



October 24, 2022

Athena Huynh
Engineer III
City of Independence, Missouri
17221 E. 23rd Street S.
Independence, MO 64057

Re: **Engineering Services for Phase II Sidewalk Improvement Project**

Ms. Huynh:

The City of Independence Municipal Services Department has requested Renaissance Infrastructure Consulting (RIC) to provide a scope and fee proposal for professional services for the development of plans, specifications and an engineer's estimate for the Phase II Sidewalk Improvement Project.

The project will adopt the concept layouts provided by the City of Independence. The project includes six project locations throughout the City. The project locations are as follows:

1. Noland Road at 42nd Terrace intersection and Phillips 66 entrance to McDonald's Entrance.
2. Noland Road from Walgreen's entrance to Lynn Court.
3. 23rd Street at Swope Drive intersection.
4. 23rd Street from S Norwood Ave. to S Claremont Ave.
5. 23rd Street from Chrysler Ave. to S Fuller Street.
6. Chrysler and 43rd Street Intersection and Chrysler Avenue from East 43rd Street to 40 Highway

The purpose of the proposed improvements are to close gaps in the existing sidewalk system within the city and bring crossings into ADA compliance. The following tasks are included in our scope of services for this project.

Task One – Preliminary Design:

1. Existing Conditions – RIC previously completed the topo survey of these areas. In addition to use of the topo survey, RIC will coordinate with the City to obtain information on the existing signal system needed to perform the modifications necessary at the signalized intersections.
2. Standards -Identify applicable design and construction standards including Americans with Disabilities Act (ADA), Public Rights-of-Way Accessibility Guidelines (PROWAG), APWA Section 5600, and other applicable standards as pertinent.
3. Utility Contacts -Identify contacts for utility companies and provide them map of project corridor; request information on their utility within corridor and illustrate on base project map. At a minimum, the following utility companies should be included:
 - a. Electric -Independence Power and Light
 - b. Gas -Missouri Gas & Energy
 - c. Cable TV - Comcast
 - d. Telephone -AT&T
 - e. Water-Independence Water Department
 - f. Sewer -Independence Water Pollution Control



4. RIC will develop 30% concept plans for the proposed sidewalk. 30% Plans will include horizontal layout of the proposed improvements. 30% Plans will include the following sheets:
 - Cover Sheet
 - General Notes and Quantities
 - Project Location Map
 - Sidewalk General Layouts
 - General layouts will include proposed sidewalk and ramp locations, proposed pedestrian pushbutton locations, and any proposed modifications to the storm system (if applicable).
5. Permits - Investigate relevant federal, state and local permitting requirements, if any, for the proposed project.
6. RIC will assist City at joint informational meeting with City and residents in the project areas (City to send out notifications and set up meeting with assistance from RIC).
7. RIC will utilize information provided by utility companies, and city GIS data to update the existing basemap with any changes that have occurred. The updated plans will be presented to the City for discussion and concurrence.

Task Two – Preliminary Plans:

1. Develop Preliminary plans and specifications clearly stamped "preliminary", or otherwise indicated. The construction drawings shall be prepared in AutoCAD format. The City of Independence project number shall be included upon all correspondence. Preliminary plans will include:
 - General Notes and Quantities
 - Project Location Map
 - Sidewalk General Layouts
 - Demolition Plans
 - Sidewalk Plan and Profile Sheets 1"=20' Horizontal and 1"=10' Vertical
 - ADA Ramp Details
 - Driveway Profiles
 - Signal Plans and Details
 - Drainage Area Map and Drainage Calculations in tabular format (if applicable)
 - Storm Plan and Profile Sheets 1"=20' Horizontal and 1"=10' Vertical showing utility crossings and HGL (if applicable)
 - Easement Plans
2. Acquire Guaranteed Title Report (GTR) documents and produce legal descriptions on City furnished instruments
 - a. RIC will obtain property survey for the project in areas where easements are determined to be needed. RIC will obtain GTR's through Alpha Title under the City's pricing agreement with Alpha Title.
 - b. Acquire title work to include ownership and encumbrance for all adjacent properties. (Title work shall not be over 180 days)
 - c. Provide legal descriptions for easements on City provided forms and individual tract maps which clearly illustrate property lines, right of ways, existing and proposed easements
 - d. Table listing in square feet all the required temporary construction easements, and permanent easements



