



Planning
Urban Design
Landscape Architecture

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April 2, 2022

Mr. Michael Elkins
Administrator, Parks Planning & Development
City of Green Parks & Recreation
1755 Town Park Blvd.
Green, Ohio 44685

Re: Landscape Architecture Services Proposal for Kreighbaum Park

Dear Michael:

Thank you for extending the opportunity for POD Design to provide professional park master planning and landscape architectural services for Kreighbaum Park in Green, Ohio. As requested, our assumptions, scope of services, and additional details follow:

ASSUMPTIONS

- The client will be the City of Green. The consultant will be POD Design.
- The below listed scope of services is based on our understanding of the current need for landscape architectural master planning services as noted in the original RFP and based on our meeting on March 29, 2022
- Base information related to the site including existing conditions survey, aerial imagery, GIS, etc. shall be provided by the client, as available
- This proposal encompasses work associated with park master planning to provide conceptual master plan and preliminary opinion of probable construction cost
- Any work deemed necessary by the client during the project that is not already specified in the scope of services below may be considered additional services and will be billed on an hourly basis using our standard billing rates as authorized by the client
- The following scope of services and associated fee is inclusive of anticipated sub-consultants for ecological survey and site assessments – no other sub-consultants are anticipated at this time
- We understand that at the time of issuance of this design proposal no formal budget has been established for potential improvements to be included in the master planning effort

SCOPE OF SERVICES

POD Design will prepare a conceptual park master plan for the roughly 13 acres located on Kreighbaum Road in Green, Ohio. We will lead a process that begins with defining park program elements to be included and results in a single preferred conceptual park master plan with associated opinion of probable construction cost. Work products may include written park program summaries, color rendered plans and three-dimensional perspective vignettes that will aid in depicting layout and features to staff, elected officials and citizens. Specific anticipated tasks for this process include:

- Site visits for photographic inventory of existing conditions, wetland delineation & mapping, trail assessment, etc.
- Preparation of base materials utilizing available aerial photography, GIS mapping, etc.
- Review existing topography, hydrology, vegetation, vehicular and pedestrian access, etc.
- Review existing park features currently located within the City of Green's system to establish a programmatic baseline for the project
- Develop preliminary list of site programming recommendations and accompanying site diagrams for owner review and input
- Compile findings of wetland delineation and trail assessment for owner review and input
- Attend meeting with client to review programming alternatives
- Utilize client input to prepare final conceptual program and diagram
- Prepare overall conceptual site master plan alternatives incorporating final program elements throughout the park property
- Attend meeting with client to review preliminary master plan concept alternatives
- Refine concept master plan into single preferred layout based on client input
- Prepare preliminary opinion of probable construction cost for specific park features
- Attend meeting to review updated conceptual master plan along with high level opinion of probable construction cost for various elements depicted
- Assist with the development of a notice to residents and other stakeholders making them aware of an effort to solicit feedback regarding the park master plan
- Attend up to two public work sessions for the purpose of seeking input, engaging residents, and allowing them to participate in the park master plan effort



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- Prepare final conceptual master plan presentation for review with staff, elected officials and citizens, likely elements to include color rendered site plans, three-dimensional perspective vignettes, overall aerial perspective rendering, ecological survey, bike trail assessment, implementation phasing diagrams, opinion of probable cost, etc. in booklet and/or electronic presentation formats

DELIVERABLES

- Conceptual Park Master Plan package incorporating programming summaries, site plan renderings, 3D model views, wetland summary and bike trail assessment

COMPENSATION

POD Design proposes to complete the above scope of services on a lump sum basis against the following fee budgets, plus reimbursable project expenses for printing, photo reproduction, courier, etc. as outlined below:

Conceptual Park Master Plan	\$38,500
Wetland Delineation & Summary	\$6,600
Bike Trail Assessment	\$3,000

SCHEDULE

The POD Design team is available and able to begin work on the project upon completion of a formal agreement and notice to proceed. We anticipate the design process can be completed within a six-to-eight-month period depending on availability of various staff and stakeholders who will become involved with the review process of this project.

TERMS AND CONDITIONS

1. This agreement may be terminated by either party upon seven days written notification should the other party fail, through no fault of the party initiating the termination.
2. In the event of termination not initiated by the Consultant, the Consultant shall be compensated for all services performed to the date of termination, together with reimbursable expenses then due.
3. Original drawings are instruments of service and shall remain the property of the Consultant whether the project for which they were prepared is executed or not. The client shall be permitted to retain copies, including reproducible copies and digital data on disks, for information and reference.
4. This agreement represents the entire integrated Agreement between the Owner and the Consultant, and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the Owner and Consultant.
5. The Owner agrees to limit the Consultant's liability to the Owner and to all persons, contractors, and subcontractors on the Project, due to the Consultant's professional negligent acts, errors or omissions to the amount of the fee agreed upon by the Owner and the Consultant.
6. POD Design agrees to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. POD Design shall perform its services with due and reasonable diligence consistent with sound professional practice.

ACCEPTANCE AND NOTICE TO PROCEED

POD Design is prepared to proceed with the above-described professional services upon acceptance of this proposal and the authorization of the individual tasks.

ACCEPTED BY:

City of Green, Ohio

Date: _____

POD, LLC

Steve Kolwicz, ASLA, LEED AP
Co-Founder and Principal
Date: April 27, 2022