



Exhibit C: Scope of Work Narrative

Gresham Smith's Landscape Architecture studio is pleased to present this proposal for the Charles Young Park and Splash Pad Design and Community Engagement Services. We received feedback on our design proposal from LFUCG on August 10th, 2021 and have modified our scope and fee. Our revised scope and fee for this project is outlined below.

Project Phases and Deliverables

Based on our understanding of the project scope, our anticipated phases and deliverables are described below.

Client PM: Brandi Peacher

Client Stakeholder Group: LFUCG Parks and Recreation and other client identified stakeholders (we see this as end operators, maintenance groups, etc)

Community Stakeholder Group: Community representatives

Task 1: Schematic Design & Design Development

1a: Schematic Design

- Review existing base material and previously gathered community feedback.
- Obtain updated site survey through a sub consultant.
- Develop preliminary schematic design based on client's expressed needs and community input; includes two schematic alternatives with one character image and precedent imagery representative of alternatives.
- Review two schematic alternatives with Client Stakeholder Group and Client for final alternative selection for further development (virtual meeting).
- Finalize the Schematic Design package, which will include written comments, illustrative drawings of the water feature design, machine room location, size and utility requirements (water, drainage, power), preliminary site plan, preliminary planting plan, conceptual site utility plans, and preliminary building renovation plans.
- Submit draft Schematic Design package to Client in pdf format.
- The design team will assist the Client during contractor bidding and selection.
 - Provide Schematic Design pricing narrative that summarizes work and quantities.
 - Develop materials to be used in contractor selection process. Materials to include project design requirements that have been developed to a sufficient degree and specificity to permit competition with meaningful pricing for the estimated cost of work from responding contractors.
 - Review and provide feedback on client drafted Request for Proposal Narrative & Schedule
 - Provide limited review and feedback on contractor proposals
 - Attend applicant interviews if conducted.

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Schematic Design Deliverables:

- Two (2) Preliminary Schematic Design Alternatives with character imagery and precedent imagery
- Draft of Final Schematic Design in PDF
- Final Schematic Design PDF
- Updated Site Survey
- Contractor selection supporting materials as described above.

Schematic Design Meetings:

- Attend two (2) virtual Client Stakeholder meetings with Client.
- Team coordination meetings are anticipated bi-weekly via virtual meeting and utilizing the Miro platform, up to 4 anticipated.
- Gresham Smith will conduct weekly 15 minute progress calls with the Client, for a total of up to 9 calls.

Schematic Design Client Responsibilities:

- Client to provide all base information as needed and available.
- Client to set up project kick-off and to facilitate Client Stakeholder meetings. Client responsible for identifying Client Stakeholder attendees.
- Client will have 5 working days for a review and must provide feedback through digital pdf format. The design team will make final revisions before submitting the final Schematic Design package for contractor selection and contractor pricing.
- Client will lead contractor procurement including draft of RFP materials, schedule, narrative for Gresham Smith review.
- Attend weekly 15-minute calls.

1b: Design Development

- Incorporate client and selected contractor comments from schematic design phase and pricing review into draft design development.
- Refine fountain back-of-house information including machine room size and utilities requirements. This includes coordination with structural and civil.
- Prepare a set of design and engineering drawings sufficient to convey intent at the DD level which reflects a design intended to fit within the identified construction budget, advancing landscape, hardscape, materials and detailing. Each respective design team will contribute to the set including landscape architecture, fountain, civil, architecture, and mechanical / electrical / plumbing (MEP).
- Attend third Client Stakeholder virtual meeting to discuss and review design intent. The meeting will cover the bathroom renovations, ADA compliance, mechanical systems upgrades, health codes, lighting, safety, long term maintenance and operations. The design team will come prepared with an agenda and meeting objectives. Client and Contractor anticipated to attend meeting.
- Finalize design development plans and deliver to client in pdf format. The client review for this set of plans will be the feedback at the start of construction drawings.
- Coordinate with contractor on material costs, availability, quantities and selection. Additionally, coordination items may include, but are not limited to, scheduling, MEP systems analysis, cost estimating, constructibility review.



Design Development Deliverables:

- Design Development Package that will include landscape architecture, fountain, civil, architecture, and MEP materials.
- Fountain Design Development Plans. The deliverable shall include Site Plan, Finishes Plan, Basin Plan, Elevation(s), Section(s), Details, Preliminary Equipment Schedules, Piping and Instrumentation Diagrams (P&ID), Electrical Notes, Preliminary Machine Room Plan, and additional Notes clarifying design intent and engineering approach for the documents' handover to the successful contractor.

Design Development Meetings:

- Attend one (1) virtual meeting with Client Stakeholders and Client.
- Team coordination meetings are anticipated bi-weekly via virtual meeting and utilizing the Miro platform, 2 anticipated.
- Gresham Smith will conduct weekly 15 min progress calls with the client. Up to 6 meetings anticipated based on the preliminary project schedule.

Design Development Client Responsibilities:

- Client to set up and facilitate Client Stakeholder Meeting.
- Client and Client Stakeholders will have 5 working days to review design development and must provide feedback through digital pdf format.

Design Development Contractor Responsibilities:

- Provide schematic design review and cost estimate.
- Attend up to 3 design meetings with design team, anticipate virtual calls.
- Attend Client Stakeholder meeting.
- Provide updated cost estimate with final design development package.

