

## **Independence Square Streetscape Scope of Services**

### **Services to be Provided by Engineer**

#### **Project Description**

This project includes the implementation of multi-modal improvements to major streets in Independence. This project represents the implementation of the Downtown Streetscape Action Plan, November 2019, and the Independence Square Traffic Impact Study, April 2020, recommendations which include concept design plans for street modifications to the Historic Independence Square and surrounding streets. The Independence Square Streetscape Project includes conversion of roadways from one-way to two-way and vice versa, conversion of angle parking to parallel parking, sidewalk and ADA ramp improvements, streetlight improvements, storm drainage modifications, and the implementation of bicycle and pedestrian facilities and amenities.

#### **Project Limits/Scope**

The design improvements will closely follow the improvements outlined as the “Full Build-Out” concept design in the Downtown Streetscape Action Plan, November 2019. The project will include narrowing lane widths, shifting some curb locations, and converting the Square to one-way vehicular traveling clockwise. The intersections will also be improved at all corners of the Square, providing bump-outs, plantings, and site amenities. A bi-directional cycle track along Lexington Avenue and Main Street is also included. However, design of this cycle track is part of the Truman Connected Phase 1 implementation project and as such, design work necessary for this plan is excluded from this project. Full construction improvements will only be provided on the streets surrounding the Truman Courthouse (“the Square”). These streets include:

- Main Street from Maple Avenue to Lexington Avenue
- Liberty Street from Maple Avenue to Lexington Avenue
- Maple Street Avenue from Main Street to Liberty Street
- Lexington Avenue from Main Street to Liberty Street

Improvements to all other project scope streets outside of the Square will be limited to asphalt seal, pavement markings, and signing modifications. These streets include:

- Maple Street Avenue from River Boulevard to Liberty Street and Main Street Lynn Street
- Lexington Avenue from Osage Street to Liberty Street and Main Street Lynn Street

Traffic control plans may require advanced temporary signage, pavement marking, and devices beyond the areas noted above. The project will be designed and constructed to conform to the City of Independence Public Works Manual Chapter 20, KC Metro APWA design criteria and drawings, Americans with Disabilities Act Public Rights of Way Accessibility Guidelines, and Manual of Uniform Traffic Control Devices.

### **Scope Assumptions**

- **Permits/Environmental** - All permits and environmental documentation and permitting will be prepared by City staff. All permit preparation and submittal are excluded from this contract.
- **Geotechnical** – Geotechnical work is excluded from this contract. If geotechnical work is deemed necessary, a request for a contract modification will be submitted to the City.
- **Pavement Design** – Intent of asphalt pavement construction will be limited to sealing of asphalt pavement with a thin overlay seal (such as slurry seal or micropave surfacing) and not reconstruction of the pavement. Design services for full depth pavement replacement or variable milling or variable overlay to change roadway grades is excluded from this contract.
- **Utilities** – Reconstruction/relocation of utilities will only be designed where necessary to accommodate reconstruction of sidewalks, curbs, ADA ramps, and streetlights.

## **Project Management and Administration Tasks**

### **Project Management and Administration**

- **Project Management**
  - **Project Set-up** - Development of a Project Management Plan (PMP) to include Risk Management, Project Safety Plan, and Document Control.
  - **Kick-off Meeting** – Participate in a kick-off meeting with the engineer team and City staff.
  - **City Coordination** - Coordinate with City. Assumes three meetings with meeting minutes provided and ongoing email and phone coordination activities.
- **Project Administration** – Provide internal systems and communication for the internal and external administration of the project working as a partner with the City of Independence. Provide monthly progress reports and management of subconsultant tasks.

- **Quality Management** – Develop a Quality Management Plan (QMP) that outlines the quality control (QC) and quality assurance (QA) to be performed for each deliverable. QA to be provided for each deliverable confirming QC was completed per QMP. QC tasks to be included in the various tasks below.

## **Project Management and Administration Deliverables**

It is assumed that the following deliverables will be provided for this task:

- Kickoff meeting with City staff
- Three design coordination meetings with City staff
- Ongoing email and phone coordination with City staff
- Monthly invoices with progress report

## **Preliminary Design Services Tasks**

### **Base Mapping**

- **Topographic Mapping, Boundary Mapping, and Utility Mapping** – Field mapping and boundary mapping services are excluded from this contract. The City of Independence will provide existing topographic and boundary mapping obtained for the Square. Design of asphalt seal, pavement marking, and signing modifications outside of the Square will be based on GIS data and geolocated aerial imagery.
- **Property Acquisition** - It is assumed that no right-of-way or easement (temporary and permanent) will be required for this project. Creation of tract maps, legal descriptions, and summary of takings is excluded from this contract. If these services are required, a request for a contract modification to add this scope to the contract will be made to the City of Independence.

