



ERIE

community park

Final Phase

Erie, Colorado
March 22, 2017



**DESIGN
CONCEPTS**

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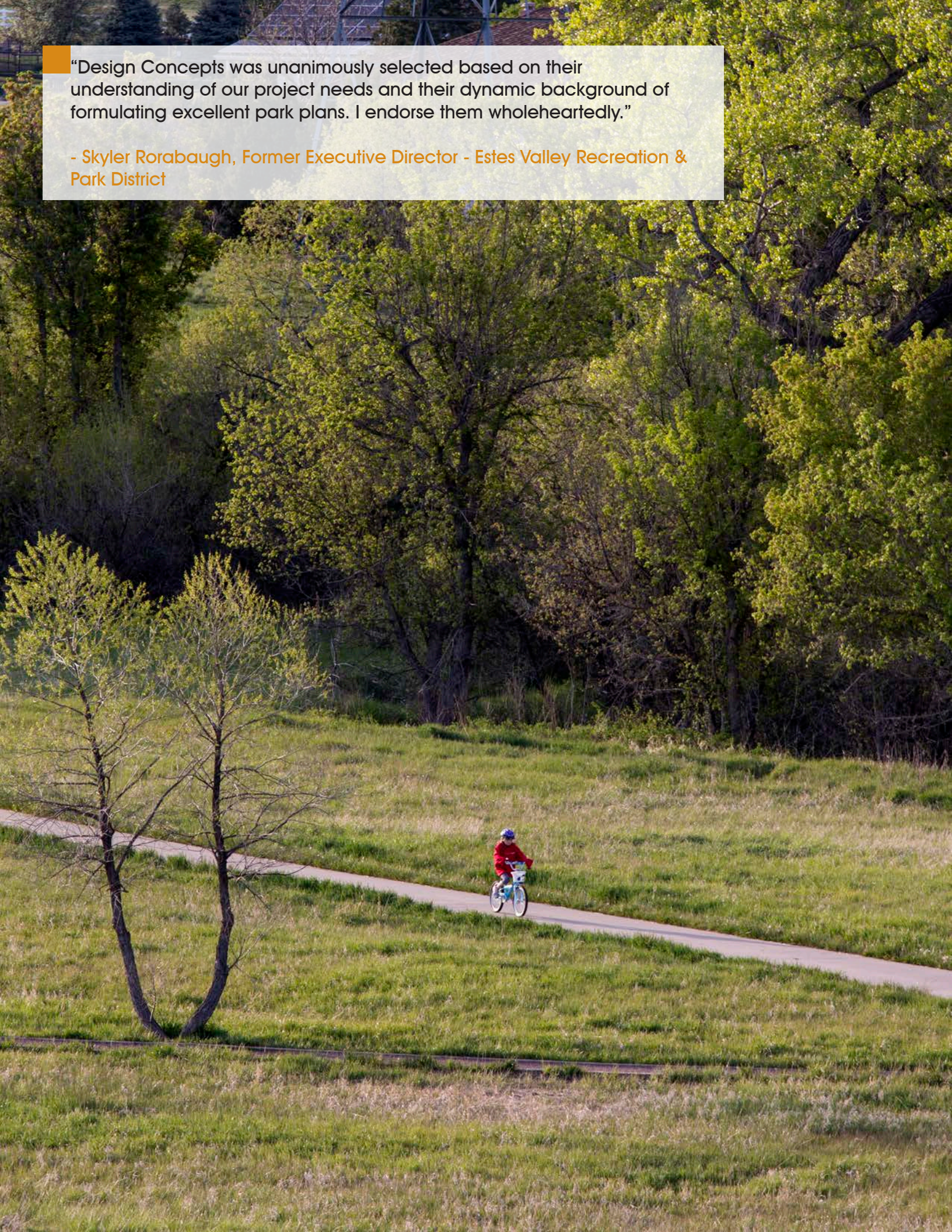
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Schedule



"Design Concepts was unanimously selected based on their understanding of our project needs and their dynamic background of formulating excellent park plans. I endorse them wholeheartedly."

