3160 W. Clubhouse Drive, Ste. A
Lehi, UT 84043
P| (801) 768-7200 | F| (801) 768-7201

1453 S. Dixie Drive, Ste. 150
St. George, UT 84770
P| (435) 986-0100

405 Main Street, Ste. 975
Salt Lake City, UT 84111
P| (801) 768-7200

October 7, 2024

Elk Ridge City
Attn: Melanie Paxton & Royce Swenson
80 East Park Drive
Elk Ridge, Utah 84651
m.paxton@elkridgecity.gov & royce@elkridgecity.org .

RE: Goosenest Park – Design & Construction Documentation
Professional Services Proposal

Dear Melanie & Royce,

Civil Science (CS) is pleased to submit this proposal for professional services for the Project referenced above. We appreciate the opportunity to provide these services to Elk Ridge City (City) and are focused to provide the highest quality work, in a timely manner, and are committed to developing a successful project and continued relationship. Our veteran team will be led by Jeff Peay, PLA (Sr. Landscape Architect/Project Manager) and supported by Shay Smith, PE (Civil Engineer), and as well as help from Ryan Devitt, PE and Jordan Goff, PLA and other support staff.

PROJECT UNDERSTANDING

Elk Ridge City is planning to develop a new community park on the corner of Goosenest Drive and North Elk Ridge Drive and bordered on the south by West Olympic Lane. The park will include approximately 8.5 acres and is proposed to be a multi-use civil space with a nature-focused design. The project is known as the Goosenest Park and will include approximately 8.5 acres and will serve as a multi-use civic space for the community with a nature-focused design. See image below for location and schematic layout of the proposed park site.

Goosenest Park Location

The project will be designed to support a variety of parkland uses that support the surrounding environment and neighborhoods. The proposed 8.5-acre park site will ultimately have a future city office building located within the northwest corner of the park site where the bike skills park will initially be developed. The city has developed a schematic layout for the site that will be used to further develop the park site and its programming. Some of the anticipated program elements for the park site may include the following:

- Mountain Bike Skills Park
- All-Abilities Playground
- Ice Skating Ribbon
- Shade Pavilions & Park Furniture
- Passive Water Feature
- Restroom Facilities
- Vehicle Parking Areas
- Walking Trails & Site Connectivity
- Trailhead

Civil Science will assist the City to develop a project scope, schedule, and budget based on a two phase process. Civil Science will initially assist the City by providing a detailed survey of the site that will be used to create an accurate base map. Civil Science will then work with the City through the preliminary design process (30% plans). The first phase of the project deliverables will also include an estimate that can be further developed and used to determine program priorities and project phasing.

Phase 2 of the project will include design development (60% Design Plans), final engineering, architecture, landscape architecture, and utility design plans and construction documentation (90%-100%). Phase 2 will also include contract documents and technical specifications as well as a final engineer's opinion of cost (estimate). The park will serve as a community asset that will provide public open space and encourage activity and healthy lifestyle choices. Landscaping and irrigation treatments within the park will be designed to be low maintenance and support CPTED Principles that encourage passive surveillance and safe neighborhoods. The project is intended to be designed as a single-phase project that will be completed prior to the end of FY2025/26. Our design proposal reflects this schedule and project scope accordingly.

PHASE 1 - SCOPE OF WORK

Based on the Project Understanding outlined above, CS will provide the following services as part of Phase 1 which will include:

1. **Design Survey & Base Map**
   - Control Survey: establish control survey, datum and coordinate system, verify benchmarks.
   - Topographic Survey: identify site features including buildings, roads, vegetation, fences, ground elevations, and break lines such as ridges, edges of pavements and drainage swales to generate a topographic base map.
   - Boundary Survey: research deeds, plats and other legal documents to establish property boundaries.

- Utility Survey: use records and as-builts obtained from utility companies to locate underground utilities including water, gas, electric and communication lines and document their above-ground features; for sewer and storm drain utilities document depths, material and size where possible.
- Aerial Survey: Deploy drone to capture high-resolution aerial imagery
- Base Mapping: generate Digital Elevation Model (DEM) from the elevation data, create contour lines, digitize surface features, process aerial images, integrate utility data ensuring accurate representation in final existing conditions map.

Deliverables

- Project Base Map, Existing Conditions

Assumptions

- No subsurface utility investigation is included for utilities or potential conflict areas, it is assumed all utilities are as evident in the field with invert elevations collected with survey equipment.

2. **Preliminary Design Phase (30%)** – The schematic design phase is the initial stage where conceptual ideas are developed into preliminary designs. It sets the foundation for the project's design direction and overall vision.

