

RRM Design Group
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January 22, 2010

Mr. John Karamitsos, Chair
Orcutt Sports Commission
Planning & Development
624 West Foster Road
Orcutt, CA 93455

Re: Waller Park Sports Fields: Revised Scope of Services

Dear Mr. Karamitsos:

Thank you for your letter dated January 14, 2010 in which you responded to my letters of November 13, 2009 and December 16, 2009, seeking direction for the refinement of the scope of services for the Waller Park project. I have enclosed the revised scope which incorporates the direction from your January 14, 2010 letter. Three (3) tasks were changed to optional, two (2) tasks were deleted, and many tasks have reduced fees. Following is an executive summary of the key revisions, refinements and fee reductions.

Subtask A.01: Kick-Off Meeting and Tour	Reduced fee
Subtask A.02: Key Stakeholder Meetings	Reduced fee
Subtask A.03: Data Review	No change
Subtask A.04: Topographic Survey	Changed to optional Subtask D.03
Subtask A.05: Geotechnical Investigation	Deleted task
Subtask A.06: Site Utility Analysis	Changed to Subtask A.04 and reduced fee
Subtask A.07: Sports Field Audit	Changed to Subtask A.05 and reduced fee
Subtask A.08: Site Constraints Map	Changed to Subtask A.06 and reduced fee
Subtask A.09: Sports Commission Meeting #3	Changed to Subtask A.07
Subtask B.01: Conceptual Park Alternatives	Reduced fee
Subtask B.02: Sports Commission Meeting #4	Reduced fee
Subtask B.03: Selected Design Alternative	Reduced fee
Subtask B.04: Community Meeting/Open House	Deleted task
Subtask B.05: Refined Design Plan & Cost Statement	Changed to Subtask B.04 and reduced fee
Subtask B.06: Project Report	Changed to Subtask B.05
Subtask B.07: Sports Commission Meeting #6	Changed to Subtask B.06 and reduced fee
Subtask C.01: Prepare Application Materials & Exhibits	Changed to optional Subtask D.01
Subtask C.02: Agency Meetings & Public Hearings	Changed to optional Subtask D.02
Subtask D.01: Project Coordination and Management	Changed to Subtask C.01 and reduced fee
Reimbursable Expenses	Budget has been added

In summary the proposal was amended to show primary contract tasks and deliverables and has separately listed a few optional tasks that would be executed only with additional authorization from the County. Additionally, the proposal was reduced \$6,595 due to the deletion of two subtasks (A.05 & B.04). Then I was able to reduce the proposal an additional \$8,745 by looking for more efficient ways to deliver the services. A line item of \$2,500 was added to account for reimbursable expenses such as printing, copies, and communications. The net reduction in fees due to the deletions and cost efficiencies listed above is **\$12,840**.

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It is my hope that these adjustments and refinements will allow the scope to be finalized and set the project into motion. We are eager to begin to work with your Commission and County staff on this important project. I am available to discuss the next steps at your convenience.

Sincerely,

RRM DESIGN GROUP



Jeff Ferber, ASLA
Principal

cc: Juan Beltranena, Santa Barbara County Parks Department

Enclosures: Phase I Design Scope of Services
Exhibit A

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WALLER PARK SPORTS FIELDS
County of Santa Barbara
Phase I Design Scope of Services

January 22, 2010

TASK A: PRE-DESIGN

Upon receipt of the Notice to Proceed, RRM will begin project initiation activities as we gear-up for the design effort. The project initiation tasks will generally include the following scope of services:

Subtask A.01: Kick-Off Meeting/Site Walk & Sports Commission Meeting #1

The kick-off meeting will be attended by key RRM team members, County staff and members of the Sports Commission. Principally, this meeting will provide an opportunity to specifically discuss the project program, key issues, design considerations, budget and phasing, and to refine the project schedule and key milestones.

Following the kick-off meeting, preferably on the same day, and equipped with available maps, note pads, cameras, and walking shoes, we will conduct a group walking tour of the project area. The objective of the tour is to allow RRM to hear key opinions, ideas, and constraints from the Sports Commission and County staff. RRM will walk the site ahead of time and prepare questions and observations to make the tour efficient and get the design process off on the right footing. Additionally, RRM will have a preliminary aerial photo (from County or Google) mounted on our Magnet Board, along with field templates for the soccer and baseball fields. The staff and Commission members will have the opportunity to generate alternatives on the Magnet Board as we walk through the project area.

