

PROPOSAL

TOWN OF ERIE  
**Coal Creek Park**



ASSOCIATES

REVISED 04.10.2017

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ASSOCIATES  
LANDSCAPE  
ARCHITECTURE  
& PLANNING

April 10, 2017

Ms. Farrell Buller  
Town of Erie, Parks & Recreation Department  
645 Holbrook Street  
Erie, Colorado 80516

**RE: Coal Creek Park Master Plan/Construction Documents**

Dear Farrell,

We are pleased to provide the following proposal for Coal Creek Park. It was wonderful meeting you, Amy, Hannah, and Rob at our interview.

Ty Sturgeon and I are both excited to work with you, the Town of Erie staff, and the community to help realize your vision of creating memorable experiences at Coal Creek Park. Wenk Associates' experience in building community engagement, our thoughtful approach to designing and creating public spaces that connect natural and urban environments, and our ability to implement projects are well-suited strengths to this project.

Our proposal includes our team, our structure for working with you, a draft schedule, scope of work, and fees. We are more than happy to work with you to refine these based on a further understanding of the project with you.

We view this opportunity as a perfect project to start building a relationship with the Town that will be a long-lasting and productive, and a fun partnership focused on creating unique experiences and a well-loved destination for Erie's growing community well into the future.

Should you have any questions regarding our proposal, please do not hesitate to call me at **303-628-0003**, or email [nhorst@wenkla.com](mailto:nhorst@wenkla.com).

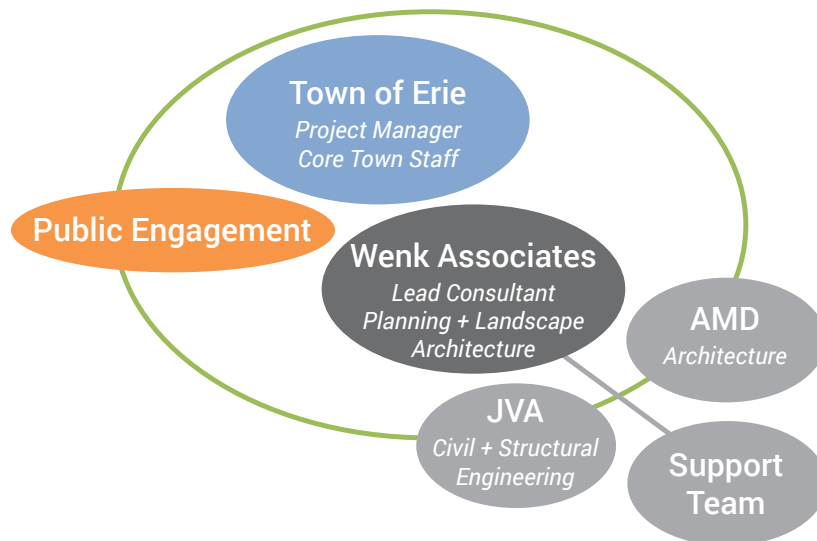
Sincerely,

**Nicole Horst, PLA, ASLA**

Principal, Wenk Associates, Inc.

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# HOW THE PROJECT IS ORGANIZED



## Internal Wenk Team

**Nicole Horst** will serve as Principal-In-Charge and will lead the public process and refining the vision for Coal Creek Park. Throughout master planning, Nicole will provide design reviews and input, and make presentations to the Board of Trustees with or on behalf of Parks staff. Once into the construction document stage, she will review drawings prior to all deliverable milestones for quality and technical aspects.

**Ty Sturgeon** will serve as Project Manager and will guide the design and construction documents to communicate the design through all stages. He will manage our internal team as well as sub-consultants, and will maintain the schedule and track the budget.

## Sub Consultant Team Members

### Core Team:

- **Wenk Associates**, Public Engagement and Lead Design
- **Anderson Mason Dale Architects**, Architecture
- **JVA Engineering**, Site Civil Engineering and Structural Engineering, including drainage, utilities, hydraulic modeling, and no net rise analysis

### Support Team Members:

The balance of the project support team members are available to provide necessary services to take the project from initial planning through construction. The team members we've assembled will provide the expertise and flexibility required to meet project budgets, schedules, and goals.

