

City of South Daytona

Parks and Recreation

504 Big Tree Road • South Daytona, FL 32119 • 386/322-3070



MEMORANDUM

To: James L. Gillis, Jr., City Manager

From: Amy Zengotita, CPRP, Parks and Recreation Director

Re: Consideration of approving a Task Order with Marquis Latimer & Halback for the development of a Reed Canal Park Master Plan and Schematic Drawing in the amount of \$59,930 as budgeted in the current fiscal year.

Date: December 1, 2022

In December 2021, the City Council approved a Master Agreement for Professional Services from Marquis Latimer + Halback, Inc. The agreement included services for studies as well as development of Master Plans and Schematic Proposals.

In September, the City Council approved the budget for Fiscal Year 2022-2023 which included \$60,000 for Reed Canal Park Design.

Staff has worked with the team at Marquis Latimer + Halback, Inc on the attached proposal to ensure we will have a comprehensive Park design.

Staff recommends approving the Task Order with Marquis Latimer & Halback for the development of a Reed Canal Park Master Plan and Schematic Drawing in the amount of \$59,930 as budgeted in the current fiscal year

If the project is awarded, Reed Canal Park Master Plan concepts should be available in Spring 2023.



20 October 2022

Ms. Amy Zengotita, CPRP, Director
Parks and Recreation Department
City of South Daytona
504 Big Tree Road
South Daytona, Florida 32119

**Re: RFQ No. 21-007 Landscape Architecture Consulting Services
TASK ORDER
Reed Canal Park Master Plan + Schematic Design**

Dear Ms. Zengotita,

Thanks once again for meeting with me in May 2022 to discuss the opportunity to work on the master plan for Reed Canal Park, specifically focused in the western portion to develop a renewed, themed, and destination-level quality play area to make this park an even more compelling gathering area in the city and region.

Enclosed is our suggested task order for the project, which includes:

- Kickoff
- Focus Groups Charette
- Framework Plan + 2 Sketch Concepts
- Schematic Master Plan
- Opinion of Probable Costs

This scope includes master planning and schematic design. I have included an allowance for a civil engineer to provide high level planning assistance, and we have a few recommended consultants we would like to engage. Please let me know when we can discuss. Additionally, we also suggest planning for approximately 8% of the construction value for the construction document portions, but these services are not yet included in the Task Order.

Finally, I have attempted to reach out to the surveyor (Consolidated Survey, Inc.), but their phone number appears to be disconnected. If you need me to include a surveyor in our task, I can do so, but we can likely get started in the master planning with the available information to date. A survey will be necessary before entering construction documents under a separate Task Order.

Please review, and let me know if you have any questions or modifications. Many thanks for this opportunity!


Jeremy Marquis, RPA, CEO + Principal

TASK ORDER EXHIBIT A

Reed Canal Park Master Plan + Schematic Design

Task Order // 10.20.2022 version 2

1.0 PROJECT LOCATION AND DESCRIPTION

1.1 PROJECT LOCATION:

The proposed project is to be located at 919 Reed Canal Road South Daytona, Florida 32119. The lot is approximately 35 acres. Plans shall be in compliance with the jurisdiction (City of South Daytona, SJRWMD) requirements.

1.2 PROJECT MANAGER

The City's project manager shall be Amy Zengotita, CPRP, Director - Parks and Recreation.

1.3 PROJECT DESCRIPTION:

The objective of the assignment is to develop landscape architectural and site improvement master plans for the western portion of the park, specifically focused around the play structures, which may include the following program elements:

- A. Destination play area complete with theming and identity. Play equipment may include climbing structures, swings (including parent/child swings), zip line, and other pre-engineered componentry that can be artfully combined within the themed play area.
- B. Three (3) primary areas for (a) tots, (b) 3-7 year olds, and (c) 8+ year olds.
- C. Pavilions within the play area for picnicking and gathering.
- D. Shade, including both structures and natural shade (i.e. trees), to be incorporated throughout.
- E. Entry gateway along the western parking to be included.
- F. Accommodation and connections to the adjacent restrooms from the play area, along with the stage, festival planning, and Christmas lights drive thru, to be incorporated.

1.4 The Consultant shall generally be responsible for all Landscape Architectural services, including assistance with site planning, assistance with hearings, public participation, etc., hardscape/site features design, landscape planting design, etc. Service phases may include schematics through construction observation.

1.5 The Consultant Team shall include:

- A. Marquis Latimer + Halback, Inc. - project management and landscape architecture
- B. TBD - civil engineering master plan

1.6 The proposed improvements will be developed using existing, readily available data, as-built surveys, aerials, new surveys, field measurements, geotechnical testing and other information provided by the City.

1.7 The Consultant shall be responsible for all milestones printing of required submittals. The Consultant shall provide the Client with one (1) digital copy and one (1) hard copy of each milestone submittal. Additional printing shall be per item 3.3 "Reimbursable Expenses" below.

1.8 Services not included and deemed an additional service are: surveying, geotechnical, architecture, engineering (civil, mechanical, electrical, plumbing or structural); meetings above and beyond those listed below; other items if applicable; etc.