### **Preliminary Plans**

- **Preliminary Design** – A refined preliminary design will be generated for the Independence Square Streetscape concept. The preliminary design will be based on survey information and focus on further developing the design to account for right-of-way boundaries and utilities. The design will include development of preliminary horizontal baselines, typical sections, sidewalk improvements, curb and gutter

modifications, and pavement markings. Design will consider impacts to right-of-way and utilities. Additional detail for this task includes:

- **Typical Sections** – Typical sections will be developed for each block of each street identified in the project scope.
- **Sidewalk, ADA Ramps, and Curb and Gutter** – Design for full sidewalk, ADA ramp, and curb and gutter reconstruction will be provided in the Square area with the exception of the Truman Courthouse side of the streets. On the Truman Courthouse side of the streets, design for sidewalks, ADA ramps, and curb and gutter reconstructed will only be provided where it is necessary to bring sidewalks into ADA compliance. Horizontal design of sidewalks, ADA ramps, and curb and gutter will be provided in the preliminary design phase. Vertical design will be provided in the final design phase.
- **Storm/Sanitary Sewer** - Storm and sanitary sewer structures modifications and relocations will be identified in the plan set if needed. It is anticipated that only limited modifications will be necessary including modification of manhole and structure tops and modification of inlet flumes. Because only limited sewer modification is anticipated, hydraulic and hydrology calculations are excluded from this contract. Structural design is excluded from this contract.
- **Streetlights** – Preliminary streetlight design will be provided. This includes identification of streetlight pole/luminaire style and photometric calculation to identify spacing requirements and approximate locations.
- **Pavement Markings** – Preliminary pavement marking design will be provided for entire project scope. This will include pavement markings to delineate curb bump-outs, for crosswalks, stop bars, parking stalls, and street centerlines as necessary.
- **Landscaping/Streetscaping Design** – Aesthetic elements will be explored during the Final Design phase in coordination with the stakeholder outreach efforts. The Engineer will prepare design concepts for the Square Specific tasks shall include:
  - **Establish a Materials Palette** - The Engineer will create a framework for how specific materials should be incorporated into the Square, to accept special streetscape amenities. These may include signage, monuments, lighting, crosswalks, surface materials, and other pedestrian amenities. Depending on the level of visual impact, cost, and feasibility for each material, the Engineer will recommend how to strategically design with a consistent, yet practical material palette.
  - **Establish a Planting Palette** - Similar to the materials palette, the Engineer will outline a plant list that responds to various elements

located within the adjacent area, such as, adjacent land use, roadway character, pedestrian connections, traffic, vehicular site lines, etc.

- **Preliminary Plan Production** – Develop preliminary plans to include:
  - Title sheet
  - Typical sections
  - Survey control information
  - Sheet layout
  - Plan sheets
- **Preliminary Plan Quantities and Opinion of Probable Cost** – Develop preliminary plan quantities and probable cost estimate.
- **Utility Coordination** –Coordinate utility relocations for the project. Engineer will provide plan drawings to utility companies and will provide coordination with participation in one group meeting and up to 2 individual meetings with each utility company. It is anticipated that only limited utility relocations will be necessary with this project. Utility relocation plans will be included in the final design phase.

## **Communications and Public Involvement**

- **Virtual Public Meeting** - Format one virtual public meeting, e.g. via Zoom with live polling, rather than a traditional public open house. The meeting will allow the City and Engineer to announce the project, share preliminary design plans, answer questions, and gather comments. The Engineer will provide the City with the URL for meeting, so they can share it via their traditional communication tools. The Engineer and City will staff the virtual public meeting, develop presentation materials, summarize feedback, and coordinate logistics. The Engineer will provide a copy of the presentation materials and comment forms to the City, so they can post them in City Hall and thereby provide an alternative engagement option for residents without internet. Contact list and communications advertising the meeting will be provided by the City and are excluded from this contract.