- **RockSol Consulting Group**, Geotechnical Engineering
- **HydroSystems-KDI**, Irrigation Design
- **MDP Engineering Group**, Site Lighting and Electrical and Mechanical, Electrical and Plumbing for the building
- **Corvus Environmental Consulting**, cultural survey and a nationwide permit application
- **Flatirons, Inc.**, Surveying



## **Core Town Staff/Design Team Coordination**

The Wenk team recognizes that the project team will need to work in close coordination with a group comprised of Core Town Staff, which will include key individuals to guide decision making, to meet the objectives and milestones for successful completion of these projects.

Wenk Associates will be responsible for team leadership and management, and serve as an extension of the Core Town Staff when presenting to the Community and the Board of Trustees. Wenk Associates' will maintain regular face-to-face coordination with the Town's project manager and the Core Town Staff as appropriate and required.

The core project team consisting of Wenk, AMD, and JVA for Coal Creek Park will participate in key decision making management meetings and workshops.

Specific management protocols are required to effectively involve the Town in decision-making and for day-to-day project management. The following organizational structure will be the basis for our working relationship:

### **Regular Progress Meetings**

Project manager from the Town and Wenk Associates will meet on a regular basis (bi-weekly in planning stages, monthly in production stages) to review schedules and project progress, and to identify project issues and strategies for moving the project forward

### **Core Town Staff Meetings**

The Core Design Team and Core Town Staff will meet on a monthly basis to review project progress, to guide decision-making, establish policy, and guide conceptual design approaches. Where possible, the progress meeting will be combined with the Core Town Staff meeting.

### **Project Partner/Design Team Work Sessions**

On an as-needed basis, Core Town Staff, core design team members, and key stakeholders (for Schofield Farm), and interest groups will participate in design team work sessions. At those sessions, we will collaboratively develop alternative design approaches and review project proposals as a basis for developing a range of programs and details, while identifying key elements of the final master plans.

### **Agency Review Meetings**

We anticipate meeting, as needed, with public utilities and regulating entities to assure compliance with regulatory requirements.

### **Board of Trustees Presentations**

We anticipate supporting Town Staff with presentations to the Board of Trustees at key milestones to keep them involved throughout the process.

### **Quality Review**

An internal review will occur at each stage of the master plan, final design, and construction documentation process, parallel with Town reviews. These reviews extend to subconsultant members of the team to assure that their work is consistent, in terms of approach and quality, to ours.

# COAL CREEK PARK

## Project Understanding

Coal Creek Park's setting has changed since it was constructed as a youth ball-field complex with informal parking areas and a bermed creek edge. New neighborhoods have developed and/or been annexed into the Town, and the activity of Erie's historic downtown has created a need for a neighborhood destination for nearby residents. Erie is one of the most desirable places to live on Colorado's Front Range, and as a result, it is experiencing tremendous growth in a variety of demographics. The historic downtown is a central hub that draws in residents from throughout the more suburban developments that are maturing around it for entertainment and community activities. Coal Creek flows along the Park's eastern edge, with easy access to the Coal Creek Trail. These adjacencies and activities position Coal Creek Park to become one of Erie's principal destinations for recreation, leisure, and festivals.

The preliminary master plan prepared last year identified the community's desire to repurpose the ballfields, skate area, and gravel parking lots into flexible event space for performances, festivals, markets, and informal gathering. The next phases of planning provide a unique opportunity to be both visionary and pragmatic in developing a refined master plan for the park. The plan must provide community event space and festivals, provide a connection to the creek (whether physical or visual), serve as a nexus between the downtown and natural open space, and function comfortably in both high and low activity times.

The linear connection between Wells Street and Erie Community Park will also be completed as part of this project, providing a completed downtown loop connecting downtown to two of Erie's destination park venues. The bike plaza serving downtown will be further explored and developed.

## Scope of Work

The following process and products describe the scope of work for the Coal Creek Park Master Plan and Construction Documents. The work includes master planning a new retrofit design for the Park and Construction Documents. Coal Creek Park is located in downtown Erie at the intersection of Wells and Kattell Streets. The master planning and construction document process is anticipated to take up to 9 months.

### Phase 1 – Master Plan

The goal of the master plan phase will be to develop an understanding of the site, identify project goals and objectives, and build on the potential program uses identified in the 2016 park master plan.

