

No.	Task
Task 1 Project Management	
	Meeting No.1 - Kickoff / Pre-design
	Develop Project Work Plan
	Review of project background documents
	Site Visit / Field Meeting / Garden Tour (San Jose sites)
	(2) Coordination Meetings with Town and other agencies
	(1) Coordination Meeting with Town's Staff Arborist (if needed)
Task 2 Site Analysis	
	Base Map Development
	Site Inventory Plan and Opportunities & Constraints Plan
2A	Topographic & Boundary Survey
2B	Consulting Certified Arborist Services
2C	Supplemental Soil Toxicology Analysis (Pinehurst Garden Only)
	Horticultural and Fertility Soil Analysis
	Site Visit / Optional Field Meeting
Task 3 Community Engagement	
	City Council Meeting (9/19)
	Develop Community Outreach Materials
	Flyers, Sketches, Etc
	Meeting no. 1 (Public) - Pre-design, background, program, opportunities & constraints
	Compilation of Comments and Feedback on preferred Design Concept from Community and Town Parks Commission
Task 4 Conceptual Design Options and 35% Design	
4A	Conceptual Design Options (up to 3 options)
	Coordination with subconsultants
	Up to (2) Coordination Meetings with Town and/or other agencies
	Concept Design Options - Submittal #1
	Meeting no. 2A (Public) - Concept, Synthesis and Clarification
	Meeting no. 2B (Parks Commission) summary of 2A
	Compilation of Comments and Feedback on preferred Design Concept from Community and Town Parks Commission
	Comment and Feedback Turnaround
	Document Revisions per Comments (public + Parks Commission)
4B	Design
	Coordination with subconsultants
	Up to (6) Weekly Progress Check-in Meetings with Town PM
	Draft Design - Preferred Plan - Submittal #2
	Meeting no. 3A (Public) - Final Preferred Plan
	Meeting no. 3B (Parks Commission) summary of 3A
	Town Review, Comment and Feedback
	Document Revisions per Comments (Town + Parks Commission)
	Final 35% Design Package Submittal #3 to Town for approval