936,602**

Other: \_\_\_\_\_

for all services performed and expenses incurred under this Agreement.

B. Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. Consultant shall maintain time and expense records and provide them to City upon request.

C. All invoices shall be paid by mailing a city check within 60 days of receipt of a proper invoice.

D. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three years after final payment. Copies shall be made available on request.

E. If the services rendered do not meet the requirements of this Agreement, Consultant shall correct or modify the work to comply with this Agreement. City may withhold payment for such work until it meets the requirements of this Agreement.

### 3. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Paragraph 3 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by City, in whole or in part, and may result in ineligibility for further work for City.

#### 4. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2007, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon 30 days' written notice, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation at the rate set forth in Paragraph 2 for any satisfactory work completed prior to the date of termination.

#### 5. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City in hard copy and in digital format that is compatible with the City's computer software programs, and may be used by City as it sees fit. City agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold Consultant harmless therefor.

#### 6. GENERAL ADMINISTRATION AND MANAGEMENT

The Mayor of the City, or designee, shall be City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

#### 7. HOLD HARMLESS

A. Consultant shall protect, defend, indemnify and save harmless City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, to the extent attributable to the negligent acts or omissions of Consultant, its officers, employees and agents in performing this Agreement.

B. City shall protect, defend, indemnify and save harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, to the extent attributable to the negligent acts or omissions of City, its officers, employees or agents in performing this Agreement.

C. The City's inspection or acceptance of any of Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification. This clause shall survive the

termination or expiration of the Agreement and shall continue to be in effect for any claims of causes of action arising hereunder.

## 8. INSURANCE

Consultant shall maintain insurance as follows: (check one)

- Automobile Liability, Commercial General Liability and Professional Liability as described in Attachment B.  
 Automobile Liability as described in Attachment B.  
 None.

## 9. SUBLETTING OR ASSIGNING CONTRACT

Neither City nor Consultant shall assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the other.

## 10. FUTURE SUPPORT

City makes no commitment and assumes no obligations for the support of Consultant's activities except as set forth in this Agreement.

## 11. INDEPENDENT CONSULTANT

The parties intend that an independent contractor-client relationship will be created by this Agreement. A Consultant is customarily engaged in an independently established trade which encompasses the service provided to the City hereunder, neither the consultant nor any agent, employee, representative or subcontractor of Consultant shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. The City shall not be liable to Consultant or Consultant's employees, agents, representatives or subcontractors for any benefit provided by the City to its employees, including, but not limited to, overtime, vacation, sick leave or industrial insurance, nor to pay or deduct any social security, income tax or other tax from the payments made to the Consultant for performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Consultant performs hereunder.

Even though Consultant works as an independent contractor to perform the services under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof.

## 12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

13. NON-WAIVER OF BREACH

The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver of relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

14. RESOLUTION OF DISPUTES, GOVERNING LAW

Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the Mayor, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorneys' fees from the other party. This Agreement shall be governed by the and construed in accordance with the law of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement as of \_\_\_\_\_, 2007.

CONSULTANT

CITY OF BAINBRIDGE ISLAND

By [Signature]

By \_\_\_\_\_  
Mayor

Name JAMES T ISAF

Title VICE PRESIDENT

Email Address j<sup>oo</sup>isaf@keery.com

Phone 206-587-0473

Winslow Way Streetscape and Utilities  
Phase II, Preliminary Design

**Executive Summary**

The Heery design team will provide project administration, public outreach, and design services for Winslow Way from Highway 305 to Grow Avenue. This phase of the contract is scheduled to begin mid-April 2007, and to be completed by the end of November, 2007. The design will be developed to 30% plans, specifications, and estimates through a combination of project administration, public outreach, due diligence technical reports and recommendations, and preliminary designs as follows:

- **Project Administration:** To facilitate clear communication and project administration, the Heery project manager (PM) will be the contact for the design team and the City of Bainbridge. The Heery PM will meet with City staff for weekly updates, coordinate project progress with other major projects in the downtown Winslow area, and provide a written monthly progress report with updated project budgets, schedules, and summary of activities to the City along with monthly billing. Additionally, Heery will maintain team project records and act as project liaison for downtown businesses and the Bainbridge community during design.
- **Public Outreach:** To honor the spirit of the Winslow Tomorrow community process, regular updates on project progress will be provided to the public via a variety of media, working closely with City staff to ensure efficiency. A project website and blog will be updated weekly with the current progress reports and notice of upcoming events. An advisory committee of business, property owners, and community members will be convened to review and advise on project progress at key points. Public events will be held at key points in the process, with advance notice to the general community, and key project information will be posted long-term at multiple locations downtown. To facilitate communication, project documents will be developed in a consistent, recognizable format.
- **Due Diligence:** Technical reports on key project issues will be developed by the team and reviewed by the advisory committee prior to being presented to the council in workshop sessions. Three workshop sessions are proposed, to allow for critical decisions to be approved and authorized by the City at appropriate points in the design schedule.
- **Preliminary Design:** Working with City staff, the oversight committee, downtown business and property owners, and the Bainbridge Island Arts and Humanities Council arts consultant, the Heery team will develop preliminary concepts to 15% completion for a public open house and outreach event scheduled to coincide with the Grand Old Fourth celebration. The team will then develop designs to a 30% level of completion and provide a recommended project phasing plan and budget for the entire project for the City in time for the 2008 budgeting process.

At or before completion of this phase, the Heery team will provide a proposal for construction documentation and construction administration services for the City's consideration along with the recommended project phasing plan and budget.

## Attachment A Scope of Work

### PHASE 1 - 30% PS & E

#### Task A - Project Administration

- A1. Prepare project schedule and update as required. Coordinate with COBI, consultants, and other project teams, and prepare monthly progress/billing reports in City's standard format. Schedule and distribute task deliverables, including:
- A1.1. Monthly Progress Reports and Invoicing
  - A1.2. Prepare and update project schedule (Microsoft Project 2007)
  - A1.3. Weekly progress meetings with City personnel/Schedule Management
  - A1.4. Coordination with other projects - progress meetings (monthly) with PM's on associated projects (Waterfront Park, Garage, etc.)
  - A1.5. Contract and budget administration.
  - A1.6. Subconsultant coordination
  - A1.7. Document control
  - A1.8. Constructability review
  - A1.9. Community liaison activities
  - A1.10. QA/QC

#### Task B - Public Outreach

##### B1. Task Startup

- B1.1. Public Outreach Plan: Draft strategy for public outreach for this phase of work. The plan will identify overarching objectives, target audiences, key messages, outreach methods and venues, as well as roles and responsibilities for implementation. A schedule, task list and budget will be included.
- B1.2. Project Identity: Develop project identity (logo, type-style) for placement on public outreach materials (including those distributed electronically) and title blocks. Develop color palette and style conventions for outreach materials.
- B1.3. Develop decision making criteria, format, and executive summary template for technical reports.

##### B2. Broadcast Communications

- B2.1. eNewsletter: Develop template, draft copy, prepare graphics, coordinate distribution and interface with COBI project web site. Publish two weeks after major milestone events (3). Assume distribution by COBI staff.
- B2.2. Project blog: Develop template, draft copy, prepare graphics and coordinate hosting and interface with COBI project web site. Review and prepare succinct digest of reader comments. Post new material weekly. Assume hosting on COBI server. Coordinate with weekly progress meetings with city personnel.
- B2.3. Public open house announcements: Design and coordinate printing of postcard, design display ad. Publish two weeks prior to major milestone events (2). Assume distribution of postcard and placement of ad by COBI staff.
- B2.4. City Page: Design and draft copy for full page display ad. Publish at key milestone (1). Assume placement by COBI staff.
- B2.5. Project web site: Assist in maintenance of public portion of COBI project web site.

**B3. Meetings/Presentations/Delivery points**

- B3.1. Public open houses: Develop event agenda, prepare event materials, host and summarize findings. Hold at major project milestones (2). Assume logistical coordination by COBI staff and facilitation by COBI contractor.
- B3.2. Oversight Committee orientation session: Assist in identification and recruitment of members. Develop orientation session agenda and activities, prepare materials for gathering structured feedback, host and summarize findings. Assume logistical coordination by COBI staff and facilitation by COBI contractor.

**B4. Review Process/Cycles**

- B4.1. Four: At concept, draft, final and proofing stages of deliverables.

**Task C - Due Diligence/Evaluation****C1. Task Startup**

- C1.1. Site visit.
- C1.2. Review existing reports and studies, i.e. Water comp plan, parking studies, Master plan for ferry district and waterfront park, Transportation Master Plan, etc. Summarize implications for Winslow Way project.
- C1.3. Base Map Production/Coordination with Surveyor, CCTV, Geotechnical, etc
- C1.4. Develop Phase document format for all deliverables for team use.

