

The Downtown Revitalization Collaborative

Community Planning | Outreach | Landscape Architecture | Architecture | Civil Engineering | Funding

Great Ideas to Ribbon Cutting

August 7, 2014

Ron McAllister, Chair
York Village Study Committee

Subject: **York Village Center
Master Plan, Design & Construction Documentation
Agreement for Professional Services**

Dear Ron,

On behalf of The Downtown Revitalization Collaborative we are delighted to be selected for the York Village Center Master Plan, Design & Construction Documentation. The Collaborative consists of Denis Lachman (Principal, Lachman Architects & Planners), Regina Leonard (Maine Licensed Landscape Architect), Rodney Lynch (AICP, Community and Economic Development Planner) and Tom Fowler (Civil Engineer, Landmark Corporation Surveyors & Engineers) and John Adams (Milone & MacBroom. For this project Denis is the Collaborative's representative and prime consultant to the Town.

The following Proposal and Agreement provides the services we understand the Town seeks. We hope you will find the cost fair and reasonable for the wide range of anticipated services and the intensity of the effort by the end of the year. If you have any questions, please do not hesitate to contact me or Regina.

Sincerely,



Denis Lachman

The Downtown Revitalization Collaborative

Community Planning | Outreach | Landscape Architecture | Architecture | Civil Engineering | Funding

Great Ideas to Ribbon Cutting

August 7, 2014

York Village Center Master Plan, Design & Construction Documentation Proposal & Agreement for Professional Services

This Agreement is between the Town of York (Owner) and The Downtown Revitalization Collaborative (Consultant). For this project Lachman Architects & Planners is the prime consultant to the Town, and Denis Lachman is the Collaborative's representative.

Section A **THE PROJECT**

Section B **TASKS AND SCOPE OF SERVICES**

Section C **WORK PLAN**

Section D **COMPENSATION**

Section E **DELIVERABLES**

Section F **OTHER PROVISIONS**

A. THE PROJECT

Introduction

In May of 2011, the York Board of Selectmen appointed the York Village Study Committee (YVSC) to look into ways in which York Village might be revitalized. The mission of the committee is to establish a framework that will promote the vitality and beauty of York Village and create a dynamic, safe, and sustainable town center which reflects the history of a community and is both welcoming to visitors and supportive of local businesses. The York Village Study Committee (YVSC) met with business owners, residents and other interested parties to get their feedback on how York might achieve these objectives.

The YVSC has developed 25 detailed recommendations related to public process, key properties, parking, sidewalks, traffic, streetscape, planning and zoning. Three possible options for the monument intersection at the heart of York Village have been developed. The three options build upon each other in both size of green space and the features added.

The work to date of the YVSC has laid the groundwork for the next phase in the development and eventual implementation of a Master Plan for York Village, the focus of this proposal.

Project Focus Area

Early on in the planning process, the committee conceptualized York Village in geographic terms, focusing on walking radii from the Civil War monument at the center of the primary York Village intersection. The area of concern for this particular stage of improvements is a portion of York Street and a portion of Long Sands Road, falling between the radii of a 2 and a 5 minute walk (or 1/8 and 1/4 of a mile) from the monument. An engineering survey of existing conditions in the area is currently being conducted. Inset maps show the study radii and the survey area, respectively.



Development of a Multi-disciplinary Team

The execution of the committee's visioning work now requires multiple disciplines working as a team. These disciplines include architecture and landscape architecture, urban design and planning, civil and traffic engineering, economic development and financing, and possibly others. To create this multi-disciplinary team, the YVSC developed a Request for Quote seeking a consulting team that is expected to build on the progress made over the last three years and see this town project through to completion. The YVSC will continue to play a leadership role in seeing this project to completion and will be involved in all aspects of community engagement.

On June 23, 2014 the York Board of Selectmen authorized The Village Study Committee to negotiate an Agreement for Services with The Downtown Revitalization Collaborative. The YVSC would then return to the Board of Selectmen with a recommended proposal for Board of Selectmen's consideration and action.

General Scope of Services

Many towns accomplish improvements sequentially over several years and funding cycles. However, village centers and public spaces are complex environments and their success depends on an integrated and comprehensive approach - which York has wisely selected to pursue. As described in the RFQ, The Downtown Revitalization Collaborative's general charge includes:

- *complete street design*
- *sign age (regulatory, directional, and informational)*
- *pavement markings and traffic control*
- *bicycle and pedestrian enhancements*
- *hardscape and landscape design*
- *public parking, public space creation and design*
- *possible underground and above ground utility relocations*
- *drainage modifications and improvements including implementation if green infrastructure*
- *public participation and acceptance*

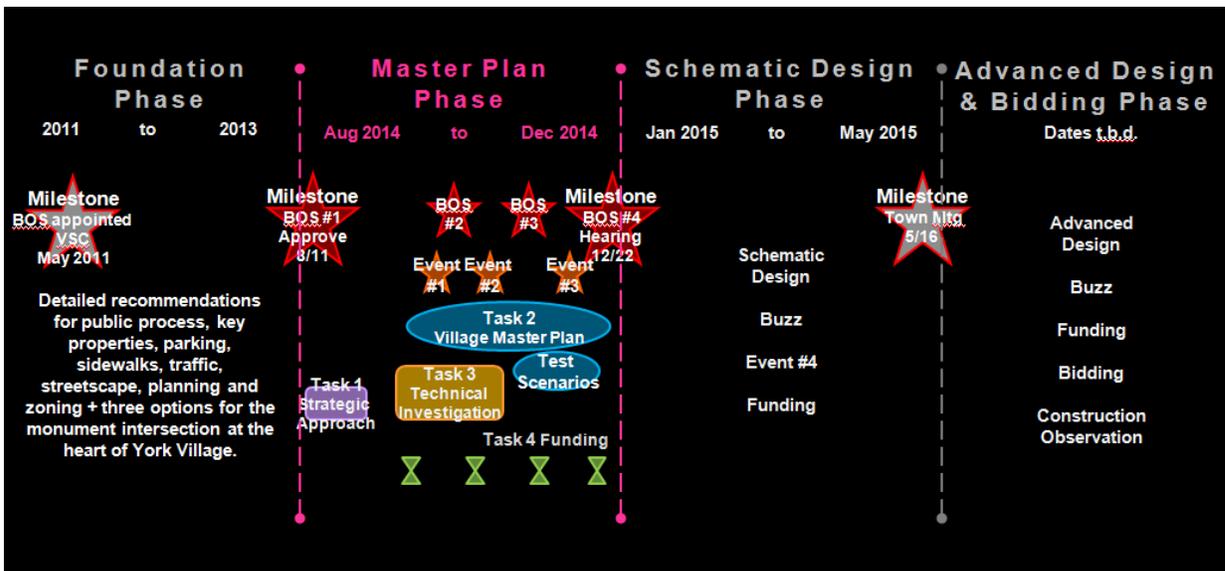
To implement this broad scope envisioned by the YVSC, the first task of the Master Plan Phase requested of the TDRC was to advance the YVSC's effort into a strategy that organizes this complex multi-faceted and multidisciplinary effort, into a coherent work plan that is orderly, integrated, efficient, predictable with milestones, and accountable. The proposed work plan follows:

B. TASKS & SCOPE OF SERVICES

Task 1 – Formulate a Strategic Approach

A thorough and thoughtful Strategic Approach - an overarching plan for all that follows – is the best investment towards a cost efficient, smooth and successful construction project later, when the stakes, costs and expectations are much higher. The Strategic Approach resulted from collaboration between the YVSC and TDRC, and incorporates many considerations such as annual municipal fiscal cycles, review process, citizen reviews and seasonal fluctuations. Keeping this complex multi-disciplinary effort, with sequential, concurrent and overlapping tasks moving smoothly forward with momentum requires excellent project management throughout.

Phasing & Milestones – Two core considerations that shaped the Strategic Approach are Phasing and Milestones. Phasing organizes current and future activity into distinct yet interrelated sequential phases, the Master Plan Phase, the Schematic Design Phase and the Advanced Design and Bidding Phase, as illustrated below.



A Complete Project - It is understood and agreed that the Town intends to engage The Downtown Revitalization Collaborative for the complete project, including Master Plan Phase and all its tasks, Schematic Design Phase and all its tasks, and if the project proceeds, Advanced Design and Bidding Phase and all its tasks.

Some Tasks and Services are better understood at this early stage, and are consequently easier to define and quantify. These are identified and included in Master Plan Phase, along with their compensation. Other Tasks and Services remain highly undefined, and their clarity is based on many factors not yet known or understood, including the projects’ funding (amount & sources) and the scope of work it will support. Consequently Schematic Design Phase Tasks and Services are not identified at this time and will be determined at the conclusion of Master Plan Phase, when the scope is better understood. In turn, Advanced Design and Bidding Phase will be determined at the conclusion of Schematic Design Phase, when the scope is defined.

