



## Item #11

DATE ISSUED: May 18, 2018

ATTENTION: Civic San Diego  
Meeting of May 23, 2018

SUBJECT: Children's Park – Construction Design Contract with Spurlock Landscape Architects for Children's Park Improvement Plans (block bounded by Front Street, First Avenue, Island Avenue, and the MTS trolley tracks) – Marina Neighborhood of the Downtown Community Plan Area

STAFF CONTACT: Kathleen Brand, Senior Planner/Landscape Architect

STAFF RECOMMENDATION: That the Civic San Diego ("CivicSD") Board approves the contract with Spurlock Landscape Architects (SLA) for Children's Park Improvement Plan Construction Document Preparation utilizing Downtown Floor Area Ratio (FAR) Bonus Payment Program Fund (FAR Bonus Fund) for a sum total of \$651,808.

SUMMARY: The Children's Park Improvements General Development Plan (GDP) was prepared by Schmidt Design Group (SDG) and their team of subconsultants. The GDP was recommended for approval by the Downtown Community Planning Council (DCPC) on May 17, 2017, and by the CivicSD Board on May 24, 2017. The City of San Diego ("City") Park and Recreation ("Park and Rec") Board approved the GDP on July 20, 2017.

This contract with SLA will move the project forward to develop the construction documents for the improvements outlined in the GDP. This includes the development of a children's play area, adult exercise area, off-leash dog park, restroom/vendor building, lawn and an elevated walkway in the Civic Pond.

FISCAL CONSIDERATIONS: Preparation of the construction documents for the park and street improvements will cost \$651,808 in Consultant fees. The Civic Board approved an allocation of \$800,000 from the Downtown FAR Bonus Fund for the preparation of construction drawings for the proposed enhancements to the Children's Park ("Project") in May, 2017.

ECONOMIC IMPACTS: It is estimated that the Project will generate approximately 50 construction jobs and 22 permanent jobs. As of December 31, 2017, approximately 84,240 construction jobs and 30,225 permanent jobs have been generated Downtown as a result of redevelopment activities.

**COMMITTEE RECOMMENDATION:** On May 9, 2018, the Budget/Finance Committee voted 4-0 (Directors Russell, Vasquez, Kilkenny, and Avila) to recommend approval of the contract with SLA for the Project utilizing the FAR Bonus Fund for a sum total of \$651,808.

**DOWNTOWN COMMUNITY PLANNING COUNCIL:** None.

**OTHER RECOMMENDATIONS:** None.

**CHANGES SINCE BOARD COMMITTEE MEETING:** This item has not changed since the Committee action noted above.

### **BACKGROUND**

In December of 2017, CivicSD issued a Request for Qualifications (RFQ) to hire a design team to prepare the construction documents for Children's Park Improvements based on the GDP prepared by SDG. Five consultant teams submitted proposals and all five were interviewed. The interview team consisted of the following:

Panelist	Title	Organization
Kathleen Brand	Senior Planner/Landscape Architect	Civic San Diego
Daniel Kay	Principal Engineer, Public Works	Civic San Diego
Jim Winter	Landscape Architect	City of San Diego Parks and Recreation Department
Kevin Oliver	Landscape Architect	City of San Diego Public Works
Robin Shifflet	Landscape Architect, DPMIII	City of San Diego Planning Department

Through the evaluation of the proposals and the consultant interviews, SLA was unanimously selected as the preferred consultant in March, 2018. Staff has negotiated the contract amount as \$651,808 which includes preparation of construction documents, processing building permits, assistance in the bidding process, and construction administration services throughout the end of construction and Project close-out. Staff recommends that the contract amount is generally equivalent to past projects administered by Civic San Diego and industry standards.

**Project Description** – The Preferred GDP (see Attachment A) proposes a variety of new park amenities in order to fully activate the park. The Project proposes to retain the Civic Pond and thin the urban forest to accommodate new walkways, play areas, an off-leash dog park and vendor building. To allow for better sight lines into the park for security and lighting access the existing double row of Italian Cypress trees will be replaced with canopy trees along Front Street and First Avenue. Whenever possible, Canary Island Pine trees will be protected in place to maintain the urban forest. The plan provides for improved lighting, public art and six distinct

areas in order to activate the park throughout the day with a variety of uses. The six distinct areas include the following:

*Children's Play and Picnic Area* – The children's play area is approximately 8,640 square feet and located in the northwest corner of the park. The design goal is to complement the urban forest and to create a space that feels more natural. A variety of play components for different age groups will activate the space. Equipment will range in heights to elevate the user and to mimic the idea of a tree fort in the woods. The play area is surrounded on the north, west and east sides with a simple metal rail fence and low plantings in order to provide safe ingress and egress points for families and children, but allowing for clear site lines into the park.

*Open Space Turf* – The open space turf area is approximately 10,000 square feet and is directly south of the children's play area creating a flow of play between the two spaces. The lawn follows the shape of the existing limestone benches and surrounds the Civic Pond allowing for informal play, picnicking and relaxation.

*Elevated Walkway* – The elevated walkway extends into the Civic Pond following the existing line of limestone benches and bisects the fountain sprays. The plan calls for an open stainless steel accessible walkway above the water line which will give the user a feeling of walking on a bridge through the pond. Modifications will be made to the existing fountain sprays to accommodate the walkway and pedestrians.

