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City of Lawrence
Attn: Diane Stoddard, Assistant City Manager
PO Box 708
Lawrence, KS 66044

January 19, 2015

Diane,

Thank you for hosting the meeting with ELNA representatives on January 16, 2015 at City Hall. During the meeting, we discussed some changes that the design team might consider to scope and schedule for the 9th Street Corridor project. These changes included the following:

1. Adding a Statement of Values to the Work Plan and adding a 14-day milestone review period to Work Plan Deliverable as outlined in Scope 1A. We do not believe this will be an add to the overall Project Schedule as Public Workshops can run simultaneous to this review period.
2. In Scope 1C, ELNA requested that assessment of future programming strategies be and potential venue programming partnership structures be explored. This content would be added to Planning Workbook, a deliverable outlined in Scope 1C.
3. Within Scope 1D, ELNA requested an additional CSC meeting to occur 50% through the Complete Street Plan Document Phase with the intent to discuss Schematic Design progress and provide thoughts and feedback. Depending on nature of feedback, this could *potentially* add about 1 week to the Schedule.
4. In general, it was requested to detail the finalized Project Schedule to sync up milestone review periods and CSC meetings with as many Stakeholder organizations' meeting schedules as possible. el dorado was also asked to consider these review periods in relation to the Lawrence CC meeting schedule.
5. ELNA confirmed with el dorado that commissioned work during the design process would be open to other disciplines than just "artists."

Please find attached Scope and Fee Spreadsheet document that reflects the changes identified in the January 16th meeting and that comprehensively outlines our team's scope and fee for the 9th Street Corridor Project. We hope the detail provided by this document will serve as an efficient tool to land quickly on final terms for an agreeable contract for services. We also hope that this document can be an effective way to organize various funding sources currently available to the Project. Finally, we hope that the document will illustrate a rigorous Public Engagement Process that effectively addresses the concerns of the varying Project Stakeholders.

The Scope and Fee Spreadsheet is generally organized by (3) worksheets:

1. Scope and Fee Outline (outlines consultant fees as they specifically relate to scopes identified in Phase 1 Project Approach)
2. Scope and Fee Summaries (summarizes overall fees for Phase 1 by

consultant and by scope)

3. Personnel Rate (provides hourly rate detail and project staffing strategy for each consultant and scope)

We have also attached a revised Schematic Schedule that reflects changes related to our recent meeting with ELNA representatives and that identifies important milestones for the project. el dorado inc will finalize a more detailed Project Schedule once the negotiations for scope and fee are complete.

The scope and schedule both reflect what our team believes to be appropriate to meet the aspirations of the Artplace America grant and the process-based expectations of varying stakeholder groups.

Here are some general notes/ assumptions to consider as we move forward:

-- The project was originally identified as a 6-block site with a target hard-cost budget of \$3,000,000 (a preliminary budget of \$500,000 per block is concurrent with various streetscaping upgrades that we have recently worked on within the region, ranging from preliminary budgets of \$500,000-\$650,000 per block).

-- Our Scope and Fee Spreadsheet is prepared for the actual project site, a 7-block area of the East 9th Street Right of Way that connects Massachusetts Street to Delaware Street.

-- While "Phase 1", as described in our Project Approach, has been thoroughly itemized in terms of scope and fee, "Phase 2" has not yet been detailed. Due to the unique nature of the project and the design process, the scope and fee for Phase 2 design services will need to be determined by the Project Scope outlined by the Design Development package completed during Phase 1.

-- Of the overall fee for Phase 1, approximately \$62,000 is directly related to art and history consultants that support the intent of the Artplace America grant.

-- Of the overall fee, approximately \$70,000 is associated with a comprehensive Stakeholder Engagement process.

-- Of the overall fee for Phase 1, approximately \$40,000 is allocated for a comprehensive Site Survey. If current site survey information is readily available, our team might be able to reduce scope and fee for surveying services.

-- Standard reimbursements (printing, mileage, etc) are not included in the scope and fee detail at this point (we would address standard reimbursables in the contract for services), but we did identify a probable expense budget of hotel and airfare for out-of-town consultant participation.

-- This scope and fee document does not take into account requests identified in the recently submitted ELNA document, but does take into account scope and fee adjustments as a result of our meeting with ELNA representatives on January 16, 2015. el dorado is more than willing to further negotiate the scope and fee (and schedule) based on directives/ suggestions from City Commissioners and City staff as it pertains to Stakeholder Engagement.

