



LANDSCAPE ARCHITECTS

JULY 27, 2015

MS. CARA MEYER  
CHIEF OF SPECIAL PROJECTS / CONTRACTS OFFICER  
MOUNTAINS RECREATION & CONSERVATION AUTHORITY  
570 WEST AVENUE 26, SUITE 100  
LOS ANGELES, CA 90065

re.: Mission Canyon Trailhead  
**Proposal for Landscape Architectural Services**

Dear Cara:

It is a pleasure to submit our proposal for landscape architectural services for the above referenced project. We have outlined a brief description of services and professional fees below.

#### **Project Description and Scope of Work**

The project is a park design (trailhead) for a 3.5 acre open space located at North Sepulveda Boulevard and Mission Dump Road in Los Angeles, California. We will provide full services from schematic design through construction administration for hardscape, planting, and irrigation. Our design team includes California Watershed Engineering (Civil, Structural, Electrical), Wallace Laboratories (Soil Management Plan), and Sweeney & Associates (Irrigation). The scope of work includes:

- Renovation and reconfiguration of existing parking lot to accommodate accessible parking, landscape “meadow”, and picnic area.
- Siting of new prefabricated restroom building (or area for “Porta Pottys”).
- Slurry and striping of existing driveway entrance. The existing driveway at Sepulveda will be utilized without modification.
- Vehicular gates (maximum 2).
- Parking lot lighting.
- Screening of adjacent sanitation district utility yard.
- Fencing, gate, signage at Mullholland Drive north access.

#### **Professional Services**

##### **Phase 1.0: Schematic Design**

Upon receipt of written authorization to proceed, the Landscape Architect shall perform the following tasks:

- 1.01 Attend one (1) Orientation/Kick-off meeting with MRCA and Design Team.
- 1.02 Conduct one (1) site visit to inventory existing site conditions, photographically document site area, and gain understanding of site context.
- 1.03 Soil testing: visit the site and take representative soil sampled from the site. Analyze 6 soil samples for essential and nonessential elements listed on page 2, pH, presence of limestone, salinity, soil texture, organic matter content and carbon : nitrogen ratio. Calculate the estimated rate of water percolation based on the soil properties.

- 1.04 Soil analysis: interpret the 6 soil analyses and other findings in writing. Recommend specifications for soil preparation, drainage, planting, reuse of soil and site maintenance.
- 1.05 Prepare preliminary base maps in AutoCAD format for design studies and analysis.
- 1.06 Collect MRCA's as-built information and design/equipment criteria/standards.
- 1.07 Develop two (2) distinct conceptual landscape design approaches that include planting, hardscape, and urban design features. The concepts will be illustrated with plans, sections, elevations, image boards, precedent imagery, and photosimulations as required to sufficiently communicate the design intent. Deliverable will be in digital format (PDF).
- 1.08 Attend one (1) design presentation to MRCA to solicit feedback on the conceptual design approaches.
- 1.09 Based on selected conceptual design approach, develop schematic landscape design package including development of landscape & hardscape features, lighting, and site furnishings. Package will include preparation of schematic landscape plan showing general paths, entries, enhanced paving, picnic areas, etc.
- 1.10 Prepare preliminary statement of probable cost.
- 1.11 Attend one (1) design presentation to community. Assumes meeting is facilitated by MRCA.
- 1.12 Informal progress meetings with Design Team via teleconference (GoTo Meeting, WebEx, etc.).
- 1.13 Based on comments received, submit schematic design package in digital format (PDF).

### **Phase 2.0: Design Development**

Following written Schematic Design approval, the Landscape Architect shall complete the following tasks:

