

Exhibit A

Tenino City Park Master Plan & RCO Grants Preparation

Scope of Work

This assignment includes the work to be performed by RWD Landscape Architects, (hereinafter RWD) for Tenino City Park (Project) on behalf of the City of Tenino (hereinafter Client). It is understood this Project’s Goal is to accomplish two Task Orders.

1. Prepare Master Plan Update for Tenino City Park.
2. Prepare up to four RCO Grants Applications for Tenino City Park. The four RCO Grants are as follows.
 - Youth Athletic Facilities (YAF)
 - WWRP/Local Parks (Local Parks)
 - Community Outdoor Athletic Facility (COAF)
 - Land and Water Conservation Fund (LWCF)

Basis of Proposal

This Scope of Services and Fee Proposal is based upon written documentation provided by, and discussions with Jessica Reeves-Rush, City of Tenino P.A.R.C Specialist.

Task Order 1 Scope of Services

RWD will provide the Scope of Services as defined herein.

Task 1 Master Plan

Task 1.01 Site Analysis

The Owner has provided a Design Survey/Aerial Mapping to RWD. RWD will visit site with survey in hand to confirm if any additional survey is necessary and to document site features not shown. RWD will visit site with Owner to further understand the site conditions.

Task 1.02 Program Element Range Definition

Owner and RWD will examine the range, type, size, and approximate location of neighborhood park program elements. Owner and RWD will define the program mix that will compose the 3 Master Plan Options. This will occur during an in-person meeting with Tenino Staff. RWD will prepare a Program Element list for each Master Plan Option as a result of this meeting.

Task 1.03 Generate 3 Master Plan Options

RWD will generate 3 sketch level master plan options for Owner review. Owner will have one week to redline options after which RWD will document the options in ACAD. RWD will provide utilities connections for each option. The Master Plan Options will be prepared in ACAD and presented over the aerial photo. These Options will not be colored and rendered.

Task 1.04 Provide Cost Estimates

RWD will prepare a detailed itemized Estimate of Capital Cost for each of the 3 Master Plan Options, however it is understood the estimates will reflect the design maturity of the Project. Estimates will include construction cost items, taxes, contingency, A/E services, and escalation to the construction year.

Task 1.05 Park and Recreation Commission Review

RWD will help the Park and Recreation Commission review and become familiar with the Master Plan Options. RWD will discuss the Public Open Houses' goals, protocol, and intended outcomes with the Commission. Volunteers for Stations will be sought.

Task 1.06 Public Open House 1: Master Plan Options

RWD will prepare the materials for Public Open House 1. There will be four stations at the Open House, each will be staffed by a Parks Commissioner. Station 1 is the introductory station whereby the park planning process and schedule will be explained. Stations 2, 3, and 4 will be where the Master Plan Options are explained by the Park Commissioners. For each Master Plan Option Station, 2 boards will be produced. The first board will show the Design Survey, aerial photo, and the Master Plan Option lays out onto the site. The second board will illustrate photo images (Image Board) of some of the major park features. The colored and rendered boards will measure 36" by 48" and mounted on foam core board. The Park Commissioners will describe the advantages and disadvantages of the Master Plan Option at these Stations. Staff and RWD will "roam" and help the Public with understanding the Master Plan Options. Public participants will be given one green dot sticker serving as their one vote for their preferred plan. The Public will be given the opportunity to write down their comments on their preferences and opinions for each Master Plan option and selected Master Plan features. No public presentation is included.

Task 1.07 Park and Recreation Commission Review

The Commission will discuss and evaluate each option through the lens of the Decision Matrix and select the Preferred Master Plan.

Task 1.08 Preferred Master Plan Option Refinement, Phased Master Plan & Master Plan Cost per Phase

Based upon the Owner's written direction, RWD will revise the Preferred Master Plan graphic and capital cost. Owner and RWD will determine the phasing of the Preferred Master Plan. RWD will prepare the Phasing Plan graphic and capital cost per phase. Estimates will include construction cost items, taxes, contingency, A/E services, and escalation to the construction year.

Task 1.09 Maintenance Costs per Master Plan Phase

RWD will prepare the maintenance cost for each project phase.

Task 1.10 Public Open House 2: Preferred Master Plan Refinement & Cost

RWD will prepare the materials for Public Open House 2. There will be 3 stations at the Open House, each will be staffed by a Parks Commissioner. Station 1 is the introductory station whereby the park planning process and schedule will be explained. Station 2 will focus on the Preferred Master and will be supported by 2 boards. The first board will show the Design Survey, aerial photo, and the Master Plan Option laid out onto the site. The second board will illustrate photo images (Image Board) of some of the major park features in the Preferred Option. The boards will measure 36" by 48". Station 3 will focus on the Phasing Plan. Staff and RWD will "roam" and help the Public with understanding and justifications for the Master Plan. The Public will be given the opportunity to write down their comments.