2.1. Meetings, Coordination, Park Programming, Utility Coordination, Site Inventory & Analysis

- Kickoff Meeting: Organize initial meetings with the client to discuss project goals, desired outcomes, budget constraints, and timeline expectations. Provide on-going coordination and support through regular updates and information.
- Park Programming: Work with the City to determine park programming and elements to be included within the design.
- Utility Coordination: Research, obtain, and coordinate preliminary utility information that will be used for initial planning purposes and cost estimating.
- Site Inventory and Analysis: Conduct a detailed site analysis, including existing vegetation, topography, soil conditions, drainage patterns, site features, view corridors, and any historical or environmental constraints. Consider opportunities and constraints related to the park site and its initial planning. Evaluate the technical feasibility of various design options, considering factors such as soil conditions, drainage, topography, and existing infrastructure. Assess potential construction challenges, including site access, staging areas, and material availability.
- Preliminary Cost Estimates: Develop rough order of magnitude cost estimates based on sketch alternatives.

2.2. Sketch Alternatives & Preliminary Layouts

- Sketches: Develop sketches that consider park program elements, circulation, and features within the park property based on the project scope.
- Coordination Meetings: Organize and facilitate meetings to present park design alternatives to City representatives and/or stakeholders. Consider preliminary layouts, discuss layout preferences, and address any concerns.
- Preliminary Layouts: Continue development of sketches into layouts and plans that illustrate the overall design intent, park elements, circulation patterns, uses, furniture, signage, etc.

- Sustainability Considerations: Identify opportunities for sustainable design practices, such as native plantings, maintenance, stormwater management, and energy-efficiency.

2.3. Final Concept Plan, Graphics, & Image Boards

- From input gathered from the City, develop a final or preferred master plan option for both park locations.
- Prepare final concept plan graphics that clearly show what the final park will look like. Include color plan rendering, minimum of three (3) 3D graphics/renderings, and image boards that show the character, materials and park elements associated with the site.
- Present the preferred concept plan and associated renderings to the City. Receive feedback and review with City and adjust concept plan accordingly.

2.4. Park Site & Layout Plans (30%)

- Site & Layout Plan: Prepare a site and layout plan showing the proposed park elements and their layout on the site based on survey data and information prepared as part of the survey. The plan will show key program elements and be shown at a typical scale with north arrow on an approved title block. This plan will be prepared using AutoCAD software and will be used for further planning purposes as the design progresses.

2.5. Preliminary Cost Estimate:

- Develop rough order of magnitude cost estimate based on the preliminary park programming and layout.

Deliverables

- Sketches (as appropriate)
- Preliminary Layouts (Up to 2)
- Opinion of Probable Cost

Assumptions

- For the purposes of this RFP, Civil Science will plan on attending four (4) progress meetings with City staff to develop the final concept plan, and one (1) meeting with the City Council for review.
- Some meetings may be attended electronically to reduce travel costs.

PHASE 2 - SCOPE OF WORK

Based on the Project Understanding outlined above, CS will provide the following services as part of Phase 2 which will include:

3. **Design Development Phase (60%)** – The design development phase refines the approved preliminary design into more detailed and precise plans, addressing technical aspects and ensuring that the design is feasible and cost-effective.

3.1. Site Layout & Circulation Design

- Stakeholder Meetings: Present the refined design to the stakeholders highlighting key design decisions and estimated costs, incorporate feedback and make revisions to ensure design meets project goals and objectives.
- Park Layout: Refine the park layout, adjusting the placement of elements based on site conditions, and other considerations.
- Circulation and Access Design: Design the park elements and amenities to ensure accessibility and compliance with ADA standards. Consider parking requirements and standards as well as vehicular and pedestrian circulation and access within the site.

3.2. Grading and Drainage Design

- Detailed Site Analysis: Update topography survey for design grading and drainage plans and review geotechnical investigations for subgrade elements.
- Grading & Drainage Design: Develop detailed grading and drainage design, including drainage swales, drainage basins, and stormwater conveyance systems.

3.3. Pond Design & Calculations

- Detailed Pond Layout: Develop plans that show the pond layout, cross-sections, and general infrastructure required for a functional pond amenity. The pond will be considered an aesthetic element in the park and not be intended for swimming. The pond will have a shallow edge with a protective surface treatment to minimize erosion.
- Pond Calculations Design: Basic calculations will be developed to address water movement and water quality based on turn over rates. Circulation pump and typical infrastructure information will be provided for circulation and water quality purposes.

