



May 12, 2022

Christine James, Director
Lawton Parks and Recreation
1405 SW 11th Street
Lawton, OK 73501

RE: Elmer Thomas Park

Dear Christine,

Halff Associates, Inc. is pleased to submit the following scope and fee proposal to provide Park Planning and Design services for the Elmer Thomas Park Conceptual Park Plan.

We propose the following services as described in the Scope of Services (Attachment A). The Available Additional Services (Attachment B) includes program services which are not included in this proposal, but can be provided by Halff Associates Inc., upon your request.

We appreciate the opportunity to submit our proposal on this project. Please feel free to contact me at 405-508-1305 or at nClair@halff.com if you have any questions or comments regarding the proposal.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Nate L. Clair".

Nate L. Clair, PLA, ASLA, CNU-A
Director of Planning / Landscape Architecture

Cc: Dewayne Burk, Assistant City Manager

**ATTACHMENT A
PLANNING & LANDSCAPE ARCHITECTURE SERVICES
FOR ELMER THOMAS PARK**

PURPOSE

Halff Associates (CONSULTANT) shall provide Planning, Landscape Architecture services for Elmer Thomas Park (PROJECT), for the City of Lawton (CLIENT). The PROJECT is approximately +/- 177 acres and includes the areas of the existing Elmer Thomas Park (167 acres) and Ramada Park (10 acres) with the intent of exploring programming and amenities to develop a Conceptual Park Plan. At the CLIENT'S request, the PROJECT will be broken up into multiple phases with Phase One focusing on project initiation, public input/feedback culminating with the creation of a Vision Statement that will direct Phase Two, Preliminary Design of a Conceptual Park Plan.

BASIC SERVICES SCOPE OF WORK

This project requires a consultant team with experience in the planning, design, and programming of sustainable park facilities, with a strong emphasis in community-based facilitation and engagement. The subject area of this Conceptual Park Plan includes primarily areas of undeveloped parkland, as well as limited areas already developed and programmed for both active and passive park and recreational uses. The following are the proposed services that will be required:

PART I

1. Task 1: Strategic Kickoff and Project Initiation

- a. Develop a Project Management Plan which will serve as a guide for project execution. Include in the plan: tasks, timelines, roles and responsibilities, communications plan and quality control plan.
- b. Meet with the staff to determine:
 - i. Overall Project goals
 - ii. Planning, design and development goals
 - iii. Programming goals
 - iv. Business operations, partnerships, and revenue generation goals
 - v. Development of 'level-of-service' objectives with respect to other projects in the region
 - vi. Location, categories and distribution of surrounding land uses, existing and planned
 - vii. Long-range policy documents effecting or having influence upon this project (Parks Master Plan, any existing long-range transportation plans, etc.)
- c. Organize and lead a kick-off meeting and work session to develop goals and guiding principles for the master plan.

2. Task 2: Site Analysis, Contextual Analysis and Data Collection

- a. Site Analysis
 - i. Conduct site visits necessary to understand the existing conditions, neighborhood context, opportunities and constraints and environmental conditions and obtain photographic documentation. Site visits to include a half-day site visit with staff.

- ii. Develop a site analysis map to a level that will support a sound planning process and utilize the map for master plan and site planning work. Formal topographic, tree and boundary surveys will not be required for this work.
- b. Contextual Analysis
 - i. Analyze and investigate existing documents and data that affect the project study area.
 - ii. Provide a review and analysis of all previously completed plans, reports and design documents relevant to the park and surrounding neighborhoods, including but not limited to the Indoor Sports Complex, bike/ped plans and previous park Master Plans.
 - iii. Provide a review and analysis of existing and planned transportation systems, including roadways, transit, parking and trails, with particular emphasis on the effects of existing and proposed parkland uses.
 - iv. Provide a review and analysis of all pertinent Permitting and Environmental regulation relating to the redevelopment of these parklands, including lake shoreline improvements.
 - v. Assemble and analyze available data and mapping related to the existing and planned utility systems.
 - vi. Provide a review and analysis of existing parkland and facility uses, both formal and informal.
- c. Collect benchmark data (image, character, scale, demographics, programming, facility, partnerships, business operations, economic development goals etc.) of comparable projects regionally and nationally.
- d. Develop a list of recreational program and facility opportunities on the characteristics and qualities of park to be developed.

