

August 21, 2024
Revised September 12, 2024

Proposal for Professional Landscape Architectural Design Services

Danville Parks - Ellis Park Playground Master Plan, Miles Farm Master Plan, Twin Bridges Park Mapping

251 Gibson St, Danville, IN 46122

This Agreement, effective as of **September 12, 2024** is between the Client **Danville Parks and Recreation** and Landscape Architect **J2 Design Studio**.

PROJECT UNDERSTANDING:

J2 Design Studio (J2) is pleased to provide our professional design proposal to Danville Parks and Recreation (Client) to assist with preparation of Ellis Park Playground Master Plan, Miles Farm Master Plan, and Twin Bridges Park Mapping.

Ellis Park Playground Master Plan

J2 understands that the project consists of design of a new nature playground to replace the existing play structure past it's lifespan. The master plan will take into account the play area and surrounding park property including the West Fork White Lick Creek. Public involvement will guide the final master plan. This proposal assumes that feedback for both Ellis Park Playground and Miles Farm will be combined into 3 total public meetings.

Miles Farm Master Plan

J2 understands that the project consists of design of a new +/- 20 acre community park on property provided by DR Horton as part of Miles Farm Development. Miles Farm Park is located on the northwest corner of US36 and Mackey Road. Public involvement will guide the proposed park amenities, both active and passive recreation, and final master plan. This proposal assumes that feedback for both Ellis Park Playground and Miles Farm will be combined into 3 total public meetings.

Twin Bridges Park Mapping

J2 understands that the project consists of developing an overall map graphic that can be used for mapping and wayfinding throughout the existing park property.

J2 Design Studio team's scope of services to complete design of the above projects is outlined on the following pages.

SCOPE OF SERVICES:

J2 Design Studio will develop each project in a series of phases as outlined below. Work will not proceed on the subsequent phase without your approval.

ELLIS PARK PLAYGROUND MASTER PLAN

Opportunity Analysis

Objective: The objective is to confirm the characteristics of the existing conditions, users and stakeholders, and produce base maps and a program summary that will be the basis for further design.

Process: Specifically, the J2 Design Studio team will:

1. Conduct a kick-off meeting with you to review:
 - a. Desired goals and objectives
 - b. Geographic limits
 - c. Requested program
 - d. Project budget
 - e. J2 and client team representatives and roles
 - f. Public involvement and communications protocol
 - g. Key stakeholders
 - h. Logistics for public involvement
 - i. Preliminary schedule
 - j. Available maps, data, plans and reports for study area
2. Prepare a public involvement strategy and protocol including:
 - a. Coordination with you to identify the key stakeholders
 - b. Development of a directory of agencies, stakeholders and other project contacts
3. Collect and review previously prepared plans, maps and reports such as:
 - a. Aerial photography
 - b. Boundary and topographic survey
 - c. Hendricks County GIS mapping and data
 - d. National Wetland Inventory maps
 - e. FEMA Flood maps
 - f. IDNR Flood maps
 - g. Ellis Park 5 Year Parks and Recreation Master Plan recommendations
 - h. Existing playground drawings or maps
4. Collect and review readily available data about existing and proposed physical, cultural and financial resources such as:
 - a. Property ownership, uses and condition
 - b. Topography, vegetation, and other natural features
 - c. Ecology
 - d. Hydrology and stormwater management
 - e. Vehicular, pedestrian and bicycle circulation routes, facilities, usage and condition
 - f. Sewer, water, wastewater and other utility infrastructure, location, capacity and condition
 - g. Danville 5 Year Parks and Recreation Master Plan and budgets
5. Collect and review applicable jurisdictional information such as:
 - a. Town of Danville Standards and Guidelines
 - b. Danville Parks and Recreation open space and recreation standards
 - c. Indiana Department of Natural Resources regulations, management and development approval procedures
6. Observe, photograph and perform an inventory and analysis of the project site and immediate surroundings in order to identify:
 - a. Readily apparent physical conditions and patterns of use
 - b. Site circulation and connectivity
 - c. Hydrology and drainage assessment
 - d. Ecological assessment identifying plants, wildlife, and environmental sensitive areas

