



June 11<sup>th</sup>, 2024

Dear Leslie—

We are pleased to submit PORT's proposal for *Phase 1 Park Design Services* for *The City of Westwood's* new park project planned for the grounds of the old Westwood View Elementary School. PORT's proposal for Phase 1 services is outlined below and principally relates to site documentation and existing conditions analysis, as well as developing and kicking-off the community engagement campaign that will guide the park design process.

**PHASE 1:      PROJECT KICK-OFF  
EXISTING CONDITIONS DOCUMENTATION & ANALYSIS  
COMMUNITY ENGAGEMENT CAMPAIGN PLANNING & KICKOFF**

**Task 1.1      Initial Kick-Off Meetings, Site Walks + Stakeholder Introductions**

This task will begin with kickoff meeting(s) with the members of the 15-person new park Design Steering Committee (SC) and City's Project Management & Advisory Team (PM&AT). The PM&AT includes the City of Westwood City Administrator; City Engineer; Public Works Director; and Building Official. These initial meetings are intended to:

- introduce the PORT Team and review roles/responsibilities;
- review the project work plan including work schedule, milestones, and deliverables;
- discuss and identify key site issues and stakeholders; and
- review an initial public engagement strategy and timeline.

The PORT team will convene one-on-one meetings and new park site walks with the SC, PM&AT, park stakeholders, local-businesses and social groups/organizations. These conversations will not only begin the initial documentation of community goals for the park but inform our approach for community outreach to make sure we are involving the widest possible audience in the park design process. The PORT Team will also convene a meeting with the PM&AT, Karbank and Karbank's development partners in order to begin coordination between the proposed park site and the Karbank development project at 50th & Rainbow Boulevard.

**Task 1.2 Community Engagement Campaign Planning & Development**

Our team is fully committed to fostering a dynamic and inclusive community engagement campaign throughout the design process. This collaborative endeavor involves working closely with the SC, PM&AT and community stakeholders in order to develop and plan to actively engage diverse voices and ensure the park design is guided by neighborhood priorities and ultimately resonates



with the collective aspirations of the Westwood community. As currently proposed, the complete engagement campaign will include three public community events, as follows:

- Event #1: Grounding, Awareness & Visioning (October 5<sup>th</sup>, 2024, *tentative date*)
- Event #2: Concept Design Alternatives (Date TBD)
- Event #3: Final Concept Design (Date TBD)

The Phase 1 scope of work outlined in this proposal includes collaboratively planning the full engagement campaign and completing the Grounding, Awareness and Visioning Event, preliminarily proposed to occur during the city's Oktoberfest Event in Joe D. Dennis Park scheduled for Saturday, October 5<sup>th</sup>. (The final two events will be carried out as part of the concept design process to be completed during the next phases of work under a separate contract.)

#### **Task 1.3      Existing Conditions Documentation & Analysis**

**GIS Mapping & Drone Photography**

**Ecology, Hydrology, Habitat & Biodiversity Assessment**

**Infrastructure, Access & Connectivity Assessment**

**Site History, Demographics & Community/Stakeholder Assessment**

Our team will document the full extents of the new park site and surrounding neighborhood context, including both cartographic analysis and drone photography. We will also work closely with the city arborist to complete a tree health, stormwater and site grading review in anticipation of the demolition of the old Westwood View Elementary School. We will also develop a base mapping of the project area utilizing available cartographic and GIS data; publicly available historic aerials and maps; as well as additional available survey data. This base data will be foundational to the both the park design process and community engagement campaign.

#### **Task 1.4      Peer Project Benchmarking**

The PORT team will undertake a Peer Project Benchmarking exercise in which local, regional and national park projects of similar scale, neighborhood context and construction budget will be evaluated in comparison with the new park. The purpose of this work is to understand potential park amenity and programming opportunities as they relate to the cost implications of particular park design features and strategies, inclusive of capital and operational costs.

#### **Task 1.5      Online Survey and Website Development**

The PORT Team will develop a custom website and survey platform for the new park. The website will help reach a wider audience during the process, as well as create a platform to collect and publicly share community input on park priorities and design feedback. We will continuously update



the website and survey, publicly sharing overall progress updates and the detailed schedule for upcoming project milestones and public engagement events. The website will be developed to be approved for launch prior to the first community event.

#### **Task 1.6 Community Event #1: Grounding, Awareness & Visioning**

In order to kick-off engagement with the Westwood community that will continue throughout the new park design process, we will organize, develop and staff a pop-up Grounding, Awareness and Visioning installation *tentatively proposed* to be included as part of the City of Westwood's Oktoberfest event in Joe D. Dennis Park on Saturday, October 5<sup>th</sup>. The goals of the event are as follows:

- Raise community awareness about the park design process and opportunities to be involved.
- Celebrate the history of the new park site, the new and old Westwood View Elementary school grounds, as well as the history of greater Westwood by reflecting on the past and documenting community memories.
- Collect community input and priorities for new park program and design attributes. We will utilize the existing site conditions material with programming examples from local, regional and national parks of similar scope and budget in order to prompt detailed community input.

#### **Task 1.7 Existing Conditions Documentation & Analysis Summary Report**

The PORT Team will create an Existing Conditions Documentation & Analysis Summary Report PDF that will include all work completed throughout all Phase 1 Tasks, including a summary of park design priorities and feedback collected online and in-person during Community Engagement Event #1.



### SCHEDULE

The Phase 1 scope of work is anticipated to begin in August 2024 and will conclude with submission of the Existing Conditions Documentation & Analysis Summary by October 18<sup>th</sup> (allowing our team adequate time to document and summarize community input collected during the Oktoberfest community event on October 5<sup>th</sup>).

### FEE PROPOSAL

The total proposed fee for Phase 1 is allocated to the project consultant team as follows:

PORT	\$36,500
Phelps Engineering	\$3,000
Apex Engineers	\$2,500
Studio Ludo	\$2000
Expenses	\$2500 (Website, Engagement Materials & Printing Expenses)
<b>TOTAL:</b>	<b>\$46,500</b>

Payment for services rendered as part of this agreement will be submitted to the Project Manager at the end of each calendar month. Payment due will be based upon percentage of work complete.

If this proposal meets your approval, please sign below to indicate acceptance of this agreement, and return an executed copy to PORT.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Moddrell", with a long horizontal line extending to the right.

Andrew Moddrell, AIA  
Partner, PORT Architecture and Urbanism, LLC

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City of Westwood Representative

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Date