



March 22, 2019

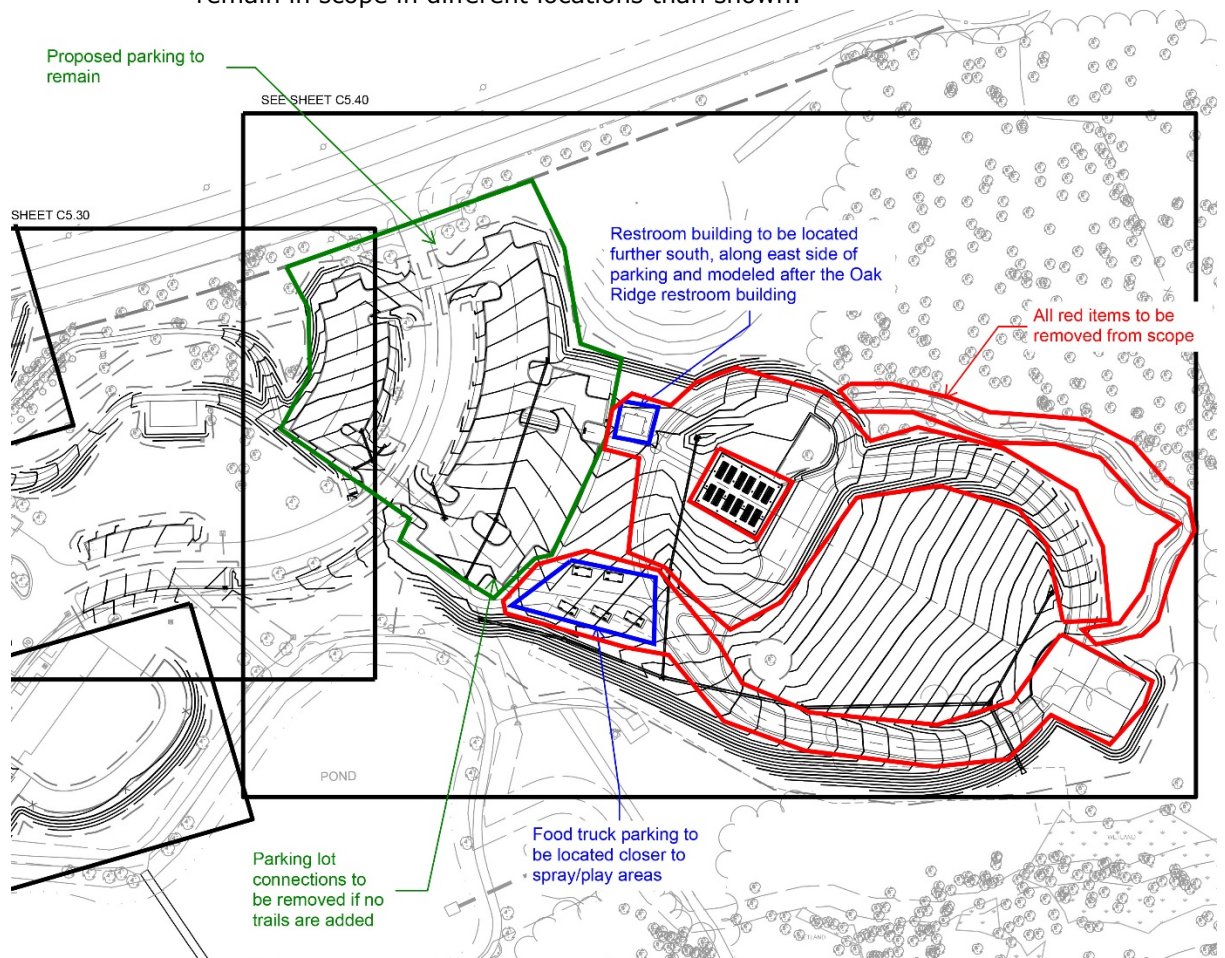
Ms. Vonda Martin  
Park Planner  
City of Greensboro Parks and Recreation  
1001 Fourth St.  
Greensboro, NC 27405

**Re: Keeley Park – Phase II  
Additional Services for Scope Change**

Dear Ms. Martin:

STEWART is grateful for the opportunity to provide you with this add services proposal for civil engineering and landscape architectural services related to the above referenced project.