Task 1.11 Master Plan Deliverables

Master Plan deliverables include the following in hardcopy and electronic form; colored and rendered Master Plan (15% Design), Phasing Plan, and Estimate of Probable Costs by Phase.

Task 1.12 PreSubmission Conference

RWD will prepare for and attend the PreSubmission Conference.

Task 1.13 Master Plan Adoption by City Council

Owner will present Master Plan to Tenino City Council and to gain Council adoption. RWD will attend to answer technical questions.

Task 1.14 Project Management

Manage the project progress & direction, communications with Owner, review items provided by others, provide project administration. It is assumed RWD will have minor interaction with the public works and transportation improvements.

Task 2 Grants Preparation

Task 2.01 Grant Strategy Session

Review Client PROS Plan and Capital Projects lists. RWD will meet with Client on one occasion to review near-term Capital Projects that may be good candidates for RCO Grants for the next few Grant cycles.

Task 2.02 Project Initiation

RWD will review existing Project information and note if any relevant Grant information is missing. RWD will gather relevant demographic and “Underserved Communities” information. RWD will develop a project schedule and responsibilities table.

Task 2.03 Review Estimate of Probable Costs

RWD will review Estimate of Probable Costs. RWD will identify any missing or incomplete cost information and will revise the estimate if necessary. RWD will input cost information by others into a new spreadsheet which will be organized in RCO format. All RCO cost categories will include mobilization, tax, contingency, and escalation to the construction year.

Task 2.04 Prepare Grant Graphics & Answer Technical Questions

RWD will prepare the LWCF and the Local Parks Grant Graphics necessary for both Grants applications. RWD will prepare a Climate Positive Design Scorecard for the Project. RWD will prepare and submit the full Grant Applications via PRISM.

Task 2.05 COAF Technical Review – PreApplication Evaluation

RWD will prepare the graphics, narrative, and powerpoint presentation for the COAF PreApplication Evaluation.

Task 2.06 LWCF Technical Review – Prepare LWCF Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the LWCF Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the RCO Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.07 Local Park Technical Review – Prepare Local Parks Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the Local Parks Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the RCO Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.08 COAF Technical Review – Prepare Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the COAF Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the COAF Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.09 COAF Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the COAF Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.10 LWCF Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.10 Local Parks Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.09 Project Management

This Task accounts for the RWD's time to manage the Project's contractual elements, scheduling, billing and timing of Project, communication with Client, and manage the coordination of, and the execution of the Project Schedule.

Additional, Excluded Services

Specific items that are not within the scope of work/services include, but are not limited to, the following. RWD can provide these services at an additional cost.

- Design Survey
- Biological Baseline Characterization
- Wetland or Critical Area Report
- Full Geotechnical Investigation & Report
- Traffic Studies, Traffic Impact Analysis
- Stormwater Drainage report/studies/design other than as described herein
- Biological Evaluation
- Maintenance Cost projections
- Architectural, Mechanical, Electrical, Civil or Structural engineering services other than as described herein
- 30%, 65%, 95% & 100% Plans, Estimate and Specifications, Bidding Services or Construction Services for On-site and Off-site improvements
- Observation Services of any on-site or off-site, mitigation and building improvements other than defined in the Scope of Services
- Legal Descriptions of easements, Rights-of-Ways, etc.
- Web-site preparation and hosting, visual impact analysis, photo-simulations,
- SITES or LEEDS accreditation
- Tree valuation, Tree removal quantity count
- Noise Studies, Air Quality Studies
- Boundary and ALTA Surveys
- Meeting attendance other than those listed herein
- Stream or Ordinary High-Water Mark delineation, Wetland, Wildlife, Habitat & Fisheries investigations & Impact Analysis other than as described herein
- Grant Writing, graphics, & applications other than listed herein
- SEPA, JARPA, any environmental or regulatory permitting
- Hydrogeologic Report, Hydrology Studies, Environmental Studies, Water Quality Testing & Monitoring
- Visual Impact Analysis
- Cultural Resources investigations & monitoring, Heritage Documentation Programs, other than defined herein

Professional Fee

Professional Fees to accomplish the Scope of Services are shown on Exhibit B1 and B2. RWD will perform the Scope of Services defined herein on a Time & Materials.

Client Responsibilities

Client shall provide the following information or services as required for performance of the work. RWD assumes no responsibility for the accuracy of such information or services and shall not be liable for errors and omissions therein. Should RWD be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

- Client will provide RWD with graphic and photographic images (.jpegs) of trail corridor plans, project, and park patrons. Client will provide graphics of regional location and Pierce County in a high resolution .jpeg format. Client will also provide economic data. Client will help obtain other information that may be helpful such as School Lunch Program participation.
- Client will provide Master Plan graphics, narrative, and cost estimates in editable (original) format.
- Client will provide deed and tenure information and Letters of Support.
- Client will submit Letter of Intent to RCO.
- Client will provide Match Certification, Commission Resolution and other documents that only the Client can provide.