-- Regarding Phase 2, our team will be able to comprehensively assess scope/ budget/

schedule/ funding for Phase 2 at the conclusion of Phase 1. Without knowing the design direction and scope details of Phase 2, we are not yet able to assign a fee for professional services for this phase, but we can anticipate such a fee could fall between \$275,000 and \$375,000, depending on project scope, project design, and project phasing.

Thanks Diane. We very much look forward to starting this project and working with your staff, with Stakeholders, and with the citizens of Lawrence to realize this incredible urban design opportunity.

Best Regards,

A handwritten signature in dark ink, appearing to read 'J. Shelton'.

Josh Shelton
principal, el dorado inc

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2. SCOPE AND FEE SUMMARIES

Phase 1 - Fee Summary By Consultant:

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Bartlett and West:	\$88,993	(includes completion of Site Survey)
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ESTIMATED TRAVEL REIMBURSEMENT EXPENSES FOR PHASE 1:												
sans facon: 5-8 trips @ \$2,000 each												

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Dennis Domer:	\$2,400
Kelley Kindscher:	PRO BONO
Luke Dubois:	\$1,000
Total Fees for 1D:	\$67,982
1E. DESIGN DEVELOPMENT DOCUMENTATION	
el dorado:	\$24,740
Bartlett and West:	\$25,347
sans facon:	\$10,000
Coen + Partners:	\$13,055
Dennis Domer:	\$2,000
Kelley Kindscher:	PRO BONO
Luke Dubois:	\$2,000
Total Fees for 1E:	\$77,142

3. PERSONNEL RATE SCHEDULES

el dorado inc: personnel rate schedule										
			Principal Architect @ \$150/hour	Project Manager @ \$125/hour	Project Architect @ \$85/hour	Design Staff @ \$55/hour				
1A- Create Work Plan										
	a. Create Citizen Participation Model		11			35	\$3,575			
	b. Create Artist Participation Model		10			35	\$3,425			
	c. Assess Data Needs		6	8			\$1,900			
	d. Comprehensive Overview of Planning Process		12	10		50	\$5,800			
	Total Fees:						\$14,700			
1B- Stakeholder and Artist Participation										
	a. Steering Committees									
	1. Create Steering Committees		8			14	\$1,970			
	2. Facilitate Citizen Steering Committee Meetings		40			72	\$9,960			
	b. Outreach Strategies									
	1. Establish appropriate Outreach Strategies		4			10	\$1,150			
	c. Public Engagement									
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project		12			20	\$2,900			
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies		12			20	\$2,900			
	3. Facilitate Public Design Workshop #3: Site History		4			7	\$985			
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress		24			40	\$5,800			
	5. Project Blog & Information Notices		16			60	\$5,700			
	d. Neighborhood & Artist Participation									
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes		10			8	\$1,940			
	2. Establish Artist Participation for Project Planning & Design Processes		10			8	\$1,940			
	Total Fees:						\$35,245			
1C- Data Collection & Organization										
	a. Site Survey		2	5			\$925			
	b. Create a Planning Workbook		15			61	\$5,605			
	Total Fees:						\$6,530			
1D- Complete Street Plan Document										
	a. Create Complete Street Plan Document									
	1. Written & graphic inventory of existing conditions		2	2		8	\$990			
	2. Urban Context Connections		6	12		20	\$3,500			

		3. Multi-modal Transit Integration	4	6	10	\$1,900				
		4. Streetscaping & Landscaping Strategies	3	5	7	\$1,460				
		5. Integrated Public Art Opportunities	4	6	10	\$1,900				
		6. Infrastructure Upgrades	4	6	10	\$1,900				
		7. Project Phasing	4	6	10	\$1,900				
		8. Cost & Schedule Estimates	6	6	6	\$1,980				
		9. Continued Progress Meetings with CSC	12	14	30	\$5,200				
	Total Fees:					\$20,730				
1E- Design Development Documentation										
	a. Create 9th Street Corridor Design Development Package									
	1. Prepare Design Development Documents	8	20	34	\$5,570					
	2. Identification of Integrated Public Art Opportunities	4	6	10	\$1,900					
	3. Project Renderings	4	4	125	\$7,975					
	4. Itemization of Probable Cost	8	11	6	\$2,905					
	5. Continued Progress meetings with the CSC	10	12	18	\$3,990					
	6. Create Masterplan Assessment	4	10	10	\$2,400					
	Total Fees:				\$24,740					
	GRAND TOTAL:				\$101,945					

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sans façon: personnel rate schedule				
		Lead Artist @ \$100/hr	Lead Artist @ \$100/hr	
1A- Create Work Plan				
	a. Create Citizen Participation Model	10	10	\$2,000
	b. Create Artist Participation Model	15	15	\$3,000
	c. Assess Data Needs			
	d. Comprehensive Overview of Planning Process	10	10	\$2,000
	Total Fees:			\$7,000
1B- Stakeholder and Artist Participation				
	a. Steering Committees			
	1. Create Steering Committees			
	2. Facilitate Citizen Steering Committee Meetings	10	10	\$2,000
	b. Outreach Strategies			
	1. Establish appropriate Outreach Strategies			
	c. Public Engagement			
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project	25	25	\$5,000
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies			
	3. Facilitate Public Design Workshop #3: Site History	5	5	\$1,000
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress	15	15	\$3,000
	5. Project Blog & Information Notices	10	10	\$2,000
	d. Neighborhood & Artist Participation			
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes	25	25	\$5,000
	2. Establish Artist Participation for Project Planning & Design Processes	25	25	\$5,000
	Total Fees:			\$23,000
1C- Data Collection & Organization				
	a. Site Survey			
	b. Create a Planning Workbook	5	5	\$1,000
	Total Fees:			\$1,000
1D- Complete Street Plan Document				
	a. Create Complete Street Plan Document			
	1. Written & graphic inventory of existing conditions			
	2. Urban Context Connections	7.5	7.5	\$1,500
	3. Multi-modal Transit Integration			
	4. Streetscaping & Landscaping Strategies			

		5. Integrated Public Art Opportunities	40	40	\$8,000								
		6. Infrastructure Upgrades											
		7. Project Phasing											
		8. Cost & Schedule Estimates	2.5	2.5	\$500								
		9. Continued Progress Meetings with CSC	3	3	\$600								
	Total Fees:				\$10,600								
1E- Design Development Documentation													
	a. Create 9th Street Corridor Design Development Package												
		1. Prepare Design Development Documents	7.5	7.5	\$1,500								
		2. Identification of Integrated Public Art Opportunities	40	40	\$8,000								
		3. Project Renderings											
		4. Itemization of Probable Cost	2.5	2.5	\$500								
		5. Continued Progress meetings with the CSC											
	Total Fees:				\$10,000								
GRAND TOTAL:													

Coen + Partners: personnel rate schedule									
			Shane @ \$195/hour	Principal (Robin) @ \$145/hour	Senior Associate @ \$120/hour	Associate @ \$105/hour	Project Designer @ \$95/hour	Intern Designer @ \$45/hour	
1A- Create Work Plan			65	65	0	0	145	87	
	a. Create Citizen Participation Model								
	b. Create Artist Participation Model								
	c. Assess Data Needs								
	d. Comprehensive Overview of Planning Process								
1B- Stakeholder and Artist Participation									
	a. Steering Committees								
	1. Create Steering Committees								
	2. Facilitate Citizen Steering Committee Meetings								
	b. Outreach Strategies								
	1. Establish appropriate Outreach Strategies								
	c. Public Engagement								
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project								
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies	16	16				10	10	\$6,840
	3. Facilitate Public Design Workshop #3: Site History								
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress								
	5. Project Blog & Information Notices								
	d. Neighborhood & Artist Participation								
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes								
	2. Establish Artist Participation for Project Planning & Design Processes								
Total Fees:									\$6,840
1C- Data Collection & Organization									
	a. Site Survey								
	b. Create a Planning Workbook	2	2				2	3	\$1,005
Total Fees:									\$1,005
1D- Complete Street Plan Document									
	a. Create Complete Street Plan Document								
	1. Written & graphic inventory of existing conditions								
	2. Urban Context Connections	8	8				30	7	\$5,885
	3. Multi-modal Transit Integration	4	4				5		\$1,835
	4. Streetscaping & Landscaping Strategies	10	10				38		\$7,010
	5. Integrated Public Art Opportunities	4	4				4		\$1,740

