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Richmond, Virginia 23235

*October 12, 2023*

## **Irvington Commons Revitalization Committee**

Irvington Town Commons Master Plan  
98 King Carter Drive  
Irvington, Virginia 22480

### **Scope of Work**

To create a conceptual plan for the Irvington Commons that will be a guide for future detailed design and construction and be suitable for use as a fundraising tool, public hearings, and community dissemination.

### **Process**

**Four Winds Design, LC proposes to furnish the following to achieve a finished project:**

#### **Initial Concepts and Review**

Existing drawings will be used for an initial discussion with the Revitalization Committee and any other interested stakeholders. Additional conceptual images of site amenities such as shade structures and plant selections will be included. Parallel to this process a boundary and site improvements survey will be undertaken (survey by Bay Design). Assistance will be offered in locating potential funding sources and project partners.

#### **Design Development, Preliminary Cost Analysis, and Funding Exploration**

Further development of the plans will be undertaken to reflect desired changes. After reviewing preliminary costs with the client(s) any additional changes made for initial budgetary purposes will be made. A final color master plan will then be generated for use in fundraising and future detailed design.

#### **Deliverables:**

- Kickoff meeting with client and discussion of plan as currently drawn.
- Detailed site analysis with recommendations for grading, lawn development, and tree protection to occur ASAP.
- Property surveys as pdf and CAD files for project archiving.
- Interviews with potential project stakeholders or funding sources (up to three, may include identification of grant sources but not actual grant writing). Assistance with grant applications as needed.
- Revision of master plan capturing accurate survey and changes desired to date (black and white), including preliminary details of shade structures and fencing. Circulation among the committee and electronic review with changes made as necessary.
- Cost analysis based on drawing takeoffs and current market rates. A third-party bidder may be used for some elements to generate accurate costs.



**Terms**

Payments will be submitted monthly according to the percentage of the project sections completed to date. Either Client or FW may terminate this agreement upon seven days written notice. If terminated, Client agrees to pay FW in full for all services rendered previous to the date of receipt of the termination document by FW. The amount will be determined at an hourly rate. Other payment options must be worked out with FW before work can begin. Unpaid invoices will be assessed at a late charge of 5% per month if unpaid after thirty days. Excessive lapses of time between project phase completion due to unforeseen construction issues, inactivity by the client or contractor, or acts of God will incur an additional project restart fee.

Work will commence immediately upon receipt of this signed contract. Production schedule may be affected by current workload depending upon time of proposal acceptance. Production schedules beyond the initial scope of work will be developed as possible. In some cases, the contractor may hire Four Winds to perform design layout in the field or source materials outside of this contract. If any action is brought to enforce or to collect agreed fees under this contract, Four Winds Design, LC shall be entitled to collect all costs and expenses incurred in connection with such action including (without limitation) reasonable attorney fees.

**Schedule of Additional Services and Fees**

Landscape Architect 220.00/ hour

Other Expenses: All other expenses incurred such as materials for additional design development or special postage and handling shall be invoiced at cost plus 10 percent. Travel time to and from the site for additional design development meetings or research trips, as well as to sites being worked on under the basic design services package at excessive distance from Richmond, Virginia shall be invoiced at sixty five cents a mile plus hourly rates. Included in this proposal is travel time for one site visit and two reviews with the project contact. Additional site visits and meetings will incur additional costs.

**TOWN COUNCIL REPRESENTATIVE:**

**NAME:**

**SIGNATURE:**

**DATE:**

**ANDREW HARRIGAN, LA  
FOUR WINDS DESIGN, LC**

**DATE: 10-12-23**

