



**EXHIBIT A
LAKE HAVASU CITY
DOWNTOWN DESIGN GUIDELINES
CITY PROJECT NO. ST3240**

**SCOPE OF SERVICES
Prepared September 12, 2016**

The Project Scope of Work is described as follows:

Lake Havasu City (City) has prepared three major studies/documents that impact the future of the City's downtown area:

- Lake Havasu City Regional/Urban Design Assistance (R/UDAT) Report dated February 2007
- Lake Havasu City McCulloch Corridor Improvement Study dated September 23, 2012 (ADOT Planning Assistance for Rural Areas (PARA) Study)
- America's Best Communities (ABC) Lake Havasu City Vision 20/20 Revitalization Plan 2015

Kimley-Horn ("Consultant") will utilize the existing information presented in three past planning documents as the basis for creating a consolidated single document that outlines guidance on design standards to be used for future downtown area improvement projects. The downtown corridor is described as being bounded by Lake Havasu Avenue, Acoma Boulevard, Mesquite Avenue and Swanson Avenue. These Design Guidelines will set a standard for the design of the vehicular and pedestrian realm, including street furnishings, parking, multi-modal facilities, signage, landscape, hardscape, lighting, and public art. These Design Guidelines will also identify right-of-way for potential business use.

This Scope of Work will consist of performing data collection, a field review for a thorough investigation of existing conditions of both the downtown corridor and adjacent properties/land use, initial inspiration idea boards and schematic concept development, and the development of a Design Guideline document summarizing standards and element selection to be used within the Downtown corridor. Consultant will coordinate as needed with other consultants including Michael Baker International, currently working on the Swanson Improvement Project ST2860 (Acoma to Smoketree). Consultant will also coordinate internally on the Lake Havasu Ave. Reconstruction Project ST3270.

DESIGN GUIDELINES

Task 1. – Review Existing Studies/Documents & Perform Field Investigation (\$16,743)

- a. Consultant will research and thoroughly understand the information provided in the following planning documents:
 - Revitalizing Our Economy, Vision 20/20 Lake Havasu City (2015)
 - Lake Havasu City McCulloch Corridor Improvement Study (September 23, 2012)
 - Lake Havasu City R/UDAT Report (February 15-20, 2007)
- b. Consultant will perform a field investigation of above ground visual existing conditions, existing vegetation, and other conditions for consideration within the Downtown Corridor and within adjacent areas
- c. Consultant will obtain and research existing as-built information, as necessary, from the City for all of the Downtown Corridor area
- d. Consultant will identify the business and property owners within the Downtown Corridor. From this Consultant will provide a suggested list of potential stakeholders to represent the business community to be a part of the Downtown Group. Consultant will work with the City to finalize the Downtown Group and will develop a framework of expectations that will clearly define the role of the Downtown Group.
- e. Project Kick-off meeting: Consultant will present our findings from the above items to City staff. Consultant will work with the City to determine if there is additional information to take into consideration. Consultant will work with the City to outline the goals and objectives from each of the City departments. (1 meeting)

Task 2. – Preliminary Concept Development (\$11,062)

- a. Consultant will utilize the information obtained from the City, from the past planning documents, and from the site investigation to develop inspiration boards depicting general imagery and elements for two distinct design directions.
- b. Consultant will utilize the inspiration imagery to develop up to three schematic concepts outlining design parameters and element selections for the following:
 - Typical street sections depicting lane widths, bicycle lanes, parking, landscape, and pedestrian realm dimensions
 - Street furnishing types and models
 - Signage
 - Coordination of Wayfinding Improvements by City staff and Merje Consultants
 - Landscape types and species
 - Hardscape type and finish
 - Pedestrian lighting types and models
 - Locations for public art

- c. Consultant will present the Inspiration Boards and Schematic Design Concepts to the City for feedback. The intent of this meeting will be to gain consensus on a chosen design direction. (1 meeting)

Task 3. – Schematic Design Guidelines (\$13,651)

- a. Based on the feedback provided during the Preliminary Concept Development phase, Consultant will create a Schematic Design Guideline document. The Schematic Design Guidelines will include the following:
 - Introduction
 - Goals and Objectives
 - Street Types / Character Description
 - (1) Streets shall be delineated within the project area as signature street, perimeter street, transition areas, connectors, etc. to develop a hierarchy of the street network.
 - (2) Each street type will then be described by character including a typical section showing lane widths, bicycle lanes, parking, landscape, and pedestrian realm dimensions
 - Element Selection Guide
 - (1) Streets shall be prescribed a family of elements including site furnishings, signage, hardscape, landscape, lighting, etc. Each element will have the make, model and finish. Landscape will be described by species of plants. Recommended spacing of each element will be given.
- b. Consultant will present the Schematic Design Guidelines to the Downtown Group and City staff for feedback (2 meetings)