3. Task 3: Stakeholder Engagement Strategy

- a. Develop a written Stakeholder Engagement Strategy (SES) that will provide a detailed process for public engagement.
- b. Design and conduct a robust and engaging program, giving interested stakeholders and citizens the opportunity to provide meaningful input to the proposed vision and recommendations. This will include a maximum of two public workshops/meetings – an Initial Public Meeting and a second Vision Meeting.

4. Task 4: Public Meetings

- a. Initial Public Meeting No. 1 - CONSULTANT will work with the CLIENT to facilitate a public meeting to solicit public input on the types of program elements and activities desired for the park. The CONSULTANT will summarize the input collected during the meeting and use the information to develop a DRAFT Vision Statement.
- b. Vision Meeting No. 2 – Using the information gathered from Tasks 1-4, The CONSULTANT will work with the CLIENT to facilitate a public meeting to present a DRAFT Vision Statement and refine based on public input to confirm the types of program elements and activities to be included in the park. Input gathered will be used to prepare the FINAL Vision Statement (Task 5).

5. Task 5: Vision Statement

- a. Based on inventory and analysis work, concept plan goals and stakeholder and public input, develop and refine a vision statement for the park. The final vision statement, though narrative in form, may be supplemented by annotated plan diagrams, keyed to images and sketches identifying intended character of the park. An outline of the major programmatic uses will also be developed and referenced. The Vision Statement will serve as guiding criteria to develop a DRAFT Conceptual Park Plan in subsequent phases.

Deliverables (Tasks 1-5):

The Vision Statement document (8.5 x 11) shall summarize Tasks 1-5, critical directions and decisions made throughout the process, document public engagement and input processes and outline the consensus of the vision statement for the park and next steps. A digital pdf file shall also be available to the CLIENT for their use.

PART II

6. Task 6: Park Programming and Framework Alternatives Workshop and Plan

- a. Identify and develop specific programmatic elements that will be implemented in the design of the park and develop alternative framework plans. A preferred framework plan will be selected and will become the basis for further development of the conceptual park plan. Conduct one workshop or public meeting per the stakeholder engagement strategy.
- b. Identify and analyze three or more comparative parks of similar size, diversity and character regionally or nationally to use as a benchmark for Elmer Thomas Park.
- c. Identify and analyze existing utility infrastructure, park access and vehicular and pedestrian circulation and evaluate alternatives for improved layout scenarios.
- d. Park Programming Plan
 - i. Based on the Vision Statement developed in previous task, develop a park program document that will outline the uses and indicate the space required for each.
- e. Framework Alternatives Plan
 - i. Based on the previous steps of work and the Park Program Plan, develop up three Framework Plan Alternatives. The programmatic components will be illustrated to scale, coordinated with property constraints, and sized to accommodate the intended user groups.
 - ii. The Framework Plan will be illustrated through a series of diagrams, plans and comparable images to show the design intent/layout of the park and will be incorporated into the Preliminary Conceptual Plan.

7. Task 7: Preliminary Conceptual Plan and Public Meeting

- a. Based on the preferred Framework Plan that is advanced, develop the Preliminary Conceptual Plan that the City and Consultant Team are interested in advancing.
 - i. Further refine and finalize the program options
 - ii. Create preliminary circulation, landscape and natural systems diagrams
 - iii. Create preliminary design theme and character imagery for discussion and as a guide for detailed design work
 - iv. Prepare preliminary cost estimates



- v. Hold one public meeting to solicit input and feedback from residents on the Preliminary Conceptual Plan

8. Task 8: Final Conceptual Park Plan Document

- a. Based on review, comment, public input and staff direction of the Preliminary Conceptual Plan, prepare the Final Conceptual Plan for the park. This will build upon the concepts developed in the previous work, but will include a more detailed and refined plan and will incorporate input from the City and Consultant Team recommendations
 - vi. Prepare Final Illustrative Conceptual Plan
 - vii. Prepare Final Conceptual Plan summary narrative
 - viii. Prepare Final Park Land Use Plan and area calculations
 - ix. Prepare Final Character Imagery
 - x. Prepare Final Phasing Plan
 - xi. Prepare Final cost estimates for park improvements
- b. Participate in Boards, Commissions, and Council presentations (up to 4 meetings) and provide revisions to plan based upon feedback received and as directed by the City.

