

Proposed Scope of Services

The Harris Design team has developed the following work plan based on the Request for Proposals, our review of project-specific background information, a site visit, and experience with previous successful neighborhood park projects.

1.0 Preliminary Investigation

The purpose of Task 1.0 is to create a foundation for the future design phases based on a deep understanding of the physical conditions, natural systems, community needs, agency requirements, cultural factors, political background, and other factors necessary for crafting a uniquely sustainable, active and passive neighborhood park design.

- 1.1 Project Initiation Meeting. Deliverables: agenda, preliminary project schedule, preliminary list of issues, meeting summary.
- 1.2 Site Reconnaissance. Deliverables: digital photo log.
- 1.3 Public/Private Utility Agency Coordination. Deliverables: discussion memoranda.
- 1.4 Review Project-Related Data
- 1.5 Topographic Survey. Deliverables: topographic survey in AutoCAD (Boundary Survey not included)
- 1.6 Project Schedule. Deliverables: project schedule
- 1.7 Horticultural Soils Testing and Analysis. Deliverable: soils report with horticultural recommendations for soil preparation
- 1.8 Design Meeting with City Staff. Deliverables: Meeting Summary
- 1.9 Existing Conditions Report. Deliverables: South Whisman Area Park Existing Conditions Report including base topographical map, existing utilities, structural, and hazardous materials evaluation of the site. Submit four bound copies, a pdf file, and the dwg file of the topographic map.

2.0 Schematic Design

The purpose of Task 2.0 is to arrive at a preferred plan that meets the needs of the community, neighborhood, City, and other park users, is sustainable, beautiful, and provides unique recreational experiences to serve the needs of the surrounding community. The Schematic Design phase shall include base mapping, provision of options and preparation of three conceptual design alternatives, preliminary cost estimates, and one final preferred schematic plan.

PART A – COMMUNITY MEETINGS

- 2.1 Community Meeting Preparation. Deliverables: PowerPoint presentation, Web information and graphics, Meeting Materials
- 2.2 City Staff Meeting: Review community meeting materials and process. Deliverables: Meeting Summary
- 2.3 CEQA Assistance. Deliverables: information memo regarding mitigations and environmental issues
- 2.4 Community Meeting #1: *Issues Identification and Project Introduction*. Deliverables: Web information and graphics, PowerPoint presentation, meeting invitations, handouts and presentation materials; meeting summary
- 2.5 Conceptual Design Plans. Deliverables: three conceptual design alternatives
- 2.6 Preliminary Cost Estimates. Deliverables: preliminary estimate of probable construction cost for each alternative
- 2.7 City Staff Meeting: Review Concept Plans and Cost Estimates. Deliverables: Meeting Summary
- 2.8 Revisions. Deliverables: Revised conceptual design alternatives
- 2.9 Community Meeting #2: *Three Conceptual Design Plans*. Present alternatives, facilitate consensus. Deliverables: same as 2.04.

PART B – PARKS AND RECREATION COMMISSION MEETING

- 2.10 Meeting Preparation. Deliverables: electronic presentation materials
- 2.11 PRC Meeting. Present three concept plans. Deliverables: electronic presentation materials

PART C – COUNCIL MEETINGS

- 2.12 Preferred Conceptual Design Plan and cost estimate. Deliverables: Preferred Conceptual Design Plan and cost estimate
- 2.13 City Staff Meeting: Review Preferred Concept Plan and Cost Estimate. Deliverables: Meeting Summary
- 2.14 Revisions. Deliverables: Revised Preferred Conceptual Design Plan and Cost Estimate
- 2.15 City Council Study Session. Present Preferred Conceptual Design Plan. Deliverables: electronic presentation materials

GEOTECHNICAL INVESTIGATION

- 2.16 BAGG will prepare a geotechnical report for the project.

- 2.17 Final Conceptual Design Plan. Revise plan as necessary per Council and Staff direction. Deliverable: Final Conceptual Design Plan
- 2.18 City Council Meeting. Present Final Conceptual Design Plan. Deliverables: electronic presentation materials

3.0 Design Development/Construction Documents

The purpose of Task 3.0 is to create a set of accurate, biddable construction documents for use in bidding and building the project.

- 3.1 65% Draft Design and Construction Documents. Deliverables: 65% design and construction plans, specifications, and estimates with supporting documentation. Submit seven hard copy prints and all documents on pdf file.
- 3.2 Permit Applications. Deliverables: completed permit applications
- 3.3 City Staff Meeting: Review 65% Submittal. Deliverables: Meeting Summary
- 3.4 95% Final Design Documents. Deliverables: 95% design and construction plans, specifications, and estimates. Submit seven (7) hard copy prints and all documents on pdf file.
- 3.5 City Staff Meeting: Review 95% Submittal. Deliverables: Meeting Summary
- 3.6 Draft 100%. Deliverables: 100% design and construction plans, specifications, and estimates. Submit three (3) hard copy prints and all documents on pdf file.
- 3.7 City Staff Meeting: Review Draft 100% Submittal. Deliverables: Meeting Summary
- 3.8 Final 100%. Deliverables: Final 100% construction documents. Submit one wet-signed hard copy plans and specifications, and electronic files in the native software (excel, word, Adobe pdf, and AutoCAD).

4.0 Bidding Assistance Services

The purpose of Task 4.0 is to provide essential support services to the City during the bidding phase.

- 4.1 Respond to bidders' inquiries, requests for clarifications, and addenda
- 4.2 Attend pre-bid meeting

5.0 Construction Review Services

The purpose of Task 5.0 is to provide essential support services to the City during construction. City's Public Works staff shall have primary responsibility for construction management and inspection. All communication with the Contractor shall be through City Staff.

- 5.1 Advise and consult with City
- 5.2 Review submittals and shop drawings
- 5.3 Assist the City in evaluating any necessary contract change orders
- 5.4 Construction Progress Site Visits. Make visits to the site at intervals appropriate to the various stages of construction in order to observe the progress and quality of the Contractor's work. Prepare a field observation report for each site visit. Budget based on 6 visits.
- 5.5 Requests for Information (RFI's). Respond in writing to Contractor RFI's. Budget for 24 RFI's.
- 5.6 Substantial Completion Review. Conduct an inspection to determine if the work is substantially complete. Prepare punch list of uncompleted or unacceptable work items.
- 5.7 Final Review. Conduct final site review to determine completion of the construction contract.

6.0 Post-Construction Services

The purpose of Task 6.0 is to document the as-built project conditions at the conclusion of the project for future City use.

- 6.1 Prepare Record Drawings. Deliverables: One signed, stamped copy on mylar, AutoCAD and pdf files
- 6.2 O&M Manual. Prepare O&M Manual to meet MEW site requirements.

South Whisman Area Park, Project 17-34

TASK DESCRIPTION			BASIC SERVICES TOTAL
Phase 1 - Preliminary Investigation			\$ 32,000
Phase II - Schematic Design			\$ 74,000
Phase III - Design Development/Construction Documents			\$ 149,000
Phase IV - Bidding			\$ 7,000
Phase V - Construction			\$ 30,000
Phase VI - Post Construction			\$ 8,000
	Subtotal - Basic Services:		\$ 300,000
	Reimbursable Expenses:		\$ 10,000
	Additional Services:		\$ 25,000
		Grand Total:	\$ 335,000