- 2.01 Refinement and update of landscape design including lighting, site furnishings, entries, planting design, pedestrian, special and vehicular pavements, drainage concepts and select materials.
- 2.02 Refinement of 3-D design model (AutoCAD, Rhino, SketchUp, etc.) to assist in design studies and preparation of photosimulations for landscape features.
- 2.03 Prepare preliminary demolition & tree disposition plans – (3) 30"x42" sheets at 1/16" scale.
- 2.04 Prepare preliminary soil management plans – (3) 30"x42" sheets at 1/16" scale.
- 2.05 Prepare preliminary landscape construction layout plans of landscape features – (3) 30"x42" sheets at 1/16" scale.
- 2.06 Prepare preliminary landscape construction enlargement plans of special features – (1) 30"x42" sheet at 1/8" scale.
- 2.07 Prepare preliminary planting plans – (3) 30"x42" sheets at 1/16" scale.
- 2.08 Prepare preliminary irrigation plans – (3) 30"x42" sheets at 1/16" scale.
- 2.09 Prepare preliminary fuel modification plans – (3) 30"x42" sheets at 1/16" scale.
- 2.10 Prepare preliminary landscape section/elevation drawings – (2) 30"x42" sheets at 1/4" scale.
- 2.11 Civil Engineer to prepare preliminary site grading plans, site control & utility plans (electrical and potable water), and details. This includes the preparation of drainage design and calculations, water quality required designs and report.
- 2.12 Prepare preliminary CSI specifications for relevant sections. Landscape Architect shall deliver specifications to Architect in PDF format. Architect shall perform final collating of specifications.
- 2.13 Update preliminary statement of probable cost.
- 2.14 Host three (3) coordination meetings at AHBE's downtown Los Angeles office.
- 2.15 Informal progress meetings with Design Team via teleconference (GoTo Meeting, WebEx, etc.).
- 2.16 Submit Design Development plans at 50% DD and 100% DD milestones.

### **Phase 3.0: Construction Documents**

Following written Design Development approval, the Landscape Architect shall complete the following tasks:

- 3.01 Utilizing the Design Development drawings, the Landscape Architect will prepare final bases for Construction Documents.
- 3.02 Finalize demolition & tree disposition plans – (3) 30"x42" sheets at 1/16" scale.
- 3.03 Finalize soil management plans – (3) 30"x42" sheets at 1/16" scale.
- 3.04 Finalize landscape construction layout plans of landscape features, with enlargements showing horizontal control dimensions and construction detail call-outs – (3) 30"x42" sheets at 1/16" scale.
- 3.05 Finalize landscape construction enlargement plans of special features – (1) 30"x42" sheet at 1/8" scale.
- 3.06 Finalize planting plans – (3) 30"x42" sheets at 1/16" scale.

- 3.07 Finalize irrigation plans – (3) 30"x42" sheets at 1/16" scale.
- 3.08 Finalize fuel modification plans – (3) 30"x42" sheets at 1/16" scale.
- 3.09 Finalize landscape section/elevation drawings – (2) 30"x42" sheets at 1/4" scale.
- 3.10 Finalize details for construction of hardscape, planting, and irrigation – (10) 30"x42" sheets.
- 3.11 Civil Engineer to finalize site grading plans, site control & utility plans (electrical and potable water), and details. This includes the preparation of ADA access diagram, drainage design and calculations, water quality required designs and report.
- 3.12 Structural Engineer to finalize retaining wall and light pole foundation plans and details including structural notes and calculations.
- 3.13 Electrical Engineer to prepare electrical plans for restroom area and parking lot lighting including calculation of electrical loads and Title 24 requirements.
- 3.14 Finalize CSI specifications for relevant sections. Landscape Architect shall deliver specifications to Architect in PDF format. Architect shall perform final collating of specifications.
- 3.15 Host three (3) coordination meetings at AHBE's downtown Los Angeles office.
- 3.16 Informal progress meetings with Design Team via teleconference (GoTo Meeting, WebEx, etc.).
- 3.17 Finalize statement of probable cost.
- 3.18 Submit Construction Document plans and specs at 50% CD (Pricing), 90% CD (Plan Check), 100% CD (County of Los Angeles – Land Development Division), and Bid Set milestones.
- 3.19 Accommodate processing of plans for approval by County of Los Angeles – Land Development Division including approvals from Planning, Demo, ADA Access, Grading, Paving, and Lighting.
- 3.20 Address comments from County of Los Angeles – Land Development Division and resubmit for approval.

#### **Phase 4.0: Bidding**

During the bid period, the Landscape Architect shall complete the following tasks:

- 4.01 Attend one (1) job walk with potential bidders.
- 4.02 Answer questions from potential bidders, including the preparation of RFI's, design clarifications, and sketches if required.

