



Landscape Architects · Land Planners

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City of Mountain View
 Public Works Department
 500 Castro Street
 Mountain View, CA 94041

20 May 2016

Attention: Anne Marie Starr, PE
 Senior Civil Engineer

Re: Fayette Park
Project 13-36
 Mountain View, California

Dear Ms. Starr:

The **Guzzardo Partnership, Inc.** herein the "Consultant" will be pleased to act as landscape architect and prime consultant for the **City of Mountain View**, herein the "Owner" for **Fayette Park**, herein the "project", consisting of the landscape design of a public park on the San Francisco Public Utilities Commission (SFPUC) Right of Way, between El Camino Real and Fayette Drive, as shown on the attached schematic landscape plan drawn by our office (Attachment #1). It is anticipated that a minimal amount of intensive park development will be proposed due to the restrictions imposed by the large water pipes underlying the site. The program currently includes a play "lawn", seating areas, passive uses, fencing, signage, interpretive planting areas, tree planting in precast pots, bicycle parking and pedestrian paths. Consultant has not included community meetings and Owner input in this proposal. This proposal also envisions Consultant as the prime with Civil Engineering by (BKF Engineers), Electrical power to Irrigation Controller by (Alliance Engineering Consultants) and Geotechnical Report (Rockridge Geotechnical) as part of the proposal.

Environmental consultant is not part of this proposal but would be contracted directly by the Owner due to insurance concerns for this scope of work.

I. SERVICES

Consultant proposes the following:

A. SCHEMATIC DESIGN *(most of schematic design phase is complete except civil and items 3, 5, and 6)*

1. Work with the Owner, and other consultants in the preparation of two schematic landscape plans showing the entire landscape and site treatment to be revised to the satisfaction of the Owner. The landscape design concept for the entire ROW area will be included. Drawings will be submitted to Owner for review and comment as requested, but prior to completion. The two designs will take into account known SFPUC site restrictions and requirements as well as community and Owner program elements.
2. Prepare additional sections, elevations, preliminary detail layouts of hardscape areas, imagery, connecting walkways, and other design documents (excepting models) required to fully explain the landscape design concept.
3. Attend a meeting at the City of Mountain View with the Owner to refine the development of the conceptual plans. Present conceptual plans at a City of Mountain View meeting to facilitate the formulation of a design concept and to further the acceptance of the park plan. This includes work required to satisfy and Owner, San Francisco Public Utilities Commission (SFPUC) and community comments and conditions. Make revisions to the conceptual plans to address Owner and SFPUC comments. Attend two meetings with SFPUC to describe proposed plan and to respond to their comments regarding access, bicycles and a number of other items.

4. Provide the Owner with the necessary conceptual plans and supporting documents to obtain a permit from the SFPUC. Owner will apply for the actual permit.
5. Prepare a site plan using a topographic and boundary survey of the site. This survey will include locating all utilities including water and sewer accurately and verify depths as required, and locating project boundaries and all topographic information. If required, limited potholing to verify location of SFPUC water lines will be undertaken. Survey task includes mapping of filed surveyed data as well as a 1-day field survey. (access to be arranged by City)

B. DESIGN DEVELOPMENT (*forms the basis of the Construction Documents*)

1. Based on the City Council approved conceptual landscape plan, prepare and submit six (6) copies of the 65% construction document level package to the Owner for review and comment. Plans will be produced using an AutoCad 2013 compatible format. The package will include the plans noted below. A single improvement package will be prepared for on-site improvements, El Camino Real and Fayette Drive improvements. El Camino Real improvements are limited to driveway openings and closures, new sidewalks, new curb and gutter, and pavement restoration extending across the SFPUC right-of-way. All utility services are to be served from Fayette Drive. Minor utility connections and sidewalk/driveway modifications are anticipated across the SFPUC right-of-way on Fayette Drive. Our team will prepare Improvement Plans for the project based on the current design plan (attached). Based on 24"x36" sheets, we estimate that the following sheets will be part of the 65% submittal for the Park improvements:

Title Sheet, Notes, Legend & Abbreviations, Index	3 Sheets
Landscape Layout Plans	2 Sheets
Landscape Fine Grading Plans (if applicable)	2 Sheets
Landscape Planting Plans and Details	2 Sheets
Irrigation Plan, Notes and Details	4 Sheets
Existing Conditions / Demolition and Tree Removal Plan (20 scale)	2 Sheets
Grading & Utility Plan (20 scale)	2 Sheets
Best Management Practices Plan	1 Sheet
StormWater Control Plan	2 Sheets
Erosion Control Plan, Notes and Details	2 Sheets
Traffic Control Plan – El Camino Real	1 Sheet
Traffic Control Plan – Fayette Drive	1 Sheet
Electrical plan for Irrigation Controller Power	1 Sheet
Construction Details (Civil, Landscape, Electrical)	5 Sheets
Technical Specifications and Geotechnical Report (Letter size format in City Standard format)	

2. Incorporate all sub-consultant plans and specifications into the 65% submittal (as well as all future project submittals) and reflect these sub-consultant plans and specification sections in the cover sheet index of the plans and the technical specification index. Insure that all sub-consultant information (plans and specifications) is consistent with the rest of the submittal package.
4. Refine hardscape layout plan and define material finishes.
5. Assemble the landscape amenity package, including site furniture as part of the plan set. Prepare a plant list and overall planting plan for review and approval.
7. Provide Electrical Design and Coordination
 - Coordination with utility consultant for electrical service location and power to the irrigation controller only. As directed by the SFPUC and the City of Mountain View, there will be no lighting in this park.
 - Service application and filing for all utilities.

- Field verification of existing site conditions.
 - Obtain mapping documents from PG&E if necessary.
 - Prepare preliminary intent drawings.
 - Coordinate meter or demarcation locations for electric service to irrigation controller.
8. Provide an Engineer's Estimate that includes an updated Estimate of Probable Construction Costs and a Preliminary Schedule.
 9. Submit a water budget to the Owner for review and approval per the City of Mountain View's Water Conservation in Landscape Regulations.
 10. Meet with Owner to review submittal and Owner's submittal comments.
 11. Provide Geotechnical Report Services
 - Review existing subsurface data for the site vicinity.
 - Perform engineering analyses to develop conclusions and recommendations regarding: expansion potential of near-surface soils site grading, including criteria for fill quality and compaction during construction subgrade preparation for pavements and concrete flatwork vehicular pavement design.

C. CONTRACT DOCUMENTS (consisting of plans, specifications and estimates of probable cost)

1. Consultant to further develop the 65% plans created in the Design Development Phase and submit 95% and 100% construction documents (six (6) copies each) to Owner for review and comment including the sheets noted above in item B.1. Owner review requires a minimum time of 3 weeks. Owner to factor this review time into any schedules for the work. Consultant will provide input and detail to broad scale timeline produced by Owner.
2. Prepare and submit a pre-bid construction opinion of probable cost and estimate of construction period (number of working days) as part of the 95% submittal. Refine these estimates as part of the 100% submittal.
3. Meet with Owner to review each submittal.
4. Incorporate Owner comments and provide a final submittal for bidding.
5. Caltrans Encroachment Permit. Consultant will provide through the Civil Engineer, coordination and processing to obtain the Caltrans encroachment permit required for, frontage improvements and utility service connections on El Camino Real.