**C2. Product Development**

- C2.1. Technical Reports – Produce reports designed to facilitate decision making with in the City/Consultant team. Reports will include alternative analysis and costs, evaluation and clarification of previous planning work for applicability to Winslow Way project, identification of issues, opportunities, options and constraints.
- C2.2. Project design document development including project base plans and 3 dimensional digital (sketch up) model of project area including existing conditions and code build out.
- C2.3. Site and context evaluation including but not limited to visual analysis, existing and future spatial form, use patterns, ecological characteristics and regulatory or associated planning implications.
- C2.4. Meetings, presentations, delivery points:
  - C2.4.1. Preliminary Technical Reports delivered to Project Manager for client team review
  - C2.4.2. Final Technical Reports delivered to Project Manager for use in developing direction regarding 15% design effort
  - C2.4.3. Oversight committee presentation and meeting: May 14, 2007
  - C2.4.4. Decision Making Workshop with council to review and obtain direction on Preliminary Reports

**C3. Review Process/Cycles**

- C3.1. See sequence of delivery dates below.

**C4. Deliverables:**

- C4.1. Technical Reports: The technical reports will be used to facilitate and track decision making and guide project design development. In all cases the report will:

- C4.1.1. Build on previous work
  - C4.1.2. Identify opportunities, constraints and recommendations,
  - C4.1.3. Further refine issues specifically associated with the Winslow Way project,
  - C4.1.4. Contain a site plan with issues and opportunities identification,
  - C4.1.5. Contain action recommendations, and
  - C4.1.6. Summarize and outline the direction for Task D
- C4.2. Part One Technical Reports, required for authorization to begin design. To Heery for review with COBI May 4th, reviewed with oversight committee May 14th, final due to COBI May 16th for Council action May 23. Report lead to assume attendance at two meetings, public works committee, oversight, and council.
- C4.2.1. Winslow Tomorrow expectations (program, goals and objectives including measurement and decision criteria.)
  - C4.2.2. Power/communications undergrounding
  - C4.2.3. Property Acquisition
  - C4.2.4. Public outreach plans
  - C4.2.5. Parking & delivery alternatives
- C4.3. Part Two Technical reports, developed along with 15% design. Part two technical reports review cycle: To Heery for review with COBI July 6, review with oversight committee July 16, final due to COBI July 18 for Council action July 23. Report lead to assume attendance at two meetings, public works committee, oversight, and council.
- C4.3.1. Urban design context and design influences
  - C4.3.2. Storm sewer system evaluation and recommendations
  - C4.3.3. Domestic water and sanitary sewer system evaluation and recommendations
  - C4.3.4. Design standards and proposed deviations from standards.
  - C4.3.5. Funding strategies
  - C4.3.6. Permitting strategies
  - C4.3.7. Transportation
  - C4.3.8. Sustainability including application of LEED evaluation
- C4.4. Part Three Technical reports, developed along with 30% design. Part three technical reports review cycle: To Heery for review with COBI August 24th, review with oversight committee August 31st, to COBI September 5 for Council action September 12. Report lead to assume attendance at two meetings, public works committee, oversight, or council.
- C4.4.1. Street and pedestrian paving alternatives
  - C4.4.2. Site furnishings and amenities.
  - C4.4.3. Vegetation - Retention of existing and proposed new.
  - C4.4.4. Street and pedestrian lighting recommendations
  - C4.4.5. Arts recommendations plans
  - C4.4.6. Project phasing and coordination

#### **Task D - 15% PS & E**

Production and quality control of drawing sheets, Task D level technical reports and illustrative documents as outlined below. Comments from previous submittal will be incorporated.