Exhibit B - Tenino City Park Master Plan Fee

City of Tenino			Bob Droll, ASLA		Ann Dinthongsai		Clerical	
#	Task	Task Total	hrs.	subtotal	hrs.	subtotal	hrs.	subtotal
1.00	Master Plan							
1.01	Site Analysis	\$ 1,140.00	4	\$ 680.00	4	\$ 460.00		\$ -
1.02	Program Element Range Definition	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.03	Generate 3 Site Plan Options	\$ 9,600.00	24	\$ 4,080.00	48	\$ 5,520.00		\$ -
1.04	Provide Cost Estimates	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.05	Park and Recreation Commission Review	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.06	Public Open House 1: Master Plan Options	\$ 2,280.00	8	\$ 1,360.00	8	\$ 920.00		\$ -
1.07	Park and Recreation Commission Review	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.08	Preferred Master Plan Option Refinement, Phased Master Plan & Master Plan Cost per Phase	\$ 5,500.00	8	\$ 1,360.00	36	\$ 4,140.00		\$ -
1.09	Maintenance Costs per Master Plan Phase	\$ 1,480.00	6	\$ 1,020.00	4	\$ 460.00		\$ -
1.10	Public Open House 2: Preferred Master Plan Refinement & Cost	\$ 2,740.00	8	\$ 1,360.00	12	\$ 1,380.00		\$ -
1.11	Master Plan Deliverables	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.12	PreSubmission Conference	\$ 800.00	2	\$ 340.00	4	\$ 460.00		\$ -
1.13	Master Plan Adoption by City Council	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.14	Project Management	\$ 5,240.00	24	\$ 4,080.00	8	\$ 920.00	4	\$ 240.00
	Master Plan Subtotal	\$ 35,620.00		\$ 18,360.00		\$ 17,020.00		\$ 240.00
	Direct Expenses	\$ 600.00						
	Professional Master Plan Services Total	\$ 36,220.00						

*Includes 10% Administration Fee

Future Design Tasks

Design	30% Design Submittal	To be determined		\$ -		\$ -		\$ -
	60% Design Submittal	To be determined		\$ -		\$ -		\$ -
	95% Design Submittal	To be determined		\$ -		\$ -		\$ -
	Permitting	To be determined		\$ -		\$ -		\$ -
	100% Bid Documents	To be determined		\$ -		\$ -		\$ -
Construction	Bidding Services	To be determined		\$ -		\$ -		\$ -
	Construction Observation	To be determined		\$ -		\$ -		\$ -
	Warranty	To be determined		\$ -		\$ -		\$ -
	Project Management	To be determined		\$ -		\$ -		\$ -
	Subtotal							
	Direct Expenses							
	Professional Master Plan Services Total	\$ -						

2.00	Grants Preparation for RCO Grants: Youth Athletic Facilities (YAF) Grant, WWRP/Local Parks, Community Outdoor Athletic Facility (COAF), & Land & Water Conservation Fund (LWCF)							
2.01	Grant Strategy Session	\$ 1,140.00	4	\$ 680.00	4	\$ 460.00		\$ -
2.02	Project Initiation	\$ 2,280.00	8	\$ 1,360.00	8	\$ 920.00		\$ -
2.03	Review Estimate of Probable Costs	\$ 680.00	4	\$ 680.00		\$ -		\$ -
2.04	Prepare Grant Graphics & Answer Technical Questions	\$ 9,640.00	8	\$ 1,360.00	72	\$ 8,280.00		\$ -
2.05	COAF - PreApplication Evaluation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -
2.06	LWCF Technical Review - Prepare Presentation & Dry -runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -

Exhibit B - Tenino City Park Master Plan Fee

City of Tenino				Bob Droll, ASLA		Ann Dinthongsai		Clerical	
#	Task	Task Total	hrs.	subtotal	hrs.	subtotal	hrs.	subtotal	
2.07	Local Parks Technical Review - Prepare Presentation & Dry-runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.08	COAF Technical Review - Prepare Presentation & Dry-runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.09	COAF Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.10	LWCF Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.11	Local Parks Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.12	Project Management	\$ 3,880.00	16	\$ 2,720.00	8	\$ 920.00	4	\$ 240.00	
Subtotal		\$ 35,260.00							
Direct Expenses		\$ 400.00							
Professional RCO Grant Services Total		\$ 35,660.00							
Professional Master Plan Services Total		\$ 36,220.00							
Professional RCO Grant Services Total		\$ 35,660.00							
Professional Services Total		\$ 71,880.00							