



LFUCG Town Branch Commons: Operations & Maintenance

Below is our understanding of the tasks and scope associated with developing an Operations and Maintenance document for Town Branch Commons requested by Lexington Fayette Urban County Government (the Client).

1. Project Management: Time for the project manager to coordinate with internal team, update schedule, prepare invoices, and coordinate with client.

2. Meetings and Coordination: Throughout the duration of the project, the team anticipates the following client meetings and coordination with agency stakeholders and adjacent property facilities managers.

- Client Kick-off: Kick-off with client to refine/define project goals, timeline, and deliverables. One one-hour meeting, with 4 staff and associated meeting documentation.
- Regular Client Coordination Meetings: These meetings will be scheduled to happen every other week for the anticipated 18-week project duration. These meetings will include discussion of project progress, deliverable review, and upcoming meeting logistics. Up to nine half-hour meetings with up to two staff and associated meeting documentation.
- Agency Stakeholder Kick-off: The team will conduct an initial kick-off meeting with each relevant agency decision makers to describe the goals and intent of the project and document feedback, processes and existing standard operating Town Branch Commons maintenance procedures that should be incorporated or updated through this process. The project anticipates meeting with each agency up to three additional times throughout the process. In total, for each of the four agencies, we assume up to four 1.5-hour meetings for up to three staff and associated meeting documentation. (Client is assumed responsible for meeting logistics and invitations).
- Agency Stakeholder Coordination: Through the duration of the project, it is anticipated that continued coordination will be required with each of the relevant agency stakeholders for the design team to ask questions, and for intermittent review and feedback of deliverable progress. Assume up to 24-hours of additional coordination calls and meetings.
- Adjacent Property Discussion: The client will provide direction to the team related to the roles, responsibilities, and existing/potential standard operating procedures for maintenance along the corridor within the public right of way for adjacent property owners. Assume one 1-hour coordination meeting for up to two staff.

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3. TBC Project Materials Index: The project materials index will serve as a comprehensive catalogue for paving, amenity, and landscape materials used in the construction of Town Branch Commons. This index will include manufacturer provided maintenance considerations in support of standard operation procedures in the event there are questions or material replacement needs.

4. Role and Responsibilities Matrix: The project will define general standard operating procedures including an organizational matrix that more clearly defines the agency roles and responsibilities throughout the corridor for various agencies.

5. TBC Standard Operating Procedures (SOP): The TBC SOPs will build on the roles and responsibilities, defining what local agencies are responsible for what aspects of maintenance, and further describe what elements they are responsible for, how to maintain them, and when to do it. This document will work to also document expected regular maintenance and coordination with adjacent property owners. Furthermore, this will describe both regular maintenance and expected capital maintenance elements. This task will also confirm and document desired inventory levels (“attic stock”) for future replacement items.

6. Final Document Development: The final deliverable will be a digital document that summarizes the material index content, roles and responsibilities and TBC SOPs. The document is intended to be simple to use, and targeted at both agency stakeholders and potential maintenance contractors who may in turn be hired by the City to implement maintenance programs. This process will include two rounds of client and agency review and revisions.