



The Stables Building
2081 Clipper Park Road
Baltimore, MD 21211

December 2, 2020

Township of Kennett, Chester County
801 Burrows Run Road
Chadds Ford, PA 19317

RE: Task Order 6 – REVISED Kennett Township Meetings and Engagement to Support Design Progress

Dear Eden,

Following this letter is our proposal for Task Order 6 under the current Master Service Agreement.

If you have any questions regarding this scope of work, please contact me by phone 667-401-8472 or by email at jdowdell@biohabitats.com. If this proposed scope and fee, are acceptable, please sign below to fully execute the Agreement and give formal notice to proceed.

Once signed, please return a copy of the full Agreement to: contracts@biohabitats.com or to the mailing address above.

Sincerely,

Biohabitats, Inc.

Jennifer Dowdell, Project Manager Dec. 2, 2020

Signature

Name, Title

Date

Client: Township of Kennett

Execution of this Task Order authorizes Biohabitats to initiate the Work Plan in accordance with the Scope of Work, Schedule, Fee and terms as provided in the Master Services Agreement dated June 3, 2020. If this Agreement is not accepted within 30 days from the date of receipt, the offer to perform the described Services may be withdrawn and Biohabitats may renegotiate this proposal.

Signature

Name, Title

Date

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TASK ORDER 6 UNDERSTANDING

The purpose of this Task Order is to provide team participation in Meetings and Engagement to support the progress of Design Development for Chandler Mill, Whittle Connector, and Hillendale Crossing trail segments. As described below, this Task Order includes a specified set of meetings the team proposes will be needed to support progress on the design recommendations reached during Task Order 3 (Due Diligence Review and Recommendations). At minimum, the meetings support three (3) public meetings and engagement with key stakeholders. This effort will be managed by Biohabitats with technical lead support from McMahan Associates and Unknown Studio, with support from Meliora Design.

This scope of work shall function in parallel to Task Order 4 (Full Design) for Chandler Mill, Whittle Connector, and Hillendale Crossing Trail Segments. It is assumed that Phase 2 meetings listed below will only go forward as efforts in direct support of the Task Order 4. If the design of these segments diverges from the recommendations that were made in Task Order 3, this task order will be nullified and a new scope and fee proposal would be necessitated to achieve alternative design approach needs. If any meetings beyond those listed below are determined to be necessary, these new meetings will be delivered on a time and materials basis based on the rates included at the end of this document.

This scope of work does not include any time for design documentation or design materials that are anticipated for these meetings. Those materials are covered in the parallel Task Order 4 proposal for Chandler Mill, Whittle, and Hillendale Crossing Trail Segments.

SCOPE OF WORK

1. Biohabitats will provide management through the Master Services Agreement with Kennett Township for this task order with McMahan, Unknown, and Meliora providing support through attendance and preparation for the meetings listed below. We assume all meetings are virtual unless described otherwise.
2. The Client shall provide the following information or services within seven (7) days of notice to proceed, as required for performance of its services outlined herein:
 - a. Contact to set up meeting with fire and emergency services;
 - b. Coordination with easement owner for Whittle segment discussions; and
 - c. Contact to coordinate with New Garden Township and Kennett Borough as needed.
3. The assumption is that the team can provide engagement in these meetings up to the total fee allotted.
4. The scope of work only covers meetings as listed below; no design services are included.
5. This proposed scope and fee is valid for a period of 60 days, after which it may be negotiated. This scope assumes an end date of February 28, 2021.
6. This proposal does not include Construction Phase Design Services beyond bid review and award recommendation. It is recommended that the Township reserve funds for Construction Phase Design Services such as, at a minimum, Contractor provided submittals and request for information (RFI) reviews as well as potential construction phase site inspection/progress meeting attendance.

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7. This proposal furthermore assumes that Chandler Mill, Whittle and the Hillendale Crossing trail segments will all be bid in a single advertisement for construction.

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PROPOSED WORK PLAN

PHASE 1 December 2020 – Traffic Study, Community Engagement, and Outreach Meetings and Support

Given the timeline of the grant funding, it is imperative that the Township promptly review and approve materials associated with Task Order 4 (the parallel design effort mentioned above, for which these meetings have been outlined and developed). In order to support the design progress and to support a request for a grant extension, the team understands the need to begin public outreach and stakeholder engagement work included as part of this task order in December. Upon written task order approval, the Biohabitats team will immediately begin the work outlined below.

The materials included in this phase are associated with the public meeting in December. Unknown Studio will provide visual references and a brief design presentation sharing overall aesthetic approach and placemaking, with focus on how these approaches can “scale up” to the entire system.

Prior to commencing with the public meetings, McMahon will complete a traffic study for the project that will include traffic, bicyclist, and pedestrian data collected utilizing Streetlight Data for Chandler Mill Road and overall exhibits demonstrating the diversion of adjacent neighborhood vehicular traffic and bicyclist users as a result of converting Chandler Mill Road to “southbound only.” In addition, this study will include a summary of feedback that is received from the County and local emergency services and may be used as in public engagement as a basis for design decisions.

Task Order Deliverables

The Biohabitats team will prepare agendas in coordination with the client for meetings and provide brief minutes/summaries for meetings with agencies and the public.