- e. Views and adjacencies
7. Inventory and preliminarily analyze the collected data. Compile available resource data into digital base map(s) at appropriate scale(s) for the study area and the immediate surroundings.
8. Walk the project area with you to observe, photograph and gather first hand opinions about readily apparent conditions and patterns of use.
9. (Public Meeting #1) In a facility designated by you, prepare for and conduct the Opportunity Analysis Open House to gather input from stakeholder and community attendees that are invited by you. The purpose of this meeting will be to solicit thoughts, ideas and concerns about the design from the attendees and to carefully record public input.
10. Based on community feedback, finalize and submit an Opportunity Analysis memorandum including:
 - a. Draft Executive Summary describing the goals, timeframe, objectives, priority opportunities and special considerations
 - b. Project background including base maps, various analysis maps, graphics and data
 - c. Attendee profiles, attitudes, opinions, and feedback
11. Meet with you to review the Opportunity Analysis memorandum.

Deliverables

- Opportunity Analysis memorandum, PDF

Alternative Strategies

Objective: The objective is to reach consensus on the type, location, organization, scale, character and potential cost of specific park improvements.

Process: Specifically, the J2 Design Studio team will:

1. Using the results of the Opportunity Analysis and a combination of text, graphics and photographic images from comparable settings, prepare alternative, conceptual strategies for the play area identifying the approximate type, location, scale, quantity and general character of potential improvements including:
 - a. Play features and styles
 - b. Vehicular, pedestrian and bicycle circulation features
 - c. Site improvements including pathways, drainage, utilities, and landscaping
 - d. Site amenities including benches, trash cans, fencing and lighting
 - e. West Fork White Lick Creek access
2. Review alternative conceptual strategies with you virtually.
3. (Public Meeting #2) In a facility designated by you, present alternative conceptual strategies in an open house format to gather input from stakeholder and community attendees that are invited by you. Identify one preferred or composite concept to advance for the play area.
4. Based on community feedback, finalize and submit an Alternative Strategies memorandum including:
 - a. Alternative conceptual strategies
 - b. Attendee profiles, attitudes, opinions, and feedback
5. Meet with you to review the Alternative Strategies memorandum.

Deliverables

- Alternative Strategies memorandum, PDF

Final Master Plan

Objective: The objective is to reach consensus on the final design and probable cost for the proposed improvements.

Process: Specifically, the J2 Design Studio team will:

1. Based on the feedback on Alternative Strategies, compile one preferred or composite concept for the play area.
2. Refine our final recommendation and, using appropriate text, graphics and data, prepare a first draft master plan including:
 - a. Cover and acknowledgements
 - b. Introduction
 - c. Opportunity Analysis Summary
 - d. Final Master Plan Recommendation
 - e. Precedent Imagery
 - f. Cost Opinion
3. Meet with you to review the draft Master Plan Report
4. Incorporating your feedback, finalize the Master Plan Report.
5. (Public Meeting #3) Present the Master Plan to the Park Board.
6. Prepare final edits and submit a PDF of the Final Master Plan for distribution.

Deliverables

- Draft Master Plan Report, PDF
- Final Master Plan Report, PDF

MILES FARM MASTER PLAN

Opportunity Analysis

Objective: The objective is to confirm the characteristics of the existing conditions, users and stakeholders, and produce base maps and a program summary that will be the basis for further design.

Process: Specifically, the J2 Design Studio team will:

1. Conduct a kick-off meeting with you to review:
 - a. Desired goals and objectives
 - b. Geographic limits
 - c. Requested program
 - d. Project budget
 - e. J2 and client team representatives and roles
 - f. Public involvement and communications protocol
 - g. Key stakeholders
 - h. Logistics for public involvement
 - i. Preliminary schedule
 - j. Available maps, data, plans and reports for study area