Consultant efforts will include:

- Initial coordination with Caltrans to verify acceptability of schematic plans, and to determine review fee.
- Complete high/low policy verification form as required by Caltrans.
- Complete permit application and Caltrans Encroachment Permit.
- Submit application and follow up.
- Meet with Caltrans, if requested.
- Address Caltrans comments on construction drawings.
- Prepare Traffic Control Plans

Consultant assumes the following:

- The only surface work required within Caltrans' right of way along El Camino Real will be curb, gutter and sidewalk replacement/repair. Repaving within the traveled way will not be required except as associated with new gutters if applicable.
- Subsurface utility work is not anticipated in relation to Caltrans scope of work.
- Encroachment permit plans will be submitted in English standard units only.

Based upon these assumptions, it is our understanding that the work will be a basic encroachment permit by Caltrans and a Major Project permit is not anticipated or included.

D. BIDDING

Assist in preparing a list of qualified contractors with Owner assistance.

Attend and assist on Pre-Bid meeting.

Assist the Owner in responding in writing to bidder questions during the bidding period.

Provide revised drawings or specifications to address bidder questions that can be incorporated into an addendum.

Incorporate any addenda items into the construction set of plans and specs (produce a final conformed set of construction documents).

Review the bids with the Owner and provide advice as requested.

E. CONSTRUCTION ADMINISTRATION SERVICES

1. A maximum of six (6) periodic visits to the site by Consultant during construction when requested and authorized by Owner. These visits are to be distinguished from the continuous personal inspection exercised by a project inspector or superintendent of the work. At authorized site visits, Consultant will observe Contractor's work for general conformance with construction documents and endeavor to keep Owner informed of observed deviations from the contract documents but Consultant will not be responsible for their errors or omissions. Included in these site visits are a pre-maintenance and a final post-maintenance review of the completed work.

Additional authorized meetings and review over normal landscape architectural observation if requested by Owner shall not be considered part of this proposal and will be considered extra work.

2. Upon Owner's request, the Consultant shall observe the completed project and prepare an itemized list of contractor's errors, omissions, and faulty workmanship and present such list to contractor for correction of such work. The Consultant shall observe contractor's completion of the listed work and notify the Owner when such work has been completed.
3. Consultant shall review submittals such as shop drawings for conformance with the design concepts of the Contract Documents. Consultant shall interpret the drawings and specifications as requested by Owner or contractor and, if necessary, issue revised drawings and clarifications.
4. Assist the Owner in responding to any field questions and RFI's as required.
5. Attend pre-construction meeting.
6. Assist in evaluating change orders.
7. Review all plant material on-site.
8. Prepare electronic record drawings from the as-built drawings provided by the Contractor as well as from Consultant's records.
9. Provide Owner electronic files of record drawings and specifications in AutoCad and PDF format. AutoCad files will not include Consultant license stamp or logo.

II. EXCLUSIONS and ASSUMPTIONS

Consultant will assist Owner in its relationship with the San Francisco Public Utility Commission (SFPUC) and the City of Mountain View, but will not take a lead role in any negotiations or submittals. Environmental, Structural, Utility or Arborist consultants are not included in this proposal.

Consultant has assumed that on-site and off-site improvements will be processed as a single improvement package. We assume that the only work required within El Camino Real or Fayette frontage will be curb, gutter, sidewalk replacement/repair, and utility laterals. If additional off-site studies or utility main upgrades are required, Consultant will coordinate with the Owner and/or Caltrans to determine the limits of the work and provide a separate proposal for these additional

services. Consultant has assumed the construction drawings will be processed at one time and have not included time to separate the construction set into separate permit sets. If separate plans for permits are requested, Consultant will provide a proposal to create/process the additional set(s) of plans.

Consultant has assumed that an environmental consultant under contract to Owner, if necessary will address the disposition of existing wells and septic tanks, or any potential environmental contaminants. This proposal does not include hazardous material removal/disposal or soil remediation.

The scope of work does not include drawings for right-of-way dedications along public frontage or creation of plat & legal descriptions needed to dedicate easements. A sidewalk easement is not anticipated along El Camino Real even though the public walk may need to be widened onto SFPUC's property.