*Vendor/Restroom Building* – The vendor/restroom building is located adjacent to the Civic Pond near First Avenue. The proposed building is approximately 1,000 square feet in size and will accommodate a vendor, storage for the park, and two public restrooms with an attendant booth. The restroom doors will be slightly raised to allow for proper security. An attendant will monitor the restrooms for the entirety of the park's hours of operations. The exterior architecture mimics the geometry of the park and incorporates natural wood, metal and stone-like elements that complement the urban forest. A covered seating area adjacent to the building will give users views of the park and pond.

*Off-Leash Dog Park* – The off-leash dog park is approximately 6,000 square feet with a low fence and double gate secured entrance near Island Avenue. The plan calls for the preservation of the existing trees and the addition of benches for patron seating. The dog park is not separated into small and large dog areas due to its size. The dog park is located at a minimum of 110 feet away from the closest existing residence along Island Avenue. Low plantings surround the dog park to create a buffer from the adjacent residences.

*Adult Fitness Area* – The adult fitness area is approximately 1,400 square feet and adjacent to Island Avenue. This area will be comprised of outdoor exercise equipment designed for adults on a decomposed granite pad.

DEVELOPMENT TEAM

The full Consultant team consists of the following members:

Firm	Description of Work	Cost
<b>Spurlock Landscape Architects (SLA)</b>	<i>Primary consultant</i> - focusing on project management and park/landscape design	\$259,300
<b>The Miller Hull Partnership, LLC</b>	Architecture, sustainability administration	\$70,623
<b>Chen Ryan</b>	Civil engineering	\$145,155
<b>KPFF Consulting</b>	Structural Engineering	\$35,000
<b>Randall Lamb</b>	MEP Engineering	\$35,750
<b>Aquatic Design Group</b>	Water Feature Engineer	\$19,000
<b>PCG Dry Utilities</b>	Dry Utility Engineering	\$11,200
<b>Cumming</b>	Cost Management & Estimating	\$19,650
<b>Geocon</b>	Geotechnical Engineering	\$27,334
<b>Aguirre &amp; Associates</b>	Survey	\$20,796
<b>Arborsgate Consulting, Inc.</b>	Arborist	\$8,000

Project Budget – The Preliminary Construction Cost Estimate for the GDP is \$4,436,000 for construction costs. Staff has estimated the overall Project budget, including construction document preparation, permitting, construction management services, and staff time to total \$5.6 million. The current budgets and estimated costs are summarized below:

FUNDS			
	CIP	FAR Bonus	TOTAL
GDP	\$200,000		\$200,000
Construction Documents & Permitting		\$800,000	\$800,000
Construction	\$4,600,000		4,600,000
<b>Total</b>	<b>\$4,800,000</b>	<b>\$800,000</b>	<b>\$5,600,000</b>

An additional \$1.2 million in Development Impact Fee (DIF) funds were added to this project via the FY18 CIP Mid-Year Action for a total of \$4,800,000. \$800,000 of FAR Bonus Payment Program funds was approved by Civic San Diego in May, 2017. The City Council established the FAR Bonus Payment Program to allow new development within the Centre City Planned District to increase their project floor area through payment of funds into the program. The FAR Bonus Fund supplements DIF and other funds for public parks and enhanced public right-of-way projects within Downtown.

**Total Project Budget**

**\$5,600,000**



Project Schedule of Performance – The following is a preliminary schedule for the design and construction of the Children's Park improvements.

Date	Action
June 2018 – March 2019	Construction Document Preparation
March 2019 – August 2019	Permitting
August 2019 – August 2020	Bidding and Construction

Environmental Impact: This activity is not a "Project" for purposes of the California Environmental Quality Act (CEQA) because it does not fit within the definition of a "Project" set forth in Public Resources Code Section 21065 or State CEQA Guidelines Section 15378. Therefore, this activity is not subject to CEQA pursuant to State CEQA Guidelines Section 15060(c)(3).

### CONCLUSION

The Project to provide enhancements to Children's Park is a highly anticipated project for this neighborhood park with broad support in the community. This Contract will prepare drawings for construction of the proposed improvements. Therefore, staff recommends that the CivicSD Budget Finance Committee recommend to the CivicSD Board approval of the contract with SLA in the amount of \$651,808.

Respectfully submitted,



Kathleen Brand  
Senior Planner/Landscape Architect

Concurred by:



Andrew T. Phillips  
Chief Financial and Operating Officer



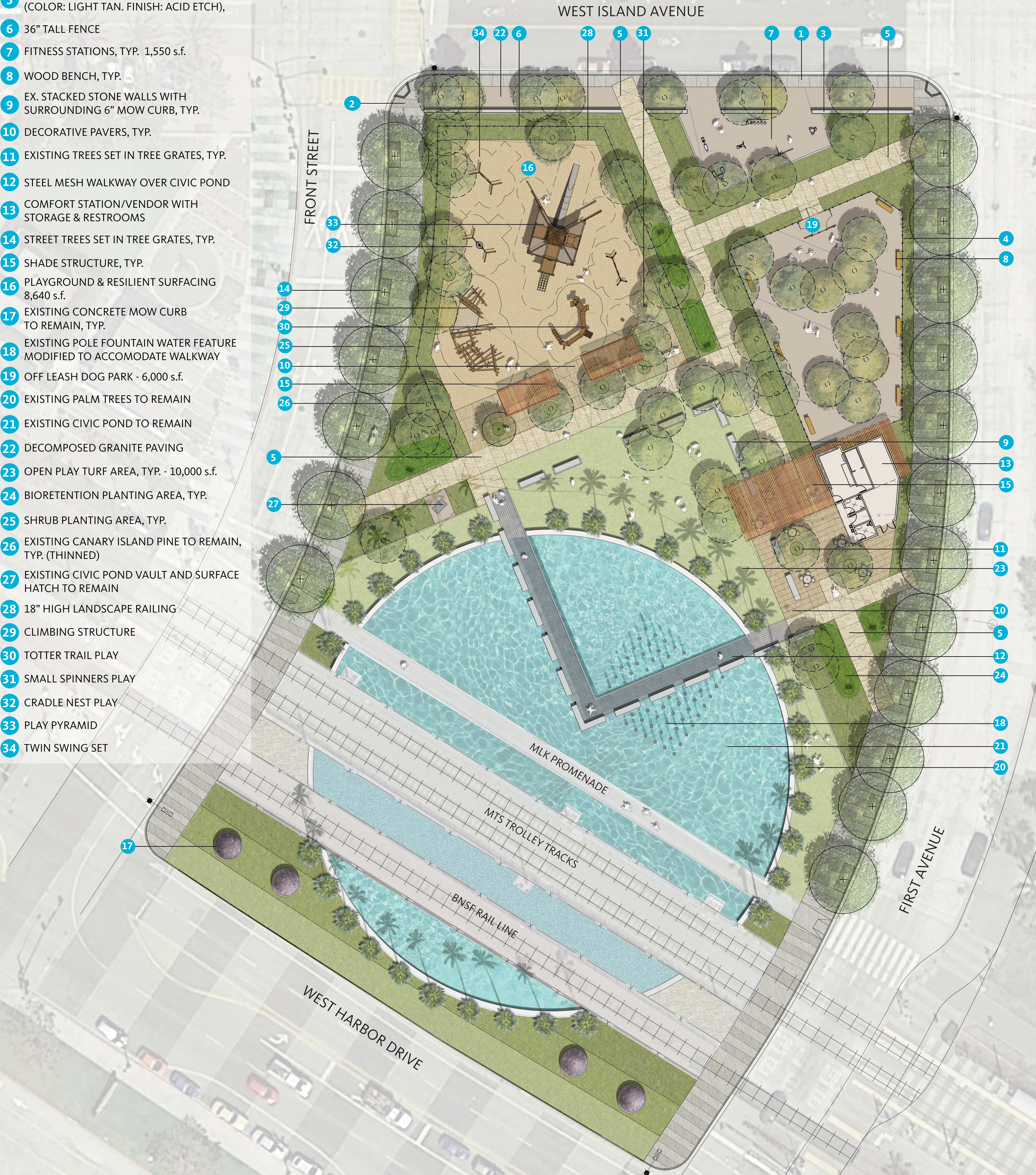
Brad Richter  
Vice President, Planning

Attachment: A – Children's Park GDP  
B – Children's Park Improvements Scope of Services



# KEY

- 1 EXISTING NATURAL GRAY CONCRETE, TYP.
- 2 EXISTING DARK AND LIGHT GRAY SIDEWALK BANDING, TYP.
- 3 18" TALL CONCRETE SEAT WALL TO MATCH CHILDREN'S MUSEUM PARK
- 4 5' TALL FENCE AT DOG PARK
- 5 INTEGRAL COLORED CONCRETE, TYP. (COLOR: LIGHT TAN. FINISH: ACID ETCH),
- 6 36" TALL FENCE
- 7 FITNESS STATIONS, TYP. 1,550 s.f.
- 8 WOOD BENCH, TYP.
- 9 EX. STACKED STONE WALLS WITH SURROUNDING 6" MOW CURB, TYP.
- 10 DECORATIVE PAVERS, TYP.
- 11 EXISTING TREES SET IN TREE GRATES, TYP.
- 12 STEEL MESH WALKWAY OVER CIVIC POND
- 13 COMFORT STATION/VENDOR WITH STORAGE & RESTROOMS
- 14 STREET TREES SET IN TREE GRATES, TYP.
- 15 SHADE STRUCTURE, TYP.
- 16 PLAYGROUND & RESILIENT SURFACING 8,640 s.f.
- 17 EXISTING CONCRETE MOW CURB TO REMAIN, TYP.
- 18 EXISTING POLE FOUNTAIN WATER FEATURE MODIFIED TO ACCOMODATE WALKWAY
- 19 OFF LEASH DOG PARK - 6,000 s.f.
- 20 EXISTING PALM TREES TO REMAIN
- 21 EXISTING CIVIC POND TO REMAIN
- 22 DECOMPOSED GRANITE PAVING
- 23 OPEN PLAY TURF AREA, TYP. - 10,000 s.f.
- 24 BIORETENTION PLANTING AREA, TYP.
- 25 SHRUB PLANTING AREA, TYP.
- 26 EXISTING CANARY ISLAND PINE TO REMAIN, TYP. (THINNED)
- 27 EXISTING CIVIC POND VAULT AND SURFACE HATCH TO REMAIN
- 28 18" HIGH LANDSCAPE RAILING
- 29 CLIMBING STRUCTURE
- 30 TOTTER TRAIL PLAY
- 31 SMALL SPINNERS PLAY
- 32 CRADLE NEST PLAY
- 33 PLAY PYRAMID
- 34 TWIN SWING SET







Play Pyramid by Richter Spielgeräte



Climbing Structure by Richter Spielgeräte



Twin Swing Set by Richter Spielgeräte



Fitness Equipment



Log Benches (With and Without Backs)