Master Plan Phase - This initial phase will confirm the Strategic Approach, conduct the necessary technical investigation and identify the best scenario for the Village Master Plan. It will include a series of three public events at which dialogue with stakeholders will be paramount, plus multiple Selectboard meetings.

Proceeding From Master Plan Phase to Schematic Design Phase - Near the conclusion of Master Plan Phase, many of the undefined Tasks and Services will be better understood and consequently easier to define and quantify. Schematic Design Phase Tasks, Services and Compensation will be addressed at that time through an Addendum to this Agreement.

Schematic Design Phase – This second phase of the Master Plan project continues where the Master Plan and Technical Investigation leave off, but narrows their focus to the Village Center core with increasingly technical and detailed considerations that results in a schematic design and will see the beginning of the publicity campaign (Buzz) to build awareness of the project. At least one additional public event will take place during this phase.

Proceeding from Schematic Design Phase to Advanced Design and Bidding Phase - Schematic Design Phase culminates with the Budget Referendum Warrant (Town Meeting) May16, 2015. Proceeding from Schematic Design Phase to Advanced Design and Bidding Phase is contingent on funding from grant opportunities and a citizen approved bond. If the projects' funding (amount & sources) is secured then the scope of work it will support will become clear, allowing the YVSC and TDRC will proceed to Advanced Design and Bidding Phase.

Advanced Design and Bidding Phase - This third and final pre-construction phase advances Schematic Design to even greater specificity into documents for bidding and construction. Throughout all phases of the Master Plan development funding opportunities will be explored and presented to the YVSC and the Selectboard

Milestones – Equally important as Phasing to shape the Strategic Approach, are Milestones of accomplishment. The Master Plan Phase formally begins after the first milestone – Selectboard approval (anticipated) of this proposal at their August 11, 2014 meeting, and concludes with the second milestone – a Selectboard Hearing on December 22, 2014 (possible date). The Schematic Design Phase begins January 2015 and concludes with the third milestone - Budget Referendum Warrant (Town Meeting) May16, 2015. Activities are framed to fit between these municipal milestones.

Project Areas - In addition to establishing Phasing and Milestones, Task 1 Strategic Approach also confirms Project Areas. Project Area considerations build on foundation work by the YVSC and consists of 2 overlapping areas of work – the larger and generally studied Master Plan area (shown within the blue 5-minute walk circle) and the smaller, targeted and more intensively studied Technical Investigation area (the Village Center Core shown within the yellow limits), as illustrated below.



Task 2 - The Village Master Plan

The Village Master Plan builds on the excellent foundation work of the YVSC and studies how the 5 minute walk area, identified by the YVSC, might look, feel and function more like a village. In particular, the Master Plan evaluates the YVSC's 3 concepts against traffic, safety and flow information. Physical or policy conflicts may become apparent leading to one or more scenarios becoming unfeasible. A preferred scenario will emerge that meets both technical requirements and is consistent with the community's vision for its village center, as expressed through the planning process.

Public Events - The Village Master Plan purposefully engages citizens through 3 interactive outreach events from the ground up to help them become invested in this project and the future of their Village center, and to garner their support. The events are described below:

- **Event #1** (late September suggested) lays the groundwork for the Master Plan and focuses on what makes a good village center and community value, and their convergence. Event #1 is a Saturday morning 4 hour interactive event in 3 parts: Part 1 - Intro to Analysis & Concepts. Part 2 - What Do YOU Value? How does design express YOUR values? Small groups. Part 3 - Small groups report back for themes
- **Event #2** (late October suggested) recaps Event #1 and confirms "Did We Hear You?" plus introduces master plan diagrams in a weekday evening 2 hour event.
- **Event #3** (mid November suggested) is a Saturday morning 4 hour interactive event in 3 parts. It recaps Events #1 and #2, summarizes technical and planning to date, reviews master plan diagrams, introduces the Traffic Model and reviews the Preferred Concept.

Selectboard Meetings - In addition to citizen involvement, the Village Master Plan purposefully involves the Selectboard to keep them informed and receive their input along the way, on 4 occasions:

- **Selectboard Meeting #1** (8/11) introduces the Strategic Plan and its process.
- **Selectboard Meeting #2** (9/22 suggested) expands about the Strategic Plan and provides updates about activities to date.
- **Selectboard Meeting #3** (11/10 suggested) follows Event #2 with a recap, updates about recent activities and introduces Event #3.

York Village Master Plan Report - Task #2 results in a Report that summarizes all work to date in text and graphics – to foster easy comprehension by all. This efficient & comprehensive document is in a 2 part format: the Body includes **Chapters** (such as Purpose Statement, Acknowledgments, Frequently Asked Questions & Answers, Hard and Soft Costs Budget, Technical Investigation (Traffic & Utilities), Master Plan, Funding), and the **Appendix** (which includes back up and technical information). The Report is made available to the BOS & public prior to the hearing. Please see Section E Deliverables.

- **The Selectboard Meeting #4 Hearing** (12/22 suggested) is an opportunity for public testimony and formal review of the Report.

Task 3 - Technical Investigation

Concurrent with the Master Plan is an investigation of above and below ground conditions that might impact the design, including **Utilities** (inventory & assess stormwater & other utilities), **Traffic** (a Study including collection of turning movement counts and volume data; traffic observations, signal warrant analysis, traffic modeling), **Parking** (counts, frequency and patterns), **Trees**, **Lights**, etc.

Task 3 results in summaries in text and drawings by discipline formatted as chapters in the York Village Master Plan. Please see Section E Deliverables.

Task 4 - Funding Strategy

The cost of implementing the Master Plan is going to be substantial. The exact amount cannot be determined until the extent of construction is clear. Regardless of the amount of money necessary to complete the project, it is understood that all possible non-municipal funding opportunities should be explored in order to minimize dependency on property tax revenues. Non-municipal public agencies and programs as well as foundation and other private sources of support will be explored, organized and planned, then developed to the greatest extent possible.

The intent of Funding Strategy is to identify all potential sources beyond the town's local tax base for this project, then organize them into a common template (category, name, purpose, deadlines, cycles, amounts, etc) plus organized by deadlines into calendar based work plan format. With this information easily understood, evaluate timing (sooner) vs. more competitive application (later) and likelihood of success with realistic expectations into a Funding Strategy - which sources to pursue and when.

Task 4 also includes meeting with Business & Property Owners & Merchants to learn how this effort might help support their aspirations, meet their challenges, address their concerns, and understand their level of support. Many owners do not attend public meetings, but are open to meeting the team one-to-one. In addition, if desired, is an educational meeting for Property Owners, Banks & others about Historic Rehab Tax Credits and how they can be used to improve properties and leverage with other programs.

Task 4 results in a document formatted as a chapter in the York Village Master Plan. Please see Section E Deliverables.

Task 5 – Support the YVSC's Outreach & Buzz

Outreach & Buzz is multi-step process of building public awareness and interest in the project, helping to ensure that people are given every opportunity to buy into the revitalization of the Village and helping to increase the probability of a positive vote when the warrant comes to a vote. Specifically the goals of Outreach and Buzz are to help citizens:

- stay informed and in the loop,
- understand the topics and consequences to them,
- get excited about possibilities,
- and feel included in the process.

Typically the methods to achieve this include reaching as many citizens and stakeholders as possible through different avenues such as Flyer/Mailer & Poster; News Articles - "series articles" leading up to ballot; Web posting; E Letter to keep all attenders and interested parties "in the loop" prior to each Event and maybe after; follow along with Social Media - Facebook, Twitter etc; meetings with Small Affinity Groups by interest (families, healthy downtowns, business, merchants, library, youth, historical, critics etc); Local & Regional Organizations - meet with Churches, Chamber of Commerce, Rotary, Church etc; Library; Community TV; and many others.

As part of their foundation work over the past 3 years, the YVSC conducted Outreach & Buzz, and they recognize continuing it is critical to success. Outreach & Buzz is most effective by locals for locals, and during the Master Plan Phase, so the YVSC will lead and conduct this effort. However TDRC was requested to guide and support their effort.

What needs to be done (tasks required) for Outreach and Buzz to be successful has not yet been defined, nor has as an understanding of who does what - the distinction between lead (YVSC) and support (TDRC). For this reason compensation includes a modest allowance for TDRC to guide and support the YVSC, to be used as needed and drawn against.