#### **Phase 5.0: Construction Administration**

Once the construction contract is awarded, the Landscape Architect shall complete the following tasks:

- 5.01 Attend one (1) landscape pre-construction meeting.
- 5.02 Make scheduled site visits to review progress, to assist the landscape contractor in interpretation of the design, and to observe the contractor's conformance to the plans and specifications. A total of sixteen (16) regular visits are estimated under this proposal to review progress of hardscape, planting, and irrigation installation.
- 5.03 Attend one (1) job walk to identify landscape items and prepare punch list of items that require Contractor resolution.
- 5.04 Attend one (1) punch list job walk to review resolution of items that require Contractor resolution.
- 5.05 In-house field coordination (i.e. addenda, RFI, phone clarifications).
- 5.06 Two (2) nursery visits in Southern California to review 24" box trees and larger, observing conformance to Specifications.
- 5.07 Review shop drawings and submittals.
- 5.08 Prepare meeting notes after site visits.
- 5.09 Prepare record drawings based on Contractor as-built markups.

#### **Project Assumptions and Exclusions**

- A. MRCA shall provide AutoCAD file with an accurate topographic survey including legal boundaries, spot grades, street and curbs, existing utilities, and adjacent buildings.
- B. Professional services not included:
  - Graphic design including ADA signage
  - Geotechnical Report
  - Arborist Report
  - Preparation of separate Street permit documents
  - Permit application fees

- C. Verbal request to commence each task constitutes approval of prior design, material selections, etc. Change in subsequent phases will be considered Additional Services and will be documented and billed on an hourly basis at our Standard Hourly Rates.

**Professional Service Fee**

Our fee for landscape architectural services is provided below by phase. This fee does not include reimbursable expenses.

Phase 1.0	Schematic Design	\$ 33,300.00
Phase 2.0	Design Development	\$ 39,300.00
Phase 3.0	Construction Documents	\$ 62,900.00
Phase 4.0	Bidding	\$ 3,200.00
Phase 5.0	Construction Administration	\$ 20,400.00
<b>TOTAL FEE</b>		<b>\$ 159,100.00</b>

NOTE: Total Fee excludes Reimbursable Expenses.

**Standard Hourly Rates\***

Senior Principal	\$ 250.
Principal	\$ 175.
Sr. Project Manager, Sr. Project Designer	\$ 130.
Project Manager, Project Designer	\$ 110.
Job Captain	\$ 105.
Landscape Designer	\$ 90.
Landscape Staff	\$ 75.
Administrator/Clerical Staff	\$ 60.

\* These rates are valid for calendar year 2015, and are subject to change on an annual basis.

**Reimbursable Expenses**

Reimbursable expenses include: blueprinting, plotting (bond, vellum, and color), color laser printing, black and white and color reproduction, photographic film and processing, long distance phone charges, travel, mileage, parking fees, commercial messenger charges, overnight delivery, postage and handling. These expenses will be billed at 1.10 times cost. Mileage shall be billed at \$0.575 per mile.

**Additional Services**

All services not included in the above scope of work will be considered Additional Services and will be billed at the Standard Hourly Rates. All additional services will require written authorization from Architect and/or Client before proceeding with any approved changes.

**Invoices**

Invoices will be submitted at monthly as a percentage of Phase completion. Payment is due upon your receipt of each invoice.

Cara, thank you for this opportunity to be of service. We look forward to working with you and your team at MRCA. Please call us if you have any questions or comments relative to scope or fee.

Sincerely,



Evan Mather, RLA, ASLA  
Principal  
AHBE Landscape Architects

cc: Calvin Abe, Jennifer Salazar, Linda Daley

**Project Approval**

Landscape Architecture Services for **Mission Canyon Trailhead**.

To confirm your approval of this proposal (dated 7/27/15) and initiate our work on the project, please sign this letter and return it to us. Please retain a copy for your records.

CLIENT  
**Mountains Recreation &  
Conservation Authority (MRCA)**

LANDSCAPE ARCHITECT  
**AHBE Landscape Architects**

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