

City of Parkville, MO

c/o Alysén Abel, PE, Public Works Director

8880 Clark Avenue

Parkville, MO, 64152

Re: An Agreement for Professional Services for: Platte Landing Park Sports Complex – Preliminary and Final Design Base Contract, Parkville, MO

Dear Ms. Abel:

McClure, hereinafter referred to as the Consultant, subject to the approval and acceptance of this agreement by the City of Parkville, Missouri, hereinafter referred to as the City, agrees to provide Professional Services to the Owner as set forth below:

PROJECT NAME: Platte Landing Park Sports Complex, Parkville, MO

PROJECT DESCRIPTION: Provide the Owner landscape architectural, civil engineering coordination, structural engineering, site planning, architectural services from schematic design through bidding, based upon the following understanding of the project:

1. The Project's developed site area is approximately 23 acres in size.
2. Project Team will consist of the following:
 - 2.1 Lead Consultant, Civil Engineer, and Landscape Architect –McClure
 - 2.2 Public Engagement – Vireo
 - 2.3 Traffic Engineering – GBA (contracted directly with the owner) (Not in Contract)
 - 2.4 Architect – TBD (Not in Contract)
 - 2.5 MEP – TBD (Not in Contract)
 - 2.6 Structural Engineer (Buildings) – TBD (Not in Contract)
 - 2.7 Geotechnical Engineer/Soils Testing for Required Amendments to support sports fields – To be provided through existing on-call agreement by the City of Parkville and contracted directly by the Owner
 - 2.8 Surveyor – To be provided through existing on-call agreement by the City of Parkville and contracted directly by the Owner
3. The Project program includes four (4) recreational youth softball/baseball fields, four (4) recreational youth multi-use fields, and associated parking lot to service the facility.
4. All the sports fields will not be lit.
5. Conceptual programming and location for the playground structure will be included but no design development has been requested.
6. The Project will include up to two (2) buildings of a square footage to be determined. Buildings will include space for, restrooms, and maintenance/storage facilities.
7. The Project's budget is approximately \$3.5 Million Dollars, not including soft costs.
8. Bidding Assistance, Construction Administration, Construction Observation, detailed H&H requirements to be determined with the Corp of Engineers, and professional

services related to any permanent or temporary structures for restrooms/storage/maintenance have not been included in the attached fee. This was not provided because of the need for continued public engagement to finalize the final design direction and will be negotiated once critical milestones in the design direction have been reached.

I. SCOPE OF SERVICES:

A. Master Plan Refinement

In the Master Plan Refinement phase, the Consultant shall evaluate existing site conditions, identify physical, regulatory/permitting, and similar constraints, and develop 2-3 general site plan alternatives for review by the City. The City will select one alternative for the “Concept-Level Design Phase” described in section B. This site master planning phase specifically includes the following tasks:

A.1. Site Survey

The City shall obtain and provide a boundary and topographic survey covering the Project area for use by the Consultant. The survey information shall be provided in “Design Ready” AutoCAD, Civil 3D (2018 or later) format following A/E/C layering standards and in the Missouri State Plane NAD83(CORS96) horizontal coordinate system and NGVD88 vertical datum elevations. The Consultant shall assist the City in monitoring the survey progress/results and reviewing the survey from an engineering design requirements perspective.

A.2. Project Definition & Project Requirements

The Consultant shall assist the City in formally defining Project goals. The Consultant shall evaluate these goals in light of budget constraints, site conditions, regulatory/permitting requirements, and the requirements of authorities having jurisdiction over the targeted sports activities. The Consultant shall assist the City in verifying or amending the Project goals in light of these factors as appropriate. Specific services provided by the Consultant shall include:

A.2.a. Code Review – The Consultant shall identify federal, state, and local authorities having jurisdiction (AHJ) over the anticipated construction. Current regulatory, code, and permitting requirements pertaining to the Project shall be identified, listed, and summarized in a Code Review Report (CRR).

A.2.b. Sports Facility Requirements – The Consultant shall identify sports organizations, clubs, etc. that publish specifications or regulations pertaining to each targeted sports event. Current specification/regulations pertaining to the Project shall be identified, listed, and summarized in a Sports Facility Requirements Report (SFRR).