- Skyler Rorabaugh, Former Executive Director - Estes Valley Recreation & Park District





DESIGN CONCEPTS

Community + Landscape Architects

March 22, 2016

TOWN OF ERIE, COLORADO
Parks and Recreation Department
Farrell Buller, Parks & Recreation Director
Amy Teetzel, Administrative Coordinator
645 Holbrook Street
Erie, CO 80516
ateetzel@erieco.gov

Re: Proposal - Erie Community Park

Dear Farrell and Selection Committee Members:

Nestled between the Town of Erie's library, recreation center, active community park and a future health facility, sits a wonderful and unique opportunity to create the ultimate Colorado experience for fitness enthusiasts, visitors and your community. There are many possibilities for the final phase of Erie Community Park, however, its ideal location offers a wonderful opportunity to integrate a community holistic health and fitness component to this park. Design Concepts would love to help you transform this brilliant idea into a beautiful reality.

While we always design to promote and encourage people to get outdoors to learn, recreate and socialize, we are excited about bringing health to the forefront of this project along with building consensus around shared values and other possibilities brought forward through public outreach. As we have done for so many other small communities, our team is committed to assisting The Town of Erie in achieving your vision for this site.

Our proximity, local presence, familiarity and experience in Erie, will provide us insightful background knowledge to build upon for this project. Following the same process we did for Star Meadows Park, we will respond with ideas, plans and options that are functional and innovative and provide a thorough set of construction documents for building the park. We look forward to continuing our relationship and working collaboratively with the Town to see the **completion** of Erie Community Park. There is no doubt, this park will provide memorable experiences to be enjoyed time and again.

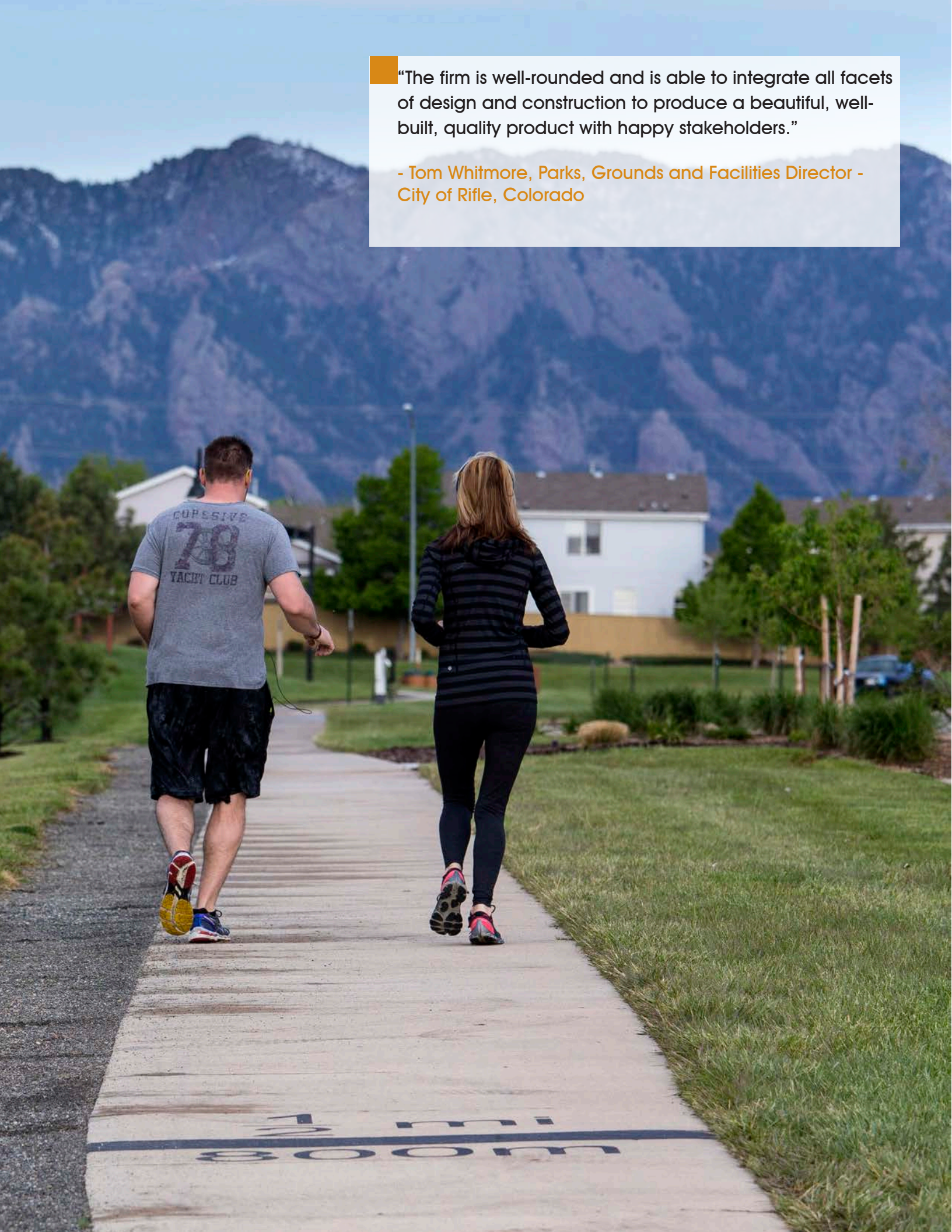
Thank you for this opportunity. We look forward to working with you!