#### **D1. Task Startup**

April 4, 2007

- D1.1. Site visits
- D1.2. Review and update project goals, criteria and program as needed
- D1.3. Coordinate with Geotechnical engineer and arborists
- D1.4. Coordinate / review relevant associated planning and project information for applicability to Winslow Way project

## D2. Design Tasks

- D2.1. Develop 15% level design concepts including street design plans, sections, community connections, gateway strategies, urban design, systems, materials and arts integration
- D2.2. Develop recommendations associated with artist consultant regarding arts opportunities
- D2.3. Develop 15% documents including coordination with Public Outreach effort

## D3. Product Development

- D3.1. Conceptual design documentation
- D3.2. 15% PS & E
- D3.3. Preliminary phasing issues and opportunities

## D4. Meetings/Presentations/Delivery points

- D4.1. Oversight committee presentation and meeting – assume 1
- D4.2. Design team weekly workshops – assume core team and resource team members as requested.
- D4.3. Preliminary phase document review meeting with PD
- D4.4. Design release 15% July 4 public meeting. Grand Old Fourth: Draft copy, prepare graphics, design and coordinate printing and installation of mural-sized display. Prepare materials (display and handout) and host booth. Design and coordinate printing and installation of banner for parade and ferry gateway fencing. Assume logistical coordination by COBI staff, booth to be staffed by members of oversight committee with support from core team.
- D4.5. Committee meetings / presentations – assume 2

## D5. Review Process/Cycles

- D5.1. Over the shoulder review - assume 1 with Project Director, June 20, 2007
- D5.2. Respond to review comments

## D6. Deliverables

- D6.1. 15 % Concept Design Document ( 11 x 17 report document with executive summary and boards)
  - D6.1.1. Concept plan with character image sheets – context, character, texture, etc
  - D6.1.2. Program diagram overlain on concept plan – use zones – reflect various times of day – season where appropriate.
  - D6.1.3. 8-10 detail plans or sketches – assume Photoshop
  - D6.1.4. 2-4 illustrative sections. – assume Photoshop
  - D6.1.5. Plan diagram illustration of sustainability strategies
  - D6.1.6. Plan diagram illustrating arts opportunities
  - D6.1.7. Plan diagram illustrating context issues and opportunities
  - D6.1.8. Plan diagram annotated for pricing effort.

- D6.1.9. Image boards illustrating urban design materials, amenities and furnishings.
- D6.2. Sketch up model – Assume both existing condition and code build-out for purposes of spatial design studies. Intend to develop to conceptual massing level of study.
- D6.3. PS&E Documents
  - D6.3.1. Typical Roadway Sections
  - D6.3.2. Drainage/Storm Water Plans
  - D6.3.3. Utility Plans/Profiles
  - D6.3.4. Electrical/Franchise Plans
  - D6.3.5. Landscape/layout/furnishing Plans
  - D6.3.6. Paving Plans (Surfacing options) and Details Plans
- D6.4. Cost Estimate (15%)
- D6.5. Graphic material for Public – See 15% Concept Design Document
- D6.6. Memo summarizing recommendations.
- D6.7. Memo summarizing issues/opportunities associated with other ongoing projects
- D6.8. Maintenance Guidelines and Cost Matrix (15%)

#### **Task E - 30% PS & E's**

Production and quality control of drawing sheets are outlined below. Comments from previous submittal will be incorporated.

##### **E1. Task Startup**

- E1.1. Site visits
- E1.2. Review and update project goals, criteria and program as needed
- E1.3. Make revisions reflecting 15% over the shoulder review comments
- E1.4. Coordinate / review relevant associated planning and project information for applicability to Winslow Way project including artist master plan.

##### **E2. Design Tasks**

- E2.1. 30% design development
- E2.2. 30% PS & E
- E2.3. Phasing plan development
- E2.4. 30% costing evaluation
- E2.5. Property acquisition plan development

##### **E3. Product Development**

- E3.1. 30%PS & E
- E3.2. Design documentation and report
- E3.3. Phasing plan

##### **E4. Meetings/Presentations/Delivery points**

- E4.1. Oversight committee presentation and meeting – assume 2
- E4.2. Design team weekly workshops – assume core team and resource team members as requested.
- E4.3. Preliminary phase document review meeting with PD
- E4.4. Design release 30% October public open house presentation

- E4.5. Council meetings – assume 2
- E4.6. Committee meetings / presentations – assume 3

#### E5. Review Process/Cycles

- E5.1. 30% document review, planning, public works, engineering and urban design  
September 19, 2007
- E5.2. Phasing plan/report
- E5.3. Respond to review comments
- E5.4. Over the shoulder review - assume 2 with Project Director and Project Manager,  
September 7, 2007 and October 12, 2007.