Shade Structure



Site Lighting (Steel Posts with Wood Pattern)



Bioretention Planting Areas



Suspended Walkway



Flexible Turf Area



Dog Park



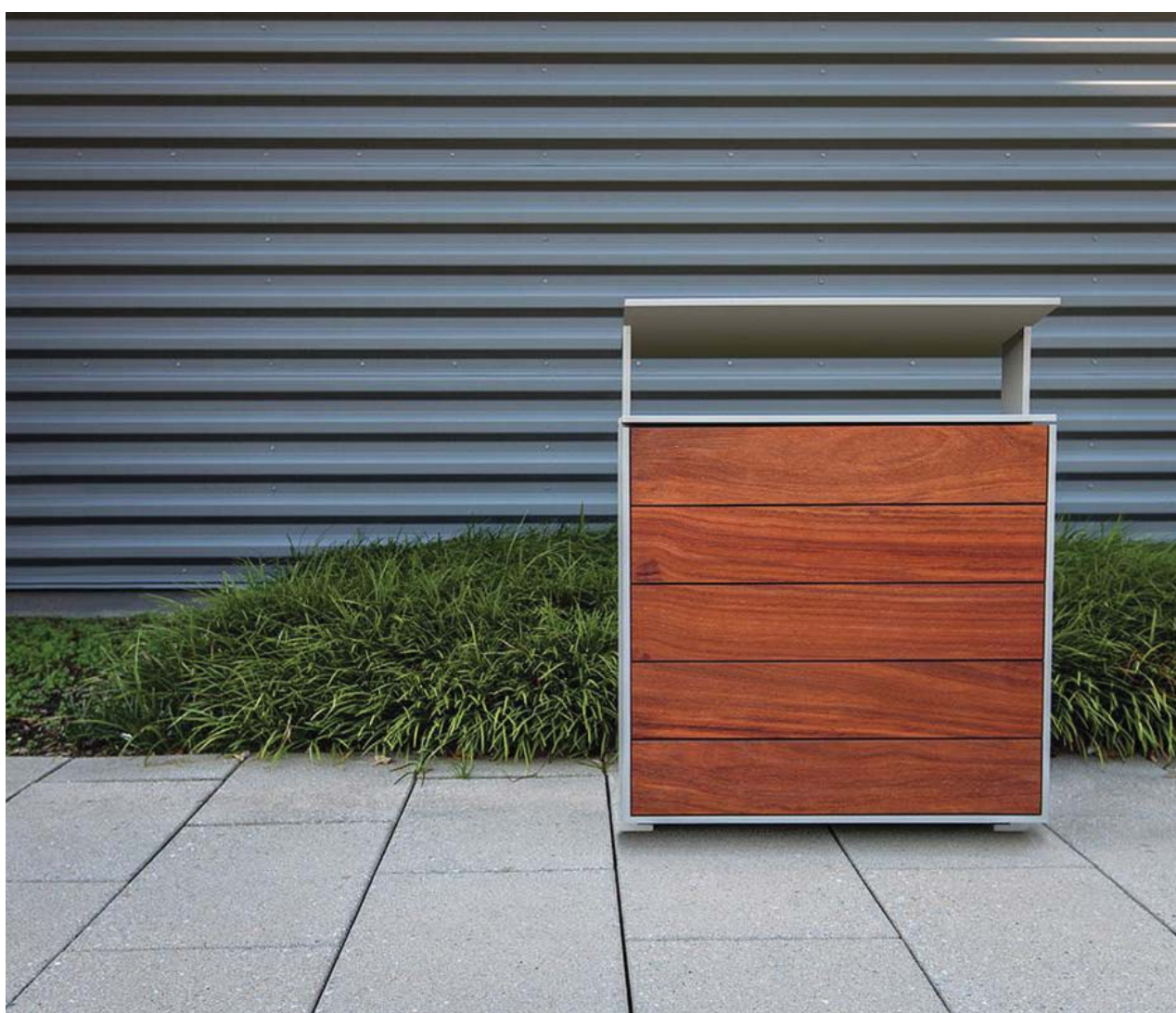
Circular Tree Grate



Picnic Table (Wood or Aluminum)



Table and Chairs at Vendor Plaza



Waste Receptacle (Wood or Aluminum)



TREES such as:



Canary Island Pine  
*Pinus canariensis*



Mexican Fan Palm (Existing)  
*Washingtonia robusta*



Raywood Ash  
*Fraxinus angustifolia* 'Raywood'

SHRUBS such as:



Foxtail Agave  
*Agave attenuata*



Eve Case Coffeeberry  
*Rhamnus californica* 'Eve Case'



Natal Plum  
*Carissa macrocarpa*

PERENNIALS such as:



Firecracker Island Snapdragon  
*Galvezia speciosa* 'Firecracker'



Lavender  
*Lavandula* spp.



