

Historic Route 66 Roadside Park Design – Phase One Concept Design

January 25, 2023

To: Joe Vujnich
ADDRESS: Department of Planning and Parks
16860 Main Street
Wildwood, Missouri 63040

FROM: Bonnie C. Roy PLA, AICP
ADDRESS: SWT Design
7722 Big Bend Blvd.
St. Louis, Missouri 63119

Dear Mr. Vujnich:

Thank you for giving SWT Design the opportunity to submit this proposed agreement for the continuation of professional Landscape Architectural Services (“Agreement”) for Historic Route 66 Roadside Park Design (“Project”). This letter shall act as a Proposal for additional design services between SWT Design, Inc., hereinafter referred to as SWT, and the City of Wildwood, hereinafter referred to as Client for the following scope of work, as outlined herein. This proposal is for additional services to the previous amended design agreement between SWT and the Client, dated October 24, 2022.


The following Attachments are incorporated in and made a part of this amended agreement:

- “A” Scope of Work and Supplemental Services
- “B” Compensation
- “C” Project Site

If the foregoing meets with your approval, please indicate this approval by signing the appropriate line below and returning one original for our files. If this agreement is not accepted within 30 days, the offer to perform the described services is withdrawn and shall be null and void.

Sincerely,

Bonnie C. Roy, PLA, AICP
SWT Design, Partner



Signature

January 25, 2023

Date

Client Authorization of **BASE SCOPE OF WORK** \$5,100.⁰⁰ + reimbursable expenses.

Printed Name

Authorizing Signature

Date

ATTACHMENT "A"

SCOPE OF WORK AND SUPPLEMENTAL SERVICES

The proposed Scope of Work to be performed by SWT is as follows:

3.1 BASE SCOPE OF WORK

Task 1: Phase One Concept Design

This task will include the following:

1. **Concept Refinement:** SWT will coordinate with the City and HPC to determine the target budget for phase one implementation of the roadside park design project. SWT will prepare up to two updated concept plan refinements working from the previously developed concept plans. The phase one concept refinements will be prepared to coordinate with the City's identified budget. Updated concept plan refinements will be prepared in sketch format with supporting diagrams and imagery as needed. Updated cost opinions will be prepared for the phase one concept(s). We anticipated concept refinements will only reflect minor changes to the previously prepared overall concept.
2. **Design Review:** Phase one concept plan refinement(s) will be presented and reviewed with the City and HPC.
3. **Finalized Phase One Concept:** Revisions to the phase one concept plan will be made based on feedback obtained during this review session. An updated illustrative concept plan will be prepared with supporting diagrams for the finalized phase one concept. An updated cost opinion will be prepared for the phase one concept.

- PRODUCTS OF TASK 3:**
- Initial Concept Refinement Alternatives, Up to two (2) concept alternatives in sketch / diagram format
 - Preferred Phase One Concept Alternative, CAD Layout and Illustrative Plan
 - Rough Order of Magnitude Cost Opinion(s)

- MEETINGS FOR TASK 3:**
- Design Review, One (1) meeting

3.2 SUPPLEMENTAL SERVICES

Any Supplemental Services not included in Section 3.1 Scope of Work may be provided after execution of this Agreement, without invalidating the Agreement. Any Supplemental Services provided in accordance with this Section shall entitle SWT to compensation pursuant to Section 5 and an appropriate adjustment to the schedule.

Below is a general list, not all inclusive, of Supplemental Services NOT included within this Scope of Work:

- Soils/Geotechnical investigation
- Architecture/Structural engineering
- Topographic / Boundary Survey & Utility Investigation
- Civil engineering
- Mechanical, electrical or plumbing engineering
- 3-Dimensional Graphics, Renderings, and Models, unless otherwise indicated
- Lighting design

- Design Development Drawings
- Construction Documentation / As-built drawings
- Public Meetings
- Participation / Presentation at Zoning, Commission, Board or Committee Meetings
- Signage / Graphic Design / Way Finding
- Permitting

ATTACHMENT “B” COMPENSATION

5.1 COMPENSATION: SCOPE OF WORK

5.1.1 Compensation for SWT’s services performed as outlined in Attachment “A” Section 3.1 Base Scope of Work will be on a lump-sum by task basis totaling \$5,100, not including reimbursable expenses indicated below. The project will be billed out as a percentage of completion per task as follows:

- Task 1: Phase One Concept Design \$5,100.00

5.1.3 Reimbursable Expenses are expenditures as made by SWT, its employees, and consultants in the interest of the Project plus an administrative fee of 15%. Reimbursable Expenses include, but are not limited to the following:

- Meals will be reimbursed per SWT’s Travel Policy using the following per diem rates:
 1. Breakfast \$10 (Included if departure before 6am)
 2. Lunch \$15 (Included if departure before 10am and not returned by 2pm)
 3. Dinner \$25 (Included if return after 7pm)
 4. All day \$60 (Includes snacks and drinks)
- Travel expenses (local and long distance) in connection with the Project; living expenses in connection with out-of-town travel; Personal car mileage will be billed at the prevailing rate established by the IRS.
- Costs of reproductions, postage and handling of documents, messenger and overnight delivery services;
- Overtime-related employee expenses (If authorized in advance by the Client)
- Costs of renderings, photographs, models, and mock-ups requested by the Client;
- Expense of professional liability insurance dedicated exclusively to the Project, or additional insurance coverage or limits requested by the Client in excess of that normally carried by SWT and its consultants;
- Costs of printing and delivering bid packages;
- Services of professional consultants which cannot be quantified at the time of contracting; and
- Fees paid for securing approval of authorities having jurisdiction over the Project.
- All taxes levied on professional services and on reimbursable expenses.
- Other, similar direct Project-related expenditures.

Reimbursable expenses shall not exceed \$500.00 without mutual agreement between the Client and SWT. If sub-consultants are needed for additional work items, SWT and the Client will mutually agree.

5.2 COMPENSATION: ADDITIONAL SERVICES

Services not included in Attachment “A” Scope of Work Section 3.1 will be billed on an hourly basis at the following rates:

Client approved services outside Attachment "A" will be billed on an hourly basis at the following 2022 rates:

Managing Partner	\$225.00
Partner	\$190.00
Sr. Associate I	\$155.00
Sr. Associate II	\$145.00
Civil Engineer I	\$155.00
Civil Engineer II	\$135.00
Sr. Professional Land Surveyor	\$150.00
Professional Land Surveyor	\$120.00
Staff Surveyor	\$90.00
Senior Planner	\$150.00
Planner	\$125.00
Associate	\$125.00
Designer	\$ 95.00
Staff I	\$ 90.00
Staff II	\$ 80.00
Staff III	\$ 70.00
Administrative	\$ 110.00
Clerical	\$ 70.00

Note: These hourly rates are subject to change based on SWT's current standard rate table.

ATTACHMENT "C"

PROJECT DESIGN