Deliverables (Tasks 6-8):

The Final Conceptual Plan Document (11 x 17) will include a large format (up to 36" x 48") Conceptual Park Plan and a narrative that summarizes Tasks 1-8, proposed improvements and recommendations, critical directions and decisions made throughout the process, document public engagement and input processes and outline the consensus of the vision statement for the park and next steps. A digital pdf file shall also be available to the CLIENT for their use.

PROJECT SCHEDULE

CONSULTANT will work closely with the CLIENT on the schedule, which is anticipated to require approximately 5 months from notice-to-proceed; but may be subject to delays, depending upon review turnaround and coordination of committee and commission meetings.

BASIS OF COMPENSATION

1. Basic Fee Services:

The basis of compensation for Phase One Basic Fee services shall be as follows:

Task 1 – Strategic Kickoff and Project Initiation	\$3,500
Task 2 – Site Analysis, Contextual Analysis and Data Collection	\$4,500
Task 3 – Stakeholder Engagement Strategy	\$2,000
Task 4 – Public Meetings/Workshops	\$4,500
Task 5 – Vision Statement	\$3,500
Task 6 – Park Programming, Framework Alternatives Workshop & Plan	\$12,500
Task 7 – Preliminary Master Plan and Public Meetings	\$24,500
Task 8 – Final Master Plan Document	\$17,500
<hr/>	
SUBTOTAL (Tasks 1 - 8):	\$72,500

Direct Costs (estimated reimbursables) \$2,500

TOTAL with Direct Costs (estimated reimbursables) \$75,000

2. Billing Schedule:

- a. The estimated fees and direct costs established above shall be considered a lump sum fee and invoiced monthly based on percentage of services completed.
- b. Direct Costs shall include, but are not necessarily limited to expenses for supplies, transportation, equipment, travel, communication, printing of plans and specifications, presentation boards, graphic boards and similar incidentals. All project related expenses will be billed at cost plus 10%.

ATTACHMENT B
AVAILABLE ADDITIONAL SERVICES
FOR ELMER THOMAS PARK

The following services are not included in the scope or fees for this proposal; but can be provided by the CONSULTANT, subject to the negotiation of a Contract amendment:

1. Boundary and Topographic/Design Surveys
2. Environmental Assessments/Surveys
3. Archeological Assessments/Surveys
4. Any additional work not specifically included in the Proposed Scope of Work or outside the Limits of Work indicated will be accomplished as Additional Services.
5. Client generated changes to the design once Final Concept Plan preparation is in progress. Time will be billed at an hourly rate, per a proposal approved by the Client, until the work is at the same level of completion as it was prior to the change.
6. Revisions to the plans requested by the Client after the plans are approved, unless necessitated by discrepancy in the plans.
7. Design of areas outside the limits of the defined project site.
8. Detailed design and construction documents and details.
9. Design of gas, telephone or other utility improvements.
10. Traffic engineering reports or studies.
11. Public meetings or hearings beyond those listed in Basic Services.
12. Additional graphic products.
13. Additional meetings or workshops not identified in the project scope of services.
14. Permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
15. Negotiations with adjacent property owners.
16. Technical reports for the following items are excluded from this scope of services: noise, air quality, community impacts, indirect impacts, and cumulative impacts.
17. BIM/Building Information Modeling

ATTACHMENT C
LIMITS OF WORK
FOR ELMER THOMAS PARK

The map below represents the area of work included in this proposal. Additional areas outside the area indicated may be included by the CONSULTANT, subject to the negotiation of a Contract amendment:

