

BRUCE JACOBSON
Landscape Architect

LHB Scope of Services + Fee

Project: Ramsey COR 'Lake Ramsey Commons' + 'Municipal Plaza' Schematic Design

Client: City of Ramsey

Primary Consultant: Bruce Jacobson (Project Number: BJLArch 16-0121)

Sub-Consultant: LHB, Inc.

Date: 12/5/2017

Overview

The City of Ramsey, through Mark Riverblood, their Parks and Public Works Assistant Superintendent, invited Bruce Jacobson to submit this proposal to provide Landscape Architectural consulting for the above referenced project. Based on the conceptual design study for 'Lake Ramsey Commons' and 'Municipal Plaza' described in the *COR Parks + Public Places – Public Realm Framework* document dated January 2016, he has outlined the specific tasks needed to translate existing concept ideas into Park Programming/Schematic Design recommendations. This work will help guide near-term excavation/grading operations needed to prepare both sites: the 'Municipal Plaza' site as it relates to the proposed adjacent development, and the 'Lake Ramsey Commons' site as it relates to additional (future) park improvements at that location.

Scope of Services

Bruce will facilitate a series of workshops with Mark Riverblood, and other City Department Leaders (as directed by Mark), to complete further refinements to existing Lake Ramsey Commons and Municipal Plaza Concepts according to the tasks, meetings and deliverables outlined in the following Work Plan:

Task 1 – Project Start Up (concurrent with Task 2)

- Confirm study area
- Create base map
- Confirm outcomes / level of detail / deliverables

Deliverables: Summary Memorandum (objectives + final deliverables)

Task 2 – Preliminary Design Program (concurrent with Task 1)

- Confirm use areas / user groups
- Confirm desired amenities / facilities
- Confirm infrastructure needs

Meetings: 1 Consultant Team; 1 City Staff Workshop (design program)

Deliverables: Summary Memorandum (preliminary design program)

Task 3 – Refined Concept

- Quick sketch studies; confirm relative size / location / connections
- Confirm overall character / materials options
- Provide precedent project images to illustrate ideas
- Facilitate discussion to synthesize design ideas into Preferred Concept Plan
- Facilitate discussion to define realistic project phases and Final Phasing Plan

Meetings: 1 Consultant Team; 1 City Staff Workshop

Deliverables: Summary Memorandum (concept studies + Preferred Concept Plan + Phasing Plan)

Task 4 – Schematic Design Documentation

- Work with selected Civil Engineer to translate Preferred Concept Plan into construction document format (AUTOCADD Schematic Design plan set to be prepared by Civil Engineer)
- Prepare preliminary design studies and ‘draft’ Schematic Design Documents (format and level of detail as needed to illustrate/clarify design intent for Civil Engineering) including:
 - + Preliminary Layout / Dimension Plan
 - + Preliminary Grading / Drainage Plan (with stormwater management components)
 - + Preliminary and Final Planting Plan (detailed plant schedule as needed)
 - + Design Details (as needed)

Meetings: 1 Consultant Team; 1 City Staff Workshop

Deliverables: Summary Memorandum (Preliminary Schematic Design Documents)

Note: Bruce Jacobson and LHB will have a lead role in defining overall park concept and specific design direction for each project element; we will work closely with City Staff and the selected Civil Engineer to coordinate (and critique) production/translation of preliminary concepts into final Schematic Design Documents as part of the Civil Engineer Scope of Service (outlined below)

Task 5 – Process Documentation + Final Report

- Provide all meeting summaries and other project/process information
- Provide paper and electronic copies of all presentations
- Prepare final Summary Slide Presentation of Schematic Design

Meetings: 1 Consultant Team; 1 City Staff Workshop

Deliverables: Final Report (meeting summaries, presentations)

Civil Engineer Scope (suggested outline – detailed scope defined by City of Ramsey)

The selected Civil Engineer (under separate contract and detailed Scope of Services) will be responsible for translating all studies, plans, sections and other preliminary design drawings described above into Schematic Design, construction document format including the following;

- + Preliminary and Final Layout / Dimension Plan
- + Preliminary and Final Grading / Drainage Plan (with stormwater management components)
- + Preliminary and Final Utility / Infrastructure Plan (as needed)
- + Design Details (as needed)

Specifics of the drawing set including confirmation of percentage level of completion to meet project review, approvals and permitting requirements will be determined by City Staff as part of this process.

Project Schedule

We expect to complete our Scope of Services in 2 to 3 months, but depending on the level of effort/amount of time required by selected Civil Engineer to complete the Civil Engineer Scope, some coordination and critique meetings may extend beyond that time frame.

Fee for Services

\$ 30,000 (hourly not-to-exceed) for services provided by Bruce Jacobson and LHB only (Civil Engineering scope and fee will be defined under separate contract). In addition to the hourly not-to-exceed Fee for Services, we're suggesting an additional **\$5,000 (set-aside/contingency)** for additional meetings (not outlined above) and other work requests not included in the Scope of Services. Fees per person per task are outlined below:

Team Participant	Bruce	Erica	Tiffany
Task 1 – Project Start Up concurrent with			
Task 2 – Preliminary Design Program	20	16	8
Task 3 – Refined Concept	20	20	16
Task 4 – Schematic Design Documentation	30	48	60
Task 5 – Process Documentation + Final Report	30	16	16
Total Hours per Person	100	100	100
Total Fee/Budget per Person (approximately)	\$10k	\$11.5k	\$8.5k

Date

Bruce Jacobson - Landscape Architecture