## **Preliminary Design Services Deliverables**

It is assumed that the following submittals will be made for this phase of design:

- Preliminary Plans in PDF and DGN format
- Preliminary Plans Opinion of Probable Cost
- One virtual public meeting with materials and summary

For each of the submittals listed above, it is assumed that PDFs will be submitted. No hard copy plans will be submitted. For plan milestones, it is assumed that comments received from reviewers will be incorporated into the following milestone submittal.

## **Final Design Services Tasks**

### **Final Plans**

- **Final Design** – Update horizontal and vertical alignments of proposed improvements, finalize horizontal and vertical layout of sidewalk, ADA ramp, and curb and gutter, finalize pavement marking design, and provide signing design. Updates will be made to the preliminary design developed in the Preliminary Plans phase. Details regarding the roadway design include:
  - **Storm/Sanitary Sewer Design** - Storm and sanitary sewer structures modifications and relocations will be finalized in the plan set if needed. It is anticipated that only limited modifications will be necessary including modification of manhole and structure tops and modification of inlet flumes. Hydraulic and hydrology calculations are excluded from this contract. Structural design is excluded from this contract.
  - **Erosion Control** - City of Independence erosion control standards will be followed.
  - **Stormwater Pollution Protection Plan (SWPPP)** – Development of a SWPPP is excluded from this contract. If it is identified that a SWPPP is necessary for the project, a request for a contract modification to add this scope to the contract will be made to the City of Independence.
  - **Streetlight Design** – Final design of streetlight installation and lighting plan sheets, standards, specifications, and quantities to be provided.
  - **Landscaping/Streetscaping Final Design** – these tasks will be included in the final design of the landscaping and streetscaping plans:
    - **Hardscape Plans & Details.** Prepare plans for special pavement areas.
    - **Landscape Plans & Details** - Prepare plans for plantings. Irrigation design is not included.
    - **Streetscape Furniture & Amenity Plans** - Prepare plans illustrating furniture and amenity types and locations. This includes benches, signage and art. Custom signage or art design is not included.
    - **Technical Specifications.** Prepare technical specifications for Engineers portion of design.

- **Opinion of Probable Construction Cost** - Prepare Opinion of cost for Final Design and PS&E submittal
- **Maintenance of Traffic** – A maintenance of traffic (MOT) plan will not be provided with this contract. It will be expected that a performance specification will be provided by the City in the bidding documentation requiring construction contractor to submit MOT and phasing plan.
- **Final Plan Production** – Develop final plans to include:
  - Title sheet
  - General notes and summary of quantities
  - Typical sections
  - Survey control information
  - Sheet layout
  - Plan sheets
  - Intersection and sidewalk ramp details
  - Storm and sanitary sewer details
  - Streetlighting plans
  - Pavement marking and signing plans
  - Maintenance of Traffic
  - Landscaping and streetscaping plans
  - Erosion control plans
- **Quantities & Opinion of Probable Cost** – Develop final quantities and opinion of probable cost based on final design.

## Plans, Specifications, and Estimate Submittal

- **Revised Final Plan Production** – Revise final plan submittal according to City staff and comments. Updates will be made to the Final Plans developed in the Final Plans phase. All previous assumptions and exceptions apply to design and plan production in the PS&E phase.
- **Final Plan Quantities and Opinion of Probable Cost** – Develop final quantities and opinion of probable cost.
- **Specifications and Project Special Provisions** – Standard City of Independence specifications will be utilized for the project. Engineer will provide documentation for any Project Special Provisions necessary for the project. Up to five project special provisions will be prepared for the project. Preparation of project manual, bid package, and front-end specifications is excluded from this contract.

## **Bidding Phase**

- **Bidding Phase** – Assistance will be provided to the City during the bidding phase to answer any Requests for Information (RFIs) provided by the contractors and produce any necessary addenda. Up to five RFIs will be answered with associated addenda as necessary. Other items related to bidding are excluded from this contract.

## **Final Design Services Deliverables**

It is assumed that the following submittals will be made for this phase of design:

- Final Plans
- Final Plans Opinion of Probable Cost
- Revised Final Plans for Plans, Specifications, and Estimate (PS&E) submittal
- Revised Final Plans Opinion of Probable Cost for Plans, Specifications, and Estimate (PS&E) submittal
- Up to 5 Project Special Provisions
- Response to up to five RFIs and associated addenda in the bidding phase

For each of the submittals listed above, it is assumed that PDFs will be submitted. No hard copy plans will be submitted. For plan milestones, it is assumed that comments received from reviewers will be incorporated into the following milestone submittal.