



June 15, 2020

Seth Morris, P.E., Project Manager
City of Gillette
201 East 5th Street
Gillette, WY 82716

Re: Playground Renovations Master Plan/Preliminary Design

Dear Seth,

Thanks for the opportunity to present this proposal to assist you with developing master plans and Preliminary Design for five playgrounds in the City of Gillette. We've outlined an approach to provide efficiency and allow for a collaborative design approach. Below is our scope and fee based on discussions.

Playgrounds will include: Northland Village Park, Hidden Valley Park, Dalbey Little League, Overlook Park, Heritage Village Park.

Note that construction document pricing is based on separate sets of bid-able construction documents prepared for each playground with a total of one document set per year proposed. If funding is available, it may be worth considering packaging several or all playgrounds in one or two sets of biddable documents, in which case an economy of scale/lower design fees could be achieved. Feel free to discuss this pending your review of this proposal. Below is our scope and fee based on discussions.

SCOPE & SERVICES

Our scope of work is divided into the following categories (refer to task spreadsheet for detailed breakdown of tasks):

1. Master Plan/Preliminary Design
3. Optional Construction Documents for 2 yrs. phased construction
3. Optional Construction Documents for 5 yrs. phased construction

1. Master Plan/Preliminary Design

Analysis/Concept Plans

- Kick-Off Meeting - Conduct a walk-through of each playground w/City Staff to review opportunities and constraints of each site, accessible connections, visual connections and buffering, drainage, irrigation considerations, etc. Discuss playground thematic concepts and initial design thoughts.
- Based on walk-through information, analysis diagrams will be developed for each playground depicting site connectivity, accessible requirements, and summarizing the discussions in diagrammatic form.
- Develop example image sets for possible playground thematic concepts, potential play equipment types, nature/sensory play elements and other key components of design
- Review analysis diagrams and example imagery for each playground with City Staff to obtain consensus on a direction for programmatic elements.
- Based on this discussion, a list of programmatic elements will be developed for each playground.
- Develop illustrative concept plans of each playground with supporting illustrative materials including 3d models and example imagery.
- Develop initial cost estimates to ensure concept plans conform to provided budgetary numbers.



- Review concept plans with City Staff to discuss potential modifications/improvements.

Master Plan/Preliminary Design

- Based on discussions with City Staff, concept plans will be refined to create preliminary illustrative and annotated plans will be developed including plans, sections and 3d models with example imagery.
- Develop grading and drainage plans for each playground.
- Develop sections and key details to illustrate custom playground elements.
- Provide cut sheets w/quotes from playground manufacturers for each playground element.
- Develop final cost estimate for each playground.
- Summarize above materials in an 11 x17 Master Plan Document for each playground.

Deliverables (per playground)

- Analysis diagrams
- Example imagery
- Programmatic elements list
- Illustrative/annotated concept plans
- 3d model based imagery to illustrate concepts
- Supporting example imagery
- Preliminary Cost estimate
- Illustrative/annotated Preliminary plans in CAD, color rendered
- Preliminary grading and drainage plans
- Sections and key details
- Cut sheets and quotes
- Final Cost Estimate
- 11 x 17 Master Plan Document

Meetings

- Kick-off Workshop - two days
- Two additional coordination meetings in Gillette or virtual meetings if req'd (in conjunction with 4J Road if possible)

2. Optional Public Outreach - One Playground (Overlook Park)

During the Master Planning/Preliminary Design phase of work, prior to the conceptual plan development, an on-line survey will be conducted directed towards gaining input from the adjacent neighborhood. In order to encourage participation, HOA's will be provided with materials to distribute to members, and mailings outlining the survey website and content will be provided to residents through assessor's website data for properties within approx. 2000' of the park. The on-line survey will consist of approx. 10 questions with supporting graphics so that it can be completed within 10-15 min.

3. Optional Construction Documents - 2 Years

Based on input and feedback received from Master Plan and Preliminary Design, Construction Documents will be developed for two years (two playgrounds) of phased construction. Submit plans, specifications and details for review at 90% and 100% complete. It is assumed that each playground will be submitted as a separate set of bid documents.

Construction Documents (90%/100%)

- Site Survey based on extents of improvements from Master Plan
- Site plan: includes notes, legends, detail callouts and materials.



- Layout Plan w/dimensions, radii and coordinates as required.
- Site details for construction.
- Playground equipment layout, cut sheets and specifications.
- Grading plan: detailed grading plan for playground area and play pit.
- Landscape plan: includes notes, and wetland notes/installation information.
- Landscape details.
- Irrigation Plans: includes all required notes and charts.
- Irrigation details
- Construction specifications.
- Prepare an opinion of probable construction costs based on the construction documents.

Meetings

- Two coordination meetings in Gillette or virtual meetings if req'd. One day each.

4. Optional Irrigation Construction Documents - 5 Years

Based on input and feedback received from Master Plan and Preliminary Design, Construction Documents will be developed for five years (five playgrounds) of phased construction. Submit plans, specifications and details for review at 90% and 100% complete. It is assumed that each playground will be submitted as a separate set of bid documents.

Construction Documents (90%/100%)

- Site Survey based on extents of improvements from Master Plan
- Site plan: includes notes, legends, detail callouts and materials.
- Layout Plan w/dimensions, radii and coordinates as required.
- Site details for construction.
- Playground equipment layout, cut sheets and specifications.
- Grading plan: detailed grading plan for playground area and play pit.
- Landscape plan: includes notes, and wetland notes/installation information.
- Landscape details.
- Irrigation Plans: includes all required notes and charts.
- Irrigation details
- Construction specifications.
- Prepare an opinion of probable construction costs based on the construction documents.

Meetings

- Two coordination meetings in Gillette or virtual meetings if req'd. One day each.



FEES

The proposed fee is based on a lump sum agreement (not to exceed) for the scope listed above. *Fees are equivalent to approx. \$21K per playground from Master Plan through CD's.*

Master Plan/Preliminary Design

Master Plan/Preliminary Design	\$ 36,180
TOTAL FEES	\$ 36,180
EXPENSES	\$ 1,700
GRAND TOTAL	\$ 37,780

Optional Public Outreach - One Playground (Overlook Park)

Public Outreach	\$ 2,000
TOTAL FEES	\$ 2,000

Optional Additional Scope/Fee - 2 years phased projects

Construction Documents - 2 years	\$ 26,300
TOTAL FEES	\$ 26,300
EXPENSES	\$ 1,100
GRAND TOTAL	\$ 27,400

Optional Additional Scope/Fee - 5 years phased projects

Construction Documents - 5 years	\$ 65,750
TOTAL FEES	\$ 65,750
EXPENSES	\$ 1,100
GRAND TOTAL	\$ 66,850

Expenses

Reimbursables will be billed to you directly with no mark up. Billing will include all receipts.

Invoices

All Invoices are to be paid within thirty days of issuance.

Additional Services

Additional services shall include providing professional services not specifically identified in our basic Scope of Services described above, or for being asked to modify previously approved drawings. Additional services can be negotiated or will be billed on an hourly basis. Additional submittals (if required) will be done on an hourly basis, unless they are the result of Russell + Mills Studios errors or omissions, in which case, we will undertake at no additional charge.

Agreement

Russell+Mills Studios can initiate the proposed services upon written Authorization to Proceed. Adding your signature below will provide authorization of this proposal and form the basis of our agreement. Should you have any questions or comments following your review of this proposal we will be pleased to address them at your earliest convenience.

Craig Russell
Principal

Authorization to Proceed
Name & Title:

Seth Morris
Representing: City of Gillette, WY

Date