We will facilitate a community engagement process to determine a preferred plan for the park. Potential program will be categorized by specific needs and location on the site based on the site opportunities and constraints.

*Key tasks of Phase 1 include:*

1. **Survey:** Flatirons will prepare a topographical survey with 1' contours, site features, and utilities as they are noted on maps for the utility companies.
2. **Base Map Preparation:** Prepare a base map including survey, aerials, floodplain mapping, and environmental data.
3. **Data Gathering:** Review the 2016 Master Plan, Erie Downtown Plan, Wells Street Plans, and other existing plans. Coordinate with the Town to review 2016 public outreach feedback.
4. **Opportunities & Constraints Plan:** Identify project area issues, constraints, access and circulation needs, potential building sizes, and potential recreational programming.

5. **Finalize public outreach plan:** Reference Schofield Farm Public Outreach Plan for more detail. For Coal Creek, we are assuming an abbreviated public process that will build on outreach and planning already completed in 2016 while still providing opportunity for input on the final programming and character of the preferred plan. Key components will include:
  - Project Website
  - Online survey
  - (2) On-site Events or Community Open Houses.
6. **Concept Plans:** Develop (3) concept alternative master plan layouts, based on the sketches prepared for the interview, with supporting imagery. Continue to meet with Core Town Staff in work sessions to address requirements and develop alternative plans that respond to the community preferences discovered in the online survey.
7. **Architecture Concepts:** Develop concepts and graphics for the restroom/storage/concession building, pavilion, stage cover, and structure along Kattell Street. Four custom structures are assumed based on the 2016 concept. Building sizes, footprints, and character will be explored and supporting precedent imagery will be developed.
8. **Public Event #1:** The alternatives will be presented.
  - Communicate objectives of each plan.
  - Gather & record input.
  - Online Survey
  - Survey Summary
  - Meetings/Comments Summary
9. **Preferred Plan:** Based on input from Public Meeting #1 and online surveys, develop a preferred concept plan and building concepts:
  - Incorporate Public and Core Town Staff feedback into a preferred master plan.
  - Create supporting graphics (photos, sketches).
10. **Public Event #2:** Present the Draft Concept Plan
  - Present Preferred Plan
  - Gather & record input
  - Online Survey
  - Survey Summary
  - Meetings/Comments Summary
11. **Provide a preliminary opinion of probable costs** for the preferred concept.

*Meetings:*

- (2) Public Events
- (1) Site Visit
- (5) Progress Meetings
- (2) Core Town Staff Meetings
- (2) Public Meetings
- (1) Presentation to the Board of Trustees

*Deliverables:*



- Public Outreach Materials: Survey, Project Website, Public Meeting Graphics
- Opportunities & Constraints Plan
- Architecture Concepts and Preliminary pricing
- (3) Concept Plans
- Preferred Plan
- Supporting Imagery
- Opinion of Probable Costs
- Meeting Summaries

## **Phase 2A – Coal Creek Park Construction Documents**

The preferred plan will be developed into a Construction Document Package including drawings, specifications, and a bid tab. We will submit progress drawings for Town review as 30% CD (Schematic Design), 65% CD (Design Development), 90% CD (Construction Document) and 100% CD (For Construction) packages.

1. **Geotechnical Report:** Based on the preferred concept, 4 bore holes will be located to including parking and structure locations.
2. **Schematic Design / 30% Construction Documents:** A schematic design package will be prepared to assist with costing and feasibility. JVA will provide a hydraulic model check to verify that the design has a no net rise in the floodplain. Corvus will review the plan and provide nationwide permitting with USACE.
  - Cover Sheets/Notes
  - Demolition Plan
  - Layout/Materials/Landscape Plan with dimensions and key labels.
  - Sketch details, sections, elevations, and imagery to convey design intent.
  - Architecture Plans
  - Outline specifications
  - Draft opinion of Probable costs
  - Internal Quality Review
  - Compilation of and responses to Town comments
  - Value Engineering
3. **65% Construction Documents:**
  - Demolition Plan
  - Layout & Materials Plan
  - Architecture Plans, including structural and MEP
  - Grading Plan
  - Planting Plan
  - Irrigation Plan
  - Lighting and Electrical Plans
  - Details, Sections, and Elevations
  - Draft Specifications
  - Opinion of Probable costs
  - Internal Quality Review
  - Compilation of and responses to Town comments

4. **90% Construction Documents** (per above)
5. **100% Construction Documents** (per above): Final Drawings and Specifications.

