



April 2, 2021

Jeff Temple
Director, Parks & Recreation
City of Lawton, OK 73501
1405 SW 11th Street
Lawton, OK 73501

RE: Conceptual Design for Lee West Park

Dear Mr. Temple,

Halff Associates, Inc. is pleased to submit the following scope and fee proposal to provide conceptual design services for the Lee West Park. It is our understanding that if accepted, this would be an amendment to the existing contract 2020-10 Lawton Parks, Sports & Recreation, Trails and Open Space Master Plan.

We propose the following services as described in the Scope of Services (Attachment A). The Available Additional Services (Attachment B) includes 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) 546-3817 or at nclair@halff.com if you have any questions or comments regarding the proposal.

Sincerely,

A handwritten signature in blue ink, reading "Nate Clair", is positioned above the printed name.

HALFF ASSOCIATES, INC.

Nate Clair, PLA, ASLA, CNU-A
Team Leader
Director of Planning / Landscape Architecture

HALFF ASSOCIATES, INC.

2000 NORTH CLASSEN BLVD., SUITE S120
OKLAHOMA CITY, OK 73106
TEL (405) 546-3820

WWW.HALFF.COM

LEE WEST PARK

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ATTACHMENT A

LANDSCAPE ARCHITECTURE DESIGN SERVICES FOR LEE WEST PARK

PURPOSE

Halff Associates (CONSULTANT) shall provide Landscape Architecture Design services for Lee West Park (PROJECT), for the City of Lawton (CLIENT). The PROJECT is approximately 10 acres along SW 67th Street and SW Lynnwood Avenue. The Park is bordered to the north and west with a drainage channel and currently has a concrete basketball court, baseball backstop, soccer goals and a playground. Using community input gathered as part of the Park System Master Plan process, Halff will work with City staff to evaluate potential park programming and amenities and develop a Conceptual Park Plan and budget so the City may begin to prioritize improvements to the park.

TASK 01 – PROJECT MANAGEMENT AND MEETINGS

Communications and Reporting:

CONSULTANT will provide monthly updates and progress reports to the CLIENT on current progress, outstanding issues and/or items of future concern. The reporting will be in 8.5"x11" format and submitted electronically to the CLIENT for their use and distribution.

Coordination/Project Kick-off Meeting:

CONSULTANT will facilitate one (01) coordination/project kick-off meeting with the CLIENT and other necessary entities to confirm the projects goals and objectives and to identify the parameters for upcoming planning efforts.

Public Meeting:

Should the CLIENT desire community input from the surrounding neighborhoods, CONSULTANT will attend a neighborhood meeting coordinated and facilitated by the CLIENT to present park design concepts to solicit community input to incorporate into the final concept. Task will include one (1) public meetings, submittal document reviews and general question and answer.

Design Review Meetings:

CONSULTANT will conduct a design submittal review meeting with the CLIENT and other necessary entities staff members to discuss all comments related to the PROJECT at each submittal milestone. All design

submittal review meetings will be held at a location to be determined later. The meeting and submittal milestones shall be as follows:

- Preliminary Concepts Review – One (01) meeting
- Final Concept Review – One (01) meeting

TASK 02 – DATA COLLECTION AND BASE MAP PREPARATION

Site Investigation:

CONSULTANT will initiate and coordinate one (01) site investigation study/information gathering meeting related to the topography of the site, soils composition and analysis, utilities, vegetation areas, and plan impacts. The impacts and opportunities that results from these studies will be documented for use in the final development plan preparation process.

Data Collection:

CONSULTANT will gather and review available project data relevant to the project study area as necessary for completion of the project. Relevant project data shall include, at a minimum, the following:

- Google Earth and/or Near Map aerial photography and mapping
- FEMA Flood Insurance Rate Maps
- Electric utilities and other information
- City of Lawton water/wastewater utilities and other information

Project Base Map:

CONSULTANT will prepare a project base map for the project study area utilizing CONSULTANT's gathered relevant project data. The PROJECT base map shall be suitable for use in both 22 inch x 34 inch (full-size) and 11 inch x 17 inch (half size) format with black and white line work (and with full-color aerial photo background which can be turned on or off as requested by CLIENT). The base map shall include, at minimum, the following data for all areas within the project study area:

- Existing photometric (LIDAR) topographic contours (2-foot contour interval) and/or survey contour information – if available, provided by client
- Flood limits (locations of FEMA 100-year floodplain and floodway)
- Utilities (underground/at-grade/overhead, location, type, size, owner name and contact information)
- Property ownership (current owner name and contact information, TAD parcel number, parcel size, assessed values of land and improvements)
- Aerial photography (latest available color Google or other)

TASK 03 – CONCEPT DEVELOPMENT

Preliminary Concept Development:

Based upon the program elements suggested by the City and any existing community input, the CONSULTANT will develop up to two (02) concept plans for the park in plan layouts and one (01) character images. One (01) meeting will be held to engage the CLIENT for any feedback and comments. CONSULTANT will coordinate meeting location and attendees.