2. Prepare a public involvement strategy and protocol including:
 - a. Coordination with you to identify the key stakeholders
 - b. Development of a directory of agencies, stakeholders and other project contacts
3. Collect and review previously prepared plans, maps and reports such as:
 - a. Aerial photography
 - b. Boundary and topographic survey
 - c. Hendricks County GIS mapping and data
 - d. National Wetland Inventory maps
 - e. FEMA Flood maps
 - f. IDNR Flood maps
 - g. 5 Year Parks and Recreation Master Plan recommendations
 - h. Miles Farm Development drawings and maps
4. Collect and review readily available data about existing and proposed physical, cultural and financial resources such as:
 - a. Property ownership, uses and condition
 - b. Topography, vegetation, and other natural features
 - c. Ecology
 - d. Hydrology and stormwater management
 - e. Vehicular, pedestrian and bicycle circulation routes, facilities, usage and condition
 - f. Sewer, water, wastewater and other utility infrastructure, location, capacity and condition
 - g. Danville 5 Year Parks and Recreation Master Plan and budgets
5. Collect and review applicable jurisdictional information such as:
 - a. Town of Danville Standards and Guidelines
 - b. Danville Parks and Recreation open space and recreation standards
 - c. Indiana Department of Natural Resources regulations, management and development approval procedures
6. Observe, photograph and perform an inventory and analysis of the project site and immediate surroundings in order to identify:
 - a. Readily apparent physical conditions and patterns of use
 - b. Site circulation and connectivity
 - c. Hydrology and drainage assessment
 - d. Ecological assessment identifying plants, wildlife, and environmental sensitive areas
 - e. Views and adjacencies
7. Inventory and preliminarily analyze the collected data. Compile available resource data into digital base map(s) at appropriate scale(s) for the study area and the immediate surroundings.
8. Walk the project area with you to observe, photograph and gather first hand opinions about readily apparent conditions and patterns of use.
9. Conduct a community survey to solicit thoughts, ideas and concerns about the active and passive recreational programmatic elements to be included in the new park.
10. (Public Meeting #1) In a facility designated by you, prepare for and conduct the Opportunity Analysis Open House to gather input from stakeholder and community attendees that are invited by you. The purpose of this meeting will be to solicit thoughts, ideas and concerns about the active and passive recreational programmatic elements to be included in the new park from the attendees and to carefully record public input.

11. Based on community feedback, finalize and submit an Opportunity Analysis memorandum including:
 - a. Draft Executive Summary describing the goals, timeframe, objectives, priority opportunities and special considerations
 - b. Project background including base maps, various analysis maps, graphics and data
 - c. Attendee profiles, attitudes, opinions, and feedback
12. Meet with you to review the Opportunity Analysis memorandum.

Deliverables

- Opportunity Analysis memorandum, PDF

Alternative Strategies

Objective: The objective is to reach consensus on the type, location, organization, scale, character and potential cost of the park improvements.

Process: Specifically, the J2 Design Studio team will:

1. Using the results of the Opportunity Analysis and a combination of text, graphics and photographic images from comparable settings, prepare alternative, conceptual strategies for the play area identifying the approximate type, location, scale, quantity and general character of potential improvements including:
 - a. Park program including passive and active recreation
 - b. Vehicular, pedestrian and bicycle circulation features
 - c. Site improvements including pathways, drainage, utilities, and landscaping
 - d. Site amenities including benches, trash cans, fencing and lighting
2. Review alternative conceptual strategies with you virtually.
3. (Public Meeting #2) In a facility designated by you, present alternative conceptual strategies in an open house format to gather input from stakeholder and community attendees that are invited by you. Identify one preferred or composite concept to advance for the park.
4. Based on community feedback, finalize and submit an Alternative Strategies memorandum including:
 - a. Alternative conceptual strategies
 - b. Attendee profiles, attitudes, opinions, and feedback
5. Meet with you to review the Alternative Strategies memorandum.

Deliverables

- Alternative Strategies memorandum, PDF

Final Master Plan

Objective: The objective is to reach consensus on the final design and probable cost for the proposed improvements.