C. WORK PLAN

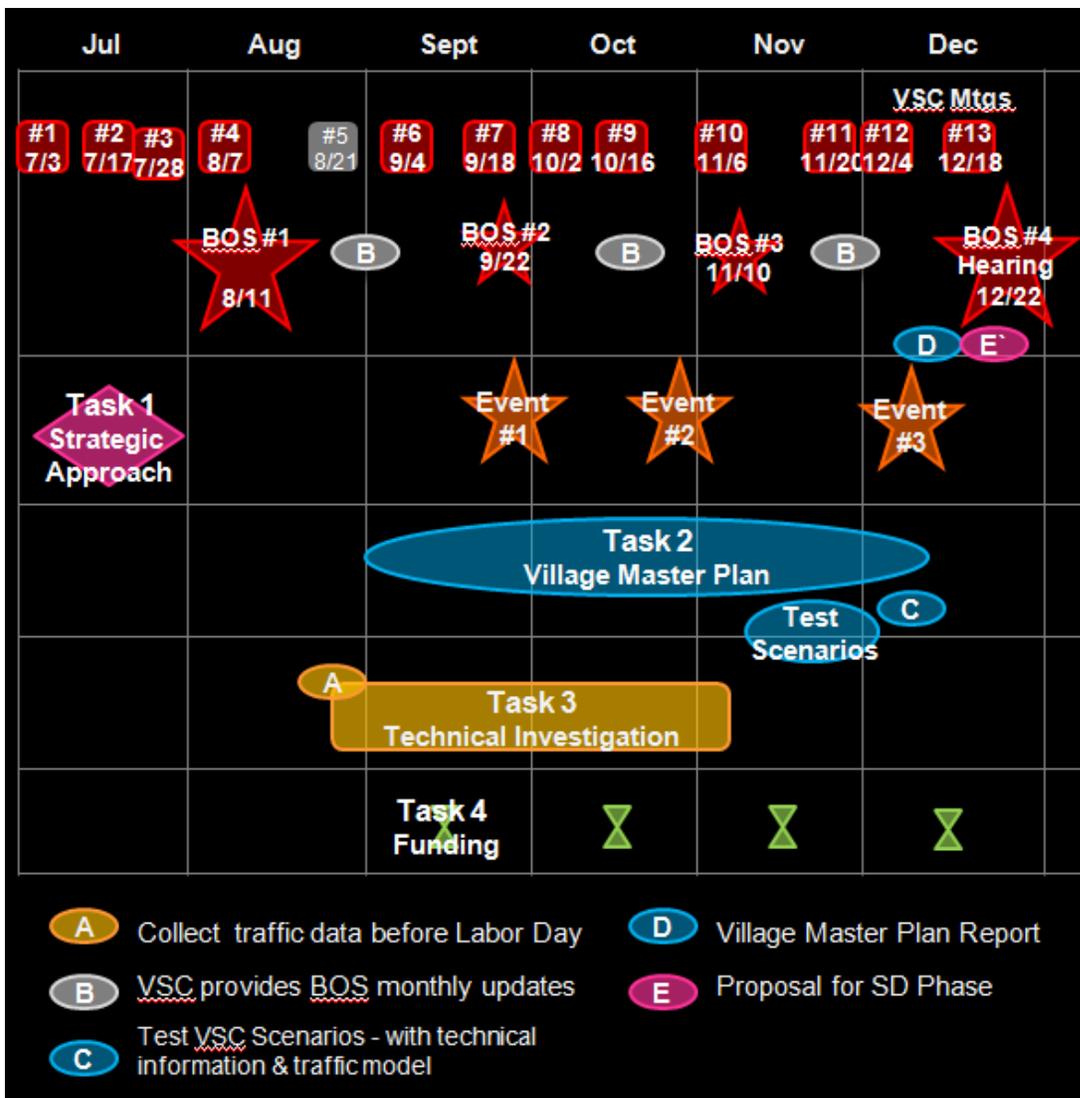
General Expectations for Master Plan Phase Services

The YVSC laid the foundation for the Master Plan by identifying in the RFQ the following general expectations of services the successful firm might be required to accomplish:

...create preliminary design reports; perform field surveys; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; prepare drainage reports; perform geotechnical investigations and prepare geotechnical reports; prepare type, size and location reports; prepare structure drawings (including culverts, catch basins and monument support) for repair, rehabilitation or replacement; prepare erosion control details and narrative; prepare applications for environmental and other federal, state and municipal permits; perform traffic 2 counts and analyses, including detour planning and mapping; prepare traffic control plans and narrative; investigate utility and property involvements and coordinate with utilities; prepare submissions for meetings; attend meetings with the Village Study Committee, Town boards or other agencies; and prepare construction plans and documents, specifications and estimates.

From Tasks & Services to Work Plan

To accomplish these Tasks and Services identified above by the YVSC, TDRC was requested to organize them into a coherent and efficient effort - specifically to create a Work Plan – plus add others as necessary. The Work Plan below organizes Master Plan Phase Tasks and Services by calendar time and milestones. Some services are sequential and others are concurrent or overlapping.



D. COMPENSATION

Compensation for Master Plan Phase Tasks & Services

Compensation for Master Plan Phase Professional Services is a lump-sum fixed-fee of **\$143,303**. We strive to be transparent and accountable, particularly with respect to compensation. Each number described below is derived from and described in detail in Attachments A - F. The lump-sum fixed-fee is based on the Tasks and Services described herein, and changes to the scope of services may alter the fee. Because Task 5, Outreach and Buzz Support for YVSC has not yet been defined, nor has as an understanding of who does what, a modest not-to-exceed allowance is included for TDRC to guide and support the YVSC, to be used as needed and drawn against.

| | Task 1 Strategic Approach | Task 2 Village Master Plan | Task 3 Tech Investigation (Traffic, Civil, Landscape Architecture, Architecture) | Task 4 Funding Strategy | Task 5 Outreach & Buzz Support for VSC | |
|---|--|---|---|--|---|------------------|
| Planning, Architecture & Project Management (DL) | \$14,960 | \$29,865 | \$6,380 | \$5,830 | \$5,000 | \$62,035 |
| Landscape Architecture (RSL) | \$2,176 | \$19,552 | \$7,065 | X | X | \$28,793 |
| Civil Engineering (TF) | \$1,934 | \$3,739 | \$12,212 | X | X | \$17,885 |
| Traffic Engineering (JA) | \$1,625 | \$5,975 | \$22,790 | X | X | \$30,390 |
| Economics (RL) | X | X | X | \$4,200 | | \$4,200 |
| Fee | \$20,695 | \$59,131 | \$48,447 | \$10,030 | \$5,000 | \$143,303 |

The Downtown Revitalization Collaborative consists of Denis Lachman (DL) Principal, Lachman Architects & Planners; Regina Leonard (RSL) Maine Licensed Landscape Architect; Rodney Lynch (RL) AICP, Community and Economic Development Planner, Tom Fowler (TF) Civil Engineer, Landmark Corporation Surveyors & Engineers and John Adams (JA) Milone & MacBroom.

Direct and Out of Pocket Expenses – Included and Excluded

Expenses Included – The following expenses are included:

- Printing for Working Communications for internal TDRC meetings, and working meetings with the Owner are included.
- Printing and Supplies for Public Events, such as reproduction of boards, instructions plus miscellaneous supplies are included.
- Mileage and Other Incidental expenses are included.

Expenses Excluded – The following expenses are not included:

- Printing of Regular YVSC Meeting Materials - Submittals will be transmitted electronically and TDRC will not bring multiple copies to each meeting. Printing and/or reproduction of material for and after YVSC meetings will be by others.
- Selectboard Meeting Materials – Like YVSC meetings, submittals for Selectboard meetings will be transmitted electronically and TDRC will not bring multiple copies to each meeting. Printing and/or reproduction of material for and after Selectboard meetings will be by others.
- Reports - Printing and/or reproduction of reports (drafts and final) will be by others.
- Posters and Brochures etc for use by YVSC for Outreach and Buzz - Printing and/or reproduction will be by others.

Sub Consultants

No sub consultants are anticipated. If any sub consultants are required, we will proceed only after consultation and prior approval in writing from the Selectboard.

Additional Services

If any additional services are requested by the Town beyond those identified in **Master Plan Phase Work Plan** above, we will gladly perform them, but proceed only after consultation and prior approval in writing from the Selectboard. Additional Services will be performed on an hourly basis and will be billed at the same rates as Basic Services. Rates are valid for one year and thereafter may be subject to cost-of-living increases. Our goal is to provide excellent value (quality and quantity) for a fair price. We are extremely efficient and make every effort to keep hours and fees as low as professionally possible.