3.4. All-Abilities Playground, Amenities & Infrastructure Design

- Playground Equipment: Work with the City and suppliers to design an All-Abilities Playground using appropriate equipment and materials to reinforce inclusive play, access, circulation, creativity, and sustainability.
- Park Amenities & Infrastructure: Develop detailed plans that address additional park amenities and infrastructure that support the overall park theming and programming.

3.5. Landscape & Irrigation Design

- Planting Plans: Develop preliminary planting plans, specifying native and drought-tolerant species that are suitable for the local climate and soil conditions.
- Irrigation Plans: Develop preliminary irrigation plans. Research and prepare plan information based on City standards and input.

3.6. Materials, Finishes, Furniture & Signage Design

- Material and Finishes Selection: Select materials for the park amenities, including pavements, furniture, signage, and other materials, prioritizing durability, sustainability and aesthetics.
- Signage: Work with the city to develop park signage plan for the site.

3.7. Utility Coordination & Design

- Utility Plans: Prepare utility plans for services required for the park development. These may include potable water, sewer, irrigation, power, gas, communications, etc. Coordinate with utility providers and City to design connections.

3.8. Engineers Opinion of Cost (60%)

- Opinion of Probable Cost: Prepare a cost estimate based on the 60% design plan set, providing a detailed breakdown of construction costs associated with the Project.

Deliverables

- Construction Drawings (60%)
- Opinion of Probable Cost

Assumptions

- It is assumed no drainage study or detention facilities are required.
- It is assumed that no traffic study is required.

4. Subconsultants

4.1. Geotechnical Investigation – Perform a geotechnical investigation at the site, specific tasks may include:

- Perform field logging services for up to 5 test pits test pits and 6-8 dynamic cone penetrations.
- Transport collected soil and rock samples for further laboratory testing and characterization.
- Prepare a Geotechnical Technical Memorandum stamped by a State of Utah Professional Engineer that will provide the following:
  - Site Data & Bearing Capacity
  - Backfill recommendations
  - Excavation & Pavement recommendations
- Comments from the review will be addressed, if necessary, and a final stamped copy will be provided.

Deliverables

- Geotechnical Technical Memorandum

4.2. Architectural, M & P, Electrical, & Structural Design

- Prepare preliminary architectural plans for a single restroom building (60%)
- Prepare Mechanical & Plumbing Plans for a single restroom building (60%)
- Prepare site electrical plans (60%) for the following:
  - Parking Lot Lights
  - Park Pavilion Lights & Power
  - Power to restroom building
- Prepare structural design (60%) for the restroom building and any retaining walls over 4' in height

Deliverables

- Architectural Plans
- Mechanical & Plumbing Plans
- Electrical Plans
- Structural Plans

Assumptions

- The subconsultant design is for a single restroom building and does not include design for an Indoor/Outdoor Event Center.

5. **Construction Documents (90%)** – The construction documents phase involves the preparation of detailed drawings, specifications, and other documentation required for the park construction.

5.1. Final Engineering Construction Documents

- Civil Engineering: Prepare detailed site plan and layout including all park elements, pathways, , property lines, setbacks, easements, and adjacent features. Develop detailed grading & drainage plans that specify proposed elevations, slopes, contours, and drainage patterns.
- Architecture: Prepare detailed plans for a restroom building for the park. Mechanical and Plumbing will also be included within this plan set.
- Electrical Engineering: Develop detailed electrical plans for site lighting, including circuit diagrams, light fixture specifications, and power distribution.
- Landscape Architecture: Prepare detailed landscape and irrigation plans for the project site. Special consideration will be given to establish iconic treatments that will create a unique and memorable park project that reinforces the City theming for the park.
- Utility Plans: Prepare utility plans that will address typical infrastructure required for the project site and its development programming.

5.2. Final Engineering Opinion of Cost

- Final Engineers Opinion of Cost: Prepare and update the Engineers Opinion of Cost to reflect the final design and quantities related to the project.

5.3. Contract Documents and Technical Specifications

- Contract Documents: Assist the City in preparation of contract documents including bid schedule, quantity takeoffs, and general bid and construction documents.
- General Specifications: Review City standard specifications that outline the project scope, schedule, and construction management procedures.
- Technical Specifications: Provide detailed technical specifications for all materials not covered by the City standard specifications, including quality standards, performance criteria, and approved manufacturers.
- Final Opinion of Probable Cost: Prepare a final cost estimate based on the completed construction documents, providing a detailed breakdown of all construction costs and costs to the Project.

Deliverables

- Construction Drawings
- Opinion of Probable Cost
- Contract Documents & Technical Specifications

Assumptions

- The contractor will be required to provide a SWPPP as part of the construction contract and therefore is not included in the design.