It is our understanding that the City of Greensboro would like to have some changes made to the Keeley Park design prior to final permitting and construction documents. The following exhibit shows the extent of these changes on the site plan. The red items are to be removed, the green items are to remain, and the blue items are to remain in scope in different locations than shown:





## **SCHEDULE OUTLINE**

The following schedule outline is based on approval of this proposal at the April 16<sup>th</sup> City Council meeting. If approved after this date, all noted dates to be adjusted based on approval date.

April 16<sup>th</sup>: Approval of Contract by City Council

April 16<sup>th</sup>- 30<sup>th</sup>: Contract Routing

1<sup>st</sup> week of June:

- Site Revisions complete, 3-4 weeks
- Send plans to cost estimator
- Submit to NCDEQ
- Submit to City of Greensboro TRC

1<sup>st</sup> week of August:

- Estimated approval of all permits
- This allows for 2 submittal cycles
- Total of 8-10 week process

Early August: Bidding

- If the Client is comfortable after 1st round of permits, bid announcement can go out at that time, which may be mid-July.
- Or the Client may wait until all permits are approved
- Cost estimate will be used to determine alternate or sponsorship items

Mid-August: Pre-bid meeting

- Or early August if bid ad is in mid-July

Early September: Bid opening

- Or mid- August if bid ad is in mid-July

Early October: Notice to Proceed for Construction

- Or if mid-September if bid ad is in mid-July
- Time may also shift depending on contract time needed by City of Greensboro

## **SCOPE OF SERVICES**

### **Site Revisions: Civil Engineering and Landscape Architecture**

Based on the understood changes to the site, STEWART's landscape architecture and civil engineering team will proceed with the following tasks upon approval of this proposal:

- Removal from all plan sheets the following items:
  - Pad for show wagon
  - Trail through woods north of Amphitheatre lawn
  - Amphitheatre lawn
  - Hardscape loop around the Amphitheatre lawn
  - Drive access from the eastern parking lot to the Amphitheatre lawn
  - Notations for the future beginner bike trail, as it is under construction
  - Notations for disc golf, as it is under construction
- Relocation of the following elements:
  - The food truck area will be relocated from the Amphitheatre area,



- likely to the east of the sprayground building.
  - Modifications of the parking/driveway will be made to accommodate this change, including site layout, grading, and drainage.
- The restroom/shelter building will be relocated east of the new larger parking lot, likely south of its current location
- The Festival Field will move from the Amphitheatre area to the area west of the upper parking lot/community garden area.
  - The site could be upgraded for a small amphitheatre in the future.
  - Electrical will be provided for small performances – see MEP scope
  - Fine grading of the new location for the festival lawn at the western end of the park in the existing walking loop.
- The new site plan will also provide a walking trail (3085 LF, paved 8' wide) to satisfy LWCF requirements.
  - Park staff has also requested paving of the existing natural surface trails around the pond, approx. 1204' lf
- Modifications to erosion control plans, as approach for erosion control changes dramatically with these site changes
- Grading and drainage plan changes as required to accommodate site plan changes, including new stormwater calculations
- As-built site plans will be provided to Client for City of Greensboro records and LWCF requirements.

During this process City of Greensboro will need to provide to Stewart the following:

- Location and design of septic system
- Location and design of well changes/upgrades/capacities or new well information if one is required

### **Permitting**

Upon completion of the revised site construction drawings, STEWART will prepare and submit site related permit applications and new plan review packages to the following agencies:

- City of Greensboro - TRC
- NCDEQ – Erosion Control

STEWART will provide follow up revisions as required to obtain approval of the proposed plans by both agencies. We expect two rounds of submittals and comments for this new submittal process for each agency. We will not provide tree save or natural area platting; if needed, this will be provided by City of Greensboro's engineers whom performed the site survey.