Purple Trailing Lantana  
*Lantana montevidensis*

BIOSWALE PLANTING such as:



Spice Bush  
*Calycanthus occidentalis*



Dune Sedge  
*Carex pansa*



Canyon Prince Wild Rye  
*Leymus condensatus* 'Canyon Prince'

TREES SUCH AS:

Botanical Name <i>Fraxinus angustifolia</i> 'Raywood'	Common Name Raywood Ash
<i>Pinus canariensis</i>	Canary Island Pine
<i>Washingtonia robusta</i>	Mexican Fan Palm

SHRUBS SUCH AS:

Botanical Name <i>Agave attenuata</i>	Common Name Foxtail Agave
<i>Carissa macrocarpa</i>	Natal Plum
<i>Rhamnus californica</i> 'Eve Case'	Eve Case Coffeeberry

PERENNIALS SUCH AS:

Botanical Name <i>Dianella tasmanica</i> 'Variegata'	Common Name Variegated Dianella
<i>Galvezia speciosa</i> 'Firecracker'	Firecracker Island Snapdragon
<i>Heuchera</i> spp.	Heuchera species
<i>Lantana montevidensis</i>	Purple Trailing Lantana
<i>Lavandula</i> spp.	Lavender species
<i>Liriope</i> spp.	Liriope species
<i>Rosmarinus</i> spp.	Rosemary species

BIOSWALE PLANTS SUCH AS:

Botanical Name <i>Calycanthus occidentalis</i>	Common Name Spice Bush
<i>Carex pansa</i>	Dune Sedge
<i>Leymus condensatus</i> 'Canyon Prince'	Canyon Prince Wild Rye

GRASSES & GROUND COVER SUCH AS:

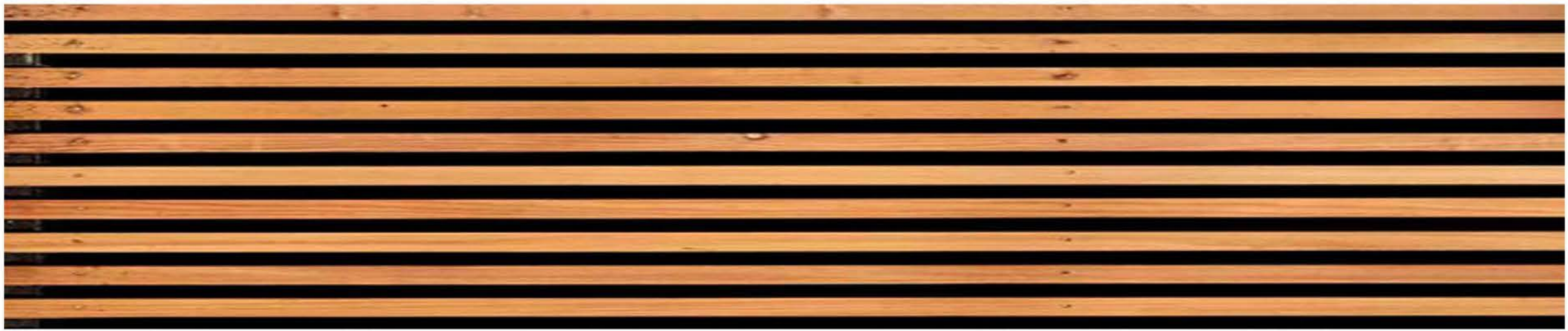
Botanical Name <i>Baccharis pilularis</i> 'Pigeon Point'	Common Name Dwarf Coyote Bush
<i>Miscanthus sinensis</i> 'Adagio'	Dwarf Maiden Grass
<i>Sesleria autumnalis</i>	Autumn Moor Grass