Members of the team will attend the following meetings:

Phase 1 – December 2020 (Traffic Study and Outreach Meetings and Support)

December (2020)

- 1 Sidewalk and trails committee - Dec 1 (covered under TO3)
- 1 Board of Supervisors Meeting (Dec 2)
- 2 emergency services meetings for Chandler Mill
- 1 agency coordination meeting (PA DEP, USACE)
- 2 public meetings - (1st) key property owners to present traffic study (materials from McMahon) and (2nd) for general public (both VIRTUAL) Unknown to advise on engagement strategy and provide placemaking narratives and talking points. Preparation will include summary of existing conditions, context, goals, precedents and placemaking opportunities McMahon will prepare a preliminary layout of the proposed trail and converted northbound lane utilizing the topographic survey for the purpose of presenting the proposed improvements at the public engagement meetings.
- 1 coordination meeting with local regulatory/permitting agencies

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- 2 internal team meetings
- 2 Biweekly meetings with Square Roots Collective (Christina) - assumes inclusion discussion of Whittle easement
- 1 meeting with Township Manager (Eden and Gretchen)

PHASE 2 January - February 2021 – Community Engagement, Design, and Outreach Meetings and Support

The team will attend the following meetings, which are intended to support design activities covered under a different Task Order.

Task Order Deliverables

The Biohabitats team will prepare agendas in coordination with the client for meetings and provide brief minutes/summaries for meetings with agencies and the public.

JANUARY (2021)

- Sidewalk and trails committee - early January
- Board of Supervisors Meeting - early January
- 1 agency coordination meeting (PA DEP, USACE)
- 1 coordination meeting with local regulatory/permitting agencies
- 2 internal team meetings
- 2 Biweekly meetings with Square Roots Collective (Christina)
- 1 meeting with Township Manager (Eden and Gretchen)

FEBRUARY (2021)

- Sidewalk and trails committee - early February
- Board of Supervisors Meeting - early February
- 1 public meeting focus on design progress (VIRTUAL) McMahon to provide lead presentation, Unknown to advise on engagement strategy and provide placemaking narratives and talking points. McMahon will present the updated layout of the proposed trail and converted northbound lane along Chandler Mill Road
- 1 coordination meeting with local regulatory/permitting agencies
- 1 Town engineer review meeting
- 1 agency coordination meeting (PA DEP, USACE)
- 2 internal team meetings
- 2 Biweekly meetings with Square Roots Collective (Christina)
- 1 meeting with Township Manager (Eden and Gretchen)

SCHEDULE

The Biohabitats-led team is available to begin work on this scope immediately upon notice-to-proceed and will adhere to a schedule mutually agreed upon with Kennett Township.

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FEE

Compensation to Biohabitats for the services described herein are in accordance with the Scope of Work, Work Plan and Schedule specified above. This project shall be paid as a lump sum. If the client needs to exceed the efforts described above, the team can provide additional support via the rates below, on a time and materials basis.

Meetings that the Biohabitats team does not attend or otherwise participate in shall not be billed. Further, it is understood that team staffing may be adjusted to best suit meeting needs.

*The remaining budget from Task Order 5 Community Engagement for Unknown Studio and Biohabitats has been applied to this fee proposal, so that Task Order 5 will be billed out to support the completion of this task order. **The totals below are in addition to the total of \$13,175.89 unbilled as yet under Task Order 5 (Biohabitats and Unknown time) which will be applied to PHASE 1 DECEMBER to cover meetings listed above – so the total available fee for December = \$49,535.00.***

TASKS	FEE
PHASE 1 - DECEMBER 2020 (Traffic Study and Outreach Meetings and Support)	
Traffic Study including two (2) emergency service meetings	\$14,750.00
Public Meetings for Outreach	\$13,845.00
Township Meetings Including Owner Representative	\$6,400.00
State/Federal Agency Permitting Coordination Meetings	\$290.00
Board of Supervisor Meetings	\$3,515.00
Sidewalk and Trails Committee Meetings	\$555.00
Local Agency/Permitting Coordination Meetings	\$1,930.00
Internal Team Planning and Coordination Meetings	\$3,610.00
Preparation for Public Engagement and Deliverables	\$4,640.00
CREDIT – Applied from Task Order 5	(\$13,175.89)
PHASE 1- DECEMBER 2020 (Traffic Study and Outreach Meetings and Support) TOTAL	\$36,359.11
PHASE 2- JAN – FEB 2021 (Design Support and Outreach Meetings)	

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Public Meetings for Outreach	\$8,920.00
Township Meetings Including Owner Representative	\$12,460.00
State/Federal Agency Permitting Coordination Meetings	\$580.00
Board of Supervisor Meetings	\$2,400.00
Sidewalk and Trails Committee Meetings	\$2,665.00
Local Agency/Permitting Coordination Meetings	\$1,945.00
Internal Team Planning and Coordination Meetings	\$5,570.00
Preparation for Public Engagement and Deliverables	\$3,770.00
Meeting with Township Engineer	\$960.00
PHASE 2- JAN – FEB 2021 (Design Support and Outreach Meetings) TOTAL	\$39,270.00
GRAND TOTAL	\$75,629.11

Rates for additional efforts if this effort exceeds the time and materials above:

Biohabitats Inc.

Principal = \$195

PM/Sr Planner = \$145

Sr. Landscape Architect/Engineer = \$150

Sr. Scientist = \$145

Construction Coordinator = \$120

Jr Engineer/Scientist = \$130

GIS Tech = \$95

McMahon Associates, Inc.

Senior Project Manager = \$175

Project Manager, Survey Manager = \$155

Sr Project Engineer = \$135

Project Engineer = \$120

Staff Engineer = \$100

Technician, Admin, Survey Tech = \$80

Field Personnel = \$50

Meliora Design

Principal = \$205

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Sr Civil/ PM = \$140

Civil Engineer IV = \$125

Civil Designer III = \$105

Structural Designer = \$95

UNKNOWN

Principal = \$230

Sr LA = \$ 155

PM/LA = \$125

Landscape Designer = \$115

Staff Designer = \$80