1.9 Schedule is suggested as follows and is subject to change. Total time of contract **not to exceed 7 months** unless mutually approved.

A. MASTER PLANNING

- A1. 90 days: Initial Concepts
- A2. 60 days: Public Meetings + Feedback
- A3. 60 days: Final Concepts

B. DESIGN

- B1. DD and CDs not included in this contract.

C. BIDDING & CONSTRUCTION

- C1. Not included in this contract.

2.0 SCOPE OF WORK

2.1C OVERALL LANDSCAPE MASTER PLAN / SCHEMATIC DESIGN PHASE

- 2.1C. 1 **Kickoff:** The Consultant shall coordinate and conduct **one (1) kick-off meeting** with the Client and Client's team to assess the existing site, review available information (including information already provided in the initial consultation), and develop program requirements. Coordinate with other consultants as needed during kickoff.
- 2.1C. 2 **Base Sheet:** Consultant shall develop a base sheet/as-built plans suitable for the Master Plan / Schematic Design Phase. Other sources of information utilized may include aerials and as-built materials easily obtained. A cursory on-site review of the base sheet will be provided to field truth the existing conditions. Other site inventory elements shall include:
- A. **Codes:** Applicable local, state and federal guidelines and codes, including those governing properties listed on the National Register of Places, that may affect the development as it relates to the current use, will be reviewed and documented. Prepare a memo for the Client of findings.
 - B. **Budget / Schedule:** Assist the Client in establishing budgets and schedule for the project.
 - C. **Case Studies:** Case studies and similar facilities will be researched and documented. Special emphasis on elements identified in Item 1.0 will be provided.
- 2.1C. 3 Additional to the kickoff meeting with the Owner, the Consultant shall lead a **full-day series of focus groups** with stakeholders identified by the Owner. These focus groups shall include groups such as the following:
- A. Park Users
 - B. Neighbors
 - C. Maintenance / Facilities
- 2.1C. 4 **Framework Plan + Concepts:** The Consultant shall develop a **framework plan and two (2) conceptual diagrams with character images** that illustrate elements such as pedestrian connections, parking, drainage, areas of special features, landscaping, interactive areas, etc. Historic design theme and character will also be studied.
- 2.1C. 5 **Concepts Review:** The Consultant Team shall attend one (1) presentation meeting of the conceptual Master Plan / Schematic Design.
- 2.1C. 6 **Workshop (OPTIONAL):** The Consultant shall lead a design workshop not to exceed one (1) meeting to present the site inventory, framework and conceptual diagrams, in graphics and text, to the Client and Community.
- 2.1C. 7 **Schematic Design:** Based on the approved conceptual diagram and program, the Consultant shall develop a final Master Plan / Schematic Design presentation document, in text and graphics, comprised of the following elements:
- A. **Illustrative Site Plan,** site plan in color, showing all existing and proposed features.

- B. **Site Development Plan** showing general pedestrian connections and features, parking, drainage, landscape plantings, interactive areas, site elements and new structures.
 - C. **Theme and Character Details** in plan, section or elevation to include general material selections.
 - D. **Photo realistic perspective renderings**, in color, showing character of improvements. Twelve (12) stills and four (4) video vignette (zoomed in) shall be provided.
 - E. **Opinion of Probable Construction Cost + Phasing / Schedule:** Consultant shall prepare an opinion of probable construction cost for all landscape and hardscape elements. Additionally, Consultant shall provide guidance on schedule and phases.
- 2.1C. 8 **Schematic Design Booklet:** Consultant shall develop a graphic brochure for purposes of fundraising that will include site plan(s) in color, showing all existing and proposed Program Description, in text with supporting imagery, sketches, or phot-composite perspectives to convey theme and character. The summary report shall be approximately twenty to thirty (20-30) pages and shall be in color and include update estimate of probable project costs and phasing.
- 2.1C. 9 **Presentation:** The Consultant shall attend and present the final Schematic Landscape Master Plan to the South Daytona City Council, selected stakeholders, etc. It is assumed **two (2) meetings** will be required.

2.0 SCOPE OF WORK - ESTIMATED LEVEL OF EFFORT (HOURS)

NOTE: ACTUAL HOURS MAY VARY. SEE ITEM 3.0 FOR FULL TERMS.

