



VIA U.S. MAIL & HAND DELIVERY

January 6, 2003

Mr. Bill Lewis, City Manager  
City of St. Marys  
418 Osborne Street  
St. Marys, Georgia 31558

**RE: Streetscape Enhancement Plans**

Dear Mr. Lewis:

Genesis Group is pleased to submit this proposal to assist you and the community in creating streetscape enhancements for Downtown St. Marys.

As illustrated in my presentation to the community on Thursday evening, November 7, 2002, many opportunities exist in the Downtown area to improve the pedestrian experience, mitigate the visual and physical impacts associated with the automobile and reinforce the historic character of the community.

The recent completion of the Howard Gilman Memorial Park provides St. Marys with a unique feature that has been a traditional component of many historic communities. Today, Charleston, South Carolina and Savannah, Georgia maintain their popularity as historic communities as a result of their early commitment to public green space and interconnecting pedestrian systems. Likewise, St. Marys has an opportunity to expand the pleasing green space of the park into the streetscape – a component that will unite the retail core of the Downtown and the waterfront with enhanced pedestrian appeal.

At this time, our efforts will focus on St. Marys Street, extending from the westerly boundary of Wheeler Street to approximately 120 feet beyond the easterly boundary of Osborne Street. Also included will be the parking area on Wheeler Street on the north side of St. Marys Street and Osborne Street from St. Marys Street to the intersection of Stable Alley.

Ultimately, enhancement plans should be extended on Osborne Street to include the Bryant Street intersection.

---

**Scope of Services**

---

**A. Pre-Design Data Collection and Site Documentation**

*Computer Generated Existing Features, Boundary and Topographic Survey*

To be assured we are working with current field data we have included an allowance for survey work. This updated database will include construction features that have been completed relating to the park, bikeway system and related street improvements.

Updated survey data shall extend to building faces or a minimum of 10 feet beyond the proposed project rights-of-way and shall include the following:

I:\proposal\2001\stmarystreetscape.doc

**Letter Proposal to Bill Lewis**

January 6, 2003

Page 2 of 4

**Site Features:** Building faces, doorway thresholds, limits of porches, balconies, columns, roadway striping systems, crosswalks, sidewalks, curbs, drainage structures, and above and below grade utilities, including telecommunication systems.

**Topography:** Spot elevations at a minimum of 50 feet and including rim elevations and inverts for drainage structures. Spot elevations on doorway thresholds and adjacent pavements, including top and bottom of curbs.

**Boundary:** Documentation of street boundaries within the project area.

**B. Construction Plans and Specifications Preparation**

All plans will be prepared in AutoCAD format at a scale suitable for construction. Construction specifications will be provided on design plans or typed in CSI format and bound. Plan submittals will include a 30% (conceptual) package, 90% pre-final design package and final design plans. The following plans will be included:

1. Cover Sheet, Plans Index and Site Location.
2. Existing Conditions Plan (boundary, topographic and site features survey information).
3. Demolition Plans.
4. Streetscape Enhancement Site Plans.
5. Layout and Geometry Plans
6. Roadway Plans (including striping and pavement design as necessary).
7. Landscape Plans.
8. Irrigation Plans.

One meeting, each is included for presentation of 30% and 90%, design plans.

**C. Cost Estimating**

Genesis Group will prepare an Opinion of Probable Construction Cost to facilitate project budgeting. Formal cost estimates are proposed for 30% and Final Design Plans.

**D. Environmental Permitting**

An allowance has been provided to facilitate environmental permitting. Permitting will be included as an additional service, billed hourly in accordance with the attached Standard Hourly Rate Schedule. For budgeting considerations, we have included an allowance to cover the anticipated permitting effort. The following permits are anticipated for development of streetscape enhancement plans:

- NPDES Stormwater Management Plans (file for exemption)
- Land Disturbance Permit

**Letter Proposal to Bill Lewis**

January 6, 2003

Page 3 of 4

**Proposed Professional Fees**

Fees for the described services are outlined in the below table. Phased Fixed Fees do not include reimbursable expenses which will be invoiced at direct cost plus 15% for handling.

	Task	Fee Basis	Subtotal
A.	Pre-Design Data Collection & Site Documentation	Phased Fixed Fee	\$5,800.00
B.	Construction Plans and Specifications Preparation	Phased Fixed Fee	\$15,200.00
C.	Cost Estimating	Phased Fixed Fee	\$1,200.00
D.	Environmental Permitting	Hourly	\$3,400.00
<b>TOTAL:</b>			<b>\$25,600.00</b>

If services under this Agreement continue for a period of more than twelve (12) months from the date of this Agreement, the fees contained in the Fee Schedule shall be subject to renegotiation. Any change in such fees shall apply to the unfinished services as of the effective date of such change.

**Schedule**

Upon receipt of a written Notice to Proceed, we anticipate a twelve (12) week time frame for completion of construction plans from the date Pre-Design Data Collection and Site Documentation are finalized. An additional two (2) weeks will be required to complete the specifications and prepare the cost estimate.

**Additional Services**

Services authorized by the Client other than those specifically outlined above, shall be considered Additional Services for which the Client shall compensate Genesis at current hourly rates for the actual personnel involved in the tasks (see attached Standard Hourly Rate Schedule). If services under this Agreement continue beyond the current calendar year, the fees contained in the Hourly Rate Schedule for the new year.

**Exclusions**

The following services are excluded from the above basic services. If any of the below services are required, they will be completed as additional services in accordance with our standard hourly rates.

1. Utility relocation plans.
2. Soils testing, geotechnical services, material testing, quantitative water quality sampling, environmental testing/sampling or testing of any kind. When required, Genesis shall solicit proposals for these services from others for Client approval and payment.
3. Any work associated with traffic studies.
4. Any off-site survey work, field work or design services.
5. Requests for waivers from City/County Land Development Code and other City/County regulations or ordinances.
6. Any redesign due to changes required in the event additional laws, regulations or policies are promulgated by governmental agencies subsequent to the date of this Agreement.
7. In the even changes are requested by the Client once a phase of design is commenced, all work connected therewith shall be treated as additional services and paid for accordingly.

**Letter Proposal to Bill Lewis**

January 6, 2003

Page 4 of 4

---

8. Any work associated with establishing off-site drainage studies.
9. Any other services not specifically mentioned in the Scope of Services.

If you have any questions regarding our proposal, please call so that we can clarify or revise our understanding of the project scope.

Genesis appreciates the opportunity to submit this proposal and we look forward to once again working with you and the community to create an enhanced streetscape design that will further promote the historic character of St. Marys.

Sincerely,

**GENESIS GROUP**

Joseph C. Petrich, RLA  
Vice President

Randy S. Wilder, P.E.  
Vice President

The signature below authorizes the work herein described and does so on behalf of the Signatory and on behalf of the Client of the land or property upon which the work is to be performed, and warrants that he/she has authority to sign this Agreement on behalf of the Signatory and on behalf of the Client of the land.

**ACCEPTED BY:**

---

Signature

---

Printed Name / Date

cc: Jerry Lockhart, Councilman  
Jay Iskow, Downtown Development Authority  
Jim Gant, Downtown Enhancement Committee