A.2.c. Utility Capacity Analysis – The Consultant shall contact utility providers for those utilities serving the Site. The providers will be requested to provide current capacities and current peak demands at points of potential connection to Site services.

The Consultant shall compare the anticipated peak demand to the available capacity of each utility and notify the City of deficiencies found.

The Consultant shall assist the City in communications with utility providers, including communications addressing deficiencies. The design of off-site utility improvements are not included in this scope but may be negotiated separately, if required.

A.2.d. Preliminary Floodplain Investigations – Portions of the Site fall within the delineated floodway. The Consultant will meet with the USACE during this phase to introduce the project at a conceptual level and to identify and determine the required submittals and timeline necessary for approval for construction of the project within the floodway. Assistance with Hydraulics and Hydrology (H&H) and any requirements for approvals will also be discussed. Any required scope and fee to get the necessary approvals from USACE will be added via future contract amendment and is not included in this current fee.

A.2.e. Traffic Impact Assessment – The Consultant will take recommendations from the traffic study being provided by GBA and include any design considerations in the final “Project Definition” document as discussed below²

The Consultant shall consolidate the analysis performed in tasks A.3.a through A.3.e and summarize the conclusions in a “Project Definition” document. The Project Definition shall include, as backup, supporting documentation required above in a section of the report entitled “Project Requirements”. The Consultant shall update the Project Definition/Project Requirements documents (if required) as the work identified below progresses.

A.3. Phase 1 Environmental Site Assessment (Not Included)

A.4. Constraint Mapping

Using the survey described in section A.1 as a background, the Consultant shall prepare a “Constraint Map” indicating known legal, physical, floodplain, and environmental concerns identified in previous tasks. The Constraint Map shall identify the types and extents of conditions believed to prohibit or severely limit proposed Site improvements.

A.5. Site Plan Alternatives

Using the information developed in tasks A.1 through A.5, the Consultant shall prepare 2-3 general, preliminary site plan alternative drawings for review/consideration by the City. These alternatives are anticipated to be similar in scope and with the main differences being variations in aspects of site circulation, proximity to Site boundaries, utility connection locations, parking/drives, and space available for future expansion. Depictions of buildings shall be limited to approximate footprints. The construction costs of the alternatives are anticipated to be comparable, with the exception being the cost of grading/earthwork. At this stage, the relative earthwork/grading costs of each alternative shall be established (ranked highest to lowest). The City will select one preferred alternative to advance to the “Concept-Level Design” phase. The earthwork quantities/costs shall be developed more fully in the following phase. Rendered concepts and boards will be prepared for discussion purposes in any advisory group, joint CLARB/BOA, or community events.

B. Concept-Level Design Phase

The preferred alternative identified by the City in the previous phase shall advance to the Concept-Level Design Phase. In this phase, preliminary drawings, performance/prescriptive specifications, and concept-level construction cost estimates shall be developed. These items will be developed in parallel with the goal of defining and communicating a Project design the City and the Consultant believe (not guarantee) is achievable within the Project budget.

B.1. Preliminary drawings shall include:

- Sports Field Layouts depicting:
 - o sports field fencing and striping
 - o sports field appurtenances such as bases, goals, etc.
 - o surface type limits, dimensioning and designations
 - o minimum/maximum slopes and drainage features
- Overall site plan(s) depicting:
 - o access drives, fire suppression, and maintenance/supply routes
 - o parking facilities, sidewalks, and other paved areas
 - o perimeter fencing and security lighting
 - o footprint/location of dugouts, batting cages, and warm-up areas
 - o footprint/location of spectator seating areas
 - o footprint/location of a maintenance/storage facility
 - o preliminary utility layouts for building services, irrigation service, and stormwater (if required)
- Preliminary grading plans insofar as necessary to determine approximate earthwork quantities and drainage improvements depicting:
 - o contours and spot elevations
 - o major retaining walls (if needed)
 - o major drainage structures
 - o designated earthwork on-site borrow areas (if available)
- Landscape plans/drawings including:
 - o Facility entrance and signage
 - o Trees, shrubs, plantings and other vegetative materials
 - o Site furniture and signage
- Preliminary architectural footprint of a combined restroom and maintenance building (Central Building) including:
 - o Roughly dimensioned footprint and building location or building locations if more than one is determined to be needed.
 - o Upon approval by the City of a general direction for the building, including an understanding of any impacts of a permanent or semi-permanent structure on approvals by the Corp of Engineers, McClure will assist with engagement of an architectural firm and the necessary subconsultants (MEP, Structural, Geotech, code) at this time.
- Color, computer-assisted visualization/communication aids shall be provided to include:
 - o Color aerial view of the conceptual site plan and contextual surroundings
 - o Eye-level perspective of the approach to the sports complex