Deliverables:

- Prepare for and conduct one (1) kick-off meeting and site tour
- Meeting notes and photo record
- Photographs of alternatives from magnet board exercise

Fixed Fee: \$2,780 (see footnote)

Subtask A.02: Key Stakeholder Meetings

It is our assumption that there are other groups, citizens and agencies that may have information and knowledge that will inform the design decisions for the project. We propose over a one to two day period to interview key stakeholders that are outside of the Sports Commission. Examples could include City of Santa Maria staff, YMCA, airport officials, regular

user groups of the park (e.g. cross-country coach, arbor grove, disc golf), and groups that may not support conversion of passive space to active recreation. This process is extremely valuable to the design of the project because it allows the designers and decision makers to account for interests and ideas that are outside of the project advocate circle.

Deliverables:

- Meeting notes to be shared with County staff and Sports Commission

Fixed Fee: \$2,940 (see footnote)

Subtask A.03: Data Collection and Review

RRM will collect from the County all relevant project data for the design effort including but not limited to:

- Contact information for stakeholders and Sports Commission and staff
- Plans for existing improvements in Waller Park
- Available as-builts for park facilities and buildings
- Utility maps and information
- Applicable standard details and specifications
- Sample bid documents for recent County Park improvement project
- Expected County requirements for Permitting
- GIS Data Sets

Our team will review the data and may request additional information to assist the team during the project.

Deliverables:

- Collect and Review relevant data provided by County

Fixed Fee: \$2,070 (see footnote)

Subtask A.04: Site Utility Analysis

Based on existing information provided by the County, RRM will review the available utilities and routing relative to the project program and potential services needed for new facilities. Subjects addressed include potable and reclaimed water (if applicable), sewer and waste water system and capacity, electrical, and storm drainage system.

Deliverables:

- Site utility analysis to be incorporated into constraints map
- Memo outlining findings

Fixed Fee: \$2,000 (see footnote)

Subtask A.05: Sports Field Audit

RRM's team will prepare an audit that evaluates field use, maintenance practices, and equipment. On athletic fields, the combination of the amount of play, soil condition analysis, and level of maintenance determines how much compaction and turf damage will occur. The design team will work with the Sports Commission to conduct the wear audit based on projected field use for practices and games. County staff will assist with information to conduct

the maintenance and equipment audit. PRZ will evaluate the soil data as well as the information on the audit forms and assign a maintenance score and a wear score. Then the design team and County, along with the Sports Commission can discuss bringing the scores into close alignment so that expectations for field quality and hours of use are compatible with realistic maintenance practices. PRZ will spend one day on site evaluating conditions and talking with County maintenance staff.

Deliverables:

- Field wear and maintenance audit forms and summary
- Meeting (#2) to discuss projected use and meeting to discuss results from field observation and course of action (3rd meeting is conducted in Subtask A.07)

Fixed Fee: \$5,000 (see footnote)

Subtask A.06: Site Constraints & Opportunities Map

On the base map prepared from the new topographic map, RRM will record the constraints and opportunities facing the park design. The constraints will include utility information reviewed in Subtask A.04, existing vegetation, grading and drainage issues, circulation and parking deficiencies, land use, and other physical characteristics that may influence the outcome of the project design.

Deliverables:

- One (1) opportunities and constraints exhibit

Fixed Fee: \$2,960 (see footnote)

Subtask A.07: Sports Commission Meeting #3 – Review Program, Constraints, Field Audit

Prior to commencing the Preliminary Design task, RRM will meet with County staff and the Sports Commission to discuss the findings from the Project Initiation task. The topics will include the opportunities and constraints map along with the data review from County files, Sports field Audit results and recommendations, the project program, and review of discussion and potential schematics from the site tour. The project program will be discussed in terms of the site's ability to accommodate all of the requested facilities generated by the Sports Commission.