City of Greensboro will provide information for septic and well design for permitting. This information will be required for full permit approval.

### **Architectural Services**

Shermin Ata Architect, PLLC will continue providing architectural services for this project as already contracted. In addition, the architectural scope will now include the new restroom building east of the new eastern parking lot. The restroom building



will include the following:

- Women: 4 stalls and 2 sinks
- Men: 4 stalls/urinals and 2 sinks
- Chase
- Roof and concrete pad extension to provide space for 2-4 picnic tables under the shelter

Additional services requested will be billed on an hourly basis at the following rates:

Architect \$120.00/hour

Drafting \$55.00/hour

### **Structural Engineering Services**

STEWART's Structural team will continue providing structural engineering services for this project as already contracted. In addition, the structural engineering scope will now include the new restroom building east of the new eastern parking lot. The restroom building will include the following:

- Women: 4 stalls and 2 sinks
- Men: 4 stalls/urinals and 2 sinks
- Chase
- Roof and concrete pad extension to provide space for 2-4 picnic tables under the shelter

### **Mechanical, Electrical, Plumbing Services**

SAMR Engineering, formerly Enpulse Energy, will continue providing mechanical, electrical, and plumbing engineering services for this project as already contracted. In addition, the MEP scope will now include the new restroom building east of the new eastern parking lot. The restroom building will include the following:

- Women: 4 stalls and 2 sinks
- Men: 4 stalls/urinals and 2 sinks
- Chase - heated
- Roof and concrete pad extension to provide space for 2-4 picnic tables under the shelter

SAMR will relocate the food truck connections to the new location as it is determined. They will also be adding an electrical service to the new Festival Lawn on the western end of the park for small performances.

### **Cost Estimating**

Due to the tight budget on this project and the extremes in the construction market currently, STEWART has included Aiken Cost Consultants to provide cost estimating services for Keeley Park. They will provide detailed cost estimates for all site elements and structures, except for the purchase of playground equipment and pre-fabricated shelters/structures. The information provided by their cost estimate will be used to determine alternates for the bid documentation.

### **COMPENSATION**

STEWART agrees to provide professional services as outlined above for the following Lump Sum Fees:



Site Revisions	\$11,000
Permitting	\$ 4,000
Architecture	\$ 6,500
Structural Engineering	\$ 2,500
MEP Engineering	\$11,500
Cost Estimating	\$ 2,500
Reimbursables	\$ 500
<b>Total</b>	<b>\$38,500</b>

In addition to the fees listed above, STEWART shall invoice the Client for reimbursable expenses such as copies, plots and prints required for permit submittals. These expenses will be billed at 1.10 times direct cost. The allowance for reimbursable expenses shall be \$500 in addition to the fees shown above.

STEWART will invoice the Client for these services monthly, based on percent completion. In the event it becomes necessary to terminate this project prior to completion, STEWART shall be paid for all staff hours expended and expenses incurred to the date of termination not to exceed the fees outlined in this proposal.

#### EXCLUSIONS

The following items are excluded from the above Scope of Services:

- Surveying
- Geotechnical services
- Platting for tree save or natural area
- Septic system design, location, permitting or determination of any kind. This will be required for permit approval.
- Well design, location, permitting or determination of any kind. This will be required for permit approval.
- Easement platting

Included in this agreement are STEWART's Conditions of the Agreement, our Standard Hourly Rate Schedule, and our Project Information Form.

If this proposal meets with your approval, please sign and return one copy for our files, which will serve as our authorization to proceed.

Please do not hesitate to call if you have any questions regarding our proposal. We are pleased to have the opportunity to provide these professional services to your firm and we look forward to working with you on this project.

Respectfully submitted:  
STEWART

Authorized by:  
City of Greensboro

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tedd Duncan, PLA  
Vice President  
Manager of Landscape Architecture

\_\_\_\_\_  
Printed Name and Title



STEWART

Attachments - Conditions of the Agreement  
- Standard Hourly Rates