2.1C OVERALL LANDSCAPE MASTER PLAN / SCHEMATIC DESIGN PHASE

| | | Sr. Principal | Principal | Project Mgr | Associate | Civil Eng |
|-----|-----------------|---------------|-----------|-------------|-----------|-----------|
| 2.1 | 1 Kickoff | 0 | 4 | 4 | 0 | 4 |
| C. | | | | | | |
| 2.1 | 2 Base Sheet | 0 | 2 | 4 | 8 | 4 |
| C. | | | | | | |
| | A. Codes | 0 | 1 | 2 | 0 | 2 |
| | B. Budget | 0 | 2 | 2 | 0 | 0 |
| | C. Case Studies | 0 | 1 | 0 | 8 | 0 |
| 2.1 | 3 Focus Groups | 0 | 8 | 16 | 8 | 0 |
| C. | (1 full day) | | | | | |
| 2.1 | 4 Conceptual | 0 | 16 | 32 | 0 | 12 |
| C. | Plans | | | | | |
| 2.1 | 5 Concepts | 0 | 8 | 8 | 0 | 4 |
| C. | Review | | | | | |
| 2.1 | 6 Workshop | OPTIONAL | OPTIONAL | OPTIONAL | OPTIONAL | OPTIONAL |
| C. | | | | | | |
| 2.1 | 7 Schematic | | | | | |
| C. | Design | | | | | |
| | A. Illustrative | 0 | 8 | 8 | 20 | 8 |

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| | | | | | | | |
|-----|----------------------------------|----------|--------------|--------------|--------------|-------------|----------------------|
| B. | Site Dev. Plan | 0 | 8 | 8 | 20 | 16 | |
| C. | Theme and Character | 0 | 4 | 24 | 8 | 0 | |
| D. | Photorealistic / 3D | 0 | 4 | 8 | 40 | 0 | |
| E. | Opinion of Probable Const. Costs | 0 | 4 | 8 | 0 | 0 | |
| 2.1 | 8 Schematic Design Booklet | OPTIONAL | OPTIONAL | OPTIONAL | OPTIONAL | OPTIONAL | |
| 2.1 | 9 Presentation | 0 | 8 | 8 | 0 | 0 | |
| 322 | | 0 | 78 | 132 | 112 | 50 | TASK SUBTOTAL |
| | | \$ - | \$ 15,990.00 | \$ 22,440.00 | \$ 14,000.00 | \$ 7,500.00 | \$ 59,930.00 |

3.0 SCHEDULE OF FEES, HOURLY RATES, AND REIMBURSABLE EXPENSES

- 3.1 The Client agrees to pay the Consultant the **lump sum fees** listed below as compensation for services. The Consultant shall make monthly billings. The fees do not include additional reimbursable expenses. The Consultant shall be paid within fifteen (15) days of receipt of a detailed invoice.

| | | | |
|-----------------------|--|----|---------------------|
| A. | 2.1 MASTER PLAN / SCHEMATIC DESIGN PHASE | \$ | 59,930.00 |
| | Marquis Latimer + Halback, Inc. | \$ | 52,430.00 |
| | TBD - civil engineering master plan | \$ | 7,500.00 |
| B. | 2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL) | | To be determined. |
| C. | 2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%) | | To be determined. |
| D. | 2.4 BIDDING AND NEGOTIATION PHASE (HOURLY) | | To be determined. |
| E. | 2.5 CONSTRUCTION OBSERVATION PHASE (HOURLY) | | To be determined. |
| LUMP SUM TOTAL | | | \$ 59,930.00 |

- 3.2 Optional Services: The following tasks may be added for the **lump sum fees** listed below:

| | | | |
|----|----------------------|----|----------|
| A. | Task 2.1C.6 Workshop | \$ | 3,000.00 |
| B. | Task 2.1C.8 Booklet | \$ | 4,500.00 |

- 3.2 Hourly Rates: The Consultant shall provide **additional or hourly services** at the hourly rates listed below.

| | | |
|----|---------------------------------|------------|
| A. | Marquis Latimer + Halback, Inc. | |
| 1. | Senior Principal | \$275/hour |
| 2. | Principal | \$205/hour |
| 3. | Senior Associate | \$155/hour |
| 4. | Associate | \$125/hour |
| 5. | Staff / Administration | \$65/hour |

- 3.3 Reimbursable Expenses

The Consultant shall provide **one (1) digital file and one (1) hard copy** as the deliverable at each milestone task. All **additional** printing, reproduction, etc. and other out-of-pocket costs shall be in addition to the fees stated above. Additional reimbursable expense, if approved in writing by the Owner, shall be as follows:

- A.
- The Consultant shall be reimbursed for additional printing, approved postage / deliveries, automobile travel outside of St. Johns County at IRS mileage rate for applicable calendar year of invoicing, and other travel expenses, at cost plus ten percent (10%).
 - The Consultant shall be reimbursed for any permit or application fees at cost plus ten percent (10%).

Reed Canal Park
 919 Reed Canal, South Daytona, FL 32717
 40 Parking spaces available.



EXHIBIT B
 May 2022
 site visit
 notes

- height
- Berliner netting?
- swings
- parent/child
- ~~syn~~
- synthetic turf
- shade
- selective
- natural shade

threshold
 (whistle stop)

Blue
 & bluegrass;
 Easter tag;
 drive thru;
 Christmas drive
 thru

- Multipurpose field:
 1 Soccer/Football
 Trail
 Lighted concrete path
 Playground
 Picnic area
 Restrooms

expansion

destination

- pavilions in play areas (smaller)
- fenced
- theme
- different heights

no splash pad

stall boxes



Consolidated Survey Inc.
 Darriel Stevens, PSM #5072
 sheet 6?

rest area

3-7