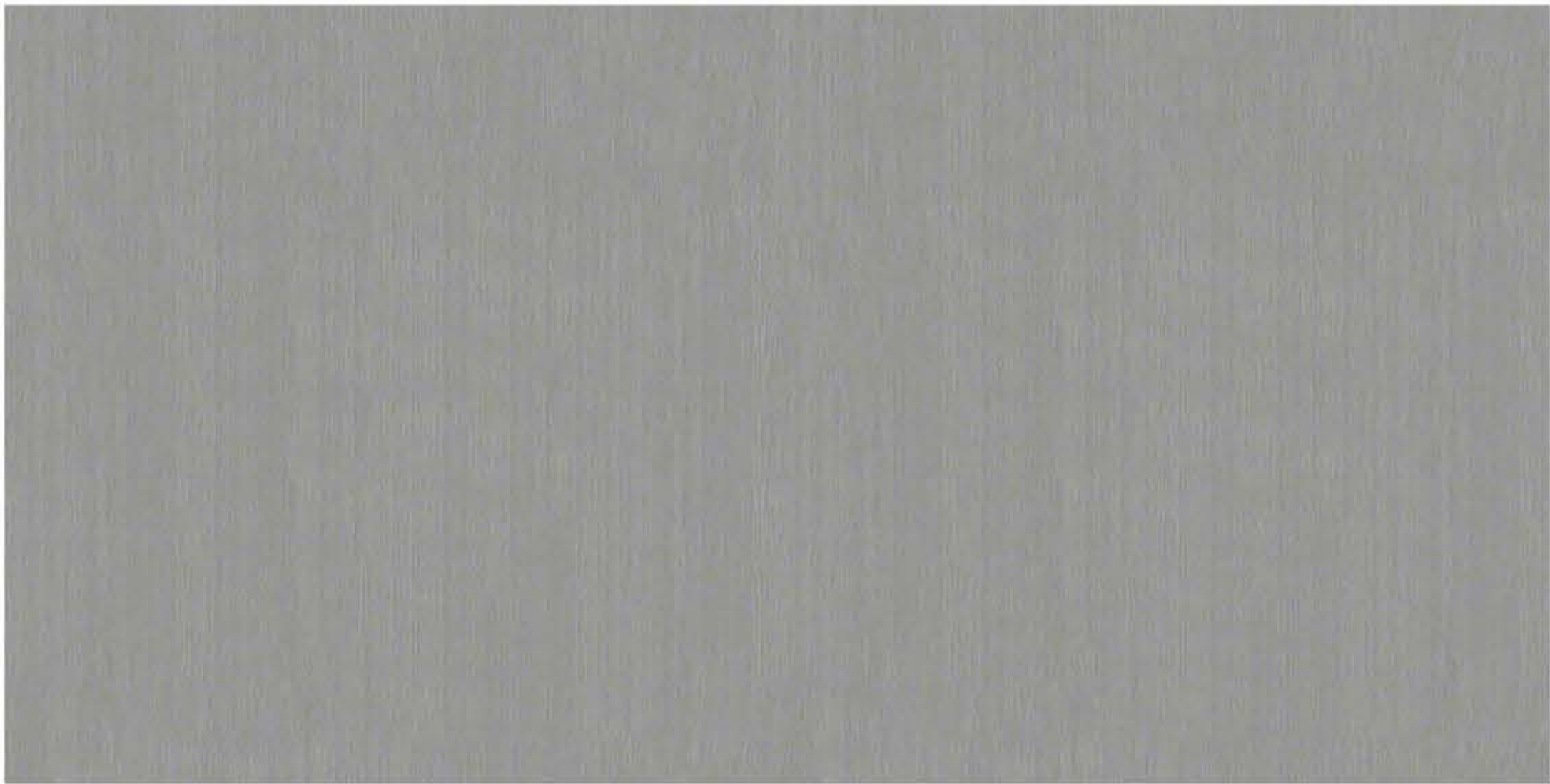
CEILING TREATMENT



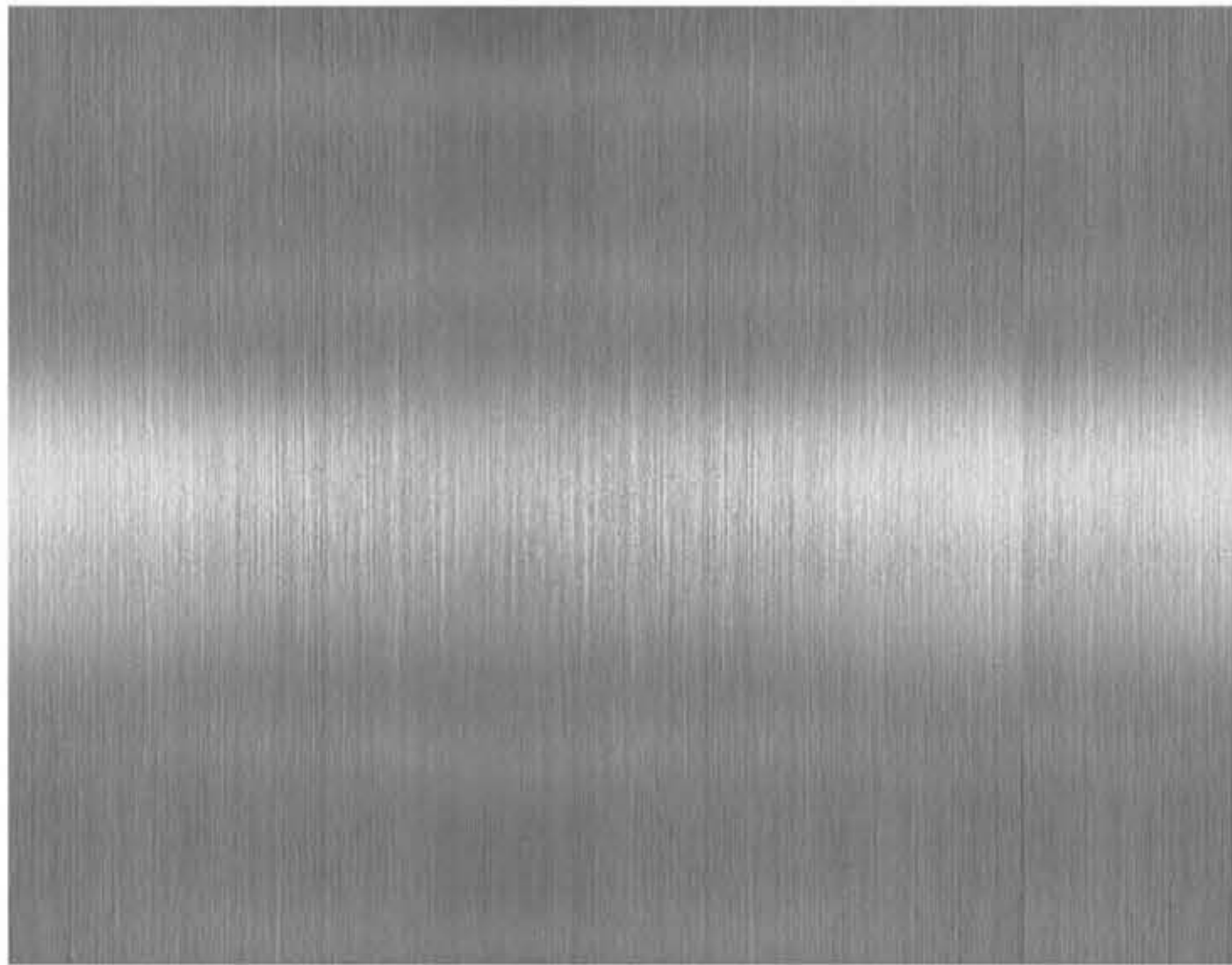
EXTERIOR TILE WALL TREATMENT



EXTERIOR EXPOSED CMU WALLS



EXPOSED STEEL



COUNTERTOPS

VENDOR & STORAGE BLDG. - MATERIAL BOARD













April 30, 2018

Kathleen Brand  
Senior Planner / Landscape Architect  
Civic San Diego  
401 B Street, Suite 400  
San Diego, CA 92101  
619.533.7138  
brand@civicsd.com

RE: Children's Park –Scope of Work and Fee Proposal

Dear Ms. Brand:

Please find following our Scope of Work and Fee Proposal for the Children's Park Improvement Plans project. We welcome any questions you may have and look forward to beginning this important project with Civic San Diego.