Very Truly Yours,

Shanen Weber, PLA, ASLA, REFP
Principal
shanen@dcla.net
Member, CPRA

“The firm is well-rounded and is able to integrate all facets of design and construction to produce a beautiful, well-built, quality product with happy stakeholders.”

- Tom Whitmore, Parks, Grounds and Facilities Director -
City of Rifle, Colorado



key issues

With the final phase of a very popular community park, we know there will be more issues uncovered as we start work with you. For now, based on the preliminary work and investigation we have done, we see a variety of key issues to the success of this project, starting with these:

Community Outreach

Using our 35 years of public facilitation skills, we will reach out and engage the community and stakeholders in a public process that will create a sense of ownership in the final design of the park. This process will ensure the design addresses the desires of the community and generates support and excitement for Erie Community Park. Let's tap a variety of wide-reaching communication channels beyond the 'traditional'. Let's consider a dedicated project website, a planned public relations campaign with scheduled meetings, on-site activities, promotional materials and learning opportunities throughout the process for the local youth.

Innovative Design

Design Concepts is known for our ability to capture the essence of a setting and integrate non-traditional elements that tie back to the overall theme of the site. Erie Community Park offers the opportunity to capitalize on this phenomenon and create a strong image and sense of place for residents and visitors alike. We are recognized for our ability to incorporate theme and identity into the places we design and make them truly memorable.

Wellness / Holistic Health / Fitness Connection

Contact with nature and being outdoors have been scientifically linked to a wealth of positive health outcomes, but today's urban lifestyles offer limited opportunities for such experiences. Thus, physicians have begun to prescribe time in the outdoors as treatment for a range of health concerns. Design Concepts strives to design for public health and provide a healthy dose of medicine in every project we do. The east edge of Erie Community Park is in an ideal location to innovatively promote health awareness with its strong connections between the recreation center, existing park and future health facility.