#### E6. Deliverables

- E6.1. 30 % Concept Design Document (11 x 17 report document with executive  
summary and boards) Include updated material for 15%.
  - E6.1.1. Concept plan with character image sheets – context, character, texture,  
etc
  - E6.1.2. Program diagram overlain on concept plan – use zones – reflect various  
times of day – season where appropriate.
  - E6.1.3. 8-10 detail plans or sketches – assume Photoshop
  - E6.1.4. 2-4 illustrative sections. – assume Photoshop
  - E6.1.5. Plan diagram illustration of sustainability strategies
  - E6.1.6. Plan diagram illustrating arts opportunities
  - E6.1.7. Plan diagram illustrating context issues and opportunities
  - E6.1.8. Plan diagram annotated for pricing effort.
  - E6.1.9. Image boards illustrating urban design materials, amenities and  
furnishings.
- E6.2. Sketch up model – Assume both existing condition and code build-out for  
purposes of spatial design studies. Intend to develop to conceptual massing  
level of study. Update as required from 15%.
- E6.3. 30%PS & E Document Package
  - E6.3.1. Cover Sheet
  - E6.3.2. Preliminary Summary of Quantities
  - E6.3.3. Typical Roadway Sections
  - E6.3.4. Grading Sections/Offsite Drainage
  - E6.3.5. Site Preparation Plans, TESC, Demolition
  - E6.3.6. Drainage/Storm Water Plans (Ponds)
  - E6.3.7. Drainage Details
  - E6.3.8. Utility Plans/Profiles
  - E6.3.9. Utility Details
  - E6.3.10. Electrical/Franchise Plans
  - E6.3.11. Electrical/Franchise Details
  - E6.3.12. Driveway Profiles and Details
  - E6.3.13. Urban Design Furnishings, Amenities, Art, etc Plans and Details
  - E6.3.14. Miscellaneous Details
  - E6.3.15. Detour Routes and Detour Signing
  - E6.3.16. Traffic Control and Construction Staging Plans
  - E6.3.17. Landscaping Plans
  - E6.3.18. Paving Plans (Surfacing options) and Details Plans
  - E6.3.19. Landscape Sections and Details
  - E6.3.20. Phasing Report

- E6.4. Preliminary Drainage Report
- E6.5. Preliminary Utility Report
- E6.6. Cost Estimate (30%)
- E6.7. Phasing Report
- E6.8. Graphic Material for Public – See 30% Concept Design Document and Task B
- E6.9. Maintenance Guidelines and Cost Matrix (30%)

**PHASE 2 - 100% PS & E**

To be determined

**PHASE 3 - Construction Administration**

To be determined

Attachment A  
Responsibility and Fee Matrix

## Task Matrix

Task	Description	Target Date	Total
<b>A</b>	<b>Project Administration</b>		
A1	Project Administration	Ongoing	
A1.1	Provide monthly report to COBI with updated budget, schedules, and summary of work during period along with monthly invoice.	Recurring, 8 months	\$24,656
A1.2	Prepare and update project schedule	Ongoing	\$1,880
A1.3	Provide weekly updates and progress report at weekly coordination meeting with City Staff	Recurring, 33 weeks	\$15,151
A1.4	Coordinate with other ongoing projects - Heery to meet with representatives of garage, waterfront park, ferry terminal, and gateway projects monthly.	Recurring, 8 months	\$11,328
A1.5	Prepare and update project budgets	Ongoing	\$16,482
A1.6	Team coordination - information requests, requests for meeting, coordination between team members, etc.	Ongoing	\$4,960
A1.7	Document control - Heery to act as conduit for documents to and from client, provide record-keeping and document filing. Team will need to be trained on electronic record-keeping, archive, and retrieval system.	Ongoing	\$18,156
A1.8	Constructability review.	Ongoing	\$16,542
A1.9	Community liaison - field phone calls and requests for information from members of public. Note: Team members to direct all inquiries to Heery PM.	Ongoing	\$4,160
A1.10	QA/QC - Heery to provide overall coordination review on documents prior to delivery to client.	Ongoing	\$9,120
<b>B</b>	<b>Public Outreach</b>		
B1	Task Startup	14-Apr	\$3,958
B1.1	Project Identity: Develop project graphic identity for placement on public outreach materials (including those distributed electronically) and title blocks. Develop color palette and style conventions for outreach materials.	1-May	\$5,741
B2.1	eNewsletter: Develop template, draft copy, prepare graphics, coordinate distribution and interface with COBI project web site. Publish two weeks after major milestone events (3). Assume distribution by COBI staff.	Ongoing	\$6,999
B2.2	Project blog: Develop template, draft copy, prepare graphics and coordinate hosting and interface with COBI project web site. Review and prepare succinct digest of reader comments. Post new material weekly, in coordination with regular COBI progress meetings. Assume hosting on COBI server.	Recurring, 33 weeks	\$11,610
B2.3	Public open house announcements: Design and coordinate printing of postcard, design display ad. Publish two weeks prior to major milestone events (2). Assume distribution of postcard and placement of ad by COBI staff	June 14 and October 1	\$3,000
B2.4	City Page: Design and draft copy for full page, display ad. Publish at key milestone (1). Assume placement by COBI staff.	As authorized	\$3,999
B2.5	Project web site: Assist in maintenance of public portion of COBI project web site.	Ongoing	\$4,105
B3.2	Oversight Committee orientation session: Assist in identification and recruitment of members. Develop orientation session agenda and activities, prepare materials for gathering structured feedback, host and summarize findings. Assume logistical coordination by COBI staff and facilitation by COBI contractor.	16-Apr	\$3,420
B3.3	Wednesday morning meetings: Assist in development of agenda, prepare materials for gathering structured feedback, attend and summarize findings. Hold monthly (6). Assume logistical coordination by COBI staff and facilitation by COBI contractor.	Recurring, 6 months.	\$9,578
B3.6	Grand Old Fourth: Draft copy, prepare graphics, design and coordinate printing and installation of mural-sized display. Prepare materials (display and handout) and host booth. Design and coordinate printing and installation of banner for parade and ferry gateway fencing. Assume logistical coordination by COBI staff.		\$16,178
<b>C</b>	<b>Due Diligence</b>		
C1.1	Startup site visit	20-Apr	\$12,064