*Meetings:*

- (9) Progress Meetings
- (7) Core Town Staff Meetings
- (2) Presentation to the Board of Trustees

*Deliverables:*

- 30, 65, 90, and 100% Construction Document Packages

## **Phase 2B –Linear Connection Construction Documents**

If desired, the Linear Park Connection could take a separate track from Coal Creek Park. Assuming “signature moments” along the connection, such as picnic areas, gardens, etc. would be in a future phase, the path could be designed and advertised to bidders in around 10 weeks.

For the trail only, submittals will include:

1. **90% Construction Documents:**

- Cover Sheets/Notes
- Demolition Plan
- Layout & Materials Plan
- Grading Plan
- Re-Vegetation Plan
- Details
- Specifications
- Opinion of Probable costs/Bid Tab
- Internal Quality Review
- Compilation of and responses to Town comments
- Value Engineering

2. **100% Construction Documents:** Final Plans per above

*Meetings:*

- (4) Progress Meetings

*Deliverables:*

- 90, and 100% Construction Document Packages

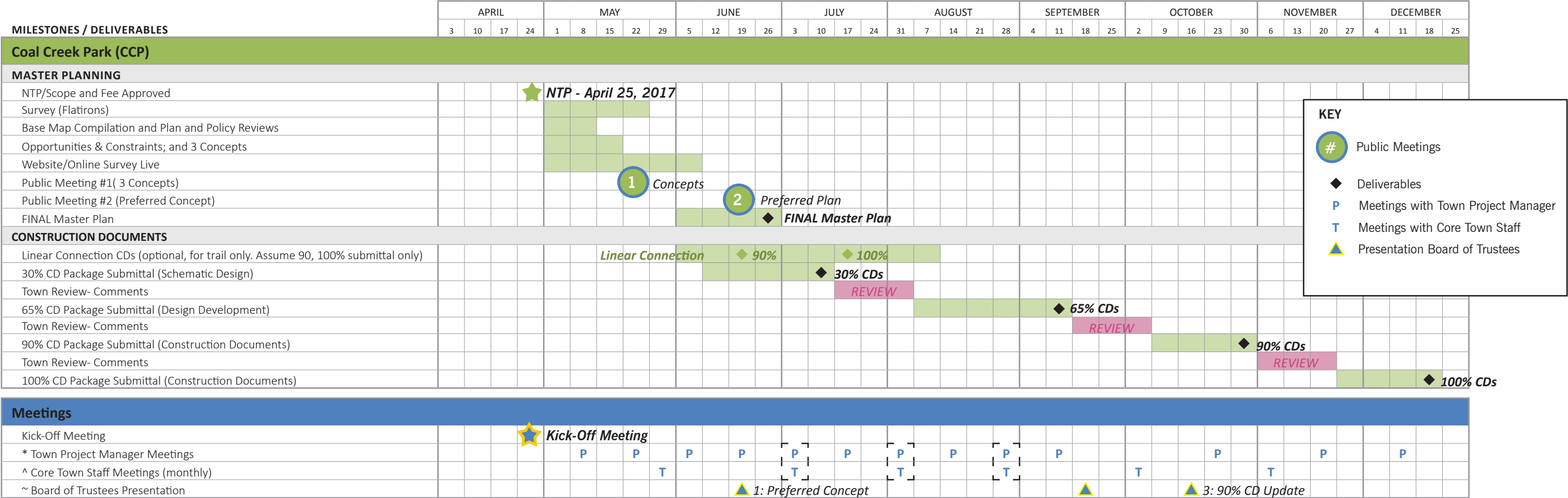
# PROJECT ASSUMPTIONS

- Phase 1 and 2 Environmental analysis have been completed or will be completed by the Town.
- All plan reports will be delivered to the Client in electronic format and one hard copy. Meeting notes, presentation materials, survey results, and cost estimates will be provided electronically. Plan Set submittals will be submitted electronically. Bid Set will be electronic and one half size copy.
- Surveys will be tied to NAVD 88 vertical datum.
- Town will provide background information and reports.
- Site Lighting and Electrical for the park includes pedestrian lighting, upgraded power source for the stage, and photometrics.
- We assume the pedestrian bridge is not included. This can be provided upon request.
- A reduction in the number of structures or utilizing catalog structures at the park would reduce the architecture fees. We will work with the Town after the Master Planning Phase to determine the full architecture scope required.