Potential Program Elements:

- | | |
|----------------------|----------------------------------|
| 1. Sports Fields | 7. Parking Lot (60 spaces) |
| 2. Splash Pad | 8. Shade Structure(s) |
| 3. Loop Trail System | 9. Event Lawn/Space |
| 4. Playground | 10. Pickle Ball or Futsol Courts |
| 5. Skate Park | 11. Dog Park |
| 6. Pump Track | |

Final Concept Development:

Based on comments received during the Preliminary Concept Development meeting, CONSULTANT will prepare one (01) final master plan and one (01) character image board for the park showing in plan layout that help communicate the design intent and vision of the project. One (01) meeting will be held with the CLIENT to present the Final Concepts. CONSULTANT will coordinate meeting location and attendees.

Rough Order of Magnitude Cost Estimate:

Based on the Preliminary and Final Concept Development, an ROM cost estimate will be prepared and distributed with the proposed concepts for project budgeting purposes. The estimate shall be in 8.5"x11" format listing proposed improvements, quantities and estimated bid costs at the time of preparation.

Deliverables:

Final Concept plans shall include one (01) full size 22"x34" color rendered layout of the proposed improvements and one (01) character image boards. 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 project design schedule, which is anticipated to require approximately 6 weeks from notice-to-proceed; but may be subject to delays, depending upon public input and City review.



BASIS OF COMPENSATION

A. Basic Fee Services:

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

Task 1– Project Management and Meetings	\$3,250
Task 2 – Data Collection and Base Map Preparation	\$950
<u>Task 3 – Concept Development</u>	<u>\$5,850</u>
SUBTOTAL (Tasks 1, 2, & 3):	\$10,050
<u>Direct Costs (estimated reimbursables)</u>	<u>\$500</u>
TOTAL:	\$10,550

B. Billing Schedule:

The estimated fees and direct costs established above shall be considered a lump sum fee and invoiced monthly based on percentage of services completed.

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%.

ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

1. The project kick-off meeting will be held virtually with design review meetings held in Lawton.
2. A Topographical Survey is not included in the scope of work. The CONSULTANT will utilize Geographical Information System (GIS) for topographical base information. Other data that may be required will be supplied by the CLIENT as needed which may consist of but not limited to:
 - a. Existing and Proposed Utility Information - CLIENT will provide utility atlas or as-built plans for all existing utilities located within the limits of the project site. Information shall show all utilities including but not limited to water, sanitary sewer, storm drain facilities, or any utilities related to the associated with the project.
3. In addition to any City provided topographical, utility and R.O.W. data, the CONSULTANT will utilize City data where appropriate, including but not exclusive of aerial ortho imagery, 2'

contours, vegetation, etc. No additional survey services will be performed by the CONSULTANT as part of this scope of work.

4. Schedule subject to client and/or agency review within a maximum of 30-days turnaround.

ATTACHMENT B

AVAILABLE ADDITIONAL SERVICES

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

1. Any additional work not specifically included in the Proposed Scope of Work will be accomplished as Additional Services.
2. Boundary, Easement or Topographic Surveys
3. Schematic Design and Construction Documents
4. Subsurface exploration, analysis or report
5. Client generated changes to the design once final concept 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. After the initial project budget is established, changes to the plans based on the addition or reduction of budget may require additional design effort.
7. Revisions to the plans requested by the Client after the plans are approved, unless necessitated by discrepancy in the plans.
8. Design of areas outside the limits of the defined project site.
9. Design of gas, telephone or other utility improvements.
10. Traffic engineering reports or studies.
11. Public meetings or hearings other than those identified in the scope above.
12. Additional graphic products such as perspective renderings.
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. Printing of additional renderings, exhibits, drawings, specification and contract documents not identified in the project scope of services.
16. Construction staking.
17. Payment of permits or filing fees required by regulatory agencies or departments obtained for the CLIENT.
18. Preparation and printing of As-Built Drawings.
19. Design/coordination of existing utility relocations or modifications.

20. Negotiations with adjacent property owners.
21. Additional work to meet regulatory agency requirements not identified in the proposed scope of services.
22. Technical reports for the following items are excluded from this scope of services: noise, air quality, community impacts, indirect impacts, and cumulative impacts.
23. Effort to obtain right-of-entry from public or private landowners to allow for the completion of environmental services is not included in this scope of work.
24. This scope of work does not include threatened or endangered species surveys or Section 7 consultation with the USFWS under the Endangered Species Act.
25. Preparation of a Preconstruction Notification (PCN), mitigation plan, or a U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application is not included in this scope of work.
26. The scope of work does not include a Phase I Environmental Site Assessment performed in accordance with applicable American Society for Testing and Materials (ASTM) standards or any surveys/investigations involving sampling and laboratory analysis (e.g., hazardous materials sampling and analysis, asbestos surveys, and lead-based paint surveys). If required, these additional services would be conducted under a supplemental work order.