

CHANGE ORDER #5 REQUEST – JWP SPECIFIC AREA PLAN SCOPE OF SERVICES

Date: December 6, 2022
Rev 1: December 15, 2022
Rev 2: March 7, 2023
Rev 3: March 9, 2023
Rev 4: March 30, 2023

Project: John Wesley Powell Specific Plan Study, Phase 1

COF Project No: 03-16010 (PO 18-001394)

Peak Project No: 17COF02

Prepared For: David Pedersen, Capital Improvements Project Manager

Prepared By: Julie Leid, P.E., Peak Project Manager

We have prepared this change order request for preparation of the Specific Area Plan in collaboration with Swaback.

Swaback will lead the effort for the Specific Area Plan as outlined in Exhibit A, attached. Peak Engineering will provide overall project management and support for this effort as defined in Task SP below.

TASK SP-1: PROJECT MANAGEMENT & MEETINGS (ALLOWANCE)

Project Management: Scope, Schedule, QA/QC, internal communications and coordination for the duration of the project (approximately 12 months). This effort is included in the 10% subconsultant markup on Swaback's proposed fee.

Meetings: We have established an allowance for support of and participation in meetings as outlined in Swaback's attached proposal. The allowance is based on an assumed level of effort of 8 hours/month of PM time and 12 hours/month of PE time for a 12 month duration per the current rate sheet attached as Exhibit B to this proposal. The total allowance is 96 hrs at \$180/hr plus 144 hours at \$170/hr = \$41,760

Given the uncertainty of the participation needed in this effort, we propose to bill this effort as hourly up to the allowance amount presented.

TASK SP-2: TRAFFIC PLANNING SUPPORT (ALLOWANCE)

Peak Engineering will consult with Burgess & Niple for traffic planning support, if needed, for preparation of the Specific Area Plan. Burgess & Niple is currently contracted with the City of Flagstaff for the Butler Avenue Roadway Improvements and with MetroPlan on the Regional Transportation Plan. The planning support would integrate the latest traffic models underway, as provided and available.

This task is an allowance for supporting the *Transportation Planning Analysis/ Considerations* identified in Swaback's proposal. For now, this allowance is a placeholder with the specific scope/task to be developed once the planning effort is underway.

FEE SUMMARY

As of 12/1/2022, no further work will be performed or deliverables made on the basic scope of services and approved change orders (#1-#4). The balance remaining in the current contract amount has been moved and shown as a carry-forward for this change order request.

Task SP1 (Peak Engineering) Allowance:	\$41,760
Task SP2 (Burgess & Niple) Allowance: (includes 10% subconsultant markup)	\$16,500
Swaback (per Exhibit A): (includes 10% subconsultant markup)	\$242,000
Allowance for Project Expenses: (direct cost printing, postage, mileage)	\$25,000
<hr/>	
Subtotal Change Order #5	\$325,260.00
Carry Forward of Contract 2017-63:	(\$105,117.38)
<hr/>	
Change Order #5 Amount:	\$220,142.62
Current Contract Amount:	\$485,978.59
<hr/>	
New Contract Amount:	\$706,121.21

SCHEDULE EXTENSION

This request includes a contract time extension through May 31, 2024 for a contract extension of 601 calendar days for a new contract period of 2,244 days. Note that the current contract expiration is October 8, 2022.



12.2.2022

EXHIBIT A

J.W. Powell Boulevard- Specific Plan (“Light”)

Proposed Work Plan

Overview

The following scope of services has been organized in a very efficient and effective manner to ensure a robust planning initiative for the entire study area. This effort will include careful coordination with COF staff & leadership, key “stakeholders” (landowners), and interested community members. The methodology set forth will move from generals to particulars as each task is executed and the outcome becomes more crystalized. With each task, we will reinforce community input with a series of key meeting and workshops that include key stakeholders and Flagstaff citizenry. The final “plan” and document will address the full range of deliverables including; proposed polices, proposed plans and proposed initiatives moving forward. All with the intent of complimenting the City’s Regional Plan and helping to guide growth and development in this area of the City.

Tasks

Each of the following tasks identify a general description of the planned work effort, associated process, and planned accomplishments. In addition, specific deliverables, timelines, key meetings and costs are identified. All key mapping will be prepared in AutoCAD compatible programming so that GIS conversion will be easily accomplished (if necessary in the future by COF staff). The final report will be prepared in InDesign, a high-end desk-top publishing software. The software will be accompanied by a range of graphics, sketches, illustrations, diagrams, photographs and exhibits that will be incorporated into the overall document. Note; while the consultant team will strategize, formulate, prepare and orchestrate all public related meetings (for stakeholders/ for interested community members/ for Planning Commission& City Council), we assume that staff will be responsible for all public notifications, related communications and associated related logistics (securing venues, etc).

Assumes a January 1st, 2023 formal start date (with a Notice to Proceed mid-December 2022).

Task One: Critical Review of Background Information (4-6 weeks)

As part of the kick-off effort, the Consultant team will coordinate with COF staff on all key components of the study. This effort will include the preparation of detailed base mapping and associated data pertinent to the study area (including private development current planning efforts/ initiatives). We will also coordinate the logistics of internal team communication and roles/ responsibilities. The consultant team will prepare a detailed schedule of the overall process that identifies timing of each task, internal working meetings, COF review periods as well as all associated public meetings (for stakeholders and community members). This initial stage of work will include the review and approval of the Public Participation Plan and planned meetings. We will also crystallize the overarching goals and objectives for the exercise. This initial effort will conclude with a Community Wide “Project Kick-off Information Session”; which provides a public setting and presentation to interested community members as to the overall process, timing, key participants, goals & objectives, etc.

Note- as part of Task One, the market analysis portion of the study will be kicked off so that initial development modeling can be forecasted as part of Task Two. This market analysis will focus on demand/ capacity for a range of potential needs including; higher density housing, related retail & commercial uses as well as hotel/ hospitality demand. This analysis assumes the COF will provide the consultant team with any and all market data/ demographic data available. It is anticipated that this analysis will be completed prior to Task Three so that associated recommendations for uses (density and intensity) can be incorporated into options for the preliminary planning framework.

Deliverables:

- 1a. Preparation of base mapping (compilation of existing data and documents)*
- 1b. Preparation of Project Schedule with key meeting dates*
- 1c. Memorandum on Project Goals and Objectives with planned key Elements*
- 1d. Memorialize the Public Participation Plan*
- 1e. “Check-In/ Introduction Meeting with Stakeholder Group (landowners)*
- 1e. Orchestrate Community Project “Kick-Off” Meeting*
- 1f. Kick-off the Market Analysis/ Research Effort*

Fee Budget: \$40,000.00

Task Two: Analysis of the Land Area (2 months)

Before making any detailed recommendations, the consultant team will refine the site analysis effort within the context of current development considerations. This Opportunities and Constraints assessment will “align” with the framework of the Regional Plan’s **Natural Environment** and begin to formalize key considerations associated with environmental sensitivities, open space, water resources and energy. As part of this effort, the consultant team will study current private development initiatives in more detail in order to better articulate desired COF outcomes that align with the Regional Plan. As part of this effort, a “Stakeholder Work Session” will be conducted with the property ownership groups to further understand their aspirations and begin to foster an integrated planning methodology that balances public/ private considerations.

This stage of work will solidify the overall development framework and highlight those areas to study in more detail for Task Three.

Deliverables:

- 2a. *Refined Environmental Overlay Analysis (slopes, floodplains, etc.)*
- 2b. *Refined Open Space Overlay Analysis (wildlife corridors, vegetation, hydrology, etc.)*
- 2c. *Refined Trail Connectivity Analysis/ Considerations*
- 2d. *Refined Transportation Planning Analysis/ Considerations*
- 2e. *Opportunities and Constraints Summary Mapping of Sensitive Lands*
- 2f. *Public Facilities/ Services Refined Considerations*
- 2g. *Key Related Draft Goals and Policies for **Natural** Environment*
- 2h. *Orchestrate Initial Strategy Meeting with Stakeholders (Landowners)*
- 2i. *Market Summary Recommendations Memorandum on Capacity Potential (density & intensity)*

Fee Budget: \$40,000.00

Task Three: Preliminary Plan Framework (3 months)

Once the site analysis is completed and the overall development strategy is carefully established in collaboration with private landowners, the consultant team will begin to formulate options and strategies for the physical framework of the study area with a particular focus on place types (activity centers/ neighborhoods/ corridors) and the associated range of land uses. The initial market analysis study will now be expanded to include detailed potential recommendations for the range of focused uses that will include; higher density housing scenarios/ retail & commercial uses, etc. Based on a series of physical planning scenarios, a range of draft land use policies will be prepared that align with future potential development. This task will focus on alignment of the **Built Environment** section of the Regional Plan with the goal of complimented the established polices, goals and objectives. In addition, community character, site design, great streets, and architecture will be considered at this time.

We will also solidify direction for any and all related future “civic” uses. These considerations will include; public parks, public schools, other public facilities, etc.

Deliverables:

- 3a. *“Hybrid” Planning Options for Built Environment (a minimum of three scenarios/ land use)*
- 3b. *Configuration of Place Types associated with scenarios*
- 3c. *Trail Connectivity Options and Draft Recommendations*
- 3d. *Open Space Options and Draft Recommendations*
- 3e. *Architecture, Site Design and Landscape Character*
- 3f. *Key “Great” Streets and Roadway Network Framework*
- 3g. *Market Summary Recommendations Memorandum on Capacity Potential (density & intensity)*
- 3h. *Key Related Draft Goals and Policies for **Built** Environment*
- 3i. *Orchestrate Community Open House*
- 3j. *Orchestrate Stakeholder Work Session*
- 3k. *Orchestrate City Council “Progress” Presentation*

Fee Budget: \$50,000.00

Task Four: Crystalizing the Planning Strategy (2 months)

Based on the outcome of the series of prior tasks, the consultant team will look for formalize the recommendations for the Specific Area Plan with a focus on the **Human Environment** that highlights the organization of thoughtful neighborhoods within the context of housing demand, housing need and housing affordability (ownership and rental). Per the options explored in the preliminary plan framework, a more refined overall planning structure will be prepared and presented to ensure a general collective agreement as to the preferred direction. This process will include an additional stakeholder work session, as well as a follow up community-wide meeting. While all-encompassing agreement is not assured, the key to the public participation process is to ensure that the full spectrum of interested parties have the opportunity to share their interest and concerns through out the process. This public input will be documented at every stage of the process and the consultant team will highlight and articulate how the citizenry involved process helped to shape the final plan and outcome. All the components from Task Three will be refined and formulated to the preferred plan direction (community design/ urban design/ architecture character/ policies and goals/ etc.).

Deliverables:

- 4a. Preferred "Hybrid" Planning Options for Built Environment (a minimum of three scenarios/ land use)*
- 4b. Preferred Place Types*
- 4c. Preferred Trail Connectivity Plan*
- 4d. Preferred Open Space Plan*
- 4e. Refined Architecture, Site Design and Landscape Character*
- 4f. Refined Key "Great" Streets and Roadway Network Framework*
- 4g. Key Related Draft Goals and Policies for **Human** Environment*
- 4h. Orchestrate Community Open House*
- 4i. Orchestrate Stakeholder Work Session*
- 4j. Orchestrate City Council "Progress" Presentation*

Fee Budget: \$40,000.00

Task Five: Final Report (2 months)

The consultant team will prepare the final Specific Plan using the desk-top-publishing program; *InDesign*. The document will be prepared in a digital .pdf “book-style” format that can be loaded to the City’s web page. The document will include a table of context (in a similar format to the scope of work followed) and will include narratives, diagrams, tables, plan exhibit, sketches, illustrations, perspectives, etc. While not intended to “copy” the physical graphic organization of the City’s Regional Plan, the new Specific Plan will complement the visual quality and content of the Regional Plan. It is anticipated a first draft will be prepared and distributed for review, comment and input from City staff. Once comments are incorporated, the consultant team will issue a final document for record. As part of this final effort, the consultant team will work closely with City staff to prepare and orchestrate presentations to both the COF Planning Commission and City Council (with the goal of “securing” adoption).

All materials, graphics, data (both formal and informal/ draft and final) will be provided in carefully organized files to the City of record. The consultant team will provide the City with two draft reviews to ensure quality and continuity. The conclusion of this effort will include a summary PowerPoint Presentation to be prepared and presented to both the Planning Commission (for review and recommendation of approval) and City Council (for review and adoption).

Deliverables:

- 5a. Preliminary Draft Report for COF staff review (electronic format in InDesign)
- 5b. Final DRAFT Report (electronic format in InDesign)
- 5c. Delivery of all final materials (organized in an easy to access series of file folders)
- 5d. Orchestrate Presentation to the Planning Commission
- 5e. Orchestrate Presentation to the City Council
- 5f. Final Specific Plan (electronic format in InDesign)
- 5g. Project Close-Out and Exit Interviews with COF staff/ management team

Fee Budget: \$50,000.00

Swaback Total Fee Budget for Labor: \$220,000.00

Expenses estimated: \$25,000.00

TASK	SWABACK	ESI
1	\$30,000	\$10,000
2	\$30,000	\$10,000
3	\$50,000	-
4	\$40,000	-
5	\$50,000	-
TOTAL	\$200,000	\$20,000

Note: ESI will provide the market analysis for Swaback.

2022 Rate Structure and Reimbursable Expenses

Hourly labor rates:

Principal	\$200.00 per hour
Project Manager	\$180.00 per hour
Project Engineer.....	\$170.00 per hour
Design Engineer	\$130.00 per hour
Engineering Intern	\$90.00 per hour
Technical Drafter	\$90.00 per hour
Clerical Support.....	\$80.00 per hour

Terms:

The following terms apply unless they are explicitly modified by the Client Contract:

- Personnel charges are assessed portal-to-portal.
- If you ask us to work outside normal business hours to expedite the project schedule, we'll charge 1.5 times the tabulated rates for all overtime.
- We'll charge 2.0 times the tabulated rates for hourly services related to litigation or arbitration including preparation for litigation or arbitration.
- Subconsultant services will be marked up 10 per cent.
- The tabulated hourly charges do not include reimbursable direct project expenses such as travel, meals, lodging, expedited shipping, printing and title reports. These items will be billed in addition to the tabulated hourly rates. (This is not a complete listing of reimbursable expenses, but merely some examples to indicate the nature of these expenses.)



July 8, 2022

Thomas E. Smith, P.E.
Principal