Task	Description	Target Date	Total
C1.2	Review of existing reports and studies, i.e. water comp plan, parking studies, master plan for ferry terminal, waterfront park, etc. Summarize implications for Winslow Way.	27-Apr	\$10,979
C1.3	Base Map Production/Coordination with Surveyor, CCTV.	31-May	\$2,597
C4.1	Technical Reports – Produce reports designed to facilitate decision making within the City/Consultant team. Reports will be based on consistent format and criteria (such as capitol cost, life cycle cost, responsiveness to Winslow Tomorrow objectives, etc) and include a recommended alternative.		\$2,250
B1.3	Develop decision-making criteria, format, and executive summary template for technical reports.	20-Apr	\$2,603
C4.2	<i>Part one technical reports: Begin April 14.</i>		
C4.2.1	Rept. #1 - Winslow tomorrow expectations (summary of program, goals, and objectives including decision criteria).	4-May	\$12,565
C4.2.2	Rept. #2 - Power/Communications undergrounding.	4-May	\$4,941
C4.2.3	Rept. #3 - Property acquisition	4-May	\$9,250
C4.2.4	Rept. #4 - Public outreach plan	4-May	\$4,438
C4.2.5	Rept. #5 - Parking & delivery alternatives.	4-May	\$17,402
C2.4	<i>Part one technical reports review cycle: To Heery for review with COBI May 4th, reviewed with oversight committee May 14th, final due to COBI May 16th for Council action May 23. Report lead to assume attendance at two meetings, public works committee, oversight, or council.</i>	23-May	\$9,252
C4.3	<i>Part two technical reports: Begin April 14.</i>		
C4.3.1	Rept. #6 - Urban design context and influences.	6-Jul	\$9,378
C4.3.2	Rept. #7 - Storm sewer evaluation and recommendations.	6-Jul	\$8,838
C4.3.3	Rept. #8 - Water and sanitary sewer evaluation and recommendations	6-Jul	\$6,196
C4.3.4	Rept. #9 - Design Standards and Proposed Deviations	6-Jul	\$7,546
C4.3.5	Rept. #10 - Funding Strategies	6-Jul	\$4,228
C4.3.6	Rept. #11 - Permitting strategies (Includes City determination of environmental evaluation mechanism)	6-Jul	\$4,516
C4.3.7	Rept. #12 - Transportation	6-Jul	\$4,918
C4.3.8	Rept. #13 - Sustainability	6-Jul	\$12,282
C4.3.9	Rept. #14 - Vegetation - retention of existing and proposed new.	6-Jul	\$7,176
C2.4	<i>Part two technical reports review cycle: To Heery for review with COBI July 6, review with oversight committee July 16, final due to COBI July 18 for Council action July 23. Report lead to assume attendance at two meetings, public works committee, oversight, or council.</i>	25-Jul	\$5,822
C4.4	<i>Part three technical reports: Begin April 14.</i>		
C4.4.1	Rept. #15 - Street and pedestrian paving alternatives	24-Aug	\$3,262
C4.4.2	Rept. #16 - Site furnishings and amenities	24-Aug	\$8,735
C4.4.3	Rept. #17 - Street and pedestrian lighting	24-Aug	\$6,838
C4.4.4	Rept. #18 - Arts Plan	24-Aug	\$7,578
C4.4.5	Rept. #19 - Project phasing and coordination - First Phase recommendation	19-Sep	\$9,030
C2.4	<i>Part three technical reports review cycle: To Heery for review with COBI August 24th, review with oversight committee August 31st, to COBI September 5 for Council action September 12. Report lead to assume attendance at two meetings, public works committee, oversight, or council.</i>	12-Sep	\$6,956
D	<b>15% Design</b>		
D1.1	Allowance for site visits	4-Jul	\$9,316
D1.3	Coordinate with geotechnical engineer, arborist	4-Jul	\$2,410
D2.1	Develop 15% level design concepts including street design plans, sections, community connections, gateway strategies, urban design, systems, materials, and arts integration.	20-Jun	\$19,486
D4.2	Design work sessions	Weekly,	\$19,552
D3.1	Develop 15% design document, including concept plans, program diagram, detail plans and sections, illustrative sections, and image boards.	20-Jun	\$27,290