Passive Recreation

To step away from all the action in the park to take a quiet walk, enjoy the majestic mountain views, sit quietly, reflect on the outdoors, casually throw a frisbee, tackle that fitness goal are all multigenerational experiences that can accompany the already loved and very active Erie Community Park. With the creative design of meandering trails integrated with landform, native grasses and manicured lawns, the casual environment promotes a relaxed setting and is just steps away from the library, recreation center and neighborhood connections.



key issues

Completion / Functionality

Completing a phased project is always challenging and can span over time for various reasons. Design Concepts prides ourselves on staying focused, providing innovative design, developing thorough construction documents and seeing the final project constructed. We know this final phase of Erie Community Park has been a long-anticipated project that will complete your Community Park and we look forward to designing a meaningful, useful, functional and operational park while seeing your vision come to fruition.

Trail Connections

Trail connectivity is an essential component of today's dynamic, progressive communities. This is particularly true in Colorado which tends to attract residents and visitors with a spirit of adventure. As more and more Coloradans pursue active lifestyles, trails become invaluable as they impact quality of life, public health, safety, and the local economy. Connecting multi-use trails supports the overall vision of Erie Community Park.

Creating Community

The design of the final phase of Erie Community Park is all about creating community. A recreational destination that includes gathering spaces, passive recreation areas, fitness and health opportunities, trails, natural play areas, park amenities and gateways. Focusing on innovative and dynamic public spaces while integrating educations, discovery, socialization and health are at the forefront of what we do. It's about creating places that bring people together and enhances the connection to their environment.



key issues

Schedule and Budget

Our team understands that this project timeline is highly important. We are very adept at working with public teams, agencies, stakeholders and users to quickly focus on areas that will allow parks and their many uses to occur on schedule. Our team is prepared to hit the ground running to help facilitate the 2017 schedule. This will require diligence on our part and on your part as well. Our team can provide the schedule, manpower, direction and leadership to make this possible.

Our team understands that producing a project within owner's budget is vital to the successful outcome of the project. Cost estimates are continually revised and updated as design progresses, reflecting revised project development and current market conditions.

Design Concepts tracks the bid unit cost information for every bid received for each of our projects, and has compiled a 35-year database of construction costs. This source of information provides the basis for cost estimation on new projects and is based on actual local costs for public works projects, not on some national averages derived from a book. We also have good working relationships with local contractors, fabricators and suppliers to obtain specific or unusual pricing.



project understanding / approach

While every project is unique, shown below is our approach to project design and construction. Each task includes client and consultant coordination review and notes.

Task #1: Project Start Up

- Goals, needs and issues
- Identify stakeholders
- Public input schedule
- Project schedule

Inventory and Site Analysis

- Site investigation
- Site Survey
- Data Collection

Task #2: Community Outreach & Public Participation

- Communication tools
- Public input tools
- Graphic tools
- Vision

Task #3: Master Plan

- Preliminary Concepts
- Review and comments
- Support Graphics
- Cost estimates

Task #4: Website Support and Program Reports

Electronic versions of:

- Schedules
- Plans
- Meeting Notes
- Graphics

Task #5: Design Development

- Refine plans
- Details
- Specifications
- Cost estimates

Task #6: Construction Documents - 50%, 75%, and Bid Set

- Drawings
- Details
- Specifications
- Cost estimates

Task # 7,8 & 9: Construction Observation

- Bidding Assistance
- Site visits and reports
- Review RFI's, ASI's, pay applications and change orders
- Walk throughs - preliminary, final and warranty
- Prepare As-Built Documentation

project understanding / approach

Meeting Goals + Exceeding Expectations + Fun, Enjoyable Process = A SUCCESSFUL PROJECT

The final phase of Erie Community Park offers the opportunity to provide a passive recreational setting to an already bustling community park. With a future health facility planned north of the park and a recreation center south of the park, phase III of Erie Community Park could easily become a new holistic health and fitness destination. Exterior and interior trail connections will guide multiple generations to enjoy this community resource with possibilities for rehabilitation, meditation, therapy, fitness challenges and relaxation.

There are a few goals that have stood out while talking with your team and reviewing the past materials developed for this project so far. The success of this project weighs heavily on satisfying not only the goals, but on expectations. These can be quantifiable and measurable. And they can be tangible and intangible.