Process: Specifically, the J2 Design Studio team will:

1. Based on the Alternative Strategies feedback, compile one preferred or composite concept for the park.

2. Refine our final recommendation and, using appropriate text, graphics and data, prepare a first draft master plan including:
 - a. Cover and acknowledgements
 - b. Introduction
 - c. Opportunity Analysis Summary
 - d. Final Master Plan Recommendation
 - e. Precedent Imagery
 - f. Cost Opinion
3. Meet with you to review the draft Master Plan Report
4. Incorporating your feedback, finalize the Master Plan Report.
5. (Public Meeting #3) Present the Master Plan to the Park Board.
6. Prepare final edits and submit a PDF of the Final Master Plan for distribution.

Deliverables

- Draft Master Plan Report, PDF
- Final Master Plan Report, PDF

TWIN BRIDGES PARK MAPPING

Objective: The objective is to create a map graphic for park wayfinding signage.

Process: The J2 Design Studio team will:

1. Conduct a kick-off and programming meeting with you confirming:
 - a. Mapping area boundaries
 - b. Desired amenity identification
 - c. Anticipated signage size and locations
 - d. Available data and data gathering needs
 - e. Communications and decision making protocol
 - f. Tentative schedule
2. Collect readily available, pertinent existing data for the project area and the immediate surroundings from various sources including:
 - a. GIS
 - b. Other mapping software
 - c. Client provided site plans or relevant information
3. The map will include:
 - a. Overall site circulation
 - i. Roadways
 - ii. Parking
 - iii. Pedestrian walks
 - iv. Trails
 - b. Locations of park features and facilities
 - c. Ponds and other water bodies
 - d. Land features

4. Prepare Draft Map size, base and graphic layout in an illustrative vector format for printing and scaling purposes.
5. Print color draft original of map and meet with you for a layout and detailed map review.
6. Following receipt of your final comments, prepare a final map for sign fabrication. The final map will include a full color scalable vector graphic showing the existing park.
7. Provide a final graphic file that can be used for printing and sign fabrication by your selected vendor. J2 will review a proof for final fabrication and printing on behalf of the Client as directed.
 - a. Construction documents and/or specifications are not included

Deliverables

- Final Map Graphic, vector & PDF

GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

- A. Communications
 1. Schedule, create agendas and summarize the highlights of periodic meetings
 2. Rehearse, attend and present at public forums identified
 3. Collect and disseminate communications from other parties
 4. Periodically inform your representative about our progress
- B. Schedules
 1. Create, periodically update and distribute the project schedule
 2. Coordinate the activities of our staff and our consultants
- C. Staffing
 1. Select and assign staff members and consultants to appropriate tasks and services
 2. Prepare and administer consultant agreements
- D. File Maintenance
 1. Establish and maintain appropriate correspondence, financial, drawing and data files
 2. Obtain appropriate insurance certificates from consultants
 3. Maintain appropriate time and expense records

AGREEMENT TERMS:

PROFESSIONAL FEES:

Ellis Park Playground Master Plan	\$ 23,250 (Lump Sum)
Miles Farm Master Plan	\$ 23,250 (Lump Sum)
Twin Bridges Park Mapping	\$ 3,500 (Lump Sum)
Total Professional Fees:	\$ 50,000

ADDITIONAL SERVICES:

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.

REIMBURSABLE EXPENSES:

Reimbursable expenses are included in the professional service fees. Reimbursable expenses include travel and reproductions of deliverables outlined in the Scope of Services.

EXCLUSIONS:

This proposal does not include the following tasks:

- 3D renderings / illustrations
- Legal or topographic surveys
- Civil, traffic, or utility design

SCHEDULE:

This proposal assumes that design will occur between Fall 2024 and Summer 2025. J2 can begin this work immediately upon your authorization and complete the work within your scheduled timeframe.

The attached Standard Terms and Conditions and Standard Hourly Rates are made part of this agreement.

Please indicate acceptance of this agreement by emailing a signed and dated copy. J2 will begin work after receiving a written authorization to proceed.

J2 Design Studio appreciates the opportunity to provide you with Professional Landscape Architectural Design Services.

AGREEMENT:



Jonathan Smith, PLA
Principal | Landscape Architect
J2 Design Studio

Signature

Printed Name, Title

09.12.24

Date

Dates