



VERDE DESIGN

January 30, 2023

Subject: Jade Street Park Universally Accessible Playground Design

Dear Ms Kahn

Verde Design proposes the following preliminary fee based on the project scope understanding and approach we have proposed. Our sub-consultant fees for topographic survey only and included in this proposal.

We are pleased to learn that Verde is selected to perform the professional services for the City of Capitola, we have reviewed and updated the project tasks and overall process. The professional compensation is modified to address Community Outreach and Conceptual Design services as a first stage of the design process.

Our proposed services includes the original base scope of work with additional options that will enhance the community input process. The new base scope of services will provide a fulfilling community outreach process and conceptual design. Products from the community concept will be available for marketing and fundraising. Then with funding in hand, services for arborist and construction documents could be implemented to set the project plans up for bidding and construction.

Our first stage includes a community process and concept design. Arborist Report will be differed to the start of the 65% construction documents and will be authorized under a separate contract.

Please see the following fee worksheet that outlines scope of services tasks with hourly rates and time estimates for each of the following phases of work.

PROFESSIONAL COMPENSATION

For the scope of services and products identified in this proposal, Verde Design respectfully requests the following lump sum fee including all reasonable reimbursable expenses that are outlined to be included in each project.

Community Outreach & Conceptual Design	\$87,042.50
Reimbursables included	
Total	\$87,052.50

Services on Hold for Additional Authorization

Arborist Analysis & Report	\$5,510
Construction Documents 65% Submittal	\$35,780 estimated.
Construction Documents 95% Submittal	\$28,698 estimated.
Construction Documents 100% Submittal	\$15,978 estimated.
Drainage Calculations & Storm Water Management Plan	\$5,140
SWPPP Approval/NOI	\$4,150

We look forward to authorization and kick off meetings and how Verde Design can work with the City of Capitola Community on the development of the Jade Street Park Universally Accessible Playground project.

Yours truly,

Verde Design, Inc.

Derek C. McKee, RLA
Principal

CC: Nance Cronin, CFO, Verde Design

2) TECHNICAL PROPOSAL



The following Approach and detailed Scope of Services is an approach to completing the community outreach, programming design, schematic plan design, construction documentation, and bidding and construction support outlined for the Universal Accessible Playground renovations at Jade Street Park for the City of Capitola (City) community.

Our approach and proposed services includes a base scope of work and additional options for tasks that can enhance the community input process. With the desired professional fee structure, we are providing these options. One of the options we thought would be a good approach is to focus on the community outreach process and conceptual design. These phases could be approved to attain community input and develop an accessible playground design and supporting graphics for fund raising. Then with funding in hand, services for construction documents could be implemented to set the project plans up for bidding and construction.

Our base approach includes a community process and construction documents. Services are a bit limited to limit our scope but even with this approach we are over the desired fee budget.

We have worked on several accessible playgrounds. Several have large budgets and we have quite a few with a construction budget closer to what is desired at Jade Street Park. We can share these relevant projects and construction values for comparison. It would be encouraged to attain more funding through the fund raising to create a more impressive universal accessible playground.

A) PROJECT APPROACH

Verde Design understands the general scope of services, including the complete development of the design and construction documents associated with the Jade Street Park playground project, outlined in the RFP.

Past experience has taught us that the key to envisioning and developing public parks begins with a simple, clear approach - **Investigate, Listen, Understand** and **Recommend**. Beginning with our initial kick-off meeting with City staff, we will establish project parameters, such as program, schedule, and budget.

Investigate - Establishing a solid foundation for success begins with project investigation. We will review existing utility documents, acquire the site topographic survey, perform a geotechnical investigation and conduct a site visit with City staff to confirm our understanding of the existing conditions and better

evaluate the opportunities and constraints for developing the specific amenities identified.

We will contact the appropriate utility companies to verify the location of all known existing utility lines, meters, and easements, as necessary, to fully understand the requirements for the project. Our team is fully capable of providing all engineering services, including water, sewer, as may be required by the appropriate utility companies and permitting agencies.