Attachment A  
Responsibility and Fee Matrix

## Task Matrix

Task	Description	Target Date	Total
D6.2	Develop Winslow Way project area sketchup model of both existing conditions and code build-out for spatial design studies.	20-Jun	\$12,370
D3.2	Develop 15% PS&E documents, including typical roadway sections, drainage/stormwater plans, utility plans/profiles, electrical/franchise plans, landscape/layout/furnishings plans, paving and details plans.	20-Jun	\$52,620
D5.1	Workshop review with COBI - assume one	20-Jun	\$4,646
D4.5	Review with oversight committee	25-Jun	\$5,826
D6.4	Develop 15% cost estimate.	20-Jun	\$10,041
D6.8	Develop maintenance guidelines and cost matrix for 15% design.	4-Jul	\$4,612
D4.4	Provide public outreach for release of 15% design at Grand Old Fourth, including draft copy, prepare graphics, design and coordinate printing and installation of mural-sized display. Prepare materials (display and handout) and host booth. Design and coordinate printing and installation of banner for parade and ferry gateway fencing. Assume logistical coordination by COBI staff.	4-Jul	\$540
E	30% design		
E1.1	Allowance for site visits	20-Oct	\$11,592
E4.2	Design work sessions	Weekly, 15	\$26,122
E1.3	Develop summary document of 15% comments	15-Jul	\$4,415
E2.1	Develop 30% level design concepts including street design plans, sections, community connections, gateway strategies, urban design, systems, materials, and arts integration.	19-Sep	\$23,915
E6.1	Develop 30% design document, including concept plans, program diagram, detail plans and sections, illustrative sections, and image boards.	20-Oct	\$24,725
E6.2	Update sketchup model of both existing conditions and code build-out as required.	19-Sep	\$4,944
E6.3	Develop 30% PS&E documents, including typical roadway sections, grading sections, offsite drainage, site prep plans, TESC plans, demolition plans, drainage & stormwater plans, drainage details, utility plans, electrical/franchise details, driveway profiles, urban design furnishing, amenities, arts plans, miscellaneous details, detour routes, construction staging and traffic control plans, paving plans, landscaping plans.	20-Oct	\$66,026
E6.4	Preliminary drainage and utility reports	20-Oct	\$5,876
E5.4	Workshop review with COBI - assume two	7-Sep and 12-Oct	\$10,300
E4.6	Review with oversight committee	24-Sep	\$5,338
E5.2	Preliminary phase 1 budget recommendation to COBI	19-Sep	\$4,801
E6.6	Develop 30% cost estimate.	20-Oct	\$15,015
E6.9	Develop maintenance guidelines and cost matrix for 15% design.	20-Oct	\$1,885

