

Proposal for Services

Project: Deadwood Library Garden

City of Deadwood, South Dakota

Date: April 12, 2024

Kevin Kuchenbecker
City of Deadwood
108 Sherman Street
Deadwood, SD

Kevin,

Thank you for asking Tallgrass Landscape Architecture to submit this proposal for a garden plan for the Deadwood Library. We understand that you would like a plan for the Library “garden” area. The design should accommodate comfortable use by library patrons with places for sitting, some open space for library activities, places for plantings, and potentially updated fencing and shade structures. Existing connections to sidewalks will be maintained.

The following scope outlines our commitment to this project:

Project Scope:

The following items have been identified as elements of the desired scope of the project:

- Design of the Library Garden, including planting, paving, site furniture, fencing, and other public garden related items as determined through the design process.
- Bid documents for the installation of garden features.
- If structures are desired (shade structures, arbors or pergolas), minor design and review of necessary footings would be performed by Albertson Engineering at additional cost to be determined at that time.

Owner’s Responsibility:

In order to support the project in an efficient way, the owner shall:

- Provide existing site data to Tallgrass, such as any existing surveys or other mapping to assist with the accuracy of the Plan.
- Provide timely feedback on design concepts and the plan

Project Schedule:

We propose to provide these master plan services during the months of May - early June with bidding taking place in June-July and construction in the Fall of 2024. We propose three meetings as follows:

- A. Kickoff meeting with City and library staff, if desired
- B. Preliminary concept plan meeting & review
- C. Final Plan & Opinion of Probable Cost meeting

- D. Additional virtual meetings as needed to guide the design of the garden.

Our detailed project approach follows:

1.1 Site Analysis

In order to identify the physical attributes and limitations of the site relative to the Project Program, the Landscape Architect shall:

- A. Identify existing site conditions and features such as topography, drainage patterns, vegetation, including significant specimen plants, water elements, structures, views, and known off-site considerations relevant to the Project Program and as they pertain to the park.
- B. Confirm general location of available utilities as they pertain to the Project if relevant.
- C. Analyze existing site conditions to identify physical attributes and limitations of the Project site as they pertain to trail layout, grading, drainage, erosion, etc.
- D. Advise the City of any additional tests and surveys that may be required as they pertain to the Project.

1.1 Schematic Design Phase

Based on the Site Analysis Phase findings, the Landscape Architect shall explore design options and develop a schematic design through the following:

- A. Prepare studies and relational diagrams for the organization and placement of proposed program elements taking in consideration the existing site features and the requirements of other program elements
- B. Evaluate alternative design concepts and, in conjunction with the Owner, identify a preferred design concept
- C. Based on the preferred design concept, prepare a scaled schematic design plan illustrating the form and configuration of the proposed improvements on the site
- D. Preliminarily select key materials or material systems and prepare preliminary designs for key construction details
- E. Prepare an opinion of probable costs to construct the proposed improvements, including a recommended contingency
- F. Submit the plan, details, cost opinion, and other deliverables as appropriate comprising the Schematic Design submittal to the Prime Consultant for review and approval.

1.2 Construction Document Phase

Due to the size of the project and our regular working relationship with the City, it is not anticipated that a separate Design Development Phase will be necessary. We propose moving directly from Schematic Design to Construction Document Development.

Based on the Owner-approved Schematic Design phase submission, the Landscape Architect shall prepare Construction Documents suitable for bidding or contract negotiations and for construction of the Project. The Landscape Architect shall:

- A. Prepare construction plans including:
 - i. Demolition plan
 - ii. Staking (or layout) plan, to include any additional paving or other surfacing
 - iii. Drainage and erosion control plan, if necessary, excluding storm sewer design or modifications of existing storm sewer.
 - iv. Planting plan
 - v. Site Furnishings Plan (if necessary)
 - vi. Irrigation Plan (if necessary)

- B. Prepare construction details to describe the materials, spatial relationships, connections, and finishes suitable for constructing the proposed improvements.
- C. Prepare construction specifications for the proposed improvements.
- D. Update the opinion of probable cost to construct the proposed improvements.
- E. Address timely and applicable review comments received from agencies and revise the Construction Documents for compliance when required.
- F. Submit final opinion of probable construction costs.
- G. Submit the Construction Documents in digital format; physical copies shall be reimbursable costs.
- H. Assist the owner with bidding documents and the bidding process as needed.

1.3 Construction Administration (Optional)

Construction Administration ensures that the design intent is followed during construction and you are receiving the product you want. We enjoy working with contractors to achieve optimal final outcomes, however, for this small project you may opt to self-perform these activities so we've included them as optional.

- A. Conduct Pre-construction Meeting
- B. Review Contractor submittals and shop drawings
- C. Perform four (4) Site Observations during construction activities
- D. Prepare site observation reports
- E. Provide responses to RFI's as needed during construction for work included in design scope
- F. Provide items/descriptions for Proposal Requests/Change Orders
- G. Coordinate with Contractor during construction.
- H. Review Applications for Payment
- I. Perform Substantial Completion walk-through and develop punch list
- J. Perform Final Acceptance Walk-through

Compensation:

Based upon our understanding of the project our proposed total Lump Sum fee is noted below. Significant modifications to the scope or modifications to the schedule will require a review and modifications to the fee when warranted. Not to exceed services shall be billed at cost to owner.

Task	Fee
Meetings, Site Analysis, Schematic Design	\$6,725
Construction Documentation & Bidding	\$6,480
Total Design Cost	\$13,205
 Construction Administration	 + \$5,130 (optional)

Billing:

Tallgrass Landscape Architecture, LLC bills at the end of each month. Minor printing, local travel, and other expenses typically associated with a project like this are included. Our proposed fees are based upon our hourly rates which are as follows:

Senior Landscape Architect	\$140.00
Landscape Architect	\$115.00
Landscape Architect in training	\$85.00

We enjoy working with the City of Deadwood and very much appreciate the opportunity to work with you on another project that makes Deadwood one of the most unique places in the region.

Thanks again!



Tanya Olson
Landscape Architect

Tallgrass Landscape Architecture, LLC
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Custer, SD 57730
matt@tallgrasslandscapearchitecture.com

Authorization to Proceed with the Work Proscribed Herein

Signature: _____ Date: _____

Title: _____