We plan to provide all the components of a project that equates to overwhelming success, pride in the final deliverable, a process that is enjoyable and collaborative, and fun too. Our intention is to give you all the above by satisfying your goals plus, deliver innovative design.

We are offering the following approach to accomplish your goals for the Final Phase of Erie Community Park. Our firm is committed to assisting the Town of Erie and our goal is to incorporate a creative approach to the final design, a cohesive integration of Phases I and II, adhere to the budget and is ultimately constructed. If awarded the contract, this approach would be tailored to fit your specific needs.

Task #1 - Project Start Up

Goal / Deliverable

Gather project input and prepare a graphic plan of the site's development suitability. A narrative summary will include the project's goals and objectives, desired site program elements and project issues. We will review existing site information and determine what (if any) additional information will be necessary to continue with the master plan.

Kick-off Meeting with Town

Staff involvement is critical for the success of the Master Plan as they are the ones on the 'Front Line' and hear the needs and wants of the community first hand. They also know firsthand the limitations they have and what they can realistically provide. We expect staff will be involved throughout the process. As a team we will discuss scope, staff project goals and objectives, budget, preliminary scheduling, potential phasing, set document deadlines, discuss review process, and identify agencies and stakeholders involved.

Stakeholder Determination

As part of the process for this project, we will identify Stakeholders and determine the best methods for involving them in the process. This could include conducting Stakeholder Meetings to address specific Key Issues, or it could involve smaller focus group or even one-on-one meetings. We will also be identifying Potential Partners for this project. Potential Partners would include individuals and groups that could partner with the Town to provide services to mutually benefit the Potential Partner and the general public. Example of this might include health and fitness experts, agencies, and programs. We will work with the Town to determine who these are and how to involve them in the project process. We will get input on project goals and objectives, desired site improvements and recreational programming.

Stakeholder Meeting #1.

Site Visit / Inventory Analysis

Visit the site to perform a technical evaluation in the form of site inventory and analysis. This visit will generate new data parameters and ideas about opportunities and constraints. The evaluation will address site topography, drainage, vegetation, weather patterns, views, architectural uses, energy resources, surrounding vehicular and pedestrian traffic, infrastructure and any other site conditions to be considered in the Master Plan. Site photographs of key areas will be taken and recorded for documentation.

project understanding / approach

Data Collection

Obtain, review, convert and combine available site base mapping provided by the Town in AutoCAD format that can be managed for analytical and presentation purposes throughout the project. Confirm the need for additional information as necessary.

Summarize Input

Prepare a summary of all project goals, objectives, desired site program elements and priorities, project issues, site opportunities and constraints.

Progress Updates with Client

As needed, via phone, email and/or meetings. Design Concepts' team coordination meetings and correspondence.

Task #2 - Community Outreach and Public Participation

Goal / Deliverable

We believe in creating in-depth, efficient, cost-effective, citizen-focused community processes. By engaging the broadest possible group of participants effectively in the park master planning process, we achieve many benefits that contribute to the project's ultimate success. These benefits include:

- Identifying the needs and interests of various user groups.
- Informing the public about the project's opportunities and constraints.
- Developing consensus and support around a shared vision.

As design professionals for public parks, our deliverable at the conclusion of the public outreach process is a park master plan of, by, and for the people of Erie. As the plan progresses through subsequent phases of design and implementation, it remains recognizable to the community as an extension of their own efforts.

While there is no "one-size-fits-all" approach that suits every community, we have a recipe for success developed over years of public outreach across Colorado. We adjust the techniques and proportions to each community's tastes and appetites, but the basic ingredients remain the same.

