

WORK ORDER
PURSUANT TO AN AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
BHA Design Incorporated

DATED: May 15, 2017

Work Order Number: MC-BHA-04-2018

Purchase Order Number:

Project Title: Upper Mail Creek enhancements – Visioning & Design Alternatives

Original Bid/RFP Number & Name: 8459 - On-Call Landscape & Streetscape Design, Irrigation & Urban Design Services

Commencement Date: April 2018

Completion Date: December 2018

Maximum Fee: (time and reimbursable direct costs): \$28,000.

Project Description: Planning & design for the Mail Creek improvements

Scope of Services: Assist with planning efforts related to the Mail Creek improvements. Design assistance and City coordination in support of the APDS process.

Professional agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Professional Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Professional Services Agreement and this work order (including the attached forms) the Professional Services Agreement shall control.

The attached forms consisting of three (3) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given.

PROFESSIONAL

By: Angela K. Milewski
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Date: 4/24/2018

CITY OF FORT COLLINS
DocuSigned by:
Jason Stutzman
Submitted By: Jason Stutzman, Special Project Manager
Date: 4/24/2018

DocuSigned by:
Owen Randall
Reviewed by: Owen L. Randall, Chief Engineer
Date: 4/25/2018

DocuSigned by:
Theresa Connor
Approved by: Theresa Connor, Water Engineering & Field Services Operations Manager
Date: 4/25/2018

Approved by: _____
Kevin Gertig, Utilities Executive Director
Date: _____

Approved by: _____
Gerry Paul, Purchasing Director (if over \$60,000)
Date: _____

BHA Design Incorporated
1603 Oakridge Drive
Fort Collins, CO 80525

April 20, 2017



Mr. Jason Stutzman
City of Fort Collins Utilities

RE: UPPER MAIL CREEK ENHANCEMENTS – DESIGN

Dear Jason,

Thank you for requesting a proposal to assist with planning efforts related to the Mail Creek improvements. Based on our discussion with you, our understanding of the project and needs are as follows:

PROJECT BACKGROUND

- Bank improvements to Mail Creek Segment 3-1 was selected as a high priority project with support from councilmembers and concerned citizens (FCMHOA)
- Conceptual Design Alternatives have been prepared for the Upper Mail Creek area by Ayres Associates
- While a final alternative has not yet been selected, funding for final design construction of stabilization improvements has been approved for 2018
- Public outreach with Conceptual Design stage has been limited
- In April 2017, a cross-departmental visioning session was held with Parks Planning, Natural Areas and Nature in the City to discuss the project's potential to be a 'legacy' project for the City and potential for shared contributions. At that time, these departments did not see this as an appropriate project for contributing funds.
- All improvements will be made on privately-owned properties

SCOPE ANTICIPATED

- ~~1. Meet with all affected City Departments to confirm their desires for the project and level of participation (review and/or funding). COMPLETE~~
2. **Conduct public outreach for the project based on findings from the Conceptual Design Alternatives phase, goals/needs expressed from other departments, and available funding.**
3. **Conduct final design in 2018 based on department and public outreach results.**

Now that Step 1 above has been completed, we anticipate the following scope for Steps 2 and 3, public outreach and final design.

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SCOPE OF SERVICE

Public Outreach Assistance

Public Outreach Meetings - Assist City of Fort Collins staff with Public Outreach Meetings associated with the Mail Creek design. We anticipate three (3) public outreach meetings:

1. Initial Information Gathering meeting (February 2018)
2. Review of Initial Design Concepts (June 2018)
3. Present Final Design Plan / Construction Schedule (Fall 2018)

City staff will lead the outreach and coordination efforts for these meetings, and BHA will provide the following:

- **Graphics and displays** – providing graphic support to Ayers Associates, creating graphic exhibits for base conditions and designs, creating plan view renderings of design alternatives (assume 2 total), developing sketches and cross-sections of design alternatives (assume 4 total), producing display boards for public meetings
- **Meeting facilitation** – BHA will lead the public meeting and facilitate discussion

Landowner (HOA) Outreach Meetings – Assist City of Fort Collins staff by facilitating outreach meetings with the landowners and adjacent property owners through the design process and prior to each Public meeting. We anticipate six (6) meetings with landowners.

Design

Landscape Design – Buffering and Habitat Enhancements

- Conduct site visit and tree inventory with City Forester
- Coordinate with Ayers Associates on design alternatives and impacts to existing vegetation
- Develop preliminary design alternatives for landscaping and buffering based on creek restoration design options
- Coordinate with Ayers Associates and plant contractor/grower for hydrozone planting zones and plant materials
- Design revisions and preparation of final planting plans including hydrozone areas and specific aesthetic and buffering plantings
- Planting details and written specifications
- Design coordination meetings with City staff, affected utility providers, etc (assume 10-12 meetings)

Public Education Component – While no public access is anticipated, an educational component with information about the project and the Stream Enhancement Program is expected. At this time we anticipate this would be provided with an interpretive sign along the Meadow Passway ROW at the south end of the project. BHA will assist by providing the following:

- Coordinate with staff on the content and messaging to support the project and the Stream Enhancement Program

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- Develop 1-2 design concepts for a sign or interpretive feature
- Refine final concept; prepare sign design plans with key dimensions, materials, colors and sign graphic and written content. Plans will convey the aesthetic design intent with final shop drawings and structural design to be provided by sign fabricator through shop drawings.

OPTIONAL SERVICES

The following service are not anticipated for our scope, but can be provided as an additional service if required:

- Irrigation design (assumed to be design-build by contractor if needed)
- Structural or electrical design of site elements or interpretive sign(s)
- Design of pedestrian amenities, creek play or water access features (not anticipated)

DESIGN FEES

TASK	Labor and Expenses
Public Outreach Assistance	\$8,000
Design <i>Landscape Design - \$12,000, Public Education/Sign \$8,000</i>	\$20,000
Total Labor and Expenses	\$28,000

We request written authorization to work on an hourly basis. Our fees and reimbursable expenses for hourly services will not exceed the fees indicated above without written authorization. If these terms are acceptable, returning one signed original to our office will serve as immediate authorization to proceed.

Sincerely,
BHA Design Inc. by

by

Angela K. Milewski, President

Authorized Signature

Date