

## 2024 AGENDA ITEM

Committee of the Whole Meeting date: July 16, 2024

Council Meeting date: August 5, 2024

ITEM: Parkitecture master plan

SUBMITTED BY: Matt Amundson, City Administrator

### DETAILED DESCRIPTION OF SUBJECT MATTER:

The impacts to Fireman's Park of a potential stormwater project will be significant. I've requested a planning proposal from Parkitecture + Planning who I've worked with extensively in the past. The firm has also worked with Ruekert-Mielke on similar scopes of work previously.

This work will evaluate the current park layout and incorporate the stormwater plans and analyze potential redevelopment of the park.

### LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

Parkitecture Concept

### ACTION REQUESTED OF COUNCIL:

Discuss and review proposal from Parkitecture + Planning for master plan for Fireman's Park

July 3, 2024

Matt Amundson  
City Administrator  
City of Columbus  
105 N. Dickinson Blvd.  
Columbus, WI 53925



Dear Matt:

Thank you for the opportunity to provide this proposal for the conceptual planning for the renovation of Fireman's Park in Columbus. We understand that there are upcoming stormwater management improvements slated for within this park that may disrupt the status quo and will help you assemble a vision for the next chapter of this open space that can coexist with these infrastructure improvements.

The project will include evaluation of the existing park amenity layout, collaboration and coordination with the City Engineer who is developing the stormwater plans, and analysis of the potential redevelopment of the park. Our scope will include conceptual planning, budget estimates, and working with you and your staff/consultant to find potential solutions. Detailed design and construction documents may be added as an additional service at a later date. This work could be tied into the stormwater project plans that will go out for public bidding. The anticipated schedule includes concept design during the late summer of 2024 and budget estimates ready for integration in the city CIP in the fall of 2024. Detailed design and engineering could occur in the fall/winter of 2024 with an anticipated project bidding in early 2025.

Thank you very much for the opportunity!

Sincerely,



Blake Theisen, PLA, ASLA  
Principal

**Parkitecture + Planning**

901 Deming Way, Suite 201  
Madison, WI 53717

E [blake@parkitecture.org](mailto:blake@parkitecture.org)  
P 608.886.6808

## SCOPE OF SERVICES

## Conceptual Design

- ◆ Facilitate Kick off meeting with City staff and Engineering consultant. This meeting will include a site visit, review design intent, opportunities/constraints, and precedent imagery.
- ◆ Develop up to two (2) concepts for the park area to explore options such as pathway connections, channel alignment and treatment, sports field improvements, playground relocation./redevelopment, parking configurations, and other amenities.
- ◆ Attend review meetings (2 assumed) with City Staff and consultant.
- ◆ Attend a public input meeting to present preliminary concepts and ascertain wishes of the public end users for potential improvements.
- ◆ Refine concept options into final conceptual master plan layout.
- ◆ Assemble Opinion of Probable Construction Costs (OPC).
- ◆ Produce final rendered graphics (plan view) for use by City.

| OUTCOMES |   |            |
|----------|---|------------|
| #1       | 2-3 Conceptual Plans                    | 11x17 pdf  |
| #2       | Estimate of Probable Construction Costs | 8.5x11 pdf |
| #3       | Site Plan Rendering for City Use        | 11x17 pdf  |

## Responsibilities of Owner and Others

The City shall supply Parkitecture with Digital CAD topo and aerial photography of the project site.

### Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task.

## Conceptual Design

**\$ 17,768**

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification to proceed with the scope outlined above. Formal contract documents shall follow.

Accepted by:

Date:

City of Columbus

## **TERMS AND CONDITIONS**

### **Payment Terms**

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

### **Reimbursable Expenses**

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

### **Ownership of Documents**

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

### **Limitation of Liability**

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

### **Authorization and Notice to Proceed**

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

### **Schedule**

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

### **Client's Responsibilities**

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or losses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.