

**QUARTON LAKE DEMONSTRATION PROJECT
SCOPE OF SERVICES FOR RECREATION/PARK MASTER PLANNING
OCTOBER 30, 2001**

General Project Description: Wade-Trim, in concert with the efforts of HRC, the City's engineering and environmental consultant and a City designated steering committee will perform the following tasks in master planning park and recreation development for the Quarton Lake Demonstration Project. The desired outcome for the master plan is a master development plan of park improvements integrated with the Rouge Program Grant storm water project improvements.

Task One: Background Analysis and Research

Prior to meeting with the Steering Committee, Wade-Trim will meet with the project planning and design team a maximum of three times to facilitate coordination of project planning and design issues, opportunities and constraints identification and general technical goals for the project. In addition, Wade-Trim will perform site analysis and opportunities/constraints assessment for review by the planning and design team and City Staff.

Task Two: Steering Committee Meetings and Reporting

Wade-Trim will facilitate a maximum of five Steering Committee meetings over the course of the planning phase. The meetings will be approximately three hours in length each and the consultant will prepare materials for each meeting, conduct the meetings and prepare follow-up documentation for distribution by staff as progress reports to the City Commission. Additional meetings will be performed as directed by the City on a time and materials basis using the contract hourly rate schedule.

Preliminary Meeting Agenda

- Committee Meeting One – Topic: Project Goals and Objectives
- Committee Meeting Two – Topic: Park Development Program
- Committee Meeting Three – Topic: Park Planning Charrette
- Committee Meeting Four – Topic: Draft Master Plan Review
- Committee Meeting Five – Topic: Implementation/Funding Alternatives

In addition, Wade-Trim will present the preliminary findings to the Park and Recreation Board and City Commission at regularly scheduled meetings.

Task Three: Preliminary Master Plan Report

The efforts in Task Two will run concurrent with the development of the deliverables for Task Three. The end product will be a preliminary master plan report with supporting graphics which addresses the following specific items:

1. Park Development Program
2. Design Context
3. Park Improvement Master Plan Recommendations
4. Estimate of Probable Construction Costs
5. Phasing Recommendations
6. Implementation/Funding Alternatives

The preliminary master plan will be distributed to the committee in a series of technical working papers that will combine into the draft report at the conclusion of this task. It is anticipated this process will permit Wade-Trim to quickly and cost-effectively produce the final master plan report.

Task Four: Final Master Plan Report

Wade-Trim will compile the text and graphics from the preceding tasks into an electronic file in Adobe Acrobat.pdf file format for reproduction by the City on an as needed basis. It is anticipated the many participants in the planning process will require copies of the plan. In addition, the final plan could be used in future grant efforts and provide detailed technical support to the grant applications.

Compensation:

The schedule of fees for the completion of the above scope of work is as follows:

Task One – Background Analysis and Research	\$ 4410.00
Task Two – Steering Committee Meetings and Reporting	\$ 7430.00
Task Three – Preliminary Master Plan Report	\$ 5622.00
Task Four – Final Master Plan Report	\$ 1526.00

Reimbursable Expenses are estimated to be as follows:

CADD/Graphics Plots	\$150.00
Color Copies	\$100.00
Photo Copies	\$ 75.00
Film and Graphic Supplies	\$ 90.00

Total Estimated Fees for the completion of the scope as detailed in this proposal **\$19,403.00**