

November 2, 2018

Weston & Sampson, PE, LS, LA, PC
1 Winners Circle, Suite 130, Albany, NY 12205
Tel: 518.463.4400

Mr. Mark Price, Director
City of Beacon – Recreation Department
23 West Center Street
Beacon, NY 12508

**Re: City of Beacon – Riverfront Park Improvement Project
Proposal for Site Design Services
Beacon, New York**

Dear Mr. Price:

Weston & Sampson PE, LS, LA, P.C. (Weston & Sampson) is pleased to present our proposal to the City of Beacon (Client) for professional services in connection with the Riverfront Park Improvement Project (Project).

Project Understanding

The purpose of the Riverfront Park Improvement Project is to rehabilitate/ redesign the existing parking lot, entry road, basketball courts, and shed area north of the basketball courts. The project area is approximately 3 acres and located at the north end of Red Flynn Drive. Based upon your request and our understanding of the Project, Weston & Sampson proposes the following scope of work:

Phase A: Limited Topographic Survey

Within this task, Weston & Sampson will prepare limited topographic survey for the project area. The survey shall include the following items:

- Existing buildings, roadways, walks, paths, pavement edges, fences, concrete, ramps, retaining walls, and curbing.
- The location of ditches, channels, existing drainage pipes or culverts on or passing through the site, which are visible and accessible at the time of the field survey.
- The location, invert elevations, pipe sizes, catch basins, manholes, and materials of storm and sanitary structures within the project area.
- Utility poles, gate valves, water spigots, light standards and other evidence of utilities will be shown.
- The perimeter of wooded areas, isolated trees (12" caliper or larger) or specimen trees (4" caliper or larger) will be located and identified as to size and general type. No attempt will be made to identify the genus or species of individual trees.
- Contours of the ground surface at one (1) foot intervals extending to the parcel limits.
- Spot elevations will be taken at approximately fifty (50) foot intervals along roadways, gutter lines, edges, centerlines of paved roadways, and in the open field areas.
- Bench marks (2), will be established during the field survey and described on the mapping.
- Mapping shall be prepared with a one foot contour interval at a scale of forty feet to the inch and on the New York State Plan Coordinate System and NAVD (88).

The fee includes the required provisions of the New York State Prevailing Wage Rates for survey field personnel.

Phase A Deliverables:

- Limited topographic survey base map.

Phase B: Schematic Design

Based on the information determined in the initial scoping meeting and our understanding of the Project, Weston & Sampson will prepare up to two (2) schematic design alternatives for the Project. Schematic design alternatives will utilize existing base mapping and the limited topographic mapping developed in Phase A. Each design alternative will identify site improvements and aesthetic treatments. Weston and Sampson will complete the Schematic Design and meet with the Client's designated representatives to review and discuss each of the

design alternatives. Based upon the preferred alternative that will be selected by the Client's designated representatives, Weston & Sampson will advance a single design alternative for further development under the scope of Phase C.

Phase B Deliverables:

- Up to two (2) Schematic Design Alternatives.
- Facilitate one (1) Schematic Design Review Meeting with Client's designated representatives.

Phase C: Design Development Documents

Based upon selection of the preferred schematic design alternative by the Client's designated representatives, Weston & Sampson will prepare one illustrative graphic of the proposed site improvements and one final site design plan package suitable for construction. These final documents will be submitted for review by the Client's designated representatives. After a reasonably prompt review period by the Client's designated representatives, we will address one (1) set of final review comments.

Final site design plans and details will consist of the following plan sheets:

- Cover Sheet and General Notes
- Site Layout/ Materials Plan
- Grading/ Drainage Plan
- Landscape Plan
- Construction Details that identify materials and methods for site improvements
- Technical Specifications

Phase C Deliverables:

- Illustrative Graphic of Preferred Alternative
- Draft Design Development Plan Package
- Facilitate one (1) Design Development Review Meeting
- Final Design Development Plan Package

Phase D: Bidding Phase Services

Based on the information determined in the initial scoping meeting and our understanding of the Project, Weston & Sampson will provide bidding and construction phase services.

This scope assumes our preparation of contract documents for one (1) prime contract in accordance with Wicks Law General Construction. Our work in preparing the contract documents includes bidding this contract in one book with a single bid form.

We will provide services during the Bid Phase Period that include furnishing up to 5 sets of bid documents (included in the expense budget), preparation of an opinion of probable cost estimate, assistance with front-end documents (contributing project details), attend a pre-bid walk through, prepare bid addenda, attend the bid opening, prepare a tabulation of bids, verification of references of the low bidders, and prepare award letters for the prime contract.

Phase D Deliverables:

- Opinion of Probable Cost Estimate
- Bid Addenda, Bid Tabulation, Reference Verification, and Award Letters

Work Not Included in scope of work:

- Project meetings or design documents beyond those identified above.
- Preparation of a Stormwater Pollution Prevention Plan (SWPPP)
- Procurement permits required prior to construction
- Preparation of front-end specifications

- Underground utility location service. (existing mark-out will be located if performed prior to the conclusion of the survey proposed field work)
- Setting of property corners, points on the property or flagging of property.
- Geotechnical investigations and/ or analysis
- Construction Phase Services

Information to be provided by Client/ Others:

- Signature authorization of this proposal and future subsequent work orders that may be requested, prior to Weston & Sampson commencing the defined scope of work.
- Reasonable and timely responses so as to not adversely delay the design or construction phases of this Project.

Schedule

We are able to begin this work within 7 business days upon receipt of authorization of this proposal via Client's signature below. Deliverable dates will be communicated to the Client once the project design schedule has been determined.

Compensation

Upon notice to proceed, we are prepared to begin this work within one week. We propose to perform the above stated services for the lump sum fee breakdown indicated below including labor and expenses. Invoices will be submitted directly to the Client on a monthly basis.

Phase A	Limited Topographic Survey	\$ 3,950.00
Phase B	Schematic Design	\$ 10,500.00
Phase C	Design Development Documents	\$ 17,000.00
Phase D	Bidding Phase Services	\$ 5,000.00
Estimated Expenses:		\$ 800.00
		\$ 37,250.00

Weston & Sampson reserves the right to request additional fees should additional effort be requested by the client or review agencies, that otherwise are not listed above.

We appreciate the opportunity to present you with this proposal, and the attached standard terms and conditions. If this proposal is acceptable, please sign below, keep one copy for your records, and return a copy to this office. A PDF image of the Client's signature acceptance proposal is acceptable.

Very truly yours,

Weston & Sampson, PE, LS, LA, P.C.



Daniel Biggs, RLA
Associate/ Regional Manager

Enclosure: Standard Terms & Conditions

Accepted by:

Signature Date

Contract/Purchase Order Reference: _____