

# WOODSON

ENGINEERING & SURVEYING, INC.

124 N Elden St, Flagstaff, AZ 86001  
(928) 774-4636 | Fax (928) 774-4646

1



October 6, 2016

Mark Guerena, P.E., R.L.S.  
County Engineer  
Gila County Public Works Division  
Engineering Department  
745 N. Rose Mofford Way  
Globe, AZ 85501

Re: Gila County Predesign (Phase 1) – Site Development Alternatives for the Payson  
Courthouse Complex – Proposal  
Woodson Project #116900

Dear Mark:

Thank you for the opportunity to submit our proposal for the Payson Courthouse Complex Site Development Alternatives Study. This project provides pre-design services to develop alternative site development concepts for the courthouse complex, including analysis of pedestrian and vehicular traffic flow, parking, drainage, utilities, and existing vegetation. The study will also take into account the priority of the currently-planned building modifications to the NAPA Building. This portion of the site is a priority as the building modifications are planned to begin prior to any other site improvements. To the maximum extent feasible, the alternative site development concepts will be structured in a manner that will allow for the improvements to be phased. The study will also attempt to provide flexibility to accommodate potential future expansions or modifications.

The scope of the project includes meeting with key stakeholders, including County agencies located on the site and the Town of Payson, as well as with the Gila County Public Works Division “core group.” The work also involves preparation of a preliminary and final report presenting alternative development schemes for the site and related graphics, both for inclusion in the report and for presentation to County and Town officials.

The following is our Scope of Services for this project, with our fees indicated by task.

## TASK 1 – MEETINGS AND ADMINISTRATION

- The Woodson / Norris Team will meet with County agencies currently located on the site to gather input from the agencies on current and anticipated future needs, interaction between the agencies, pedestrian and traffic flow, parking, and other site-related issues. These meetings will be scheduled through the Gila County Public Works Division. Our scope is based on the assumption that two meetings with County stakeholders (initial and follow-up) will be held, and that, in both

cases, a single meeting with all of the on-site County agencies present will be held, followed by an additional meeting with the Sheriff's Department on that same day.

- The Woodson / Norris Team will meet with the Town of Payson to obtain input on traffic, planning, drainage, and utility issues in the area surrounding the courthouse site and county complex. Our scope is based on the assumption that two meetings with the Town of Payson may be required for presentations of any site development alternatives. These meetings will also be coordinated through Gila County Public Works. Additional meetings beyond the assumed number of meetings (2) with the Town of Payson will be covered under the Allowance for Additional Meetings.
- Coordination meetings will be held with Gila County Public Works Division "core group" to discuss project issues and progress. Our scope assumes three such coordination meetings and frequent contact during the course of this study.

This work will be performed on a NTE basis for a cost of \$9,100, plus \$3,800 for sub-consultant (Norris).

#### TASK 2 – REVIEW AND ANALYSIS OF EXISTING SITE-RELATED DATA

- Woodson Engineering will review existing facility as-built, survey, utility, drainage, and other information relative to the site, as listed in Section E, Item 1 of the project RFQ document, and as made available by Gila County Facilities. Following review of this data, Woodson will identify any further needed information and submit a request to the County for approval to perform work necessary to obtain such additional information.
- Acquisition of any of the required information that is not available from Gila County will be covered under the Allowance item for Additional Data Acquisition.

This work will be performed on a NTE basis for a cost of \$2,100, plus \$200 for sub-consultant (Norris).

#### TASK 3 – VEHICULAR TRAFFIC ANALYSIS

- Woodson Engineering will conduct an analysis of on-site traffic flow patterns, volumes, and conflicts, and will prepare a series of observations and recommendations for possible incorporation into the Design Alternatives Reports. This analysis will take into account both typical and peak traffic and address the issues for each.

Included in this task will be production of one 24"x36" mounted color board with a Vehicular Traffic Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$2,900, plus \$1,000 for sub-consultant (Norris).

#### TASK 4 – PARKING ANALYSIS

- Woodson Engineering will analyze parking needs relative to individual on-site facilities and to the County complex as a whole. This will include consideration of proximity of parking to desired destinations (on-site buildings), adequacy of parking to address peak usage periods, and effects on traffic patterns.

Included in this task is production of one 24”x36” mounted color board with a Parking Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$2,500, plus \$500 for sub-consultant (Norris).

#### TASK 5 – PEDESTRIAN AND ADA FACILITIES

- The Woodson / Norris Team will study pedestrian movements between buildings and between parking areas and buildings, with particular attention to potential conflicts between pedestrian and vehicular traffic. ADA access between buildings and parking areas, and reduction of conflicts with vehicular traffic will be primary considerations.

Included in this task is production of one 24”x 36” mounted color board with a Pedestrian and ADA Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$1,700, plus \$500 for sub-consultant (Norris).

#### TASK 6 – DRAINAGE ANALYSIS

- Woodson Engineering will study existing drainage patterns and flows, determine adequacy of existing drainage facilities (both on-site and immediately off-site), and make recommendations as to potential upgrades to the area’s drainage system. Consideration will be given to how drainage features can be incorporated into proposed “campus” site development concepts.

Included in this task is production of one 24”x 36” color board with a Drainage Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$5,200, plus \$500 for sub-consultant (Norris).

### TASK 7 – UTILITIES

- Woodson Engineering will review existing utility information and County input as to future utility needs and planned IT improvements. Immediate attention will be directed toward upgrades / relocations to existing utility infrastructure in conjunction with upcoming building expansion / re-modeling on the site. Consideration will also be given to developing a long-range strategy for utility upgrades / relocations in conjunction with future site development / re-development, and will be incorporated into the alternatives reports.