#### **SCOPE OF WORK**

The outlined scope of services below follows the intent of the RFQ, though we have added additional details and tasks that provide a more comprehensive view of our process.

#### **PHASE 0 – PROJECT MANAGEMENT**

Throughout the lifecycle of the project, Spurlock will provide project management services including; meeting agendas, meeting minutes, Client communications, design team coordination, schedule management, drawing submittal coordination, drawing submittal quality control, and billing review and invoicing.

#### **PHASE 1 – PROJECT START-UP**

At the onset of the project, a team kick-off meeting and site visit will take place concurrently with confirmation of project management and any additional public outreach processes, identification of technical and/or client advisory groups, and key contacts. Our team will begin to gather data, perform site analysis and observations, prepare base files, and review and synthesize existing planning documents and technical studies. Project goals and stakeholders will be identified in this preliminary stage. The team will acquaint themselves with management and maintenance operations criteria as well as any other logistical, regulatory, or

environmental issues. Based on this data gathering, we will begin to formulate preliminary project strategies.

#### Tasks

- Kickoff meeting with client to set project goals, process, project management protocols, project schedule and budget
- Review of background materials, requirements and previous reports, and provide follow up task recommendations
- Site visit to review existing conditions, perform site analysis
  - Landscape Architect – one (1) site visit
  - Civil Engineer – one (1) site visit
  - Water Feature Consultant – two (2) site visits
- Geotechnical and soils testing investigation
- Geotechnical Fault Hazard study
- Site surveying (including verification of survey monuments)
- Geotechnical review and response to one (1) round of City comments
- Prepare and file surveyor pre-construction Corner Record Documents
- Dry & wet utility location mark-out
- Dry & wet utility location plan coordination & preparation
- Field verification of all existing site elements
- Arborist report (includes review of existing tree health and recommendations on preservation and removal)
- GDP review and site analysis, summary memorandum of observations
- Base data compilation and base map preparation
- Preliminary coordination meeting with artist team and follow up

#### Deliverables

- Project schedule
- Base map compilation and preparation
- Existing conditions verification and site analysis diagrams and narrative
- Geotechnical report and fault hazard study
- Completed survey (including verification of survey monuments, and verification of all existing site elements)
- Dry & wet utility mapping
- Arborist report findings including tree health analysis and tree protection recommendations
- Agenda and meeting minutes for each meeting including documentation of decisions and action items
- Bi-weekly verbal updates regarding the scope, schedule, budget and critical tasks

## PHASE 2 – 30% CONSTRUCTION DOCUMENTS

Utilizing the General Development Plan as a starting point, our team will prepare preliminary scaled engineered drawings that capture the additional information gathered during our analysis and coordination meetings during Phase 1. This submittal shall refine the park design to a higher level of detail for all disciplines.

### Tasks

- Preparation of 30% construction document set for internal coordination with all disciplines, formatted per City Standards, for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature (assume combined on-site and off-site package).
- Play equipment options package for review with Civic SD & City Parks and Rec
- Conceptual lighting study
- Conceptual signage design studies
- Investigation into alternatives for play equipment, fitness equipment, etc.
- Studies and analyses of retail/ kitchen space to investigate best fit options and alternatives, including coordination with Owner, Structural, and MEP
- Utility location coordination
- Draft specifications for all scope items
- Preliminary cost estimate for budget verification
- Quality control review of 30% CD set for consultant coordination
- Pre-submittal meeting with City of San Diego Development Services project manager prior to 30% submittal to review project intent and confirm submittal requirement in an effort to reduce delays in overall project schedule
- Coordination meeting(s) with artist team
- Monthly Owner meetings (as needed) for project coordination

### Deliverables

- 30% construction document set including drawings, and draft specifications for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature (assume combined on-site and off-site package)
- Civil utility plan & narrative
- 30% Civil special provisions outline
- 30% grading plan provided by Landscape (Civil to incorporate after 30%)
- Materials presentation reviewing alternatives for play equipment, fitness equipment, site furnishings, etc. for Client review
- Design studies of retail/ kitchen space options for Client review
- 30% CD cost estimate
- Agenda and meeting minutes for each meeting including documentation of decisions and action items

- Presentation materials (if any) including PowerPoint presentations and/or revised illustrative plan and rough draft site views

### **PHASE 3 – 60% CONSTRUCTION DOCUMENTS**

The previous construction document set will be utilized in this phase to create a 60% construction document set, including specifications, technical reports necessitated by permit and approval process, and updated costing to ensure compliance with the project budget. This 60% construction document set will be submitted to the City for permitting and plan review.

#### **Tasks**

- Preparation of 60% construction document set for internal coordination with all disciplines including drawings, updated specifications, and technical reports for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature (assume combined on-site and off-site package)
- Preliminary maintenance manual
- Coordinate two (2) work orders with SDG&E for required utilities for park and building
- Coordinate water meter data card
- Utility location coordination
- Revisions and written responses to Agency comment to address any comments from 30% CD set
- 60% CD cost estimate for budget verification
- Quality control review of 60% CD set for consultant coordination
- VE revisions (if needed) to maintain project budget following 30% CD set
- Coordination meeting(s) with artist team to incorporate artist work into 60% CD set
- Preparation of 60% CD set with all consultant coordination and VE items addressed for City for Grading Permit, Building Permit, and Public Improvement Permit (assume combined on-site and off-site package and permitting)
- Quality control review of 60% CD set
- Presentation of design of park's features to Civic San Diego Board
- Presentation of design of park's features to Downtown Community Planning Council
- Monthly Owner meetings (as needed) for project coordination
- Coordination meeting with artist and incorporation of coordination items into drawings.



#### **Deliverables**

- 60% construction document set including drawings, updated specifications, revised technical reports, and preliminary maintenance manual for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature for submittal to City for Grading Permit, Building Permit and Public Improvement Permit (assume combined on-site and off-site package and permitting)
- Civil BMP plan & details
- Erosion control plan
- Traffic control plan
- 60% SWQMP (includes Stormwater checklist)
- 60% Drainage study & HMP
- 60% Civil special provisions
- 60% graphics, signage & branding package
- 60% CD cost estimate
- Agenda and meeting minutes for each meeting including documentation of decisions and action items
- Presentation materials including PowerPoint presentations, illustrative plan, and five (5) refined site views

#### **PHASE 4 – 100% CONSTRUCTION DOCUMENTS**

Taking comments received from the City during the permitting process, our team will revise the construction documents set as needed to address any city comments or budget items from the 60% CD cost estimate. These items will be resubmitted to the City for final permitting. If necessary our team will be available to meet with City staff at the plan check counter to adequately address any items in a timely manner as an effort to meet the project schedule.

#### **Tasks**

- Revisions and written responses to Agency comment to address any comments from 60% CD set for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature for City Grading Permit, Building Permit and Public Improvement Permit
- Meet with City plan check reviewers, if needed, to review comments or outstanding items
- Monthly Owner meetings (as needed) for project coordination
- Prepare revised 100% construction document set including drawings, specifications, and final technical reports and maintenance manual for all scope items to address City comments and 100% CD cost estimate (assume combined on-site and off-site package and permitting)
- Quality control review of 100% Construction document set

- Submittal process and intake meeting at the City, meet over the counter with plan checkers to resolve any additional items (if necessary) prior to permit issuance
- Prepare a final set of Bid specifications, drawings and documents for all scope items
- Coordination meeting with artist and incorporation of coordination items into drawings.

#### **Deliverables**

- 100% Construction document set for submittal to the City for permitting, includes coordinated set of drawings and specifications for all scope items including; Landscape Architecture, Civil, Architecture, Structural, MEP, Dry Utilities, Water Feature (assume combined on-site and off-site package)
- Civil BMP plan & details
- Erosion control plan
- Traffic control plan
- 100% SWQMP (includes Stormwater checklist)
- 100% Drainage study & HMP
- 100% Civil special provisions
- Title 24 Mechanical and Lighting Energy budget forms incorporated into CD drawings
- Final maintenance manual
- Final graphics, signage & branding package
- Agenda and meeting minutes for each meeting including documentation of decisions and action items
- Bid set of drawings, specifications, bid forms and other bid documents as needed for all scope items

#### **PHASE 5 – BIDDING AND CONSTRUCTION SUPPORT**

Taking the final permit set, our team will prepare a complete set of bidding documents for distribution to bidders. We will provide bidding assistance including attendance at the pre-bid meeting, responding to bidder questions, clarification to the contract documents, and preparation of bid addenda as needed. Once bids are awarded, we will provide construction administration support including RFI responses, submittal and shop drawing review, maintenance and operations review, attendance at pre-construction meetings, attendance at weekly meetings, and performing construction site observations as needed. Spurlock will continue to provide project management throughout this phase including meeting minutes and notes, preparing site observation reports and review of close-out items.

#### **Tasks**

- Assistance in preparing Bid Form per City (or Civic SD) standards.
- Attend pre-bid meeting

- Bidding assistance, responses to bidder's questions, clarifications to contract documents and preparation of addenda as necessary for all scope items
- Construction support and administration services including RFI responses, submittal reviews, shop drawing review, O&M review, pre-con meeting attendance
- Site observation visits / meetings including:
  - Landscape Architect – twenty-six (26) visits (bi-weekly meetings with Contractor and Construction Manager)
  - Architect – four (4) site visits
  - Arborist – one (1) two-hour long site visit
  - Water Feature Consultant – four (4) site visits
  - Civil Engineer – two (2) site visits
  - Structural Engineer – two (2) site visits
  - MEP Engineer – three (3) site visits
- Two (2) tree tagging visits for all new trees
- Utility location coordination
- reports as necessary, and punch list preparation
- Review of survey monuments at close out
- Review contractor as-built drawings and prepare record drawings per as-built plans
- Review of project close-out items

#### **Deliverables**

- Attend pre-bid meeting
- Bidding support as needed
- Submittal and shop drawing reviews
- RFI responses
- Site observation reports for all site visits
- Meeting minutes and agendas for all meetings
- Re-set destroyed survey monuments and file post-construction Corner Record Documents
- Review of close out documents and preparation of as-built drawings