6. Final Design & Bid Package (100%)

- Bid Documents Preparation: Assemble bid packages, including drawings, specifications, bid forms, and contract terms, to solicit bids from contractors.
- Final Construction Document Review: Present the completed construction documents to City and stakeholders for final review and approval.
- Permitting Support: Submit construction documents to relevant regulatory agencies for permits and approvals, addressing any review comments or requirements.
- Revisions and Finalization: Make any final revisions to the construction documents based on client feedback or permitting requirements.

Deliverables

- Bid Package

Assumptions

- It is assumed that all reviews/approvals will be handled by the City.
- Our design fees are based on preparing plans for project construction of up to $3 Million dollars. If the project scope changes to go beyond this amount, CS reserves the right to renegotiate design fees to reflect the cost of the proposed construction project.

FEE PROPOSAL

CS proposes to complete the Scope of Work outlined above as follows:

#	Phase 1 - Survey & Preliminary Design Services / *Task Description*	Fee	Fee Type
1	**Design Survey & Base Map**	**$14,000**	**Lump Sum**
2	**Phase 1 - Preliminary Design (30%)**	**$35,800**	**Lump Sum**
2.1	*Meetings, Coordination, Park Programming, Utility Coordination, Site Inventory & Analysis, Engineering Feasibility*	*$5,900*	
2.2	*Sketch Alternatives & Preliminary Layouts*	*$9,500*	
2.3	*Final Concept Plan, Graphics, & Image Boards*	*$12,500*	
2.4	*Park Site & Layout Plans to 30%*	*$5,500*	
2.5	*Engineers Opinion of Cost (Preliminary Estimate)*	*$2,400*	
	Phase 1 Total	**$49,800**	**Lump Sum**

#	Phase 2 – Design Development, Construction Documents, Contract Docs & Technical Specs / *Task Description*	Fee	Fee Type
3	**Design Development (60%)**	**$54,700**	**Lump Sum**
3.1	*Site Layout & Circulation Design*	*$6,200*	
3.2	*Grading & Drainage Design*	*$7,500*	
3.3	*Pond Design & Calculations*	*$7,200*	
3.4	*All Abilities Playground, Amenities & Infrastructure Design*	*$9,200*	
3.5	*Landscape & Irrigation Design*	*$11,600*	
3.6	*Materials, Finishes, Furniture, & Signage Design*	*$3,900*	
3.7	*Utility Coordination, Model, & Design*	*$6,500*	
3.8	*Engineers Opinion of Cost (60% Design)*	*$2,600*	

4	**Subconsultants**	**$36,400**	**Lump Sum**
4.1	*Geotechnical Investigation*	*$5,800*	
4.2	*Architectural, M & P, Electrical, & Structural Subconsultants*	*$30,600*	
5	**Construction Documents (90%)**	**$33,600**	**Lump Sum**
5.1	*Final Engineering, Architectural, Landscape Architectural, & Utility Plans & Construction Docs*	*$19,000*	
5.2	*Final Engineers Opinion of Cost (90% Design)*	*$1,700*	
5.3	*Contract Docs & Technical Specifications*	*$12,900*	
6	**Final Design (100%) & Bid Package**	**$8,300**	**Lump Sum**
	Phase 2 Total	**$133,000**	**Lump Sum**

*CS may alter the distribution of the compensation between individual tasks of the Scope of Work to be consistent with services rendered but shall not exceed the total hourly compensation amount.

#	Bid & Construction Phase / *Task Description*	Fee	Fee Type
7	**Bid Phase Services**	**Hourly**	**Hourly**
8	**Construction Phase Services**	**Hourly**	**Hourly**
9	**Construction Staking**	**Hourly**	**Hourly**
	Subtotal	**Hourly**	**Hourly**

Professional fees shown are not to exceed unless upon written authorization from the City. Professional services rendered for the Hourly Fee Type will be completed by CS at the rates and fees given in attached Exhibit A.

ADDITIONAL SERVICES

The City may authorize CS to furnish or obtain from others additional services of the types listed below, which are not included in the basic Scope of Work. If such additional services are authorized by the City, then CS shall be entitled to an equitable increase in compensation for such additional services.

1. Preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the project.
2. Searching out property owners and negotiating for easements, land, or rights-of-way, etc.
3. Services resulting from significant changes in the scope, extent, or character of the portions of the project designed or specified by CS or its design requirements including, but not limited to, changes in size, complexity, City's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, drawings, specifications, or contract documents when such revisions are required by changes in laws and regulations enacted subsequent to the effective date of this agreement or are due to any other causes beyond CS's control.
4. Services attributable to more than one prime construction contract or multi-phase construction.
5. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by City; and performing or furnishing services required

to revise studies, reports, drawings, specifications, or other bidding documents as a result of such review processes.

