



April 4, 2013 (Revised)

Ms. Kelly Barnhardt  
Director of Community & Economic Development  
Town of Indian Trail  
P.O. Box 2430  
Indian Trail, NC 28079

RE: Chestnut Park Proposal

Dear Kelly:

We are very pleased to have been selected to work with the Town in the design development of Chestnut Park. When completed, this park will be a wonderful civic space for the downtown area and will provide a wonderful public space for both active and passive recreation.

Based on our previous scoping meetings (February 19 and March 13), we believe we have a good understanding of the Town's vision for this park and your plans for park development. This proposal will describe that vision and process. It will also identify our role in helping you turn the vision into reality.

#### **PROJECT UNDERSTANDING**

A conceptual master plan was developed for the 51-acre site by Woolpert in a previous design contract. Utilizing the Woolpert master plan and revised sketch plan recently provided by the Town, the initial phase of development has already begun.

While the initial phase of design provided a pad ready site to allow construction of the Carolina Courts building, much of the site design has not been completed. The current plans do not include landscape and irrigation improvements, detailed design of outdoor recreational areas (volleyball courts, athletic fields, etc.), site amenities (pedestrian circulation, site furnishings, etc.), or building (restroom/picnic pavilion). Likewise, the initial design package does not address any recreational improvements south of the parking lot (trails, playground, restrooms, etc.).

The next step in the design process will be to further develop the site plan for the park. This design phase will include providing design development plans for enhancements to the roadway and parking lot plans developed by Barnard Engineering and developing preliminary plans for volleyball courts, tennis courts, restroom/picnic pavilion, and the athletic fields. Park facilities south of the internal service road will be designed in a future phase and are not included in this proposal.

The purpose of this design development phase will be to map out park and infrastructure improvements associated with Phase One, establish a budget for those improvements, and determine a plan of action for making the improvements.

Once a plan of development has been determined, Site Solutions will provide construction documents for the proposed improvements, assist with negotiation/bidding the work and providing construction administration services as the project is built. The Town anticipates developing these proposed improvements as changes to the general construction contract currently underway.

LANDSCAPE  
ARCHITECTURE

CIVIL ENGINEERING

SITE PLANNING

2320 W. Morehead St.  
Charlotte, NC 28208  
Phone: 704.521.9880  
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## **PLANNING APPROACH**

### **Project Start Up/Site Assessment**

The first step in the planning process will be an information gathering, site assessment phase. During this phase of the design, we will gather all pertinent information on the site. This will include all available survey information, plans for current construction, environmental and other data on the undeveloped portion of the park. We will complete this information and share our findings with the Town staff for confirmation of relevancy and accuracy.

### **Design Development**

Based on preliminary discussions with the Town, we understand the following improvements/facilities will be constructed as part of park development:

#### Phase One Improvements to be completed as a change order to the current contract

- 4 Lighted Sand Volleyball Courts
- 4 Lighted Tennis Courts with bleachers
- 2 Lighted Multi-Purpose Fields, ( natural turf)
- Landscape/Irrigation Improvements associated with Parking Lot, along the internal park drive, Chestnut Connector Road and portions of Matthews-Indian Trail Road
- Sidewalks in Parking Area and Roads
- Restroom with Picnic Pavillion
- Decorative fencing and entrances
- Small Plaza

While detailed design of these improvements has not been completed, based on experience with other similar projects, we believe an order of magnitude budget for these Phase One Improvements will be  $\pm$  \$1.5 million.

The first step in the design process will be developing preliminary plans for all improvements to better identify the project scope and cost. Design Development Documents will include the following deliverables:

- Preliminary Site Plan
- Preliminary Grading Plan
- Preliminary Utility Plan
- Preliminary Landscape Plan
- Preliminary Building Plans

Our plans will be presented to the Town staff for review and comment, and we will revise plans based on staff input. More detailed budget estimates will be developed as part of this phase. At this point, it is assumed that portions of the improvements (those identified above as Phase One) will be constructed by the contractor currently working on the Carolina Courts building/site.

A presentation will be made to the Town Board to update elected officials on project vision, scope, and cost. Adjustments to the Design Development plans will be made based on their input.

### **Final Construction Documents**

### Phase One Improvements

The first package to be fully developed will be those improvements directly associated with the construction package that is currently underway. Site Solutions will utilize the construction documents developed by Barnard Engineering as existing condition plans and will provide final design drawings and technical specifications for the following improvements:

- Landscape and Irrigation
- Pedestrian Circulation (Sidewalks)
- Lighted Volleyball Courts
- Lighted Tennis Courts
- Lighted Multi-Purpose Field Upgrades (natural turf)
- Chestnut Connector Road and Matthews-Indian Trail Road Improvements (Landscape, Fencing, Signage, etc.)
- Parking Assessment/Minor Improvements to existing Parking Plan
- Small Plaza
- Restroom with Picnic Pavillion
- Decorative fencing and gates

It is assumed the proposed storm water detention water quality facility previously designed by others is adequately sized to handle the storm water for this phase. This proposal does not include any time for the design of any permanent storm water detention/retention/water quality facilities.

WHN Architects will assist with designing one restroom/picnic pavilion.

Eagle Engineering will assist with the design of utilities and storm sewer system.

Irrigation Innovations will assist with the design of the irrigation system.