The existing parking lot will be analyzed for quantity of stalls comparison to needs of the park. More ADA spaces should be provided to the all-inclusive playground site. We will setup an estimated park program demand for parking and review parking use during this phase.

Existing trees will be reviewed with our teams Arborist for health, status and limitations on improvements for each. This service is provided as an optional service. The scope will include reviewing the proposed plans for maintaining the existing trees that provide shade and nice canopy on the play area edge.

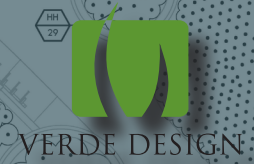
A list of necessary permits for construction and implementation of the playground improvements will be developed. We will review any utility or agency easements and permitting needs. City of Capitola requirements will be reviewed with staff. A schedule and sequence for the identified permits will be setup.

Through this investigation, we will gain a thorough understanding of the existing site conditions, topography, soils, and infrastructure. This site analysis effort will be utilized throughout the duration of the project, enabling educated and effective decisions to be made.

Listen - We will listen to stakeholders' concerns and desires, acknowledge the guidance provided by City staff, and communicate what we are hearing back to these parties so we can collectively move forward together with a shared goal. We will meet with staff to attain input on the desired program, layout, materials, and design.

Preliminary program options will be generated and use-relationship diagrams created to help garner the input at the first community meeting. Our intent is to hear what the community would like to include for the all-inclusive playground. The preliminary program options / use-relationship diagrams are used to stimulate the input to attain priorities and comments. Equipment options may also be presented for input and priorities.

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We plan to meet with the City staff first to review the rough programs designs and then provide a community meeting in the early evening and a pop-up meeting at the park for a duration on a weekend. As an optional service, a community survey will be setup to provide input on the program, layout and priorities. With these meetings and the community survey, we will be able to receive input on the desired program and priorities from the community.

Pop-up meetings were also proposed as an optional service to present the programming graphics and attain community input at a community event or at the park. We also proposed another pop-up community meeting during the conceptual alternatives phase as an optional service.

To further support our clients' goals, the Verde team develops a detailed "Basis of Design" document as a means of tracking the programmatic input and infrastructural requirements for each project. We typically tally the input by element, category or program. This document is a summary of all the project information assembled to date, and represents the direction we, as a team, have agreed upon for the development of our conceptual designs. This document will be submitted as the conceptual design memorandum and updated as we proceed.

Understand - Using the tools mentioned above, we expect to have nearly all of the information needed to develop design solutions that respond to site constraints, stakeholder input, and budget. These initial concepts will reflect the input we received in a graphic form, which everyone can understand and respond to.

We provided an optional service to develop schematic alternatives to first review with staff and at a community meeting. This would provide another community engagement opportunity to review the design.

Our base services provide developing a minimum three conceptual alternative plans for the playground renovation we can obtain authentic, focused input and direction. The options will convey different layouts, materials and configurations to enable the staff and community to provide input. We generally create more options with the options that can be included based on our review with staff.

Demonstrating that we understand what is important, needed, required, and affordable is often the most challenging aspect of a project. We will prepare cost estimates for construction, as well as provide the City with identified issues relating to the options we



One way Verde Design is different from other firms I've worked with is they really listen to the client. Some design firms come into a project and they want to sell you on something they've already conceptualized or that fits their own artistic purpose, but Verde comes in with an open mind and listens first before drawing.



GREG BETTS, FORMER COMMUNITY SERVICES DIRECTOR
CITY OF PALO ALTO

MITCHELL PARK MAGICAL BRIDGE, PALO ALTO

have developed. We will meet with City staff first to review the conceptual alternatives.

The designs will be updated and presented at City Council. We proposed issuing another community survey on the updated designs to attain more focused input as an optional service

Based on the City Council's input, we will update the designs to a single preferred design labeled final concept. Updated estimate will be provided. A report will be setup to capture the input received during the community process and outcome of the design being proposed. We will review with staff, then update the presentation materials and assist staff with the council reports. We will prepare presentation material and present the draft concept to the City Council. If there are updates or comments required following this presentation, we will provide and coordinate with staff.