## Exclusions

- Utility Potholing
- Boundary Surveys
- Transportation Engineering Plan (TEP)
- CLOMR/LOMR
- Design of off-site improvements
- Materials Management Plan
- Design of in-channel improvements, major storm outfalls/energy dissipation structures, water features
- Traffic Impact Analysis (TIA) or Traffic Signal Plans
- Sound Studies or Reports
- FEMA reports or submittals
- Design of lift stations, booster pump stations, ejector pumps.
- Design and locating of grease traps and sand/oil interceptors.
- Construction Staking
- Title Company, Utility Company, Agency and Processing Fees
- Legal Descriptions and easements
- Wetland Mitigation
- Groundwater Modeling/Mitigation
- Major encumbrance permitting assistance
- Right of way dedication assistance
- Construction Observation Services

PROPOSED SCHEDULE: Coal Creek Park
04/10/2017 REVISED



- NOTES:
- \* Project manager meetings taper to monthly once into production - CD phase of Coal Creek Park
  - ^ Core Town Meetings coincide with Coal Creek Park Public Meeting Prep and Coal Creek Park CD milestones.
  - ~ Presentations to Board of Trustees can vary based on regularly scheduled sessions.

PROPOSED PROJECT FEES
04/10/2017 REVISED

COAL CREEK PARK: Master Plan-Construction Documents

	Wenk LA	JVA Civil	Architecture			MDP Site Lighting / Elec	HydroSystems Irrigation	Flatirons Survey	Rocksol Geotech	Noble Erickson Signage	Total
Coal Creek Park											
Start Up	\$ 1,800.00										\$ 1,800.00
Master Plan	\$ 41,460.00	\$ 2,240.00	\$ 25,428.00	\$ 1,264.00						not included	\$ 70,392.00
Schematic Design	\$ 16,520.00		\$ 22,976.00				\$ 900.00	\$ 3,800.00	\$ 8,949.60		\$ 53,145.60
Design Development	\$ 21,140.00	\$ 7,216.00	\$ 25,672.00	\$ 7,184.00	\$ 15,000.00	\$ 10,000.00					\$ 86,212.00
Construction Documents - Park	\$ 24,320.00	\$ 12,648.00	\$ 24,644.00	\$ 7,280.00			\$ 5,150.00				\$ 74,042.00
Construction Documents - Linear Connection	\$ 8,700.00							\$ 4,600.00			\$ 13,300.00
Design Team Meetings	\$ 16,260.00	\$ 1,072.00		\$ 896.00							\$ 18,228.00
Subtotal	\$ 130,200.00	\$ 23,176.00	\$ 98,720.00	\$ 16,624.00	\$ 15,000.00	\$ 10,000.00	\$ 6,050.00	\$ 8,400.00	\$ 8,949.60	\$ -	\$ 317,119.60
Reimbursables for team (5%)											\$ 15,855.98
Total											\$ 332,975.58
Allowances											
Permitting: USACE Nationwide Allowance (Corvus)											\$ 5,500.00
Permitting: CLORM/LORM (JVA)											\$ 12,000.00
Grand Total -Including Allowances											\$ 350,475.58

- Notes:
- 1. Architecture includes 4 custom structures: restroom/concession/storage facility, shelter/gateway structure, potential performance stage cover (modest), and potential structure(s) along Kattell Street (modest). Master plan scope assumes multiple options and graphics.
  - 2. Geotechnical Investigation includes 4 borings.
  - 3. Survey includes the park site and the linear connection.
  - 4. Construction documents for the linear connection include trail design only. This package can be expedited Signature moments or structural elements are not included, but will be explored during the master plan and park design phases.
  - 5. We reserve the right to reallocate fees among subconsultants if necessary.