Task 4. – Design Development Design Guidelines (\$30,170)

- a. Based on the feedback provided on the Schematic Design Guidelines submittal, Consultant will further develop the Design Guidelines to a Design Development level. A substantially complete document will be prepared that will include the following:
 - Introduction
 - Goals and Objectives
 - Street Types / Character Description
 - (1) Refined delineation of the street network including signature street, perimeter street, transition areas, connectors, etc.
 - (2) Refined typical sections including lane widths, bicycle lanes, parking, landscape, and pedestrian realm dimensions
 - Element Selection Guide-

- (1) Refined family of elements including site furnishing, signage, hardscape, landscape, lighting, etc. A schedule will be provided including the make, model, and finish of each element, as well as a plant schedule listing plant species by location. Spacing of each element within a typical 100-foot section of street will be provided.
- b. Consultant will present the Design Development Design Guidelines to the Downtown Group and City staff for feedback (2 meetings)
- c. Consultant will prepare exhibits to be utilized at a Public Meeting. Exhibits will include illustrations depicting the overall design intent and specific element selections. These will either be presented in digital format or mounted on presentation boards. Consultant will attend (1 Public Meeting)
- d. Based on feedback provided from the Downtown Group, City Staff, and feedback given during the Public Meeting, Consultant will refine the Design Guidelines.
- e. Consultant will present the Design Guidelines to the City Council at two council meetings (2 meetings)

Task 5. – Final Design Guidelines (\$9,814)

- a. Based on feedback provided from the City Council, Consultant will prepare the Final Design Guideline document.
- b. The final Design Guidelines will be in an 8.5x11 format and will be submitted to the City in both hardcopy and digital format. The final deliverable will include a summation of the following:
 - Typical street cross sections showing lane widths, bicycle lanes, parking, landscape, and pedestrian realm dimensions
 - Spacing of all materials within a plan view typical 100' section for each of the street types
 - Species of plants by location
 - Types of pavement by location
 - Make, model, and finish of each of the selected site elements

Task 6. – Plan View Graphic & 3-Dimensional Visualization Model (\$45,027)

- a. Consultant will prepare a color-rendered, plan view graphic of the final concept for the project area.
- b. Consultant will develop a 3-dimensional illustrative model of the Lake Havasu City downtown corridor streetscape improvements, as outlined in the final design guidelines. This model will be created using a combination of AutoCAD, Sketch-up, and Lumion. The model will focus on McCullough Boulevard, Mesquite Avenue and Swanson Avenue, between Lake Havasu Avenue and Acoma Boulevard, and will show from a driver's and pedestrian's perspective the conceptual streetscape

improvements, including lanes, sidewalks, pedestrian crossings, on-street parking, landscape, lighting, and site furnishings. Existing conditions, including adjacent buildings, will be shown abstractly, but with general conformance to form, size, and scale, with some architectural features added.

The Consultant will submit as the final deliverable a video, approximately 5 – 10 minutes in length, of the 3-d model. The Consultant will also submit up to ten (10) static perspective views of the 3-d model in PDF format.

The Consultant will revise and resubmit one (1) time to incorporate client input and comments.

Budget Summary – See Appendix A for Detailed Summary

Task 1 – Review Existing Studies/Documents & Perform Field Investigation	\$16,743
Task 2 – Preliminary Concept Development	\$11,062
Task 3 – Schematic Design Guidelines	\$13,651
Task 4 – Design Development Design Guidelines	\$29,201
Task 5 – Final Design Guidelines	\$9,814
Task 6 – Plan View Graphic & 3-Dimensional Visualization Model	\$45,027
Total Base Fee:	\$125,498
Estimated Expenses:	\$3,600
Total Proposed Contract:	\$129,098

Exclusions

The following items/services are not included in this scope of work and fee proposal. If these items/services are determined to be required, a separate agreement by Contract Amendment or new contract shall be coordinated between Lake Havasu City and Consultant.

