



November 15, 2016

Andrew Grunwald, P.E.
Municipal Engineer Senior
Lexington-Fayette Urban County Government

RE: RFQ # 24-2016
Historic Preservation Services for Kiosk for Old Frankfort Pike Scenic Byway Viewing Area
SCOPE and FEE

SCOPE

Historic-Cultural Services / Historic Preservation Consultant

The consultant will perform the historic context and theme development to identify and select the interpretive messages that best orient, advise, and inform visitors about the Old Frankfort Pike Historic and Scenic Byway and Greater Lexington-Frankfort Scenic Corridor Area. The information will be prepared in an industry-recognized graphic format (Quark, In Design or similar program) ready for fabrication. The information will be displayed at the Old Frankfort Pike Visitor Viewing Area on an outdoor kiosk(s), information boards, etc. designed by the consultant in cooperation with the LFUCG, the Lexington-Frankfort Scenic Corridor Advisory Committee and the site design firm (CMW, Inc.) working on the design of the Visitor Viewing Area.

1) **Research and Interpretation Development**

- Research and develop the comprehensive visitor information needs for the Old Frankfort Pike Historic and Scenic Byway and greater Lexington-Frankfort Scenic Corridor area, presented in a permanently installed graphic format.
- Determine best themes and how to convey (sign number, placement, type, organization and presentation)
- Work with LFSC Advisory Committee and other parties during interpretation content development (an continue through graphic design and specification components)

2) **Graphic Design**

- Prepare graphics to industry standards via Adobe InDesign or Quark.
- Develop a signature design (colors, font, graphic conveyance, etc.)
- Prepare and submit approved interpretive and signage files to a company such as Pannier Graphics for production. (Pannier is a leading American manufacturer of indoor and outdoor signs, exhibit bases and frames. This firm has worked in the past with KYTC on several projects. Examples of work and specifications are included following the Specifications section of this SCOPE.)

3) Specification for Fabrication of Visitor Interpretation Items

The preliminary submittal will include:

- Sketch plan (coordinated with CMW) indicating the general location and quantities of interpretive panels on the site
- Mockup of the text / graphics on the panels
- Manufacturer-provided specification sheets for the selected panels
- Estimation of fabrication costs

After review, revisions and approval, the final submittal will include:

- Specifications provided by the panel manufacturer to be inserted in project construction plans prepared by CMW for assembly and installation
- Detailed cost estimate for panels (bids provided by panel manufacturer)
- Detailed cost estimate necessary to assemble and install the panels will be prepared in cooperation with CMW for inclusion in construction plans.
- Formatted design files will be submitted to the LFUCG for future printing of panel inserts

Prior to and during construction:

- Approve all interpretive panel Shop Drawings to ensure consistence and accuracy with the design and intent of the final product.
- Provide an hourly rate for making two inspections (assume 2 inspections at 2 hours of field time and 2 hours of office time) and attending periodic coordination meetings (plan for 2 coordination meetings at 2 hours).

4) Ongoing Tasks

- Maintain communication with CMW, the LFSC Advisory Committee and LFUCG regarding the Viewing Area design and materials selection, and the overall visitor experience.

5) Schedule and Completion

- The Consultant shall meet milestones of the project schedule as it is determined by CMW, the LFUCG, and the LFSC Advisory Committee

6) Method of Invoice and Payment

- Invoices will be submitted on a schedule as agreed upon with the LFUCG

FEE

Christine Amos Historic Preservation Consultant, Amos Consulting Group, LLC

Hours

The time required to complete the tasks outlined above is 350 hours over not less than a five (5) month term, beginning December, 2016 or when the contract is approved and signed by all parties. This time schedule may change at the discretion of project needs.

Travel

Travel to the project area will occur during the project term as needed with two trips anticipated as minimum. Each trip is anticipated to be five (5) days in length and will involve meetings with individuals, groups and agencies as required. The project fee includes travel costs.

FEE

The LFUCG has determined there is a stated fee for this contract. Amos Consulting Group's FAR calculated hourly rate by KYTC (2010) for Christine Amos is \$113.39. The scope of this project requires 350 hours to complete, therefore to complete the project within the stated fee, a lump sum fee is required. Amos Consulting Group's fee for this project is not calculated on an hourly basis, but as a lump sum that includes all overhead, direct expenses and profit.

TOTAL FEE	\$ 25,000.00
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Thank you very much for the opportunity to work with you on this exciting and long-awaited project. Please contact me at your earliest convenience to discuss this proposed Scope and Fee, or if you have any questions or need additional information.

Yours truly;

Amos Consulting Group LLC
Christine Amos, Principal