

December 20, 2016

Jerry Acheson  
Parks & Recreation Manager  
**City of Camas**  
616 NE 4th Avenue

RE: **Crown Park Master Plan and Pool Audit**  
Landscape Architectural Services Proposal

Dear Jerry:

We are honored to have the opportunity to provide you with this proposal for professional services for the Crown Park Master Plan and Pool Audit. Our proposal and fee below is based on our understanding of the project and experience on similar projects to help you accomplish your goals.

#### **SCOPE OF WORK**



##### **Task 1: Project Start-up**

- 1.1 Kickoff Meeting  
Attend a site visit with City Staff and discuss project goals and process.
- 1.2 Assemble and Review Base Information  
Review the previous studies and design provided by the Client.
- 1.3 Prepare Base Plan  
Using the Site Survey, GIS, and Aerial Photographs, compile base information provided in ACAD for subsequent tasks.
- 1.4 Project Coordination  
This task includes general project coordination time for phone calls, emails, and project management throughout the duration of task #1.

##### **TASK 1 DELIVERABLES**

- *Work Plan and Project Schedule*
- *Base Map in ACAD*

##### **Task 2: Facilities Assessment and Site Analysis Concept Design**

- 2.1 Site Inventory / Site Visit  
Visit the site to ground truth existing conditions including topography, vegetation, trees, access, and age and condition of facilities and park

elements. This site visit will be used to confirm the condition of the existing site and pool facility systems.

## 2.2 Aquatic Evaluation

WTI will consult with the Client to document the physical condition of the current aquatic facility and provide recommendations regarding inadequacies. WTI will conduct a non-destructive observation of the aquatic elements to form a professional opinion on necessary repairs, renovations, and replacements. WTI perform the following Tasks:

- Conduct Site visit and document existing conditions
- Identify deficiencies of aquatic components regarding current local health codes and industry standards. WTI will address the following components:
  - Pool Vessels
  - Pool Finishes
  - Pool Circulation Pumps, Fittings, Valves, Flow Meters, Gauges, and Controls
  - Pool Heating System
  - Pool Filtration System and Overflow Recovery System
  - Pool Water Chemistry Treatment System
  - Pool Deck Areas and Equipment
- Develop recommendations for repairs, renovations, and replacements
- Develop Rough Order of Magnitude (ROM) Aquatic Construction Budget regarding recommendations

## 2.3 Site Analysis Diagram

Prepare a detailed inventory and analysis diagram addressing the opportunities and constraints of developing the site.

## 2.4 Aquatic Program Development

WTI will assist the Client with development an aquatic program consisting of prioritized aquatic goals and objectives, and intended activities and uses of the aquatic spaces and features. The discussions regarding the aquatic program will inform a park masterplan prepared by the Design Team. WTI will perform the following tasks:

- Participate in Park Programming Discussion
- Discuss and Confirm Aquatic Goals and Objectives
- Discuss and Confirm Aquatic Activities and Uses
- Draft and Finalized Aquatic Program Narrative

## 2.5 Client Meeting #1: Review Analysis

## 2.6 Project Committee Meeting #1

Meet with Project Committee to discuss goals and opportunities for the project and preferred direction for the pool facilities.

2.7 Prepare for Public Meeting #1

Based on feedback from the City and the Project Committee, graphic illustrations will be updated for Public Meeting #1.

2.8 Public Meeting #1

Present the Site Analysis and Pool Audit at a public meeting. The format for the public meeting will be tailored based on the City's expectations. The City will identify desired attendees for the meeting and GreenWorks will post and send out meeting notices. GreenWorks will collect and format written responses by the public.

2.9 Project Coordination

This task includes general project coordination time for phone calls, emails, and project management throughout the duration of task #2.

**TASK 2 DELIVERABLES**

- *Aquatic Evaluation Report*
- *Aquatic Program Narrative*
- *Preferred Facilities Concept*
- *Site Analysis Diagram*

**Task 3: Conceptual Design**

3.1 Preliminary Conceptual Design Alternatives

We will prepare 2 Conceptual Design Alternatives studying layout, scale, materials for the park and aquatic facilities that would incorporate the preferred facilities program developed in task 2.4 above. These studies will include materials and precedent image boards to help describe the Concepts.

