



SCOPE OF SERVICES AND FEE PROPOSAL

Lebanon Seashore Waterpark Master Plan and Phase 3 Expansion

April 14, 2020

Project Background and General Description of Services:

In general, the scope of services for this project is to provide the City of Lebanon Parks and Recreation Department (CLIENT) with services for the master planning of future expansions to the Lebanon Seashore Water Park. The project will also include conceptual design and budgeting for the next phase of expansion.

Master planning is expected to include a facility needs assessment, as well as evaluation of future phases of aquatic expansions. Future expansion of parking will also be evaluated. Expansions are intended to add capacity and broaden the scope of attractions to serve a wider variety of residents.

For the highest priority improvements, HWC will prepare conceptual design plans and budgets for the expansion. The scope and budget for these improvements has not been determined, but may include addition of a FlowRider surfing machine or other attraction intended for teens and young adults.

A detailed description of services to be provided includes:

MASTER PLAN

In this first phase, HWC will prepare a master plan for the long-term expansion of pool facilities. This will include:

- **Kickoff**
 - HWC would facilitate one kickoff meeting with the Parks & Recreation Department to go over project process and expectations. The kickoff meeting would include a review of goals for the future expansion of the facility.
- **Due Diligence**
 - HWC will complete preliminary site due diligence to identify existing conditions and constraints for the project. This will be limited to a review of existing utilities and future stormwater drainage requirements.
- **Research & Early Public Participation**
 - Review usage statistics for the facility including attendance and any demographic information available (no new data will be collected by HWC).
 - Review 5 Year Parks Master Plan for relevant goals and public participation that would inform the project.
 - Facilitate one planning workshop with the Mayor's Teen Council, or alternative group of young persons.
 - Conduct an online public survey to collect public opinion about the facility. HWC will prepare the survey and tabulate the results. A visual preference survey illustrating potential types of pool amenities would be included. Paper copies of the survey are not included.

- Host a public engagement booth at the pool during the 2020 summer season. HWC will prepare engagement materials (survey, visual preference materials), document input received and would host the booth with two staff members.
- Prepare a research and public participation summary.
- **Master Plan Concepts**
 - Programming: HWC will prepare a recommended program of facilities, and up to three bubble diagrams to illustrate options for the general configuration of facilities. This evaluation will indicate location of facilities, circulation patterns, future restroom or mechanical buildings and related information. Detailed amenity layouts are not included, but will be depicted with representative imagery.
 - Facilitate a planning meeting with the Client to review the research, public participation summary, and programming.
 - Revised Master Plan: Based on input received on the programming, HWC will prepare one revised master plan. Recommended phasing will be identified.
 - Facilitate a planning meeting with the Client to review and finalize the Master Plan. HWC will revise and update the preferred alternative during the Conceptual Design phase of the project, and will prepare a final Master Plan Graphic upon completion of all work under this agreement.

CONCEPTUAL DESIGN – PHASE 3 EXPANSION

For the selected alternative, HWC will prepare preliminary plans and cost estimates for the next phase (Phase 3) of pool expansion. This will include:

- **Plan Alternatives**
 - HWC will prepare two alternatives for the layout of the next phase of pool expansion. These will be CAD plans reflecting pool, deck, building, parking and related improvements. Preliminary cost estimates will be prepared for each alternative.
 - Facilitate one meeting with the CLIENT to review the alternatives.
 - HWC will revise each alternative based on input received.
- **Public Presentation**
 - HWC will present the alternatives to the public at one park board meeting/open house. HWC will prepare presentation boards depicting the expansion alternatives. HWC will also prepare a PowerPoint summary of the recommendations.
- **Final Plan and Graphics**
 - HWC will facilitate one final planning meeting with the CLIENT to review the alternatives.
 - HWC will prepare the final conceptual plan for pool expansion to incorporate public and park board input.
 - HWC will prepare four perspective images of the proposed improvements including overall and enlarged images.
 - HWC will update the Master Plan Graphic to reflect the final Phase 3 layout.
 - HWC will present the final plan at one Park Board meeting.
- **Final Deliverables:**
 - Master Plan Graphic (24x36 presentation board and .pdf format)
 - Phase 3 Graphic (24x36 presentation board and .pdf format)
 - Renderings (24x36 presentation board with the images and .pdf format)

CONSTRUCTION DOCUMENTS, BIDDING AND CONSTRUCTION ADMINISTRATION

Upon completion of this phase, HWC will submit a scope and fee proposal remaining services. This would include survey, preparation of construction documents, bidding phase services and construction administration services.

PROJECT SCHEDULE

ACTIVITY	SCHEDULE
Master Planning	Month 1-2
Conceptual Design	Month 3-4
Construction Documents	Future
Bidding	Future
Construction Administration	Future

COMPENSATION

ACTIVITY	COMPENTATION (Lump Sum)
Master Planning	\$17,900
Conceptual Design	\$33,000
Construction Documents	Future
Bidding	Future
Construction Administration	Future
TOTAL (Master Planning and Conceptual Design only)	\$50,900

Compensation includes all printing, travel and related expenses.