Recommend – With a clear concept developed, the community's vision will be developed into a biddable set of construction documents. Verde Design's expertise in taking projects from a conceptual design through construction will benefit you during the construction document phase, as we are experienced in creating plans that enable smooth bidding and construction.

2) TECHNICAL PROPOSAL



As we move forward with the design development plans, our first step is to prepare the systems design and engineering. This will include our 65% plan package, which will identify proposed materials and finishes, identify the size and location of elements, delineate the layout of the overall play area, and review the overall project costs for our recommendations as to how we believe the project should be built to meet the qualitative expectations, as well as the schedule constraints. We will meet with City staff to discuss the design documents and receive comments and requested modifications, which will be incorporated into the final project design.

Following the City staff review of the 65% plan set, specifications, and estimate, we will continue to revisit the Basis of Design document to track changes and confirm that all components of the program are being addressed.

The 95% construction documents will then be developed and submitted for City staff review and comment. We will meet with the staff to review the submittal and our response to the 65% comments, allowing us to move forward and complete the construction documents.

Once we have reviewed the 95% submittal documents with the City and received your comments, we will make the final revisions and updates to the construction documents that will bring them to the Final 100%/Bid level. At this stage, the bid package will be submitted to the City's Building Department or plan check process for review and approval, if necessary. We will provide SWPPP/QSP services and assist in attain the NOI permit as an optional service. Calculations for storm water management will be provided as an optional service if requested. Irrigation MWEL0 calculations will be provided on separate plans.

At each submittal, we will include an updated cost estimate and schedule so the City staff can review and track the construction budget and construction timing. We will present the submittal and provide a page turn review of the submittal package. Each submittal will include a progress report addressing updates, design modifications, costs, questions, and comment status.

As issues or items arise, we will investigate why. We will listen to potential solutions, asking questions along the way, to ensure that we understand the full breadth of the issue so that we may make recommendations, which will take into account your budget, schedule, and the overall impacts to the success of the project.

B) SCOPE OF WORK

PHASE 1: COMMUNITY OUTREACH AND CONCEPTUAL DESIGN

A. Project Start-Up.

- a. Establish files and in-house documentation.
- b. Receive all available data, maps, reports, etc.
- c. Obtain City documents relating to the site and other requirements, standards, and regulations for development of the facilities.
- d. Coordinate the topographic survey with the City.

B. Kick-Off Meeting.

- a. Meet with City staff to determine the project intent, scope, project budget and timetable.
- b. Identification of roles and responsibilities of consultant team, and City staff.
- c. Review the existing site plan, proposed park improvements and steps toward input, consensus and development of the design process.
- d. Review or develop the project's goals and objectives with staff.
- e. Review proposed new park amenities.
- f. Review the draft schedule submitted with the proposal and coordinate updates and adjustments for each phase of the design process and any other public hearings, or Council involvement with City calendar.

C. Site and Data Review.

- a. Review assembled project data, as-builts and historical information.
- b. Review City codes, ordinances, standards and policies pertaining to project design.
- c. Review and record utility information related to electrical, sewer, communications, irrigation and storm drainage.
- d. Provide a site topographic survey. No property lines or easements will be included.
- e. Review management and maintenance practices and concerns with City staff.
- f. Site visit to review prepared survey, perform visual analysis and become familiar with existing conditions and constraints. We recommend walking the

2) TECHNICAL PROPOSAL

site with City staff to review conditions and known issues or constraints.

- g. Review existing trees with our team's Arborist for health and development restrictions. This task is an optional service.

D. Design Objectives & Program Input.

- a. Develop and refine the project goals and objectives.
- b. Provide recommendations for code compliance, utility service, sustainability, safety and facility condition.
- c. Generate a park program and specific site uses list for the prioritized amenities.
- d. Develop a preliminary program list of potential park play area development elements.
- e. Develop preliminary use-relationship diagrams showing program areas, connections and layout.
- f. Setup a community survey and review with staff then publish. We will review outcome and results with staff and this process will occur simultaneous to the programming phase. This task is an optional service.
- g. Meet with City staff to review the preliminary program, use-relationship diagrams and existing conditions items.
- h. Revise the presentation graphics and information to reflect City comments and prepare for the first community meetings.
- i. Attend and present at the community meeting and pop-up meetings (optional service). Prepare a summary of input collected from each meeting.