Task	Description	Target Date	Total
E4.4	Public open house to comment on 30% design and proposed phasing. Develop 30% design as poster presentation. Develop 30% summary design document with proposed phasing. Assume logistical coordination by COBI.	20-Oct	\$9,900
E4.5	30% Recommended phase 1 alternative presentation to Council. Core team to attend/present.	14-Nov	\$8,928
<b>Subtotal Tasks</b>			<b>\$785,154</b>
<b>Expenses</b>			<b>\$56,504</b>
<b>Total to 30%</b>			<b>\$841,658</b>
Allowance	(2) Public open houses, as authorized by COBI: Develop event agenda, prepare event materials, host and summarize findings. Hold at major project milestones. Assume logistical coordination by COBI staff and facilitation by COBI contractor.	As authorized	\$22,944
Allowance	Property acquisition negotiation services, if approved by COBI. Assumes 1 total acquisition, 3 partial acquisitions, 1 relocation, before and after appraisals and reviews of partial takings properties.		\$72,000
<b>Total w/ allowances</b>			<b>\$936,602</b>

Attachment A  
Responsibility and Fee Matrix

## Fee Breakdown

<b>Firm</b>	<b>Fee</b>	<b>%</b>
Heery	\$134,725	14%
Swift	\$216,845	23%
SvR	\$229,845	25%
M. Read	\$79,875	9%
Sparling	\$23,301	2%
Candela	\$42,488	5%
CAI	\$35,160	4%
2020	\$13,400	1%
Pharos	\$9,515	1%
Expenses	\$56,504	6%
Allowances	\$94,944	10%
<b>Total</b>	<b>\$936,602</b>	

ID	Task Name	Duration	Start	Finish	March	April	May	June	July	August	September	October	November	December
1	Council Authorization	1 day	Thu 4/20/07	Thu 4/20/07										
2	TASK 100 - Project Administration	181 days	Fri 4/13/07	Fri 12/21/07										
11	TASK 200 - Outreach/Community Involvement	181 days	Fri 4/13/07	Fri 12/21/07										
12	Outreach	181 days	Fri 4/13/07	Fri 12/21/07										
13	Orientation meeting for Oversight Committee	0 days	Mon 4/16/07	Mon 4/16/07										
14	TASK 300 - Technical Reports	105 days	Fri 4/13/07	Wed 9/12/07										
15	Startup	1 day	Fri 4/13/07	Fri 4/13/07										
16	#1 - W7 expectations	28 days	Mon 4/16/07	Wed 5/23/07										
17	Draft report	15 days	Mon 4/16/07	Fri 5/4/07										
18	Start Review	5 days	Mon 5/7/07	Fri 5/11/07										
19	Report to Oversight Committee & Public Works Committee	0 days	Mon 5/14/07	Mon 5/14/07										
20	0	0 days	Wed 5/23/07	Wed 5/23/07										
21	#2 - Underpinning electrical and comm.	28 days	Mon 4/16/07	Wed 5/23/07										
28	#3 - Property acquisition	28 days	Mon 4/16/07	Wed 5/23/07										
31	#4 - Public outreach planning	28 days	Mon 4/16/07	Wed 5/23/07										
35	#5 - Permitting and delivery alternatives	28 days	Mon 4/16/07	Wed 5/23/07										
41	Summary items and authorization to proceed on financial	0 days	Wed 5/23/07	Wed 5/23/07										
42	#6 - Green design context & influences	73 days	Mon 4/16/07	Wed 7/25/07										
43	Draft report	60 days	Mon 4/16/07	Fri 7/6/07										
44	Start Review	5 days	Mon 7/9/07	Fri 7/13/07										
45	Report to Oversight Committee & Public Works Committee	0 days	Mon 7/16/07	Mon 7/16/07										
46	Council action	0 days	Wed 7/25/07	Wed 7/25/07										
47	#7 - Storm sewer evaluations and recommendations	73 days	Mon 4/16/07	Wed 7/25/07										
52	#8 - Water and sanitary sewer evaluation and recommendations	73 days	Mon 4/16/07	Wed 7/25/07										
57	#9 - Design standards and proposed deviations	73 days	Mon 4/16/07	Wed 7/25/07										
62	#10 - Funding strategies	73 days	Mon 4/16/07	Wed 7/25/07										
67	#11 - Permitting strategies	73 days	Mon 4/16/07	Wed 7/25/07										
72	#12 - Transportation	73 days	Mon 4/16/07	Wed 7/25/07										

Project: WWSUP Planning  
 Date: Fri 3/30/07

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

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