3.2 Client Meeting #2: Review Alternatives

Meet with City Staff to review Conceptual Design Alternatives. This meeting will be held in coordination with the Project Committee Meeting.

3.3 Project Committee Meeting #2

Meet with Project Committee to present the Preferred Conceptual Design.

3.4 Prepare Preferred Concept Design

Based on feedback from the City, we will prepare one preferred Concept Plan for the park.

3.5 Preliminary Cost Estimate

We will prepare a Rough Order Magnitude Cost Estimate based on the Preferred Concept Design.

3.6 Client Meeting #3: Review Preferred Conceptual Design

Meet with City Staff to review Preferred Conceptual Design. This meeting will be held in coordination with the Project Committee Meeting.

3.7 Project Committee Meeting #3

Meet with Project Committee to present the Preferred Conceptual Design.

- 3.8 Prepare for Public Meeting #2  
Based on feedback from the City and the Project Committee, graphic illustrations will be updated for Public Meeting #2.
- 3.9 Public Meeting #2  
Present the Preferred Conceptual Design at a public meeting. The format for the public meeting will be tailored based on the City's expectations. The City will identify desired attendees for the meeting and GreenWorks will post and send out meeting notices. GreenWorks will collect and format written responses by the public.
- 3.10 Prepare Final Concept Design  
Based on feedback from the City, we will prepare the Final Concept Plan and graphic illustrations. The graphics will be utilized for a public open house and City Council Presentation.
- 3.11 Cost Estimate  
We will prepare a rough order magnitude Cost Estimate based on the Final Concept Plan.
- 3.12 Parks Commission Meeting  
GreenWorks and WTI will present the Final Concept Design to the Parks Commission.
- 3.13 Attend City Council Presentation  
Present the Final Concept Plan for approval to Camas City Council.
- 3.14 Project Coordination  
This task includes general project coordination time for phone calls, emails, and project management throughout the duration of task #3.

#### **TASK 3 DELIVERABLES**

- *Precedent Image and Material Boards*
- *(2) Conceptual Plan Alternatives (Illustrative Plans and Sections)*
- *Preferred Alternative (Illustrative Plan and Sections)*
- *Final Concept Plan (Illustrative Plan, Sections, and Perspective)*
- *Cost Estimate*

#### **Alternate Task**

- A1 Site Survey\*  
Our surveyor, Ron Bush, will conduct a field survey to document existing conditions. We will utilize City provided ROW files and benchmarks to incorporate into the survey.

*\*Surveying will be negotiated after further investigation has been completed to understand the relevant base information available from the City and what will be*

*required for this phase of work. Fees for surveying are provided as an allowance based on our past experience and understanding of the project*

**TERMS OF AGREEMENT**

**Fee Schedule**

Professional fees for the scope of work can be broken down as follows:

**Base Fees**

<b>Task 1:</b> Project Start up .....	<i>\$3,910.00</i>
<b>Task 1:</b> Facilities Assessment and Site Analysis .....	<i>\$19,290.00</i>
<b>Task 3:</b> Concept Design .....	<i>\$34,840.00</i>
<b>TOTAL BASE LABOR</b> .....	<b><i>\$58,040.00</i></b>

**Estimated Expenses:**

Estimated Travel and Printing Costs .....	<i>\$1,161.00</i>
<b>Task A1:</b> Site Survey (allowance) .....	<i>\$7,500.00</i>

**TOTAL COST (INLCUDING EXPENSES)** .....***\$66,701.00***

Billings will be Lump Sum based on percentage complete for each phase of work for **\$66,701** which includes reimbursable expenses and an allowance for site surveying. Receipts for Reimbursable Expenses will be provided upon request.

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We appreciate this opportunity to be of further service to you on your project. If you have any questions, please call me at 222-5612. If this is acceptable, please return one signed copy to our office.

Sincerely,



Gill Williams, ASLA  
**Principal**

**Accepted by:**

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*City of Camas*

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Date