- o Eye-level perspective of the Central Building

B.2. Outline Specifications

The Consultant shall develop and provide an outline of anticipated specifications as necessary to communicate the intent of the concept-level design and develop/support construction cost estimates. These specifications may be depicted as notes on drawings or as a narrative in the Project Definition document as the Consultant deems appropriate.

B.3. Opinion of Probable Cost

The Consultant shall develop and provide an Opinion of Probable Cost (estimate) for construction. The estimate shall include a level of detail commensurate with this stage in the development of the design. The estimate may include allowances for items not yet identified and/or quantified in the design. The estimate shall cover Project construction costs only. Additional funds may be required to cover contingencies, off-site utility improvements, utility relocations, right-of-way costs, permit fees, inspection, sampling/material testing, construction administration, unforeseen field conditions, etc.

B.4. Final Submission

The Consultant shall update the Project Definition/Project Requirement documents as required throughout the concept-level design phase. The updated documents along with the Concept-Level-Design documents shall be submitted to the City for review. The Consultant shall incorporate City comments and provide a complete set of updated documents to the City.

C. CONSTRUCTION DOCUMENTATION PHASE

The preferred alternative identified by the City and developed in the previous shall advance to the Construction Documentation Phase. In this phase, preliminary drawings, performance/prescriptive specifications, and concept-level construction cost estimates shall be developed to facilitate bidding of the project and any necessary approvals for construction to proceed. These items will be developed in parallel with the goal of defining and communicating a Project design the City and the Consultant believe (not guarantee) is achievable within the Project budget.

C.1. Construction Documents shall include:

- Existing Conditions
- Site Demolition Plan
- Erosion Control Plans
- Site Layout/Dimensioning Plan
- Site Grading Plan
- Site Utility Plan (storm sewer, sanitary sewer, water service, electrical service for building & safety/security only)
- NPDES Permit and final SWPPP documents
- Site Landscaping Plan
- Site Signage Plan and details
- Field Details (incl. recommendations for soil improvements)
- Site Details
- Site Specifications

- Architectural/Structural/MEP scope to be determined under future contract amendment.

C.2. MasterSpec Specifications/Project Manual

The Consultant shall prepare a Project Manual utilizing the City provided front-end documents. The Consultant will prepare the technical specifications in a MasterSpec format and Bid Form for the Project Manual. Additional scope may be necessary for the Architectural/Structural/MEP scope to be determined under a future contract amendment.

C.3. Opinion of Probable Cost

The Consultant shall develop and provide a Final Opinion of Probable Cost (estimate) for construction. The estimate shall include a level of detail commensurate with this stage in the development of the design. The estimate shall cover Project construction costs only. Additional funds may be required to cover contingencies, off-site utility improvements, utility relocations, right-of-way costs, permit fees, inspection, sampling/material testing, construction administration, unforeseen field conditions, etc.

C.4. Final Submission

The Consultant shall submit the Construction Documents, Project Manual, and Opinion of Probably Cost to the Owner to utilize for bidding

D. Project Bidding Phase (To be completed under future contract amendment)

E. Construction Phase Services (To be completed under future contract amendment)

F. Communications/Meetings

Teleconferences; online, web-facilitated meetings; file transfers and periodic updates; emails, and similar forms of collaboration between the Consultant and the City shall be considered routine communications and incidental to other tasks identified above. The Consultant shall conduct and/or participate in specific meetings identified below:

F.1. Pre-Meeting with USACE

The Consultant shall set up a meeting with the USACE to introduce the project at a conceptual level and to identify and determine the required submittals and timeline necessary for approval for construction of the project within the floodway. Assistance with Hydraulics and Hydrology (H&H) and any requirements for approvals will also be discussed.

