

June 27, 2019

Ms. Kathleen Raftice
Director of Community Services
& Fort Williams Park
Cape Elizabeth Community Services
P.O. Box 6260
Cape Elizabeth, Maine 04107

**RE: Proposal for Professional Services
Portland Head Light Pedestrian Improvements**

Dear Kathy:

We are pleased to submit this proposal to provide the town with professional landscape architectural, permitting, construction administration and construction monitoring services for Portland Head Light Pedestrian Improvements.

Project Understanding

We understand the scope of the project to be as follows:

- Address pedestrian circulation and amenities in the area of the Portland Head Light.
- Prepare preliminary and final designs, coordinate and review designs with the Maine Historic Preservation Commission, Fort Williams Advisory Committee and obtain planning board approvals.
- Prepare a set of site construction documents which would be provided to the Town of Cape Elizabeth for either fall 2019 or early spring 2020 construction season.

Scope of Services

With the above in mind, we would propose the following scope of services for this project:

Part 1. Preliminary and Final Design

1. Prepare base sheets in AutoCAD format at a suitable scale using the Nadeau Survey.
2. Meet with Bob Malley to discuss the project and its direction, including specific goals, design criteria, financial objectives, phasing, etc.
3. Meet with Ben McDougal and Maureen O'Meara to review the proposed project, zoning ordinance, planning board jurisdiction, and site plan requirements.
4. Prepare a preliminary design of the designated areas showing site layout, walks, viewing areas, grading, plantings, stormwater elements, signage, etc.
5. Prepare a preliminary cost estimate of the proposed improvements to give the Town assurance that we are within the projected budget.
6. Meet with yourself, Bob Malley, Matt Sturgis and Jeanne Gross to review the preliminary design.
7. Meet with the Fort Williams Advisory Committee (FWAC) to present and discuss the preliminary design.
8. Respond to review comments from F.W.A.C. and revise the plans accordingly.

Part 2. Maine Historic Preservation Commission Approval

1. Coordinate and prepare a Maine Historic Preservation Commission Application for approval.
2. Prepare written responses and plan revisions to address staff comments.

Part 3. Planning Board Documentation and Approval

1. Coordinate with and provide documentation to the Town Manager regarding council authorization to proceed with the planning board.

2. Submit the required documentation to the town for a workshop meeting with the planning board.
3. Prepare rendered presentation plans which would be used during the workshop meeting.
4. Attend and present site plans to the planning board at their workshop meeting.
5. Prepare the documentation required for Amended Site Plan Review application with the town. The information contained in this phase will include, but not limited to, the following:
 - Delineation of existing site conditions;
 - Layout of all pedestrian areas;
 - Layout of all accessory structures, walks, fences, railings, walls, etc.;
 - Grading and drainage of all developed areas;
 - Shoreland performance standards;
 - Site landscaping;
 - Cross section and details of all site elements;
 - Erosion and sedimentation control plan;
 - Site Plan Application, narrative, exhibits, etc.; and
 - All other requirements of the Cape Elizabeth Site Plan Ordinance.
6. Prepare rendered presentation plans in a PowerPoint format.
7. Present plans and application exhibits to the planning board for "completeness review".
8. Prepare written responses and plan revisions to address staff, planning board and public comments.
9. Conduct a site visit with the planning board, if required.
10. Prepare the necessary plans and documentation for Final Amended Site Plan application.
11. Prepare for and attend a public hearing on the Final Site Plan Review application.
12. Provide follow-up services with the planning department and the Client.

Part 4. Construction Documents

1. Once the planning board has approved the Amended Site Plan Application, we will prepare final site construction drawings, including:
 - Existing Conditions Plan
 - Layout Plan
 - Planting Plan
 - Site Details
 - Erosion & Sedimentation Control Plan
2. Prepare written site construction specifications.
3. Prepare a final cost estimate.

Part 5. Construction Administration and Site Inspection

1. Provide construction administration and site inspection services necessary during the bidding phase and construction phase. These services will include, but not limited to:
 - Assist the Town in the bidding process.
 - Assist the Town in reviewing and selecting bids.
 - Assist the Town in the construction contract.
 - Review submittals by the contractor.
 - Review and authorize change orders, if necessary.
 - Monitoring the progress and quality of construction.
 - Furnishing by-monthly progress reports.
 - Review of monthly construction requisitions with the Town.
 - Prepare a final project report and close out.

Fee Schedule

We propose to complete the services outlined above on a lump sum basis as follows:

Part 1. Preliminary and Final Design	\$ 5,500
Part 2. Maine Historic Preservation Commission Approval	\$ 1,800
Part 3. Planning Board Documentation & Approval	\$13,000

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Part 4.	Construction Documents	\$3,500
Part 5.	Construction Administration and Site Inspection	<u>\$5,500</u>
	Sub-Total:	\$28,800
	Reimbursable Expenses:	<u>1,400</u>
	Total:	\$30,700

Our normal billing period is on a monthly basis which includes an itemized listing of services rendered during the month. Payment is expected within 30 days.

The above fees do not include application fees and peer review fees, if required.

Reimbursable expenses include photocopies, prints, plots, mileage, postage, legal advertisements, etc.

Thank you for the continued opportunity to provide our professional services. If you have any questions regarding this proposal, please do not hesitate to call.


Should this proposal meet with your approval, you may then authorize us to proceed by signing the original and the enclosed copy and return the copy for our files.

Sincerely,
Mitchell & Associates



John D. Mitchell
Maine Licensed Landscape Architect

Accepted:


Name _____ Date _____

cc: Robert Malley