The site electrical plan designed by Quality Consulting Engineers will include distribution to the restrooms and lighting systems for the athletic fields, tennis courts, and volleyball courts. Any roadway, parking, and pedestrian lighting is not part of this design contract and will be handled by the Town.

Site Solutions will also provide technical specifications for this phase of work. Design review submittals will be made at 50% and 100% completion milestones with a budget estimate. This proposal includes two meetings with Town staff during this phase.

### **Permitting**

It is assumed no permitting for the crossing of any wetland, stream, or jurisdictional water will be needed. Likewise, it is assumed that storm water improvements from the initial site development package will meet all state storm water requirements. Also, we assume all grading work will fall under the existing sedimentation and erosion control permit.

Permit and review fees will be paid directly by the Town or the contractor. We have included no monies in this proposal for any regulatory fees.

**Pricing/Contract Negotiations**

These plans will be submitted to the general contractor for pricing. These improvements will be incorporated into the current contract as a change order. Site Solutions will assist the Town during this phase by reviewing the contractors change order. We will also be available during the construction phase to review any submittals, RFI's, etc. and visit the site to review the work in progress as requested for the work we have designed.

**Construction Phase (Approximately 5 Months)**

For purposes of this proposal, we have assumed approximately 20 weeks (5 months) for the construction period. Site Solutions with assistance from Eagle Engineering will assist the Town in the administration of the construction contract by:

- Conducting a pre-construction meeting
- Conducting monthly (5) construction meetings
- Conducting weekly site inspections (20) between monthly meetings to review work at important construction milestones
- Review and approve contractor's Pay Applications
- Administration of Change Order requests
- Respond to contractor's Request for Information (RFI)
- Review Shop Drawings and other submittals

Should project construction exceed 5 months, additional services will apply.

**Project Closeout (1 Month)**

In addition to the administration services noted above, Site Solutions will assist the Town with project closeout by:

- Conducting a pre-final inspection
- Conducting final inspection and preparing a final punch list.
- Conducting a project closeout walk-thru and provide as-built documents (as provided by the contractor) which reflects the completed project

Note: The general contractor will be required to verify as-built conditions conform with plans and specifications and provide record drawings.

**DESIGN FEES**

Information Gathering	\$9,000
Preliminary Design (Design Development)	\$29,000
Construction Documents	\$54,500
Pricing/Contract Negotiations	\$3,000
Construction Administration	\$24,000
Project Closeout	<u>\$3,500</u>
<b>Site Design Fee</b>	<b>\$123,000</b>

**Allowances\***

Reimbursable Allowance	\$1,500
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**Total Design Fee with Allowances: \$124,500**

\*The Town will only be billed on allowances for services/expenses incurred.

Should changes to the design contract arise; the following hourly rates will be used for any additional services:

### **HOURLY RATES**

#### **Site Solutions**

Principal	\$175/hour
Senior Civil Engineer Project Manager	\$150/hour
Civil Engineer Project Manager I	\$100/hour
Senior Landscape Architect Project Manager	\$125/hour
Landscape Architect Project Manager II	\$100/hour
Landscape Architect Project Manager I	\$ 85/hour
Civil Engineer Designer II	\$ 80/hour
Civil Engineer Designer I	\$ 75/hour
CAD Technician II	\$ 70/hour
CAD Technician I	\$ 65/hour
Administrative Assistant	\$ 45/hour

#### **WHN Architects**

Principal	\$200/hour
Architect/Project Manager	\$125/hour
Architect	\$100/hour

#### **Eagle Engineering**

Project Principals	\$130/hour
Senior Project Engineer	\$120/hour
Registered Land Surveyor	\$120/hour
2 Man Survey Crew	\$105/hour
Materials Testing/Construction Observation Field Tech.	\$ 45/hour
CAD Designer	\$ 70/hour

#### **Irrigation Innovations, LLC**

Project Manager/Designer	\$ 75/hour
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### **WORK NOT INCLUDED**

The Design Fees quoted above are for the services listed under Planning Approach. Services beyond the scope of this proposal include:

- Offsite Utilities
- Environmental Investigation/Permitting
- Septic Design
- Survey
- Rezoning/Special Use Permits
- Public Meetings
- Construction Administration/Inspections beyond those listed
- Storm Water Detention Facilities
- Storm Water BMPs or Rain Gardens
- Flood Studies/No Rise Calculations

- Structural Design (Retaining Walls)
- Pump Stations
- Road Improvements

### **SCHEDULE**

We are ready to begin work on the services described in this proposal and to complete them in a diligent manner. The following schedules are anticipated:

#### **PHASE ONE**

Award Design Contract	April 9, 2013
Notice to Proceed	April 10, 2013
Project Start Up	April 15, 2013
Design Development	April 15 - May 14, 2013
- Staff Design Review	April 30, 2013
- Town Council Presentation	May 14, 2013
Final Construction Documents	May 15 - June 17, 2013
- Staff Design Review	June 3 - 7, 2013
- Revisions	June 10 - 14, 2013
- Issue Plans to Contractor	June 17, 2013
Construction	June 17 - September 1, 2013

If this proposal meets your understanding and approval, we can develop a contract for design services using any form of contract you prefer. If acceptable, we have a simplified standard contract we typically use. This proposal, once approved, will simply be wrapped into the design contract.

We are very excited about working with the Town on this project and look forward to getting work underway.

Sincerely,

#### **SITE SOLUTIONS**



Jeff Ashbaugh, RLA

cc: Ann Phillips – Site Solutions