Dennis Domer: personnel rate schedule			
		East Lawrence Historian @ \$100/hour	
1A- Create Work Plan			
	a. Create Citizen Participation Model	5	\$500
	b. Create Artist Participation Model		
	c. Assess Data Needs	5	\$500
	d. Comprehensive Overview of Planning Process		
	Total Fees:		\$1,000
1B- Stakeholder and Artist Participation			
	a. Steering Committees		
	1. Create Steering Committees		
	2. Facilitate Citizen Steering Committee Meetings	10	\$1,000
	b. Outreach Strategies		
	1. Establish appropriate Outreach Strategies		
	c. Public Engagement		
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project		
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies		
	3. Facilitate Public Design Workshop #3: Site History	20	\$2,000
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress		
	5. Project Blog & Information Notices		
	d. Neighborhood & Artist Participation		
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes		
	2. Establish Artist Participation for Project Planning & Design Processes		
	Total Fees:		\$3,000
1C- Data Collection & Organization			
	a. Site Survey		
	b. Create a Planning Workbook		
1D- Complete Street Plan Document			
	a. Create Complete Street Plan Document		
	1. Written & graphic inventory of existing conditions		
	2. Urban Context Connections	20	\$2,000
	3. Multi-modal Transit Integration		
	4. Streetscaping & Landscaping Strategies		
	5. Integrated Public Art Opportunities		

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Kelley Kindscher: personnel rate schedule			
			Landscape Specialist: PRO BONO
1A- Create Work Plan			
	a. Create Citizen Participation Model		5 Hours PRO BONO
	b. Create Artist Participation Model		
	c. Assess Data Needs		
	d. Comprehensive Overview of Planning Process		
1B- Stakeholder and Artist Participation			
	a. Steering Committees		
	1. Create Steering Committees		
	2. Facilitate Citizen Steering Committee Meetings		6 Hours PRO BONO
	b. Outreach Strategies		
	1. Establish appropriate Outreach Strategies		
	c. Public Engagement		
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project		
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies		
	3. Facilitate Public Design Workshop #3: Site History		
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress		
	5. Project Blog & Information Notices		
	d. Neighborhood & Artist Participation		
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes		
	2. Establish Artist Participation for Project Planning & Design Processes		
	a. Site Survey		
	b. Create a Planning Workbook		
1D- Complete Street Plan Document			
	a. Create Complete Street Plan Document		
	1. Written & graphic inventory of existing conditions		
	2. Urban Context Connections		
	3. Multi-modal Transit Integration		
	4. Streetscaping & Landscaping Strategies		2 Hours PRO BONO
	5. Integrated Public Art Opportunities		
	6. Infrastructure Upgrades		
	7. Project Phasing		
	8. Cost & Schedule Estimates		
	9. Continued Progress Meetings with CSC		

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Luke Dubois: personnel rate schedule			
			Art Technician @ \$100/hr
1A- Create Work Plan			
	a. Create Citizen Participation Model		
	b. Create Artist Participation Model		
	c. Assess Data Needs		
	d. Comprehensive Overview of Planning Process		
1B- Stakeholder and Artist Participation			
	a. Steering Committees		
	1. Create Steering Committees		
	2. Facilitate Citizen Steering Committee Meetings		
	b. Outreach Strategies		
	1. Establish appropriate Outreach Strategies		
	c. Public Engagement		
	1. Facilitate Public Design Workshop #1: The Role of Public Art in the Project		
	2. Facilitate Public Design Workshop #2: Complete Street Design, Urban Landscaping & Multimodal Transportation Strategies		
	3. Facilitate Public Design Workshop #3: Site History		
	4. Facilitate Public Gatherings that serve to share information about the Project process & Project progress		
	5. Project Blog & Information Notices		
	d. Neighborhood & Artist Participation		
	1. Establish Neighborhood Participation for Stakeholder Engagement Processes		
	2. Establish Artist Participation for Project Planning & Design Processes		
	a. Site Survey		
	b. Create a Planning Workbook		
1D- Complete Street Plan Document			
	a. Create Complete Street Plan Document		
	1. Written & graphic inventory of existing conditions		
	2. Urban Context Connections		
	3. Multi-modal Transit Integration		
	4. Streetscaping & Landscaping Strategies		
	5. Integrated Public Art Opportunities	10	\$1,000
	6. Infrastructure Upgrades		
	7. Project Phasing		
	8. Cost & Schedule Estimates		
	9. Continued Progress Meetings with CSC		

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