No additional field explorations, site visits or laboratory testing will be performed as part of the geotechnical scope of services. The results of the geotechnical engineer consultation will be presented in a written letter.

A Record of Survey is not included in the scope of work. If a Record of Survey filing is required, a separate fee will be requested.

III. FEES

Based on review and analysis of this project Consultant proposes to work toward a lump sum fee with percentage complete monthly billing and *will not exceed* the amounts noted below unless authorized by Owner in writing. This maximum fee takes into consideration Consultant experience with projects of this size and scope and all billings to date, but excludes reimbursable expenses. Reimbursable expenses are estimated in the table below and are in addition to the professional fees in each category. They are not part of the professional fee amounts. The fees quoted below will remain in effect during the duration of the project if the work begins in calendar year 2016.

We estimate that the fees for the Consultant and team be apportioned as follows:

Phase	Professional Fees	Reimbursables
Schematic Design*/Surveying	\$22,000.00	\$800.00
Design Development	\$33,500.00	\$1,000.00
Contract Documents	\$71,100.00	\$6,000.00
Bidding and Construction Administration	\$14,000.00	\$2,000.00
 Grand Totals*	 \$140,600.00	 \$9,800.00

**Includes \$11,465.00 billed to date.*

The not to exceed cost will be fixed unless the scope or anticipated scheduling of the project is materially changed. Consultant has based this proposal on a one-phase construction drawing schedules and one phase construction schedules.

Consultant bills will be submitted and due monthly on a **percentage complete basis**. Extra services, if required will be requested based on changes in scope at our current hourly rates below. Owner is to include an allowance for potential extra services.

Our current hourly rates for additional services (for The Guzzardo Partnership):

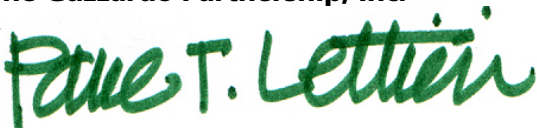
Principals	\$150.00 per hour
Associate Principals	\$130.00 per hour
Senior Associates	\$120.00 per hour
Associates	\$110.00 per hour
Senior Staff	\$100.00 per hour
Staff	\$90.00 per hour

Consultant fees include all telephone and other expenses generally incurred in services of the type described above. Printing, special renderings, presentation models, auto travel (at 55¢ per mile), and other extra services required will be charged without additional mark-up.

It is understood that this proposal is based on one continuous contract for the entire development. If delays or changes are encountered that affect the job continuity, the maximum fee stated herein could be exceeded.

The above shall constitute the entire understanding between Consultant and Owner respecting the services described herein, and supersedes all prior negotiations, representations or Agreements, either written or oral pertaining to this project.

By
The Guzzardo Partnership, Inc.



Paul T. Lettieri
Principal
California Registered Landscape Architect #1918

Encl: Approved Park Plan for Reference
BKF Scope of Work Detailed Description for reference and Hourly Rates
Rockridge Geotechnical Scope Detailed Description for reference
Certificates of Insurance