The Key Public Outreach Ingredient

We Listen! It may seem obvious, but unfortunately we have heard from too many clients a sense of frustration with designers that arrive with preconceived notions, pursue personal design agendas, or simply fail to listen. It's our experience that the most successful and rewarding projects are a true collaboration and sharing of ideas and experiences. This begins with our best planning tool: the ability to listen.



project understanding / approach

The Public Outreach Recipe

Step One – Identify Participants

Another obvious-sounding but too often overlooked first step is to identify participants in the public outreach process. Achieving broad-based consensus requires an inclusive approach. We will work with the Town to identify additional participants. A preliminary list of potential participants may include

Stakeholders

Recreational users

- Walkers
- Bikers
- Fitness Instructors
- Wildlife enthusiast

Town residents

- Park visioning group
- Kids and Families
- Community organizations/groups/clubs
- Business community
- Schools and daycares

Step Two – Prepare the Ingredients

In order to solicit useful input from people, we need to educate them (and ourselves) about the project. Asking open-ended questions does not often yield as valuable answers as presenting specific challenges and real-world choices. Preparing a solid basis for public interaction includes:

Documenting the site

- Understanding size, extents, adjacencies, opportunities, constraints

Compiling preliminary representations of possible features, amenities, and improvements

- Linking ideas to this specific park to get specific, meaningful responses

Step Three – Engage the Participants

After a brief but informative introduction to the project, we invite participants to engage in the process. We use a variety of public engagement techniques that we optimize for each project and setting. Our public engagement toolkit includes:

Facilitated discussion

Surveys and preference polls

Design charrettes and workshops that may incorporate:

- Land Use “tile” exercises
- Scale template “park puzzle” exercises
- Simple modeling exercises
- Design precedent images



project understanding / approach

Step Four – Provide Feedback and Follow-up

Once people have invested their opinions and ideas, they want to see the outcome. Inviting them to review and comment on draft alternative design concepts achieves the following:

- Shows them we heard their comments, as well as other people's comments.
- Helps them visualize how their ideas translate into design using plans, sketches, and computer modeling.
- Collects more detailed public input to help guide decision-making.
- Begins to build support around a shared vision.

Communication and Outreach Technologies (optional)



Led by Design Concepts, our team will work with Town staff to launch the communication and outreach process for the project and develop a community engagement strategy. Using a “go to them” approach combined with social media and technology we will engage underserved or less represented community members in the process. Design, production and maintenance of a website or portal, digital newsletters, SMS and social media-based polling/input collection will be leveraged. The initial launch and continued outreach throughout the project will involve various strategies.

Our team will organize and develop a “#exploreYOURerie” campaign to reach and engage the community. We will distribute #exploreYOURerie content and encourage the community to use #exploreYOURerie to engage and share their ideas, input and experiences on Twitter, Facebook, and/or Instagram. Social media will be used to distribute planning information, keep the community informed, and solicit input.

Progress Updates with Client- As needed, via phone, email and/or meetings.

Design Concepts’ team coordination meetings and correspondence.

Task #3 - Master Plan

Goal/Deliverable

Prepare a Master Plan for the Final phase of Erie Community Park based on the staff, stakeholders, and public input. The plan will incorporate the identified project goals and program elements with graphic presentation drawings to support the plans and project vision.

Below is the process we would follow to complete the Final phase of Erie Community Park Master Plan:

Conceptual Design

- **Public Meeting #1** – Conduct and facilitate a public meeting to gather input on project goals, desired site improvements and programming. Design Concepts will provide all necessary presentation materials to support our understanding of the site, its existing conditions along with site opportunities and constraints.
- Prepare two rendered alternative conceptual designs based on input from the public meeting. All concepts will be developed in the context of the surrounding community and the Town of Erie’s regional setting.
- Review meeting with staff to discuss alternatives. Determine priorities and potential phasing plans.
- Progress updates with client – As needed, via phone, email and/or meetings.
- Design Concepts’ team coordination meeting and correspondence.

project understanding / approach

Preliminary Master Plan – Based on staff, stakeholder and public input:

- Prepare a preliminary Master Plan
- Prepare a preliminary cost estimate
- Review meeting with Staff to discuss preliminary Master Plan, and cost estimate.
- **Public Meeting #2** - Present preliminary Master Plan and imagery to public for public comments and input.
- Present project progress to Board of Trustee's
- Progress Updates with Client- As needed, via phone, email and/or meetings.
- Design Concepts' team coordination meetings and correspondence.