Task Three – Final Plans, Specifications and Estimate (90% Plans)

1. Develop Final design plans and specifications clearly stamped "Final" or otherwise indicated. A transmittal letter shall accompany this submittal addressing City staff's comments on the preliminary design. The City's project number shall be included upon all plans and correspondence.
2. Prepare final plans which address comments from the city review of preliminary plans as applicable and include:
 - Cover Sheet
 - General Notes and Quantities
 - Project Location Map
 - Sidewalk General Layouts
 - Demolition Plans
 - Sidewalk Plan and Profile Sheets 1"=20' Horizontal and 1"=10' Vertical
 - ADA Ramp Details
 - Driveway Profiles
 - Signal Plan and Details
 - Drainage Area Map and Drainage Calculations in tabular format (if applicable)
 - Storm Plan and Profile Sheets 1"=20' Horizontal and 1"=10' Vertical showing utility crossings and HGL (if applicable)
 - Standard Details
 - Special Details (if applicable)
 - Sediment and Erosion Control Plans (Including landscaping/restoration. Will break into separate sheet if necessary for clarity)
 - Erosion Control Detail Sheets
 - Easement Plans
3. Develop Project Specifications utilizing the City Standard Specifications – including measurement and payment section, special provisions and Stormwater Pollution Prevention Plan (SWPPP)
4. Prepare final construction cost estimate based on measured quantities from the plans
5. Facilitate utility coordination meeting with Utility Representatives and City Staff.
6. Submit Final Plan Package to City

Deliverables:

- a. Transmittal letter addressing changes from the Preliminary Design Memo to Preliminary Engineering Plans (if applicable) (3 copies)
- b. Comment resolution memo from the preliminary plan field check and city review (3 copies)
- c. Preliminary Plans as listed above
 - i. Full size, bound – 2 sets
 - ii. Full size, unbound – 1 set
- d. Cost estimate with 10% contingency (3 copies)
- e. Electronic delivery of PDF of total submittal package (1 copy)



Task Four – Final Check Set and Construction Bid Documents (100% Plans)

1. Incorporate City Comments into Construction Bid Documents
2. Prepare and submit state and federal permit applications (if applicable)
3. Upon completion of acquisition phase, RIC will incorporate into the drawings the easement acquisition related notes.
4. Deliver Construction Bid Documents
 - a. Deliverables:
 - Final Full Size Construction Plans (2 sets sealed)
 - Final Half Size Construction Plans (2 sets sealed)
 - Final Construction Specifications (Printed and Word Files) (sealed)
 - Final Engineer's Estimate (sealed)
 - PDF of total submittal package

Task Five – Bidding and Construction

1. RIC will respond to all Requests for Information (RFI's) during the bid process.
2. RIC will respond to all RFI's during the construction phase.

Notes

1. Any changes generated by easement acquisition beyond 8 hours are not part of this scope and may be added with a negotiated task order increase. Changes that are not covered include alignment changes of the storm sewer, any design of additional structures or infrastructure impacted by changes to final design or easement changes.
2. The City will be responsible for administration of the bidding and construction contract. The consultant may answer technical questions during the bidding phase.
3. Construction inspection services are not included as part of this scope and may be added with a negotiated task order increase at the request of the City.
4. RIC and our sub-consultants are able to provide all insurance coverage as required by the City.

If you require any additional information regarding our proposal, please contact me at 816-564-1722 or vzink@ric-consult.com. We look forward to your positive response to our scope letter and getting underway.

Respectfully:

A handwritten signature in blue ink, appearing to read 'V. Zink', is written over a light blue horizontal line.

Vincent Zink, P.E., ENV SP

Cc: File