E. DELIVERABLES

The York Village Master Plan Report is the overall deliverable, which summarizes all work during this phase. This efficient, well organized and comprehensive document is in a 2 part format: the Report, with multiple chapters that parallel the process and the Appendix, which includes back up and technical information. The outline is below and please see Attachments A – F for additional detail information.

Report

- Cover
- Purpose Statement (why and what)
- Acknowledgments (who)
- Introduction to the Master Plan (summary in text and graphics, 24x36 hand-drawn and color-rendered plan, 3D visuals such as street level vignettes)
- Questions and Answers About the Master Plan
- Budget Summary (including hard and soft costs)
- Chapter 1 - The Strategic Approach and Master Plan Process (summary in text and graphics of the overarching plan for all that follows, incorporates multiple considerations such as annual municipal fiscal cycles, review process, citizen reviews and seasonal fluctuations)
- Chapter 2 – Planning and Urban Design Assessment (summary in text and graphics of development patterns, architecture, infrastructure, streetscape features, pedestrian & vehicular patterns, open space & landscape, recommendations).
- Chapter 3a – Technical Investigation - Civil and Utilities (summary in text and graphics of utilities, storm water, sewer & others, lighting, street tree assessment, sidewalk assessment, crosswalk inventory, recommendations).
- Chapter 3b – Technical Investigation – Traffic (summary in text and graphics of traffic, collection of turning movement counts and volume data; traffic observations, signal warrant analysis, traffic modeling, pedestrian and bicycle counts, parking counts, frequency and patterns, traffic modeling & testing of concepts, recommendations).
- Chapter 4 – Funding & Implementation Strategy – (summary in text and graphics of all potential sources beyond the town’s local tax base for this project, organized into a common template, organized by deadlines into calendar based work plan format, identification of individual projects or phasing, includes phasing plan graphic, cost estimates, organized by projects, Schematic Design Phase scope of work & costs, for approval).
- Chapter 5 – Outreach and Buzz (not yet been defined, nor who does what, to be determined).

Appendix

- Back up and Technical Information

F. OTHER PROVISIONS

Initial (Retainer) Payment

No Initial or Retainer Payment is required to activate this signed contract.

Payment Schedule & Billing Terms

Fees for professional services will be invoiced in 4 equal installments at the end of September, October, November and December. All payments are due in 15 days from date of invoice. Unpaid invoices over 30 days will incur a service fee of 1.5% per 30 days.

Limits of Liability

It is understood and agreed that the Owner will limit the Consultant's liability to their total compensation.

Termination

Either party may terminate this agreement in whole or in part at any time by written notice to the other. Such notice is effective on receipt. In the event of such termination, the Consultant's shall be paid for the services rendered and expenses incurred or committed prior to the effective date of notice of termination.

Ownership and Use of Consultant's Drawings and Other Documents

This approach is intended to balance and meet the interests and needs of the Town (use of the documents) and the Consultant (protection from liability).

Authorship and Ownership of the Documents

Drawings, reports and other documents prepared by the Consultant for this Project are instruments of the Consultant's service and the Consultant shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. This includes documents in electronic form.

Owner's Rights to Use the Documents - for this Project – With Author Retained

Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service for this Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The license granted under this section permits the Owner to retain and reproduce applicable portions of the Documents for performing services or construction for the Project at the worksite. If the Consultant terminates this Agreement for rightful cause the license granted shall terminate.

Owner's Rights to Use the Documents - for this Project – Without Author Retained

In the event the Project proceeds without retaining the author of the Documents, the Owner releases the Consultant from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Documents under this Section. The terms of this Section shall not apply if the Owner terminates this Agreement for rightful cause.

Owner's Rights to Use the Documents - for future Phases of this Project or other Projects – Without Author Retained

After completion of the Project, the license granted permits the Owner to reuse, reproduce, or make derivative works from the Documents in later phases for the purpose of maintaining, or expanding the Project at the work site or other Projects at other work sites. The Owner's use of the Documents without the Consultant's involvement in future phases or on other projects is at the Owner's sole risk. The Owner shall indemnify and hold harmless the Consultant, and the agents, officers, directors and employees of each of them, from and against any and all claims, damages, losses, costs and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from any such use.

Any detail created for the Town as part of this Project with the intent that it may be used as a Town Design Standard may be used for other Projects at other work sites. Whenever these details are utilized in association with another project, the release from liability is triggered.

Owner's Rights to Use the Documents - for Marketing and Outreach

The license granted permits the Owner to use the Documents for marketing and outreach. The Owner will credit the Consultant for any and all publications or references to products developed for this project.

Consultant's Rights to Use the Documents - for Promotion and Other Projects

As instruments of their service the Consultant retains the rights to use the products for representations of the Project in its promotional and professional materials.

The Consultant is permitted to reuse individual elements of the design of the Project on other projects; provided, however, that the Consultant shall not substantially reproduce the design of the Project

Disputes

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party.

We are prepared to dedicate ourselves to this project, and committed to deliver all services in a timely manner. If this proposal meets with the Town's approval, please sign where noted below as our authorization to proceed.

Sincerely,



Denis Lachman for The Downtown Revitalization Collaborative

Accepted by

Date:

Attachments:

- A. Meeting Tally
- B. Lachman Architects & Planners Detail of Tasks, Hours & Fee
- C. Regina Leonard Detail of Tasks, Hours & Fee
- D. John Adams Detail of Tasks, Hours & Fee
- E. Tom Fowler Detail of Tasks, Hours & Fee
- F. Rodney Lynch Detail of Tasks, Hours & Fee

Meetings Summary

| | 20 | 19 | 5 | 1 | 0 |
|----|---|-----|----|----|----|
| | DL | RSL | JA | RL | TF |
| 1 | Task 1 Strategic Approach | | | | |
| 5 | VSC Mtg #1 7/3 - Introduce, review, discuss & agree to proceed (DL + RSL) | 1 | 1 | | |
| 7 | VSC Mtg #2 7/17 - Review & discuss Draft #1 in detail (DL + RSL) | 1 | 1 | | |
| 9 | VSC Mtg #3 7/28 - Review & discuss Draft #2 in detail (DL + RSL) | 1 | 1 | | |
| 11 | VSC Mtg #4 8/7 - Review & discuss Draft #3 in detail. Prep for BOS (DL + RSL) | 1 | 1 | | |
| 13 | BOS Mtg #1 8/11 - BOS review & approve Agreement, Attend (DL) | 1 | 0 | | |
| 15 | VSC Mtg #5 8/21 - No attendance by TDRC | 0 | 0 | | |
| 21 | | | | | |
| 22 | Task 2 Village Master Plan | | | | |
| 27 | VSC Mtg #6 9/4 - Updates: Technical Investigation + Plan Event #1 (DL & RSL) | 1 | 1 | | |
| 36 | VSC Mtg #7 9/18 - Updates: Technical Investigation + Preview Event #1 (DL & RSL) | 1 | 1 | | |
| 37 | BOS Mtg #2 9/22 - Introduction to process | 1 | 1 | | |
| 40 | Event #1: Late Sept - 9/27/14 (suggested) 4 hr Sat morning interactive workshop for all stages & ages. Title - Let's Improve Our Village Center: What Do YOU Think?. Part 1 - What Make a Good Village Center? Intro to Analysis & Concepts. Part 2 - What Do YOU Value? How does design Express YOUR values? Small groups. Part 3 - What Do YOU Think? Small groups report back. VSC Facilitators trained by DL. (DL & RSL) | 1 | 1 | | |
| 45 | VSC Mtg #8 10/2 - Review Event #1 + Traffic Study (DL & RSL & JA) | 1 | 1 | 1 | |
| 59 | VSC Mtg #9 10/16 - Updates: meetings with business leaders + Funding Strategy + introduce Master Plan diagrams + preview Event #2 (DL & RS & RL) | 1 | 1 | | 1 |
| 63 | Event #2: late October - 2 hrs, weekday evening. Title - Let's Improve Our Village Center: Did We Hear You? & Update. Recap 1st Event + introduce Master Plan diagrams Update Business feedback. (DL + RSL) | 1 | 1 | 1 | |
| 76 | VSC Mtg #10 11/6 - Review Event #2 + Traffic Model + Preferred Concept (DL & RS & JA) | 1 | 1 | 1 | |
| 78 | BOS Mtg #3 11/10 - Provides updates following Event #2 and before Event #3 | 1 | 1 | 1 | |
| 80 | VSC Mtg #11 11/20 - Review Report outline + Plan Event #3 | 1 | 1 | | |
| 83 | VSC Mtg #12 12/4 - review Draft #1 + Preview Event #3 | 1 | 1 | | |
| 83 | Event #3: Early December - 12/XX/14? 4 hrs, Sat morning, interactive event in 3 parts. Recaps Events #1 and #2 summarizes technical and planning to date + reviews master plan diagrams + introduces the Traffic Model + introduces the Preferred Concept. (DL & RS & JA) | 1 | 1 | 1 | |
| 94 | VSC Mtg #13 12/18 - Review Event #3 + Review Report Draft #2 + Preview/plan BOS #3 Hearing + Review Proposal for Phase 2 | 1 | 1 | | |
| 98 | BOS Mtg #4, 12/22 Hearing - Brief Presentation + Public comment + Review Proposal for Phase 2 (DL & RSL) | 1 | 1 | | |