- Construction documents
- Utility locating, coordinating, or potholing
- Legal descriptions and exhibits for land acquisition and/or agreements
- Topographical Survey
- Geotechnical investigation
- Construction phase services

EXHIBIT B
Lake Havasu City
Downtown Design Guidelines
Fee Proposal

		PM	Sr. Eng/Sr. LA	PE/PLA/Prof	Designer/Analyst	Tech/Drafter	Admin/Clerical
TASK DESCRIPTION	SUBTOTAL	\$ 195.00	\$ 179.00	\$ 144.00	\$ 106.00	\$ 91.00	\$ 73.00
1.REVIEW EXISTING STUDIES/DOCUMENT & PERFORM FIELD INVESTIGATION	16,743.00	0	37	55	18	0	4
Field Review and Photo Documentation	5,814.00		18	18			
Previous Report Review	5,157.00		9	18	9		
Data Collection	2,542.00			9	9		4
Project Kick-Off Meeting	3,230.00		10	10			
	-						
2. PRELIMINARY CONCEPT DEVELOPMENT	11,062.00	-	14	25	44	-	4
Inspiration Boards	3,920.00		4	9	18		
Schematic Concept Development	3,920.00		4	9	18		
Meetings (1) - Present to the City	1,615.00		5	5			
Compile meeting comments and revise concepts	1,607.00		1	2	8		4
	-						
	-						
3. SCHEMATIC DESIGN GUIDELINES	13,651.00	0	21	49	24	0	4
Draft Design Guideline Preparation	8,051.00		9	30	20		
Meetings (1) - Present to the City	1,615.00		5	5			
Meetings (1) - Present to the Committee	1,615.00		5	5			
Compile meeting comments and revise guidelines	2,370.00		2	9	4		4
	-						
4. DESIGN DEVELOPMENT DESIGN GUIDELINES	29,201.00	0	55	93	48	0	12
Pre-Final Design Guideline Preparation	10,730.00		10	40	30		
Meetings (1) - Present to the City	1,615.00		5	5			
Meetings (1) - Present to the Committee	1,615.00		5	5			
Compile meeting comments and revise guidelines	1,146.00		2	4	2		
Prepare illustration, renderings for Public Meeting	2,498.00		2	4	12		4
Public Meeting	2,907.00		9	9			
Compile meeting comments and revise guidelines	1,438.00		2	4	2		4
Meetings (2) - Present to Council	5,814.00		18	18			
Compile meeting comments and revise guidelines	1,438.00		2	4	2		4
	-						
5. FINAL DESIGN GUIDELINES	9,814.00	0	14	34	20	0	4
Final Design Guidelines	8,230.00		10	30	20		
Submit to Client	1,584.00		4	4			4
	-						
6. PLAN VIEW GRAPHIC AND 3-DIMENSIONAL VISUALIZATION MODEL	45,027.00	0	65	90	190	0	4
Color-rendered, plan view graphic	2,335.00		5	10			
3-Dimensional Visualization Model	42,692.00		60	80	190		4
	-						
	-						
	-						
	-						
	-						
SUBTOTAL DIRECT LABOR	125,498.00	0	206	346	344	0	32
CONTRACT TOTAL	125,498.00						

EXHIBIT C
Lake Havasu City Downtown Design Guidelines
Project No. ST3240



September 12, 2016

ESTIMATE OF DIRECT EXPENSES

Plotting

Plotting	A. Bond review Plots	-	shts
	Total expense at billing rate of \$0.05 per sheet plotted	\$ -	
	B. Mylar Plots	-	shts
	Total expense at billing rate of \$10.50 per sheet plotted	\$ -	
	Subtotal Plotting	\$ -	

Miscellaneous Expenses

A. Vehicle Mileage (\$0.555/mi)	\$ 2,350
B. Airline Flight	\$ 1,000
C. Overnight Delivery (2 @ \$50)	\$ 100
D. Reproduction	
E. Utility Maps	\$ 200
Subtotal Miscellaneous Expenses	\$ 3,600

ESTIMATED OUTSIDE SERVICES & CONSULTANTS

Accurate Professional Land Surveying	
Field Data Services (Traffic Counts)	
Ninyo & Moore (Geotechnical)	
Pro Pipe (Sewer/Storm Investigation)	
MakPro (Public Involvement)	\$ -
TOTAL ESTIMATED OUTSIDE SERVICES	\$ -

TOTAL ESTIMATED EXPENSES

\$ 3,600