Final Master Plan – Based on final input

- Prepare a final rendered Master Plan with associated imagery, sketches and/or perspectives.
- Prepare a final and refined itemized cost estimate.
- **Public meeting #3** – Present the final Master Plan to the public for comments and input. This meeting could be less formal and conducted as an open house if desired.
- Revise final Master Plan based on Town and public input if necessary
- Present project progress to Board of Trustee's
- Progress Updates with Client- As needed, via phone, email, and/or meetings.
- Design Concepts' team coordination meetings and correspondence.



Task #4 – Website Support and Progress Reports

Goal / Deliverable

Communication is key in every project and we will make sure the Schofield Farm and Open Space Master Plan progress is communicated loud and clear after each milestone listed above in the design process. As an additional task, and to keep the public updated continuously, we will provide electronic versions of current project schedules, meeting notes, images, graphics and other relevant material on a monthly basis and after each public meeting and/or gathering. This information can be loaded onto the Town's website for public review and comments. We would be happy to discuss and revise the above outline/scope to meet the needs for your project.

Task #5 – Design Development

Goal / Deliverable

Based upon the draft master plan and all review comments, we will prepare the Design Development drawings for 50% and 100% submittals.

- Revised site drawings showing greater detail
- Prepare preliminary irrigation plan
- Prepare preliminary details
- Prepare preliminary specifications
- Update cost estimate

Task #6 – Construction Documents

Goal / Deliverable

Based upon the Design Development drawings, we will complete details and prepare construction documents. Submittals for 50%, 75% and bid set will be provided. We have assumed that no significant changes will be made after approval of the design development phase.

We will:

- Provide design, layout and detail for park amenities.
- Provide a demolition plan
- Provide a grading plan
- Provide a landscape plan
- Provide final irrigation plans and details based on connection to existing domestic line.
- Prepare a final cost estimate
- Provide technical specifications for bidding.
- Attend review meetings with the Town for presentation and input on design at 50% and 75% CD sets
- Document design responses, comments, input and priorities throughout the process.
- Progress Updates with Client- As needed, via phone, email, Go-to meetings
- Design Concepts' team coordination meetings and correspondence.

Task #7 – Bidding

Goal / Deliverable

This phase is for construction bidding activities.

- Answer contractor questions in form of addenda

Task #8 – Construction Administration

Goal / Deliverable

This phase is for continued site services during construction.

- Site visits (up to 15 visits with reports)
- Prepare site observation reports within 3 working days of site visit
- Review shop drawings
- Review pricing for change orders
- Respond to requests for information
- Prepare punch list at site work completion and one post punch walk through
- Attend 11 and 22-month warranty walk through

Task #9 – As-built Documentation

Goal / Deliverable

This phase is for continued site services after construction.

- Prepare as-built drawings for irrigation and landscape improvements per Town standards.
- Electronic and reproducible copies are included

We would be happy to discuss and revise the above outline/scope to meet the needs for your project.



Elk Ridge Park

Castle Pines, Colorado

Set in the heart of suburban Castle Pines North, Elk Ridge Park offers the kind of community center that Coloradoans cherish: family recreation. Although the park is only 11 acres, there is a little something for every person and every generation. From the synthetic turf field to the hidden natural valleys, this is a diverse park. A mesa top with a bridged causeway separates the manicured from the wild. Looped trails lead to educational nodes and the play area and climbing walls center the park. There is cultural art and natural education, picnic shelters, and water play including a hidden waterfall. Multi-generational play is the goal and the whole family can find that here.