6. Public involvement, engagement or community consultation.
7. Architectural design included in this project scope is for a single restroom building and does not include design for an Indoor/Outdoor Event Center. Detailed design for an Indoor/Outdoor Event Center can be provided through a contract modification or through a separate contract.
8. Attendance at stakeholder, community, commission and/or council meetings/events.
9. Additional design review meetings and/or any requested changes beyond those listed in the tasks above.
10. Bidding and construction phase services, and construction staking can be provided as additional services based on current hourly rates or through a contract modification or separate contract.
11. Attendance at meetings in addition to those specified in the above-described scope of work can be provided as needed based on additional services.
12. Redesigns ordered by City after final plans have been accepted by City or after substantial work has been completed on previously approved plans.
13. Our design fees are based on preparing plans for project construction of up to $3 Million dollars. If the project scope changes to exceed this amount, CS reserves the right to renegotiate design fees to reflect the cost of the expanded scope and proposed construction project.
14. Preparing to serve or serving as a consultant or witness for City in any litigation, arbitration, or other dispute resolution process related to the project.

If the City chooses to move forward with the Project, we recommend execution of a contract based on this Proposal in a format agreeable to both parties. We appreciate the opportunity to work with the City on this and other projects. Please call me at (435) 705-1862 with any questions or concerns.

Respectfully,

Jeff Peay, PLA
Project Manager / Sr. Landscape Architect

Exhibit A – CS Standard Hourly Rates and Fee Schedule (UT01/2024)

LABOR RATES – Services provided by CS personnel will be invoiced at the hourly rates identified below:

Labor Category	Hourly Labor Rate[1]
Technician I	$87.00
Technician II	$97.00
Technician III	$112.00
Technician IV	$126.00
Technician V	$155.00
Engineer I	$109.00
Engineer II	$129.00
Engineer III	$146.00
Engineer IV	$160.00
Engineer V	$171.00
Engineer VI	$199.00
Sr. Engineer	$229.00
Admin I	$72.00
Admin II	$89.00
Admin III	$109.00
Admin IV	$137.00
Admin V	$160.00
Admin VI	$179.00

Labor Category	Hourly Labor Rate[1]
Survey I	$84.00
Survey II	$99.00
Survey III	$120.00
Survey IV	$139.00
Survey V	$161.00
Survey VI	$175.00
Survey Crew – 1-Man	$134.00
Survey Crew – 2-Man	$204.00
Landscape Architect I	$89.00
Landscape Architect II	$107.00
Landscape Architect III	$124.00
Landscape Architect IV	$141.00
Sr. Landscape Architect	$163.00
Visual Designer	$139.00
Project Manager I	$141.00
Project Manager II	$163.00
Project Manager III	$183.00

DIRECT REIMBURSABLE RATES:

Mileage	$ 0.67 /mile (IRS std.)
Full Day Per-Diem (as necessary and agreed upon)	$ 59 /person/day (IRS std.)
Partial Day Per-Diem (as necessary and agreed upon)	$ 44.25 /person/day (IRS std.)
Lodging (as necessary and agreed upon)	$ Cost/Night + 15% Mark Up
Outside Consultants / Subconsultants	$ Cost + 15% Mark Up
Other Expenses or Direct Costs Occurred	$ Cost + 15% Mark Up

TIME CHARGES: Time reporting for all office personnel is based upon actual time in office. Time reporting for all field work is based upon actual field work plus travel time to and from assigned office location. Time billed in 15 minutes increments.

AUDIT PRIVILEGES: All job audit privileges of CLIENT will extend only to review, and approval of monthly invoices submitted by CS to CLIENT. Invoices prepared and submitted by CS will include copies of source documents of all expenditures including: time, travel, subcontracts, supplies, equipment, materials, or premiums. The CLIENT may review, debate, or qualify items for payment at the time of invoice review and approval and payment of invoice. CLIENT waves post job audit privileges beyond invoice approval. CS will not retain job related support documents or any other billing documents beyond the periodic period, review period, and collection by CS of invoices submitted.

ESTIMATES: Estimates are provided to the CLIENT for budgeting purposes only and are not an agreement by CS to perform the services for a lump-sum, fixed fee, or not to exceed price unless otherwise provided for in the contract. CS reserves the right to change rates used on rate-based reimbursable contracts.

[1] *Rates change annually at beginning of year and may change on other occasions*