Included in this task is production of one 24"x36" mounted color board with a Utilities Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$2,300, plus \$500 for sub-consultant (Norris).

### TASK 8 – EXISTING VEGETATION

- The Woodson / Norris Team will incorporate maximum possible preservation of existing on-site vegetation (in accordance with the Town of Payson codes) into each of the site development alternatives presented. Consideration will also be given to incorporating supplemental compatible vegetation into development alternatives so as to complement and augment the existing on-site vegetation.

Included in this task is production of one 24"x36" mounted color board with an Existing Vegetation Analysis Graphic, and a digital file of the graphic.

This work will be performed on a NTE basis for a cost of \$500, plus \$500 for sub-consultant (Norris).

### TASK 9 – SIGNAGE & MONUMENTATION

- The Woodson / Norris Team will develop conceptual drawings of signage and monumentation, including aesthetic options, for entry monument signs, wayfinding / directional signs, and identification signs.

Included in this task is production of one 24"x 36" mounted color board with a Monument Concepts Graphic, and digital files of rendered concept drawings.

This work will be performed on a NTE basis for a cost of \$1,200, plus \$3,400 for sub-consultant (Norris).

### TASK 10 – PRELIMINARY DESIGN ALTERNATIVES

- The Woodson / Norris Team will consolidate the results from Tasks 1-9 into a Preliminary Site Development Alternatives Report and Presentation, incorporating a maximum of four concepts that address the design needs of the site. Engineer's Estimate of Probable Costs will be included for each concept. A presentation incorporating four 24 x 36 presentation boards will be held with stakeholders, the Town of Payson, and the County "core group."

Included in this task will be production of four 24"x 36" mounted color boards showing Preliminary Design Alternatives, and digital files of the graphics.

This work will be performed on a NTE basis for a cost of \$8,400, plus \$4,700 for sub-consultant (Norris).

### TASK 11 – FINAL DESIGN ALTERNATIVES

- Based upon feedback from review of the Preliminary Site Development Alternatives Report, and subsequent follow-up stakeholder, Town of Payson, and County core group meetings, the Woodson / Norris Team will produce a Final Site Development Alternatives Report and Presentation. The Final report will include three rendered concept plans that will depict the site's major elements and approximate locations, and may include photo examples of site elements.
- The Woodson / Norris Team will attend a County Board of Supervisors meeting and make a presentation overviewing the Final Site Development Alternatives Report for them.

Included in this task will be production of three 24"x 36" mounted color boards showing Final Design Alternatives, one or two mounted color precedent boards, and digital files of rendered concept drawings.

This work will be performed on a NTE basis for a cost of \$7,000, plus \$3,400 for sub-consultant (Norris).

### TASK 12 – REIMBURSABLE EXPENSES

- Reimbursable expenses including but not limited to: meals and lodging, long distance telephone, faxes, expedited shipping, printing and copying, will be billed with a 15% markup and are not included in our NTE fees for each of the tasks described above

.

This work will be performed on a NTE basis for a cost of \$3,500.

**FEE SUMMARY**

Task #	Task Description	Woodson Fee	Norris Fee	Total Fee
1	Meeting and Administration	\$9,100	\$3,800	\$12,900
2	Review and Analysis of Existing Site-Related Data	\$2,100	\$200	\$2,300
3	Vehicular Traffic Analysis	\$2,900	\$1,000	\$3,900
4	Parking Analysis	\$2,500	\$500	\$3,000
5	Pedestrian and ADA Facilities	\$1,700	\$500	\$2,200
6	Drainage Analysis	\$5,200	\$500	\$5,700
7	Utilities	\$2,300	\$500	\$2,800
8	Existing Vegetation	\$500	\$500	\$1,000
9	Signage & Monumentation	\$1,200	\$3,400	\$4,600
10	Preliminary Design Alternatives	\$8,400	\$4,700	\$13,100
11	Final Design Alternatives	\$7,000	\$3,400	\$10,400
12	Reimbursable Expenses	\$3,500	\$0	\$3,500
.	<b>TOTAL</b>	<b>\$46,400</b>	<b>\$19,000</b>	<b>\$65,400</b>

**ADDITIONAL SERVICES:** Additional services that may be required or desired during the course of the project but that are not included in the above fee proposal might include the following. The Woodson / Norris Team will work with Gila County to coordinate or complete these services on an as-needed basis, as directed by Gila County:

- **Allowance for Additional Meetings**

Attendance at additional meetings in excess of the number indicated in Tasks 1, 2, 10, and 11 above will be reimbursed on a per-meeting basis at a cost of \$1,280 per additional meeting plus an additional \$1,000 if Norris representation is required/requested by Gila County.

- **Allowance for Additional Data Acquisition**

As noted in Task 3 above, if additional survey, utility location, or other information on existing site conditions, exceeding the information available from Gila County, is required and approved by Gila County, the cost of such additional data acquisition by the Woodson / Norris Team will be reimbursed on a time-and-materials basis up to a not-to-exceed (NTE) amount of \$5,000.

- **Allowance for Additional Graphics**

Additional presentation graphics (24 x 36 boards or other graphics) can be supplied upon request on a time-and-materials basis up to a not-to-exceed (NTE) amount of \$2,500.

**NOT INCLUDED** in this fee proposal are any geotechnical, structural, architectural, or actual engineering design of any actual improvements, those items (as needed) comprise future Phase II services (separate procurement).

Please let me know if you have any questions regarding the above scope and fees. I am available to discuss any aspect of this proposal. Thank you for this opportunity to work with Gila County on this project.

Sincerely,



Robert Petrillo, PE  
Senior Project Manager

c: Mark Woodson, PE, RLS  
Grant Evans