Deliverables:

- Prepare for and conduct one (1) working session with client team

Fixed Fee: \$900 (see footnote)

TASK B: PRELIMINARY DESIGN

Immediately following confirmation of the project program and review of the project initiation tasks with the client team, RRM will generate design alternatives and refine them in cooperation with County staff and the Sports Commission. The preliminary design phase will include the following scope of services:

Subtask B.01: Conceptual Park Layout Alternatives

Prepare two alternative plans illustrating the design and arrangement of all new facilities including fields, parking lots, buildings, pathways, and associated improvements as described by the County and Sports Commission. The conceptual alternatives will also include improvements selected by the client that are normally associated with park development such as picnic areas, bike parking, and playgrounds that will contribute to the quality of the park experience. The alternatives will be presented in an illustrative format to the County and Sports Commission for review and comments prior to refining the plan into a selected alternative. RRM will conduct a schematic mass grading exercise to determine and establish the parameters and feasibility for each approach.

Deliverables:

- Two (2) color conceptual park layout alternative plans (AutoCAD format)

Fixed Fee: \$18,900 (see footnote)

Subtask B.02: Sports Commission Meeting #4

RRM will meet with County staff and the Sports Commission to discuss the conceptual layout alternatives. The goal will be to discuss the pros and cons of each alternative and then either select an alternative or create a new alternative from the ideas contained within the two concept plans. We will again have our magnet board available so that Commission members can express potential refinements. Following the meeting and direction from the client team, RRM will generate a Selected Alternative Plan.

Deliverable:

- Meeting to present two (2) alternative concept plans

Fixed Fee: \$1,080 (see footnote)

Subtask B.03: Selected Design Alternative Plan

Based on the direction from staff and Commission at meeting #4, RRM will prepare a preferred alternative showing all facilities in the project area. The plan will be prepared with sufficient detail to clearly delineate the design intent and further refine the schematic grading, drainage issues, and park character. RRM will select areas to represent in perspective character sketches that illustrate the look of the new improvements. The sketches along with conceptual architectural elevations will be presented to staff and the Commission.

Deliverables:

- One (1) Selected Design Plan (AutoCAD, Color)
- Up to five (5) character sketches
- Schematic grading and drainage plan
- Sports Commission meeting #5

Fixed Fee: \$62,375 (see footnote)

Subtask B.04: Refined Design Plan

Following direction from staff and Commission obtained from review of the Selected Design Alternative Plan, RRM will include likely minor refinements to the design into the plan that will

be submitted for use by County staff in the Development Plan permit package. The refined plan will be incorporated into the project report. A preliminary phasing exhibit and construction cost opinion will be prepared for review by the client team.

Deliverables:

- One (1) Refined Design Plan for Project Report (AutoCAD, color)
- Draft phasing exhibit and construction cost opinion

Fixed Fee: \$22,470 (see footnote)

Subtask B.05: Project Report

RRM will assemble all design exhibits and summarize them into one executive summary project report that can be used in the submittal for the Conditional Use Permit (CUP) application. The report will describe the project program as well as the process that lead to the final design. This will be helpful given that the project is likely to be built in phases over several years. The report will contain the conceptual alternatives, and refined design plan, sketches, aerial photo, schematic grading concept, drainage concept, and conceptual utility exhibits, as well as a description of the potential phasing and statement about the cost to construct the improvements.

Deliverables:

- One (1) Project Report summarizing project and containing all exhibits (two (2) digital copies)

Fixed Fee: \$5,975 (see footnote)

Subtask B.06: Sports Commission Meeting #6

RRM will meet with County staff and the Commission to discuss the final work product prior to an application by the County for the Development Plan to the County. Any suggested refinements to the project report suggested by the Commission or staff will be incorporated at the time of CUP application as part of Subtask D.01.

Deliverables:

- Meeting to present Project Report to Sports Commission

Fixed Fee: \$1,100 (see footnote)

TASK C: PROJECT MANAGEMENT & COORDINATION (PHASE 1)

Subtask C.01: Project Management & Coordination

During the course of business in Phase 1, RRM's project manager is available to the County and Sports Commission for phone conferences, emails, three additional meetings with staff/Commission in Orcutt, and correspondence for issues that need to be addressed and resolved. This task is listed separately, so that attention is given to important matters without drawing valuable time away from the design effort and other specific tasks and deliverables.

