



Proposal for Services

Project: Purple Park
City of Lead, South Dakota
Date: January 15, 2024

Robin Lucero, City Planner
City of Lead
801 W. Main St
Lead, SD 57754

Robin,

Thank you for asking Tallgrass Landscape Architecture to submit this proposal for a Master Plan for Purple Park. We appreciate the opportunity to assist Lead with this meaningful project that contributes to your great quality of life.

We understand that the Kiwanis Club of Lead has been actively working on the playground planning for this park in anticipation of their 100th anniversary in 2025. The master plan will incorporate the park equipment and location that the Kiwanis Club has selected as well as other amenities desired by the City and other stakeholders. Tallgrass will work together with the City of Lead, the Kiwanis, and the Trails Association to create a master plan that will allow the City to budget for park improvements necessary to accommodate the playground and other proposed park improvements. Tallgrass will also advise on ADA Accessibility needs and challenges as they pertain to the park.

The following scope outlines our commitment to this project:

Project Scope:

The following items have been identified as elements of the desired scope of the project:

- Replacement playground equipment with a focus on ADA accessibility
- Sidewalks / trails
- Basketball court
- Retaining walls, as needed
- Cost estimate for park improvements

Owner's Responsibility:

In order to support the project in an efficient way, the owner shall:

- Organize, schedule, and attend project meetings with stakeholders
- Provide existing site data to Tallgrass, such as any existing surveys, existing utility mapping, or other mapping to assist with the accuracy of the Master Plan.
- Provide timely feedback on design concepts and the master plan

Project Schedule:

We propose to provide these master plan services during the months of February - April 2024, depending on the availability of City staff and stakeholder groups. We propose three meetings as follows:

- A. Kickoff meeting with City and stakeholder groups
- B. Preliminary concept plan meeting & review
- C. Final Master Plan & Opinion of Probable Cost meeting

Our detailed project approach follows:

1.1 Site Analysis

In order to identify the physical attributes and limitations of the site relative to the Project Program, the Landscape Architect shall:

- A. Identify existing site conditions and features such as topography, drainage patterns, vegetation, including significant specimen plants, water elements, structures, views, and known off-site considerations relevant to the Project Program and as they pertain to the park.
- B. Confirm general location of available utilities as they pertain to the park (no survey or one-call is included).
- C. Analyze existing site conditions to identify physical attributes and limitations of the Project site as they pertain to trail layout, grading, drainage, erosion, etc.
- D. Review applicable governmental requirements, including zoning, ordinances and permit requirements, known special restrictions, and zoning conditions as they pertain to the park.
- E. Advise the City of any additional tests and surveys that may be required as they pertain to the park.

1.2 Master Plan Design Phase

Based on the Site Analysis Phase findings, the Landscape Architect shall explore design options and develop a concept design through the following:

- A. Prepare studies and relational diagrams for the organization and placement of proposed program elements taking into consideration the existing site features and the requirements of other program elements.
- B. Evaluate alternative design concepts and, in conjunction with the City and stakeholders, identify a preferred design concept.
- C. Based on the preferred design concept, prepare a scaled master plan illustrating the form and configuration of the proposed improvements on the site.
- D. Prepare an opinion of probable costs to construct the proposed improvements, including a recommended contingency.
- E. Submit the plan, cost opinion, and other deliverables as appropriate comprising the Master Plan submittal to the City for review and approval.
- F. Attend up to three meetings of the City/ Stakeholder group.
- G. The deliverable for this project is:
 - i. A site master plan representing the full concept for the park.
 - 1. Include a summary of the various identified projects within the work.
 - ii. A cost estimate for features of the park that we can identify the costs for.
 - iii. Any coordination or phasing recommendations critical to the completion of the playground in the required timeline.
- H. See Additional Services not in this contract at the end of this document.

Compensation:

Based upon our understanding of the project our proposed total Lump Sum fee is noted below. Significant modifications to the scope or modifications to the schedule will require a review and modifications to the fee when warranted. Not to exceed services shall be billed at cost to owner.

Task	Full Fee
Meetings, Site Analysis, Drawing set up	\$1,976
Concepts, Master Plan, & Opinion of Cost	\$3,560
Total Design Cost	\$5,536

Billing:

Tallgrass Landscape Architecture, LLC bills at the end of each month. Minor printing, local travel, and other expenses typically associated with a project like this are included. Our proposed fees are based upon our hourly rates which are as follows:

Senior Landscape Architect	\$138.00
Landscape Architect	\$110.00
Landscape Architect in training	\$80.00

We enjoy working with the City of Lead and very much appreciate the opportunity to work with you on another project that makes Lead a great place to live.

Thanks again!



Tanya Olson
Landscape Architect

Tallgrass Landscape Architecture, LLC
413 North 4th
Custer, SD 57730
matt@tallgrasslandscapearchitecture.com

Authorization to Proceed with the Work Proscribed Herein

Signature: _____ Date: _____

Title: _____

Additional Services (Not in this contract)

These are not part of this contract. While these services are not included in the base fee, we are available to negotiate a set fee or work hourly for any of these services.

- A. Schematic Design Development Phase
- B. Design Development Phase
- C. Construction Documents
- D. Any engineering disciplines, such as surveying, civil engineering, structural engineering, electrical engineering, or geotechnical engineering.
- E. Bidding and construction observation. These services shall be proposed under a separate contract per request from the Owner.
- F. Project staking by a surveyor as part of construction.
- G. Detailed project scheduling (critical path, milestone completion dates, or other methods)
- H. Representing the project at Public County or City meetings, public review or design review hearings
- I. Special studies or reports
- J. Life cycle cost analyses
- K. Expert witness testimony
- L. Long-distance travel to inspect materials and equipment of potential suppliers
- M. Permitting services, such as building permits, grading permit, signage permits, etc.
- N. Assisting with Marketing/Feasibility Studies
- O. Complete site 3D models
- P. Post-Construction Services such as Preparing record drawings of the actual construction based on marked-up drawings and other data furnished by the contractor