

EXHIBIT A

February 20, 2023

Turner Recreation Commission – Phase I Facilities Improvements

Scope of Services – Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration Task Outline

PHASE ONE – SCHEMATIC DESIGN

Task 1 – Schematic Design Kick-Off Meeting

The Design Team will facilitate a meeting with the Recreation Commission Staff to confirm project Master Plan priorities and preferences. From the information gleaned from this meeting we will prepare Schematic Design plans to reflect the elements proposed.

The plans will include the following:

- Site plan that will fix and describe the planned improvements
- Area enlargements to clearly describe the design intent
- Identification of support structure locations
- Material palettes for hardscape, playgrounds, and site furnishings
- Initial irrigation diagramming
- Proposed plant palette

Phase I Facilities improvements will include:

General

- Universal signage design throughout the parks and facilities

Turner Recreation Center

- Marquee and Signage
- Building entrance renovations, lights and stairs
- Amphitheater / Concert Stage
- Trash and Vehicle Enclosure
- Landscape Planting

Highland Park

- Install new perimeter fencing

The design team will develop the Preliminary Opinion of Probable Construction Cost for the planned improvements. Confluence will present the schematic plans to the Commission Board for review and comment. Any modifications to the plans will be identified and discussed. We anticipate that three team meetings will be required over the course of the Schematic Design Phase.

Task 2 – Boundary / Topographic Survey

Property Information

- i. The scope of survey includes the Turner Recreation Commission Fitness Center and the Swartz Field Complex. Highland Park survey information was provided based on previous efforts.

Survey Requirements

- i. Boundary survey shall meet the current State of Kansas Minimum Standards for Boundary Surveys. This is not an ALTA/NSPS Survey and no ALTA/NSPS certifications shall be made.
- ii. Topographic survey shall include substantial, visible improvements such as buildings, billboards, signs, parking areas, sidewalks, trees of 6-inch caliper and larger, etc.
- iii. Utility information shall be shown as marked in the field by the Kansas One-Call System, Unified Government and Board of Public Utilities mapping data and visible evidence in the field. KVE makes no warranty or guarantee as to the accuracy or completeness of the utility marks or utility map data.
- iv. Topographic area shall be the area as depicted on Exhibit A.
- v. Topographic control shall be based on Kansas State Plane North Zone NAVD 88/NAD 88.
- vi. A current deed and title commitment for both parcels with all supporting Schedule B documents will be obtained by the Engineer upon authorization to proceed.

PHASE TWO – DESIGN DEVELOPMENT PLANS

Task 3 – Design Development Kick-off Meeting

Confluence will conduct a kick-off meeting to review schedule and deliverables with Parks & Recreation Staff and the entire Design Team.

Task 4 – Design Development Plans

Upon approval of the Schematic Design Documents, Confluence will work with the design team to complete the Design Development Drawings which will further detail the planned improvements including the following:

- Site Plan
- Area enlargements to clearly articulate the design intent for the facilities identified below:

General

- Universal signage design throughout the parks and facilities

Turner Recreation Center

- Marquee and Signage

- Building entrance renovations, lights and stairs
- Amphitheater / Concert Stage
- Trash and Vehicle Enclosure
- Landscape Planting

Highland Park

- Install new perimeter fencing

In addition, the Confluence team will revise the Preliminary Opinion of Probable Construction Costs to reflect the Design Development Drawings. The costs will be based on quantity takeoffs of the completed plans. We anticipate that three client/team meetings will be required over the course of the Design Development Phase.

Task 5 – Bi-weekly Coordination Meeting with Parks & Recreation / Confluence

During the development of the Design Development Plans the Design Team will conduct bi-weekly coordination meetings with Parks & Recreation Staff to review progress and identify any items that need further discussion and direction to keep the project moving forward.

Task 6 – Permitting

Based on the final Design Development Plans the Confluence Team will begin to identify the permits required outside the Unified Government of Wyandotte County requirements. (The final submittals for permits will be addressed in Construction Document Phase).

Task 7 - Presentation of the Final Design Development Plans

Upon completion of the Design Development Documents and support documentation Confluence will assemble a presentation to the Turner Recreation Commission Board in a work session. Presentation materials will include plan graphics and elevations, perspectives and photo imagery where required to clearly express the design intent and material samples.

PHASE THREE – CONSTRUCTION DOCUMENTS

Task 8 – Construction Document Plans

Upon completion and approval of the Design Development Documents Confluence will complete Final Construction Document Plans that fully fix and describe the work required. Plans will include but not be limited to the following:

- Site Plan
- Area enlargements to clearly articulate the design intent for the facilities identified below:

General

- Universal signage design throughout the parks and facilities

Turner Recreation Center

- Marquee and Signage
- Building entrance renovations, lights and stairs
- Amphitheater / Concert Stage
- Trash and Vehicle Enclosure
- Landscape Planting

Highland Park

- Install new perimeter fencing

Task 9 – Technical Specifications

The Confluence Team will assemble technical specifications for the work included in the construction documents. The specifications will be incorporated into the project manual for bidding to the various trades.

Task 10 – 50% Construction Document Plan / Cost Estimate Review

Confluence will assemble a 50% complete review set for the Turner Recreation Commission to review and comment on. In addition, an updated estimation of Probable Construction Costs based on the 50% complete documents.

Task 11 – Bid Packages

Based on the review of the 50% complete documents and discussions with the Commission, Confluence will develop a listing of drawings to be included in the various Bid Packages anticipated, these could include: the Turner Recreation Center, Highland Park and Swartz Field packages.

Task 12 – Final Permits

Based on the Final Plans the Confluence Team will complete the applications for the various permits required for the project including Land Disturbance Permit for Wyandotte County and Kansas Department of Health & Environment (KDHE), submit plans to the Unified Government of Wyandotte County for Building Permit the actual permit will be the responsibility of the Contractor.

PHASE FOUR – BIDDING

Task 13 – Confluence will attend all pre-bid conferences

The Confluence Team will attend all pre-bid conferences scheduled to provide a description of the work to be completed and answer any questions that may arise. In addition, the Confluence Team will respond to questions submitted by bidders during the bid period and provide clarification and direction as required.

Task 14 – Bid Review and Recommendation

Confluence will review the list of subcontractors and their bids and identify any concerns. A coordinated effort between the Commission and Consultant will produce the best qualified subcontractors for the work to be executed.

The Commission and/or Confluence may reject any bidder they believe is of a concern to complete the work in a reasonable manner.

PHASE FIVE – CONSTRUCTION ADMINISTRATION

Task 15 – Construction Kick-Off Meeting

The Confluence Team will attend a Construction Kick-off Meeting with the Design Team, Commission representatives and the Contractor. Confluence will attend bi-weekly construction progress meetings and observe construction operations as necessary. Confluence will also attend meetings with sub-consultants and sub-contractors on an as needed basis depending on the work in progress.

Task 16 – Construction Administration/Observation

Confluence will Provide Construction Administration including:

- Log, review and approve/reject submittals and shop drawings.
- Prepare / respond to Requests for Additional Information (RFI), Architects Supplemental Instructions (ASI), Requests for Proposal (RFP) and other project correspondence as required
- Review Construction Materials Testing reports.
- Review and approve applications for payment.
- Coordinate with the Turner Recreation Commission on all Requests for Change Proposals, Change Orders, etc. including maintaining a log of all such documents
- Provide direction for questions and concerns from the contractor and Turner Recreation Commission Staff in resolution of project concerns or changes.

Task 17 – Construction Completion Inspections

Confluence will conduct Substantial Completion Inspection, create punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

Task 18 - Project Close Out

Confluence will obtain and review close out submittal from the contractor for completeness before transmitting to the City. Documents will include but not be limited to:

- Contractor's red lines and as-built notes
- Warranty information
- Material Safety Data Sheet (MSDS)
- Operating Manuals
- Start up and testing reports
- Review As-Built record drawings submitted by the Contractor
- Review of As-Built Drawings completed by the Contractor to verify all field changes have been adequately documented.
- Confluence will issue Final-Completion and Acceptance letter to the Commission recommending acceptance of the final completed project.

ADDITIONAL CONDITIONS

- The design will adhere to the city's adopted fire, building, electric and plumbing codes, along with the latest city adopted specification standards.
- The final CD's, all plans and specifications will be signed, sealed, and stamped by their respective professional trades (Landscape Architecture, etc.).

EXCLUSIONS

1. Record Drawings

ARTICLE 3: FEES AND EXPENSES:

1. We propose to perform the services described in Article 1: Scope of Services: Tasks 1, 3-18, on a Lump Sum not to exceed basis as follows: \$42,500.00
2. We propose to perform the services described in Article 1: Scope of Services: Task 2, Topographic/Boundary Survey on a Lump Sum not to exceed basis as follows: \$14,670.00
3. **Total Contract Amount: \$57,170.00**
4. Reimbursable expenses, including travel, long-distance telephone, and printing are excluded in the services fee and will bill invoiced at cost to a maximum total of **\$1,500.00**

Turner Recreation Commission
(Owner)

By: 

Title: Executive Director

Date: March 10, 2023

CONFLUENCE, Inc.

By: 
Hank Moyers, ASLA,

Title: Associate Principal

Date: March 10, 2023