Integral Color Concrete Paving



Bench



Meadow Planting



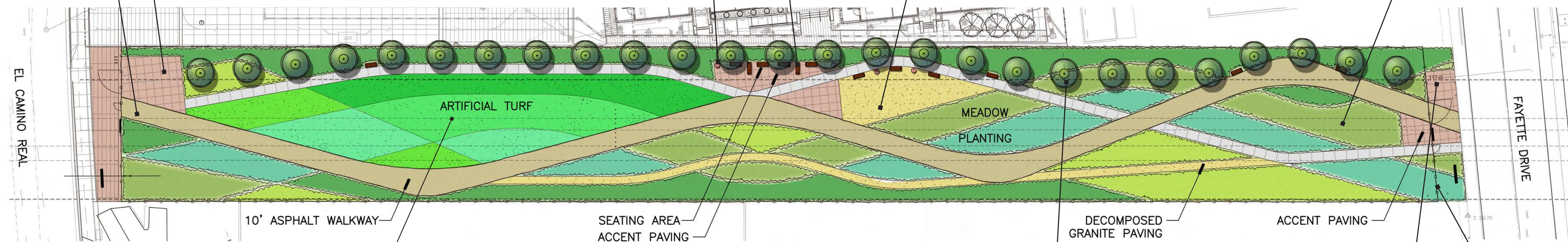
Asphalt Walkway



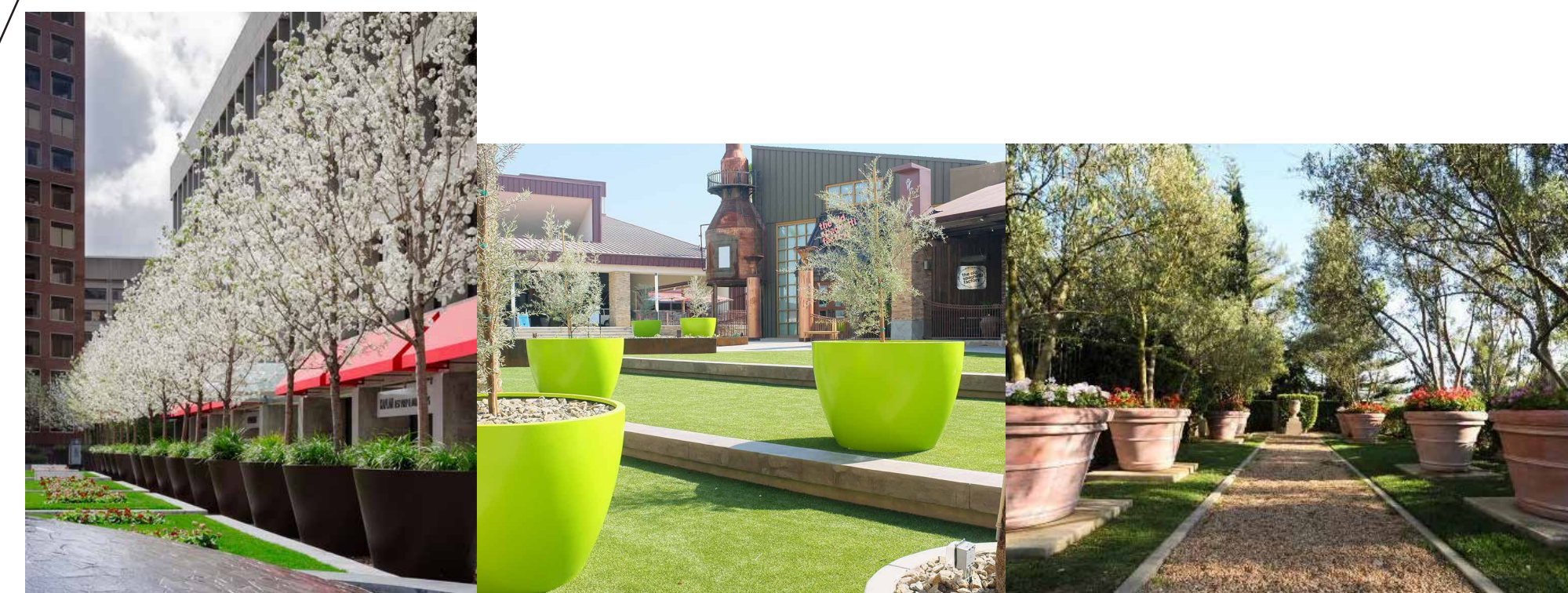
Receptacle



Decomposed Granite Paving



Artificial Turf with Pattern



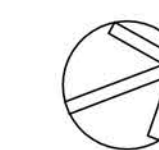
Movable Planter Pots w/ Trees



Bike Racks



Wrought Iron Fence



ENLARGED PLAN

0 16 32 64