E. Schematic Alternatives.

- a. Based on input at the community meetings and City staff, prepare a minimum of three (3) schematic alternative plans and other materials.
- b. Provide construction cost estimates based on the conceptual alternative designs.
- c. Meet with City staff to review the presentation materials.
- d. Setup an updated community survey with the schematic alternative designs for input. Publish and analyze survey input. This task is an optional service.
- e. Prepare and refine community meeting materials, presentation materials displaying the schematic alternative designs, and any other material needed to garner input from the public.



ROTARY PLAYGARDEN, SAN JOSE

- f. Assist the City with presentation materials for the presentations.
- g. Materials may include providing the concept design electronically and on presentation boards, etc.
- h. Attend and assist City staff at the CC presentation.

F. Final Draft Preferred Alternative Plan.

- a. Prepare final draft preferred alternative plan, incorporating the input received at the community meetings and from City staff.
- b. Update the construction cost estimate.
- c. Develop a summary memorandum of the process and input attained.
- d. Meet with staff to review the final draft preferred alternative plan, updated estimate and prepare for the CC meeting.
- e. Assist the City with presentation materials for the presentations.
- f. Materials may include providing the concept design electronically and on presentation boards, etc.
- g. Attend and assist City staff at the CC presentation.

PHASE 2: CONSTRUCTION DOCUMENTS

Upon approval of the project requirements, and the agreement between City and Consultant on the design concept and scope, the Consultant shall develop design development and construction documents:

- A. Prepare and submit 65% design and construction documents, including drawings, technical specifications, calculations, and

Verde Design, Inc.
Project Schedule

Verde Design

Date: January 31, 2023

PROJECT: Jade Street Park Universally Accessible Playground Design

CLIENT: City of Capitola

PROJECT NUMBER: 23003002148M

2023

			Feb	Mar	Apr	May	Jun	Jul
A.	COMMUNITY OUTREACH & CONCEPTUAL DESIGN							
1	Establish Files & Admin. Procedures	2/10	◆					
2	KO meeting and Site Walk	2/10	◆					
3	Utility Company & Existing Utilities Review	2/16	◆					
4	Site Topographical Survey	2/13-3/1	◆					
5	Project Schedule	2/10	◆					
6	Review City, Utility and Consultant Data	2/16						
7	Preliminary Program & Use Relationship Graphics	3/15 to 3/20		◆				
8	Review Meeting with City Staff #2			◆				
9	Community Meeting #1	3/21		◆				
10	Community Pop-Up at Jade St Park	3/25		◆				
11	Online Survey #1	3/21 to 3/31		◆				
12	Develop Schematic Alternative Plans (2 total)	4/17			◆			
13	Prepare Preliminary Estimate of Const Cost one for each alternative	4/17			◆			
14	Staff Review Meeting #3	4/18			◆			
15	Revise Schematic Alternative Design	4/24			◆			
16	Community Meeting #2	4/25			◆			
17	Community Pop Up Mtg at Jade Street Park	4/29			◆			
18	Online Survey #2	4/25 to 5/5			◆			
19	Prepare Draft Alternative Conceptual Plans	5/22				◆		
20	Preliminary Construction Estimate	5/22				◆		
21	Review Meeting with City Staff #4	5/23				◆		
22	Presentation Materials for City Council Meeting	5/26					◆	
23	City Council Meeting #1	6/7					◆	
24	Prepare Final Preferred Alternative Plan	6/19					◆	
25	Update Preliminary Construction Estimate	6/19					◆	
26	Report - Program, Process & Final Preferred Plan	6/23					◆	
27	Presentation Materials for City Council Meeting	6/23					◆	
28	City Council Meeting #2	7/5						◆
29	Project Administration							
	Fund Raising Campaign (City & County Partners)							