Task 2: Construction Documentation

- Incorporate Client's and selected contractor's comments from design development phase and pricing review into construction documentation.
- Attend fourth Client Stakeholder virtual meeting wherein the design team will present 90% construction drawings. The review will cover any previous issues discussed and flag any potential issues as the documents are finalized. The design team will come prepared with an agenda and meeting objectives. Client and Contractor anticipated to attend meeting.
- Complete construction documentation to include final design documents and specifications (excluding fountain components as that is the responsibility of the contractor).
- Coordinate with all disciplines before issuance of construction documents.
- Assist contractor in cost estimate.
- Assist contractor and client in permit applications.

Construction Document Deliverables:

- Draft Construction Documents pdf
- Signed and sealed Construction Documents, pdf , excluding water feature
- Specifications in word and pdf



Construction Document Meetings:

- Attend one (1) virtual meeting with Client Stakeholders and Client.
- Team coordination anticipated bi-weekly via virtual meeting and utilizing the Miro platform, 2 anticipated.
- Gresham Smith will conduct weekly 15 min progress calls with the client. Up to 6 meetings anticipated based on preliminary project schedule.

Construction Document Client Responsibilities:

- Client and stakeholders will have 5 working days for a draft construction document review and must provide feedback through digital pdf format. The design team will make final revisions before submitting the final design development package for final contractor bid.
- Coordinate with contractor for all signatures and permit fees for permits and applications.

Construction Document Contractor Responsibilities:

- Provide final signed and sealed drawings for the water feature through selected subconsultant/vendor.
- Provide final bid based on final plans.
- Coordinate with client for all signatures and permit fees for permits and applications.

Task 3: Community Engagement

Engagement 1: Project Kickoff Public Meeting (1): September – October 2021

- Project Kickoff Public Meeting (held during Schematic Design Phase) held in-person.
- Design team will provide design content/boards
- Design team will facilitate meeting
- Design team will summarize public engagement themes

Engagement 2: Public Meeting - Design Development – Date to be determined:

- Design Development Phase – This public meeting will be in-person and located at a venue that will generate the most public input: Lyric Theater, Charles Young Center, William Wells Brown School, or appropriate location.
- Design team will provide design content/boards
- Design team will facilitate meeting
- Design team will summarize public engagement themes

Engagement 3: Targeted Neighborhood Outreach – SD & DD Phases

- The Design Team in coordination with the Client will design one “informational “yard sign” and a one agreed upon hand out informational item like a post card, business card or door hangar to be distributed by the client team.



Engagement 4: Community Stakeholder Engagement Meetings (3): Dates to be determined:

Design team will facilitate two (2) outreach or “Pop-Up” meetings to key stakeholders which may be a hybrid of in-person and virtual meetings and include diverse community representatives:

- Arts
- History / Culture
- Parents/K-12/Young Professionals
- Colonel Club
- Adjoining Property Owners
- Park Enthusiasts

Task 3 Client Responsibilities

- Client will provide summary of Community Cultural Committee meetings
- Client will lead coordination with Community Liaison
- Client is responsible for all public meeting invitations and advertisement to a wide range of ages and demographics
- Client is responsible for location, coordination with and basic room set up for public meetings.
- Client is responsible for all printing related to task Targeted Outreach Engagement 3.
- Client is responsible for distribution of all Targeted Outreach materials from Engagement 3.
- Client is responsible for organizing the two stakeholder meetings, including all invitations.

Task 4: Construction Contract Administration

- Schedule and attend one pre-construction meeting.
- Schedule and attend monthly Owner Architect Contractor (OAC) calls or virtual meetings. Anticipate 9 meetings based on estimated 9 months of construction.
- Review submittals from contractor.
- Review contractor pay applications.
- Review contractor change order requests.
- Address requests for information and discrepancies.
- Visit site up to ten times during construction resulting in written documentation.

Construction Meetings:

- Attend one (1) construction kick-off meeting
- Attend up to nine (9) monthly progress calls or virtual meetings.
- Perform site observation and field review up to ten (10) visits.

Construction Client Responsibilities:

- Approve contractor pay applications
- Approve contractor change order requests
- Attend monthly progress calls
- Provide daily inspection



Construction Contractor Responsibilities:

- Attend monthly progress calls (or virtual meetings)
- Give design team minimum of 7 days advance notice to construction milestone activities that require field review.
- Give design team notification if unanticipated field conditions that require design modification.
- Provide material submittals, shop drawings, and mock-ups based on specifications.

Assumptions:

- The Client and all design team members will have access to the project Miro board.
- Contractor is responsible for Final design, engineering, stamped drawings, and construction of the water feature.
- The design team's role in cost estimating is supporting the contractor. Contractor bid during selection will serve as the first pricing, consultant team will provide and assist contractor for 50% (design development) estimate.

Exclusions

It is understood that the following are excluded from the current scope of work:

- LEED Certification and Documentation
- Services above or beyond those stated above such as additional meetings or site visits
- Permit or application fees
- Bonds
- NEPA Review
- Signage design and construction documents
- Audio-visual engineering
- Stormwater grant applications
- Multiple bid packages or phases of construction
- Additional renderings and marketing exhibits beyond those listed above
- Regulatory agency coordination beyond normal submittal and approval processes
- Construction and/or utility staking
- Environmental assessments, wetland delineation or mitigation
- Retaining wall design
- Geotechnical studies and/or rock soundings
- Traffic and/or parking studies
- Additional Offsite public infrastructure improvements design
- Building engineering design beyond that listed above
- Air quality permit application
- As-built survey
- Survey, easement, and final plat services aside from the additional survey identified above
- Public utility plans
- Irrigation plans
- Cost Estimating

If you desire, Gresham Smith can provide a fee estimate for any of these excluded services.