| Task 1 Strategic Approach | | 136 | \$14,960 |
|--|--|------------------|---|
| | | <i>Total Hrs</i> | <i>Total Fee</i> |
| Launching | | 126 | \$13,860 |
| | Develop Strategic Approach & Tasks & Work Plan for review & discussion. PwrPt for advanced communication. | 24 | |
| | VSC Mtg #1 7/3 - Introduce, review, discuss & agree to proceed (DL + RSL) | 5 | Prep + Travel + Mileage + Meeting |
| | Advance & refine Strategic Approach & Tasks & Work Plan + Draft Agreement + Fee. Coord all team in to Draft #1. PwrPt for advanced communication. | 24 | |
| | VSC Mtg #2 7/17 - Review & discuss Draft #1 in detail (DL + RSL) | 5 | Prep + Travel + Mileage + Meeting |
| | Based on VSC Mtg #2, revise into Draft #2. Circulate for review. | 20 | |
| | VSC Mtg #3 7/28 - Review & discuss Draft #2 in detail (DL + RSL) | 5 | Prep + Travel + Mileage + Meeting |
| | Based on VSC Mtg #3, revise into Draft #3. Circulate for review. | 16 | |
| | VSC Mtg #4 8/7 - Review & discuss Draft #3 in detail. Prep for BOS (DL + RSL) | 5 | Prep + Travel + Mileage + Meeting |
| | Based on VSC Mtg #4, revise to Final Draft. Agreement to BOS | 8 | |
| | BOS Mtg #1 8/11 - BOS review & approve Agreement, Attend (DL) | 6 | Prep + Travel + Mileage + Meeting |
| | Agreement tweaks and refinement. Major changes or reworking not included. | 8 | |
| | VSC Mtg #5 8/21 - No attendance by TDRC | 0 | |
| Internal and External Coordination | | 10 | \$1,100 |
| | Internal team communication & coordination - email, mtgs, conf calls etc | | |
| | Contract administration - internal (tracking) & external (invoicing) | | |
| | External team communication & coord w/Ron & Dean | | |
| Task 2 Village Master Plan | | 272 | \$29,865 |
| | | <i>Total Hrs</i> | <i>Total Fee</i> |
| Laying the Groundwork | | 12 | \$1,320 |
| | Base planning info (RSL) | 0 | |
| | Conceptualize Community Event #1 | 4 | |
| | VSC Mtg #6 9/4 - Updates: Technical Investigation + Plan Event #1 (DL & RSL) | 8 | Prep + Travel + Mileage + Meeting |
| | Outreach & generate event buzz by VSC | 0 | |
| Pre Master Plan Community Event #1 | | 30 | \$3,300 |
| | Event #1 lays the groundwork for the Master Plan focusing on what makes a good village center and community values. Event #1 is a Sat morning 4 hr interactive event in 3 parts. . Part 1 - Intro to Analysis & Concepts. Part 2 - What Do YOU Value? How does design Express YOUR values? Small groups. Part 3 - Small groups report back for themes. | | |
| | Urban Design analysis visuals for event | 4 | |
| | Comparative analysis of similar towns (Kennebunk?) | 4 | |
| | Prep - PwrPt with lots of visuals for advanced communication, small group guidelines, graphics working material, copies, boards, supplies, facilitator guidelines, logistics (location, rooms, assignments, food etc) etc. | 8 | |
| | Outreach & generate event buzz by VSC | 0 | |
| | VSC Mtg #7 9/18 - Updates: Technical Investigation + Preview Event #1 (DL & RSL) | 8 | Prep + Travel + Mileage + Meeting |
| | BOS Mtg #2 9/22 - Introduction to process | 6 | Prep + Travel + Mileage + Meeting |
| Master Plan Community Event #1 | | 8 | \$880 |
| | Event #1: Late Sept - 9/27/14 (suggested) 4 hr Sat morning interactive workshop for all stages & ages. Title - Let's Improve Our Village Center: What Do YOU Think?. Part 1 - What Make a Good Village Center? Intro to Analysis & Concepts. Part 2 - What Do YOU Value? How does design Express YOUR values? Small groups. Part 3 - What Do YOU Think? Small groups report back. | | |
| | VSC Facilitators trained by DL. (DL & RSL) | 8 | Event + Set up & breakdown + Travel + Mileage |
| Post Master Plan Community Event #1 | | 16 | \$1,760 |
| | Summarize boards w/ notes & graphics. Extract themes. | 4 | |
| | Tie up loose ends. Format PwrPt for VSC web site. | 4 | |
| | VSC Mtg #8 10/2 - Review Event #1 + Traffic Study (DL & RSL & JA) | 8 | Prep + Travel + Mileage + Meeting |

| | | | |
|----|---|-----------|--|
| 47 | Master Planning & Design | 24 | \$2,640 |
| 48 | Individual scenario exploration | 4 | |
| 49 | Joint scenario exploration | 4 | |
| 50 | Sketch scenario diagrams | 4 | |
| 51 | Test Scenarios on site (w/RSL) | 4 | Combine with VSC Mtg #8 10/2 |
| 52 | Test Scenarios in Team mtgs | 4 | |
| 53 | Revise & refine scenario (RSL) | 0 | |
| 54 | Block out text for Master Plan Report (DL) | 4 | |
| 55 | | | |
| 56 | Pre Master Plan Community Event #2 | 14 | \$1,540 |
| 57 | Event #2 recaps Event #1 and confirms "Did We Heard You?" plus introduces master plan diagrams Prep - Condensed outcome from Event #1 for catch-up attenders. PwrPt with lots of visuals for advanced communication. small group guidelines, graphics working material, copies, boards, | 8 | |
| 58 | supplies, facilitator guidelines, logistics (location, rooms, assignments etc) | | |
| 59 | VSC Mtg #9 10/16 - Updates: meetings with business leaders + Funding Strategy + introduce Master Plan diagrams + preview Event #2 (DL & RS & RL) | 6 | Prep + Travel + Mileage + Meeting |
| 60 | Outreach & generate event buzz by VSC | 0 | |
| 61 | | | |
| 62 | Master Plan Community Event #2 | 6 | \$605 |
| 63 | Event #2: late October - 2 hrs, weekday evening. Title - Let's Improve Our Village Center: Did We Hear You? & Update. Recap 1st Event + introduce Master Plan diagrams Update Business feedback. (DL + RSL) | 6 | Event + Set up & breakdown + Travel + Mileage |
| 64 | | | |
| 65 | Post Master Plan Community Event #2 | 8 | \$880 |
| 66 | Summarize boards w/ notes & graphics. Extract themes. | 4 | |
| 67 | Tie up loose ends. Format PwrPt for VSC web site. | 4 | |
| 68 | | | |
| 69 | Test VSC 3 Scenarios | 4 | \$440 |
| 70 | Test VSC Concepts with Technical info + Master Plan + Traffic Model | 4 | |
| 71 | Preferred Concept emerges | 0 | |
| 72 | | | |
| 73 | Pre Master Plan Community Event #3 | 40 | \$4,400 |
| 74 | Event #3 is a Sat morning 4 hr interactive event in 3 parts. It recaps Events #1 and #2 summarizes technical and planning to date + reviews master plan diagrams + introduces he Traffic Model + introduces the Preferred Concept. Prep - Condensed outcome from Event #2 for catch-up attenders. PwrPt with lots of visuals for advanced communication. small group guidelines, graphics working material, copies, boards, | 8 | |
| 75 | supplies, facilitator guidelines, logistics (location, rooms, assignments etc) | | |
| 76 | VSC Mtg #10 11/6 - Review Event #2 + Traffic Model + Preferred Concept (DL & RS & JA) | 6 | Prep + Travel + Mileage + Meeting |
| 77 | BOS Mtg #3 11/10 - Provides updates following Event #2 and before Event #3 | 6 | Prep + Travel + Mileage + Meeting |
| 78 | Block out Master Plan Report | 8 | |
| 79 | VSC Mtg #11 11/20 - Review Report outline + Plan Event #3 | 6 | Prep + Travel + Mileage + Meeting |
| 80 | Advance Report to Draft #1. Event outreach & generate event buzz by VSC | 0 | |
| 81 | VSC Mtg #12 12/4 - review Draft #1 + Preview Event #3 | 6 | |
| 82 | Advance Report Draft #1 to Draft #2 | | |
| 83 | | | |
| 84 | Master Plan Community Event #3 | 8 | \$880 |
| 85 | Event #3: Early December - 12/XX/14? 4 hrs, Sat morning, interactive event in 3 parts. Recaps Events #1 and #2 summarizes technical and planning to date + reviews master plan diagrams + introduces the Traffic Model + introduce the Preferred Concept. (DL & RS & JA) | 8 | Event + Set up & breakdown + Travel + Mileage |
| 86 | | | |
| 87 | Post Master Plan Community Event #3 | 8 | \$880 |
| 88 | Summarize boards w/ notes & graphics. Extract themes. | 4 | |
| 89 | Tie up loose ends. Format PwrPt for VSC web site. | 4 | |
| 90 | | | |