Definitive Issues:

Master Planning and
Construction Documents
Size: 11 acres
Multi-Generational
Recreation
Climbing Walls
Synthetic Turf Field
Water Play
Picnic Shelters
Playgrounds

Budget:

\$5 million

Timeframe:

2007-2011

Reference:

City of Castle Pines
Brad Meyering, Public
Works Program Manager
303/705-0216
Email: brad.meyering@
castlepinesgov.com

Location: 7005 Mira
Vista Lane, Castle Pines





Cost Proposal

The Design Concepts team has done a thorough review of our Project Approach and Scope of Work along with project deliverables outlined within. We have structured our fees to address and deliver the desired product. We are open to discussing and adjusting our scope and fees to more closely align with the expectations of the Town if necessary.

Our lump sum fee for the Final Phase is \$29, 500, which includes all reimbursables (printing, delivery, travel and mileage).

Construction Document Fees

Our estimated fees for the construction document stage of the project will range between 10-12% of the construction cost estimate after the master planning is complete for this project. Depending on the complexity of the project and what additional sub-consultants will be needed, our fee would range from approximately \$180,000-\$216,000 based on a 6 acre site. This fee will be based on the following breakdown per task:

- Design Development drawings
- 50% Construction Document drawings
- 75% Construction Document drawings
- Bid Set drawings and specifications
- Bidding assistance
- Construction Administration
- As-Built Drawings

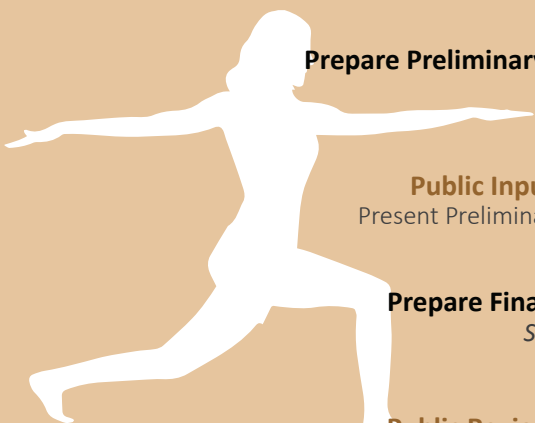
Optional Communications and Outreach Technologies

‘Go to Them’ campaign- #EXPLOREYOURERIE

The above lump sum fee includes Website Support (Task #4). To provide additional outreach technologies (per page #8), that would include reaching out to the public via the hashtag campaign and SMS would be an additional fee of \$5,000 for site setups, ongoing maintenance and compiling the information to be used for the project. If the Town has a way for us to add to their existing platforms to inform the public and receive input, we are open to collaborating with you on this as well at no additional charge.

2017

Public Process / Master Plan



Notice to Proceed
After Erie Board of Trustee Approval
April 2017

Site Investigation / Inventory / Analysis
June 2017

Public Input Meeting #1
June 2017

Review Meeting w/ Town of Erie
July 2017

Prepare Preliminary Master Plan
August 2017

Public Input Meeting #2
Present Preliminary Master Plan
August 2017

Prepare Final Master Plan
September 2017

Public Review Meeting #3
Present Final Master Plan
October 2017

Kick Off meeting (Design firm/Town)
May 2017

Stakeholder Meeting
June 2017

Prepare Concept Plans
June 2017 - July 2017

Additional Stakeholder Meetings (if necessary)
July 2017

Review Meeting w/ Town of Erie
August 2017

Board of Trustee Meetings
September 2017

Review Meeting w/ Town of Erie
September 2017

Board of Trustee Meetings
October 2017

Park construction bid packet prepared
October 2017 - November 2017

50% CD's
October 2017

Bid Set
December 2017 - January 2018

Design Development
October 2017

75% CD's
November 2017

2018

Advertise bids for park construction
February 2018 - March 2018

Begin park construction
April 2018

Site visits
April 2018 - November 2018



2019

As-Built Documentation
January 2019

Construction Documents

Construction / CA



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