

September 15, 2017

TO: Town of Yorktown Council and Redevelopment Commission
FROM: Tim Jensen, Veridus Group
RE: Downtown Redevelopment Design Fees

Per our contract we have continued to work with Town staff to secure proposals from design firms for the further analysis and design of the downtown redevelopment area. This memo is intended to serve as a summary of the proposals received and the options available to the Town. For the sake of time and expediency, the Town asked that we engage two trusted consultants for this work. They are as follows:

Context Design – Context did the work with the Town on the redevelopment plan. Over the last 15 years, they have completed more than 1100 projects with many similar to this project. They are highly qualified and known to be on the lower end of cost structure in the market.

Butler, Fairman & Seufert – BFS is currently under contract with the Town for many engineering-related projects. They are a trusted consultant to the Town and this work is a natural extension of the work they are already performing.

Using these trusted consultants and not pursuing others through an RFP process will save approximately 45-60 days on the process. We asked these firms to work together to ensure there is no overlap in their scopes. As each company performs a different function, we believe the scopes have been coordinated as much as possible at this time. We specifically asked each consultant to provide a hard fee for the next steps, as well as the projected maximum fee for completing construction documents for the entire project.

Project Area

We asked the consultants to focus on the project area as outlined below. At this time, we are only focusing on the public projects within the project area as detailed on the next page.



Public Improvements

Based on the attached document, we asked the consultants to include fees for the following work areas (which can be broken into phases if necessary):

1. **Canal Street Improvements** – approximately 1,000’ of complete road reconstruction to an urban profile
2. **Public Park A** – this is the area north of Canal St. including the bridge, pedestrian walk ways, trails, parking, etc.
3. **Public Park B** – the area south of Canal St. shown as Central Green and Y and Vine Streets on the attached
4. **Plum Street Improvements** – approx. 350’ of complete road reconstruction to an urban profile
5. **Market Street Improvements** – approx. 350’ of complete road reconstruction to an urban profile

Next Steps

For the purposes of “next steps” we asked Context and BFS to provide pricing on a few different scope items before moving forward with full construction documents for the area. Specifically, we asked for the following:

Context Design

1. Detailed design study, cost refinement and construction planning
2. Economic development project test-fits for planning parcels with prospective users
3. Zoning overlay document to review and suggest zoning changes within the district
4. Project construction documents (maximum exposure to the Town)

Butler, Fairman & Seufert

1. Utility study – to document capacity of all utilities and infrastructure to plan for future development
2. Topographic and boundary survey of the project area
3. Project construction documents (maximum exposure to the Town)

With regard to the “Project Construction Documents”, we asked both Context and BFS to price the work to include the design of entire project area into one document set. This will save time and money over doing a phased approach with multiple document sets. We are recommending the Town bid all of the work at the same time to get better pricing and then phase in the actual construction work as the budget and projects allow.

Proposal Summary

We have attached the proposals from the consultant within this package detailing the following:

Context Design

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|----------------------------|--|
| 1. Detailed design study | \$ 75,000 (part of the overall document process) |
| 2. Econ. Dev. test fits | \$ 11,500 (hourly, not-to-exceed) |
| 3. Zoning overlay document | \$ 14,500 (hourly, not-to-exceed) |
| 4. Project CD’s | \$350,000 - \$375,000 |

Butler, Fairman & Seufert

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|------------------|-----------------------|
| 1. Utility study | \$ 64,000 |
| 2. Survey | \$ 50,000 - \$60,000 |
| 3. Project CD’s | \$400,000 - \$530,000 |

Total exposure for design fees on the project will range between \$965,000 and \$1,130,000. With good management and support, these numbers can be kept on the lower end of the range. In addition, this equates to roughly 9%-10% of the overall public project budget (~\$10,550,000). Typical fees for this type of project would range from 10-12%.

Schedule

Ideally, we would want this project bidding in February to be ready for spring/summer construction. Given the amount of work which needs to be accomplished before then, this will be difficult. The latest we would want to go to bid would be the end of February. If we work in reverse from that date, we would need to move the recommendations below immediately and work with Context and BFS to condense the schedules presented in their proposals. With regards to exposure to the Town, we believe the Town can expect to spend roughly \$225,000 on this process in 2017 with the balance in 2018. We will produce a more detailed schedule once negotiated with the consultants

Recommendation

Now that the total exposure for the project is understood and given the total design fees are at or below the fees typically expected for a project of this nature, we would recommend proceeding with the following contracts as the Town is able to do so:

Context Design

1. Detailed design study \$ 75,000
2. Econ. Dev. test fits \$ 11,500 (hourly, not-to-exceed)
 - *We believe we can keep this fee to less than \$10,000 by controlling hours*
3. Zoning overlay document \$ 14,500 (hourly, not-to-exceed)
 - *We believe we can keep this fee to less around \$12,000 by controlling hours*

Butler, Fairman & Seufert

1. Utility study \$ 64,000

Other

2. Survey (BFS Quote) \$ 50,000 - \$60,000
 - *We are seeking other quotes which we believe will be in the \$40-\$50 range which will result in additional savings.*

Attachments

We have attached the supporting documents and proposals from the consultants as follows:

Project Diagram

Context Design

1. Proposal - Detailed design study with total project projections
2. Proposal - Econ. Dev. test fits
3. Proposal - Zoning overlay document

Butler, Fairman & Seufert

1. Utility study contract
2. Proposal - Survey
3. Design Cost Summary