| | | | |
|-----|---|-----------|-----------------------------------|
| 89 | Master Plan Report | 24 | \$2,640 |
| | Village Master Plan Report is an efficient & comprehensive report describing & documenting all effort to date. 2 part format: Report + Appendix. Includes chapters: Purpose Statement, Acknowledgments, Frequently Asked Questions & Answers, Budget, Technical Investigation (Traffic & Utilities), Village Master Plan, Schematic Design, Funding Strategy & Next Step. The Report is made available to the BOS & public prior to the hearing. | 24 | |
| 90 | Circulate Report Drafts to VSC | | |
| 91 | | | |
| 92 | | | |
| 93 | BOS Mtg #3 - Pre Hearing | 10 | \$1,100 |
| 94 | VSC Mtg #13 12/18 - Review Event #3 + Review Report Draft #2 + Preview/plan BOS #3 Hearing + Review Proposal for Phase 2 | 6 | Prep + Travel + Mileage + Meeting |
| 95 | Prepare condensed PwrPt presentation for advanced communication for Report for BOS & citizens, some exposed to project and others new. | 4 | |
| 96 | | | |
| 97 | BOS Mtg #3 - Hearing | 6 | \$660 |
| 98 | BOS Mtg #4, 12/22 Hearing - Brief Presentation + Public comment + Review Proposal for Phase 2 (DL & RSL) | 6 | Prep + Travel + Mileage + Meeting |
| 99 | | | |
| 100 | BOS Mtg #3 - Post Hearing | 4 | \$440 |
| 101 | Summarize as required + misc post event tie up | 4 | |
| 102 | | | |
| 103 | Internal and External Coordination | 50 | \$5,500 |
| 104 | Internal team communication & coordination - email, mtgs, conf calls etc | | |
| 105 | Contract administration - internal (tracking) & external (invoicing) | | |
| 106 | External team communication & coord w/Ron & Dean | | |
| 107 | | | |
| 108 | Task 3 Technical Investigation | 58 | \$6,380 |
| 109 | | Total Hrs | Total Fee |
| 110 | Background | 12 | \$1,320 |
| 111 | Review past VSC documents | 4 | |
| 112 | Review & understand Zoning, no detailed analysis but will identify significant issues | 4 | |
| 113 | Review & understand Property Ownership. Base info by TF | 4 | |
| 114 | | | |
| 115 | Architecture & Historic District | 26 | \$2,860 |
| 116 | Research & understand history of Village Center & Historic District. | 4 | |
| 117 | Research & document existing buildings (brief description, size, flrs, age, condition, use and # users) | 8 | |
| 118 | Visit Historical Society & Town Hall to obtain historic photos of buildings | 4 | Combine with VSC Mtg #? |
| 119 | Obtain National Register Historic District designation form from MHPC | 2 | |
| 120 | Assemble info into visual summary. Assemble existing and historic photos into comparative street elevations | 8 | |
| 121 | | | |
| 122 | Internal and External Coordination | 20 | \$2,200 |
| 123 | Internal team communication & coordination - email, mtgs, conf calls etc | | |
| 124 | Contract administration - internal (tracking) & external (invoicing) | | |
| 125 | External team communication & coord w/Ron & Dean | | |
| 126 | | | |
| 127 | | | |

| | | 53 | \$5,830 |
|-----|---|------------------|--------------------------------------|
| | | <i>Total Hrs</i> | <i>Total Fee</i> |
| 127 | Task 4 Funding Strategy | 53 | \$5,830 |
| 128 | | | |
| 129 | Initial Tasks | 15 | \$1,650 |
| 130 | Identify& list possible funding opportunities for this project (for example: public infrastructure, roads, streetscapes, trails etc) | 2 | |
| 131 | Organize funding opportunities into common template format (category, name, purpose, deadlines, cycles, amounts etc) + assemble into binder for easy reference + organize deadlines into calendar based work plan format for easy communication. DL format & RL fill in <u>Funding strategy meeting</u> with VSC. With overview (opportunities, categories, deadlines and calendar) strategize which to apply and when. Evaluate timing (sooner) vs. more competitive application (later) and likelihood of success with realistic expectations. Select up to 6 funding sources to proceed. | 4 | |
| 132 | | 0 | combine with VSC Mtg #8 10/16 |
| 133 | Guide & shape team effort with input about funding opportunities, deadlines etc | 4 | |
| 134 | Periodic update to VSC for review & input | 5 | |
| 135 | | | |
| 136 | Including Property Owners, Business Owners & Merchants | 3 | \$330 |
| 137 | The goals of including Business & Property Owners & Merchants are to learn how this effort might help support their aspirations, meet their challenges, address their concerns, and understand their level of support. Many owners do not attend public meetings, but are open one-to-one. | | |
| 138 | VSC does advance communication and coordination with multiple parties to set up meeting dates and times. | 1 | |
| 139 | Prep for meetings. RL meets with Meet with Business & Property Owners & Merchants one-to-one over 2 days. Day 1 (6) 45 min mtgs + Day 2 VSC mtg + (4) 45 min mtgs + Travel + Mileage + Per diem | 2 | |
| 140 | | | |
| 141 | Historic Rehabilitation Tax Credits Training | 7 | \$770 |
| 142 | Educational meeting for Property Owners, Banks & others about HRTCs and how they can help improve properties and leverage with other programs | 6 | Prep + Mtg. Combine with VSC mtg |
| 143 | VSC does advance communication and coordination with multiple parties to set up meeting dates and times. | 1 | |
| 144 | | | |
| 145 | Funding Strategy Report | 8 | \$880 |
| 146 | Combine all effort into Funding Report. | 4 | |
| 147 | Prepare visual summary for Outreach Events #1, #2 and #3. | 4 | |
| 148 | | | |
| 149 | Internal and External Coordination | 20 | \$2,200 |
| 150 | Internal team communication & coordination - email, mtgs, conf calls etc | | |
| 151 | Contract administration - internal (tracking) & external (invoicing) | | |
| 152 | External team communication & coord w/Ron & Dean | | |



7/22/2014

York Village - Phase One

Denis Lachman

Lachman Architects & Planners

165 State Street

Portland, Maine 04101

Following are the anticipated professional landscape architectural services and fees related to the above project.

| | Hours | Rate | Cost |
|--|----------|------|-----------------|
| I. STRATEGIC APPROACH | | | \$2,063 |
| A. Meetings¹ & Project Coordination | 27 | 50 | \$1,350 |
| Project coordination/administration | 2 | | |
| Staff/Team meetings (5) | 10 | | |
| VSC meetings (5 meetings), includes travel | 15 | | |
| B. Scope of Services Development | 12 | 50 | \$600 |
| Develop work plan, define roles & responsibilities (team) | 2 | | |
| Develop scope of services (landscape architecture) | 6 | | |
| Review & refine scope of services (team) | 4 | | |
| SUBTOTAL, FEES | 39 | 50 | \$1,950 |
| C. Direct Expenses | \$113.25 | | \$113.25 |
| Reimbursable expenses ⁵ (Reimbursed at 100%) | \$0.00 | | |
| Mileage & tolls (71 mi OW, \$4 toll RT, \$0.56/mi = \$44/trip x 0) | \$84.00 | | |
| Portland to LAP \$14/trip x 6 trips | | | |
| Standard supplies & overhead fee (1.5%) | \$29.25 | | |
| II. VILLAGE MASTER PLAN | | | \$18,821 |
| A. Meetings¹ & Project Coordination | 87 | 90 | \$7,830 |
| Project coordination/administration | 8 | | |
| Meeting preparation, presentation materials | 18 | | |
| Internal meetings (10 hours budgeted) | 10 | | |
| VSC meetings (8 budgeted) | 24 | | |
| Unassigned meetings (3 meetings allowance) | 9 | | |
| Public meetings (3 meetings) | 18 | | |
| B. Coordination of Base Materials | 2 | 90 | \$180 |
| Mock-up plan sheets | 2 | | |
| C. Village Master Plan | 112 | 90 | \$10,080 |
| Define SWOT, goals & objectives, strategy | 6 | | |
| Master plan concept sketches - for VSC review, public | 12 | | |
| Preliminary master plan & color rendering | 32 | | |
| Final master plan & color rendering | 24 | | |
| Summary report w/supporting graphics (landscape, streetscape) | 32 | | |
| Cost estimate - MP level | 6 | | |
| SUBTOTAL, FEES | 201 | 90 | \$18,090 |
| D. Direct Expenses | \$731.35 | | \$731.35 |
| Reimbursable expenses ⁵ (Reimbursed at 100%) | \$200.00 | | |
| Mileage & tolls (71 mi OW, \$4 toll RT, \$0.56/mi = \$44/trip x 4) | \$260.00 | | |
| Portland to LAP \$14/trip x 6 trips | | | |
| Standard supplies & overhead fee (1.5%) | \$271.35 | | |

| III. TECHNICAL INVESTIGATION | | | \$6,683 |
|---|----|----|----------------|
| A. Meetings¹ & Project Coordination | 22 | 90 | \$1,980 |
| Communications / Administration | 8 | | |
| Internal meetings (8 hours budgeted) | 8 | | |
| Unassigned meetings (2 meetings allowance) | 6 | | |
| B. Coordination & Review of Base Materials | 8 | 90 | \$720 |
| Prepare base plans ² for field work | 2 | | |
| Project Area Key / Graphics | 2 | | |
| Review: Project & relevant town documents | 4 | | |
| C. Project Area Inventory & Assessment | 40 | 90 | \$3,600 |
| Site visits / field work (20 hours allowance) | 20 | | |
| Compile inventory & assessment data: | 8 | | |
| Property ownership, greenspace, street trees, sidewalks & trails, pedestrian patterns, lighting, seating, signage | | | |
| Prepare inventory & assessment graphics | 12 | | |
| SUBTOTAL, FEES | 70 | 90 | \$6,300 |
| D. Direct Expenses | | | \$382.50 |
| Reimbursable expenses ⁵ (Reimbursed at 100%) | | | \$100.00 |
| Mileage & tolls (71 mi OW, \$4 toll RT, \$0.56/mi = \$44/trip x 2) | | | \$188.00 |
| Portland to LAP \$14/trip x 4trips | | | |
| Standard supplies & overhead fee (1.5%) | | | \$94.50 |

Total Services

\$27,567

NOTES:

¹Additional meetings, if determined necessary, will be billed at: \$90/hour

²Fee assumes that client will provide a current, detailed field survey prior to the initiation of work.

⁵Reimbursable expenses and mileage are estimated only.



YORK VILLAGE PROPOSED SCOPE OF SERVICES

Task 1.0 - Strategic Approach - \$1,625

- 1.1 Project Scoping, Coordination, and Meetings/Phone Conferences with Team and Town staff

Task 2.0 - Village Master Plan - \$5,975

- 2.1 Coordination/Communications with Team
- 2.2 Prepare for & Attend VSC Meeting #8
- 2.3 Prepare for & Attend VSC Meeting #10
- 2.4 Prepare for & Attend BOS Meeting #3
- 2.5 Technical Assistance on Master Planning/Sketches
- 2.6 Prepare For & Attend Post Master Plan Community Event #3
- 2.7 Big Picture Budget Cost Estimates for Traffic Infrastructure

Task 3.0 - Technical Investigation/Traffic Analysis & Test Scenarios - \$22,790

- 3.1 Coordination/Communications with Team
- 3.2 Perform Signal Warrant Analysis for the Intersection of Route 1A at Long Sands Road, utilize MUTCD traffic signal warrants.
- 3.3 Perform safety analysis for study area; review Maine DOT accident data and review sight distances
- 3.4 Traffic Modeling of 3 Concept Alternatives for study area using Synchro/Simtraffic Modeling for AM, PM and Saturday Peak Hours
- 3.5 Summarize Findings of Traffic & Parking Analysis in Report Format
- 3.6 Meet with MDOT & Summarize outcomes in one page Memo
- 3.7 Further Develop Chosen Alternative with VISSIM Modeling Software for PM Peak Hour, this analysis will take into account impacts from new Bypass Road forecasts

Note: Traffic data collection including; traffic counts, parking analysis and traffic observations will be completed during August of 2014 under separate contract with Town of York

Task 4.0 – Funding - \$0

- No participation, handled by Rodney Lynch & Lachman Architects & Planners



2014 Hourly Rates & Reimbursable Expenses – Maine Office

| | | |
|---|----------|----------|
| Principal | \$150.00 | Per Hour |
| Senior Licensed Professional/Specialist | \$125.00 | Per Hour |
| Lead Licensed Professional/Specialist | \$120.00 | Per Hour |
| Licensed Professional/Specialist | \$110.00 | Per Hour |
| Senior Engineer/Designer/Planner | \$100.00 | Per Hour |
| Engineer/Designer/Planner | \$ 90.00 | Per Hour |
| Resident Project Representative | \$110.00 | Per Hour |
| Chief Inspector | \$100.00 | Per Hour |
| Senior Inspector | \$ 90.00 | Per Hour |
| Senior Draftsperson/Technician | \$ 80.00 | Per Hour |
| Draftsperson/Technician | \$ 75.00 | Per Hour |
| Clerical | \$ 45.00 | Per Hour |

Reimbursable Expenses

| | | |
|--------------------------|------------|----------------|
| Bond Prints | \$ 2.00 | Each |
| Large Bond Prints | \$ 3.00 | Each |
| Fixed Line Mylars | \$75.00 | Each |
| Color Plots/Mylars | \$30.00 | Each |
| Large Color Plots/Mylars | \$45.00 | Each |
| Photo Copies – 8½ x 11 | \$ 0.12 | Per Copy |
| Photo Copies – 11 x 17 | \$ 0.24 | Per Copy |
| Color Copies – 8½ x 11 | \$ 1.25 | Per Copy |
| Color Copies – 11 x 17 | \$ 2.25 | Per Copy |
| Binding 0-200 pages | \$ 6.00 | Per Bound Copy |
| 201 or more pages | \$ 7.50 | Per Bound Copy |
| Board Mounting | \$25.00 | Each |
| FedEx – \$0-\$25 | \$25.00 | Per FedEx |
| FedEx – Over \$25 | Cost | Per FedEx |
| Mileage | (IRS Rate) | Per Mile |

Professional Fee Estimate Town of York - Village Master Plan

| STAFF-HOUR ESTIMATE WITH MAINE PREFERRED RATES | Senior Licensed Engineer | Lead Licensed Engineer | Licensed Engineer/LA/Planner | Engineer/LA | Drafter | Admin | Totals |
|--|--------------------------|------------------------|------------------------------|-------------|----------|----------|------------------|
| | \$ 125.00 | \$ 120.00 | \$ 110.00 | \$ 90.00 | \$ 75.00 | \$ 45.00 | |
| Task 1.0 Strategic Approach | | | | | | | |
| 1.1 Project Scoping, Coordination & Meetings/Phone Conferences with Team & Town staff | 13.0 | | | | | | |
| Total Hours | 13.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 13.0 |
| Task Lump Sum Total: | \$1,625 | \$0 | \$0 | \$0 | \$0 | \$0 | \$ 1,625 |
| Task 2.0 - Village Master Plan | | | | | | | |
| 2.1 Coordination/Communications with Team | 8.0 | | | | | | |
| 2.2 Prepare for & Attend VSC Meeting #8 | 5.0 | | | | | | |
| 2.3 Prepare for & Attend VSC Meeting #10 | 5.0 | | | | | | |
| 2.4 Prepare for & Attend BOS Meeting #3 | 5.0 | | | | | | |
| 2.5 Technical Assistance on Master Planning/Sketches | 8.0 | | | | | | |
| 2.6 Prepare For & Attend Post Master Plan Community Event #3 | 6.0 | | | 1.0 | 2.0 | | |
| 2.7 Big Picture Budget Cost Estimates for Traffic Infrastructure | 2.0 | 3.0 | | | | | |
| 2.8 Direct Expenses | | | | | | | \$500 |
| Total Hours | 39.0 | 3.0 | 0.0 | 1.0 | 2.0 | 0.0 | 45.0 |
| Task Lump Sum Total: | \$4,875 | \$360 | \$0 | \$90 | \$150 | \$0 | \$ 5,975 |
| Task 3.0 - Technical Investigation/Traffic Analysis & Test Scenarios | | | | | | | |
| 3.1 Coordination/Communications with Team | 14.0 | | | | | | |
| 3.2 Perform Signal Warrant Analysis for the Intersection of Route 1A at Long Sands Road | 3.0 | | | 6.0 | | | |
| 3.3 Perform safety analysis for study area | 3.0 | | | 4.0 | | | |
| 3.4 Traffic Modeling of 3 Concept Alternatives for study area using Synchro/Simtraffic Modeling for AM, PM and Saturday Peak Hours | 16.0 | | 32.0 | 8.0 | | | |
| 3.5 Summarize Findings of Traffic & Parking Analysis in Report Format | 18.0 | 8.0 | 16.0 | 8.0 | 4.0 | 4.0 | |
| 3.6 Meet with MDOT & Summarize in Memo | 8.0 | | | | | | |
| 3.7 Further Develop Chosen Alternative with VISSIM Modeling Software for PM Peak Hour, this analysis will take into account impacts from new Bypass Road forecasts | 18.0 | | 16.0 | 8.0 | | | |
| 3.8 Direct Expenses | | | | | | | \$1,250 |
| Total Hours | 80.0 | 8.0 | 64.0 | 34.0 | 4.0 | 4.0 | 194.0 |
| Task Lump Sum Total: | \$10,000 | \$960 | \$7,040 | \$3,060 | \$300 | \$180 | \$ 22,790 |
| Task 4.0 - Funding | | | | | | | |
| 4.1 Technical Input | | | | | | | |
| Total Hours | | | | | | | 0.0 |
| Task Lump Sum Total: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$ - |
| Total Hours | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Task Lump Sum Total: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$ - |
| | 132.0 | 11.0 | 64.0 | 35.0 | 6.0 | 4.0 | 252 |

| | |
|--------------------|---------------|
| Total Hours | 252.00 |
|--------------------|---------------|

| | |
|------------------|--------------------|
| TOTAL FEE | \$30,390.00 |
|------------------|--------------------|

Notes

1. Turning movement counts will be taken at the following intersections
Route 1A at Long Sands Rd (including gas station driveways), Lindsey Road, Lindsey Road #2, Hospital Dr, Williams Ave, Library Drive, & Woodbridgr Rd,
12 hour TMC's will be taken at Route 1A at Long Sands Road for a Weekday, the other study intersection will include only the AM, PM & Saturday peak hours
2. VISSIM model will be developed for the chosen alternative for the worst peak hour condition - assumed to be weekday PM.



LANDMARK CORPORATION

SURVEYORS & ENGINEERS

MARK W. INGRAHAM, PLS K. MARK BARBOUR, PLS MICHAEL J. SABATINI, P.E.

YORK VILLAGE PROPOSED SCOPE OF SERVICES – PHASE 1

Task 1 – Strategic Approach - \$ 1,930

- Team conference calls
- Team meeting
- Scoping

Task 2 – Village Master Planning - \$ 3,740

- Project communications (Assume 14 weeks @ 1 hour per week)
- Create Base Plan for Master Plan. Start with plan produced by LinePro and update with: Aerial Photos, Tax Maps, Soils, LiDAR topography, Flood data, and Soils, as needed
 - Product is an Autocad drawing and PDF exhibits as necessary to project team for use in planning & presentations in ¼ mile radius around Civil War Monument
- Provide big picture cost estimating for infrastructure portions of Village Master Plan

Note: no field work anticipated at this stage

Task 3 – Technical Investigation - \$ 12,210

- Project communications (Assume 10 weeks @ 1 hour per week)
- Meetings (Assume 1 Team Meeting)
- Supplement Existing Conditions Survey as needed
 - Assumes LinePro vertical & horizontal control is provided and still intact so we can tie-in to horizontal & vertical datum
 - Assumes 2 days of field work & travel
 - Product is updated existing conditions survey in CAD & pdf
- Site Visits (Assumes 3 visits, 1 concurrent with survey)
- Meet with Water District, Sewer District, and Public Works to review records & inventory utilities
- Phone meetings with CMP, Fairpoint, & Time Warner
- Assess the impacts of the 3 Design Alternatives on stormwater, grading, and utilities
 - Product is a memo describing qualitative results of examining changes necessary to implement the 3 alternatives
- Initial Permitting Review (except DOT permitting to be done by Milone & MacBroom)
 - Product is a 1 page summary memo of permitting findings

Task 4 – Funding - \$ 0

- No participation, all handled by Rodney Lynch & Lachman Architects & Planners



LANDMARK CORPORATION

SURVEYORS & ENGINEERS

MARK W. INGRAHAM, PLS K. MARK BARBOUR, PLS MICHAEL J. SABATINI, P.E.

SCHEDULE OF BILLING RATES

| <u>Classification</u> | <u>Hourly Rate</u> |
|--|--------------------|
| Professional Engineer (Principal) | \$ 105.00 |
| Professional Engineer I | \$ 89.00 |
| Professional Engineer II | \$ 75.00 |
| Professional Land Surveyor (Principal) | \$ 90.00 |
| Professional Surveyor I | \$ 60.00 |
| | |
| <u>Reimbursable Expenses</u> | <u>Charge</u> |
| Mileage | \$ 0.50/mile |
| Plans / CAD Plots (24" x 36") | \$ 5.00/sheet |
| Photocopies (8 ½" x 11") | \$ 0.20/sheet |
| Shipping | Cost + 10% |
| Subcontractors & Consultants | Cost + 10% |

219 MEADOW STREET ROCKPORT, MAINE 04856

PHONE: (207) 236-6757 FAX: (207) 470-7020

WWW.LANDMARKMAINE.COM

| | | | |
|-----|---|-----------|----------------|
| 126 | Task 4 Funding Strategy for Rodney Lynch | 56 | \$4,200 |
| 128 | | | |
| 129 | Initial Tasks | 16 | \$1,200 |
| 130 | Identify& list possible funding opportunities for this project (for example: public infrastructure, roads, streetscapes, trails etc) | 4 | |
| 131 | Organize funding opportunities into common template format (category, name, purpose, deadlines, cycles, amounts etc) + assemble into binder for easy reference + organize deadlin into calendar based work plan format for easy communication. DL format & RL fill in <u>Funding strategy meeting</u> with VSC. With overview (opportunities, categories, deadlines and calendar) strategize which to apply and when. Evaluate timing (sooner) vs. more competitive application (later) and likelihood of success with realistic expectations. Select up to 6 funding sources to proceed. | 4 | |
| 132 | | 0 | |
| 133 | Guide & shape team effort with input about funding opportunities, deadlines etc | 8 | |
| 134 | Periodic update to VSC for review & input | 0 | |
| 135 | | | |
| 136 | Including Property Owners, Business Owners & Merchants | 30 | \$2,250 |
| 137 | The goals of including Business & Property Owners & Merchants are to learn how this effort might help support their aspirations, meet their challenges, address their concerns, and understand their level of support. Many owners do not attend public meetings, but are open one-to-one. | | |
| 138 | VSC does advance communication and coordination with multiple parties to set up meeting dates and times. | 0 | |
| 139 | Prep for meetings. RL meets with Meet with Business & Property Owners & Merchants one-to-one over 2 days. Day 1 (6) 45 min mtgs + Day 2 VSC mtg + (4) 45 min mtgs + Travel + Mileage + Per diem | 30 | |
| 140 | | | |
| 141 | Historic Rehabilitation Tax Credits Training | 5 | \$375 |
| 142 | Educational meeting for Property Owners, Banks & others about HRTCs and how they can he improve properties and leverage with other programs | 0 | |
| 143 | VSC does advance communication and coordination with multiple parties to set up meeting dates and times. | | |
| 144 | | | |
| 145 | Funding Strategy Report | 5 | \$375 |
| 146 | Combine all effort into Funding Report. | 4 | |
| 147 | Prepare visual summary for Outreach Events #1, #2 and #: | 1 | |
| 148 | | | |
| 149 | Internal and External Coordination | 0 | \$0 |
| 150 | Internal team communication & coordination - email, mtgs, conf calls etc | 0 | |
| 151 | Contract administration - internal (tracking) & external (invoicing) | 0 | |
| 152 | External team communication & coord w/Ron & Dean | | |