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Deliverables:

- Phone conferences, three (3) additional meetings in Orcutt, email and correspondence with client team as well as daily project management

Fixed Fee: \$16,000 (see footnote)

REIMBURSABLE EXPENSES

Incidental expenses incurred by RRM Design Group, or any subconsultant it may hire to perform services for this project, are reimbursed by the client at actual cost plus 10% to cover its overhead and administrative expenses. Reimbursable expenses include, but are not limited to reproduction costs, postage, shipping and handling of drawings and documents, long distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/meals), renderings, and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

Estimated Fee: \$2,500

SUBTOTAL: \$149,050

TASK D: COUNTY DEVELOPMENT PLAN APPLICATION – *OPTIONAL TASKS*

Subtask D.01: Prepare Application Materials and Exhibits - *Optional*

RRM will prepare the specific exhibits required for the County Development Plan application package including site plan, and topographic grading plan. The County has specific information that must be contained on these plans which will be based on the information prepared in Task B. Additional information required by the County will be added to the base information. RRM will also fill out the required application forms and descriptions. The title reports and fees will be provided by the County Parks or Planning Departments. Environmental Review and documentation is not included in this task.

Deliverables:

- Completed application for County of Santa Barbara Development Plan
- Site plan and topographic map

Fixed Fee: \$15,840 (see footnote)

Subtask D.02: Agency Meetings and Public Hearings - *Optional*

RRM will attend and participate in public hearings in the Orcutt area required to secure approval of the development plan application. We will also coordinate with County staff during the process. During the processing of the Development Plan, there are several required public hearings and others that the County may request assistance from RRM including:

- Subdivision Development Review Committee
- Board of Architectural Review (BAR) – up to three meetings
- Planning Commission Hearing
- Board of Supervisors- on appeal only
- Parks Commission

Deliverables:

- Attendance and participation in meetings and presentations - up to six (6) meetings/hearings

Fixed Fee: \$6,860 (see footnote)

Subtask D.03: Topographic Survey/Base Map - *Optional*

RRM will conduct a topographic survey of the project area (between 65 – 70 acres, as shown in Exhibit A) that will include the following components:

Aerial Topographic Mapping

In order to prepare an accurate and quality design master plan and subsequent construction documents, a base map with pertinent site features and topography at a 1-foot contour interval is necessary for the project area. This task will establish aerial control, aerial photography for the project area including immediately adjoining roads and portions of neighboring properties, digital orthophotography, and compiling the topographic map. RRM will set aerial panels and perform an aerial control survey. Aerial mapping will be subcontracted to an aerial mapping firm. A map of appropriate scale (e.g. 1"=40') will be established at 1-foot contour interval with planimetric features unobstructed for aerial mapping including roads, buildings, fences, power poles, trees, and other features according to standard practice. Contours will be shown in all

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unobstructed areas. Accuracy will equal or exceed national map accuracy standards for large-scale topographic maps compiled by photogrammetric methods. The finished product will be available in digital format compatible with AutoCAD.

Supplemental Ground Survey

This task will include supplemental mapping for areas of the aerial map which do not show sufficient detail as well as obtaining key tree trunk locations, and ground locations of surface evidence for relevant utilities. The mapping of underground utility alignments will be based on record maps and plans if available.

Deliverables:

- Digital topographic map file in AutoCAD format
- Color digital orthophoto

Fixed Fee: \$14,800 (see footnote)

OPTIONAL TASKS SUBTOTAL: \$37,500

FEE FOOTNOTE

Fixed fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.

ADJUSTMENT TO HOURLY BILLING RATES

RRM reserves the right to adjust hourly rates on an annual basis. Current rates are not scheduled for adjustment until March 2011.

CLIENT RESPONSIBILITIES

- One contact person who will serve as the County's representative and will consolidate all Agency review comments into one list of official comments to which RRM can respond
- Scheduling and organizing Sports Commission meetings.
- Document distribution for reviews

LIMITATION OF SCOPE

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services excludes the following:

- Independent verification of accuracy of County-provided information
- LEED Documentation and certification applications
- Construction documents
- Off-site utility improvements
- Existing County/City off-site storm drain system analysis
- Geotechnical and soils investigation
- Permit fees
- Environmental analysis and documentation
- Title reports
- Community workshops
- Hydrology studies

Any additional services that RRM Design Group is asked to perform over and above the tasks included in the scope of services described herein will be billed on a negotiated and County-approved fixed fee or hourly basis as additional services as part of a contract amendment.

Exhibit A - Assumed Project Area



Not to Scale

Source: Google Maps