F.2. Kickoff Meeting

Following the notice-to-proceed and at a time/date convenient to the City, the Consultant shall attend a project kickoff meeting at City facilities or via online platforms. The kick-off meeting shall include key project staff from the Consultant team. The intent is to establish lines of communication, discuss specific tasks/project schedules, and to obtain any City-provided data pertinent to the Project that has not already been acquired. Following the kick-off meeting, Consultant and City staff shall conduct a field reconnaissance of the Site. The reconnaissance shall include photo-documentation of significant field conditions.

F.3. Joint Meetings of CLARB/BOA (2)

The Consultant will attend up to two meetings to present the project development to a joint meeting of CLARB and the BOA through the Master Planning Phase as outlined above. Additional details can be found within the included scope provided by Vireo. These may be handled as a Virtual meeting depending on the recommendations by CDC at the time of the meetings.

F.4. Public Meeting Input/Listening Sessions (2)

The Consultant will attend up to two listening sessions for up to two hours with a formal presentation, public input and feedback and discussion with CLARB/BOA. Additional details can be found within the included scope provided by Vireo. These may be handled as a virtual meeting depending on the recommendations by CDC at the time of the meetings..

F.5. USACE Approval Meeting (1)

After approval from the joint CLARB/BOA meetings, the Consultant will discuss the final master plan with the USACE for buy-in and recommendation of approval before presenting to CLARB for official approval.

F.6. CLARB Formal Approval Presentation (1)

After approval from the USACE, the Consultant will present the final master plan to CLARB for buy-in and recommendation of approval to the BOA.

F.7. BOA Formal Approval Presentation (1)

After recommendation of approval from CLARB, the Consultant will present the final master plan to the BOA for final approval prior to commencing the Construction Document Phase.

II. SCHEDULE

The Consultant shall commence work on the Project immediately upon execution of this agreement and issuance of notice-to-proceed. The Consultant shall coordinate and cooperate with the City to maintain continuous progress throughout from notice-to-proceed to Final Submission. The goal is to complete Bidding Documents by late Spring/early Summer 2022.

III. OWNER'S RESPONSIBILITIES:

1. The Owner shall establish the guidelines for the project and shall provide general background information needed for analysis.
2. Fees for services of special consultants (Geo-Technical, Civil Engineering, Archeological, additional structural, sustainable, soils, hydraulic, etc.) if required beyond the Scope of Services proposed herein, shall be paid for by the Owner if authorized in advance.
3. The Owner shall furnish a topographic and boundary survey of the site(s).

4. The Owner shall furnish, obtain, or direct this firm to obtain at the Owner's expense, additional information concerning property ownership / lines, easements, topographical character, or any other site information required to complete the services as described in Article 1: Scope of Services

IV: FEES AND EXPENSES:

We propose to perform the services described in the above Scope of Services on a Lump Sum basis. The Lump Sum is Two Hundred and Sixty Four Thousand and Seven Hundred Eighty Dollars (\$264,780).



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Public Participation Plan

Platte Landing Park Ballfields Community Engagement, Parkville, Mo

Period: Fall 2021 - Spring 2022

Approach to Engagement

Public engagement and participation is a way of bringing people together, establishing communication between diverse groups, and finding solutions. Via our fully integrated approach, we engage and communicate from the very beginning of a project through implementation. Being an integral and welcomed part of a decision-making process builds a sense of ownership in the solution and aids in a smooth implementation process. Our 360-degree approach combines informed engagement experience with decades of practice blending digital and social connection strategies with traditional ones. Our efforts enable all voices to be heard and ensures equitable engagement opportunities.

Vireo blends digital and social connection strategies with traditional in-person strategies to provide a strategic, multi-pronged engagement approach. A combination of in-person and digital methods will be used to reach residents, so all voices have an opportunity to be heard. Our approach will ensure the community has equitable engagement opportunities. Telephone and/or video conferencing will be used for the project's internal meetings and presentations.

Our approach also reflects the current state of the coronavirus (COVID-19) pandemic, along with the latest guidance for public gatherings from the Center for Disease Control and Prevention (CDC), which could necessitate physical distancing. As a result, we will employ a targeted go-to-the-people approach to engagement that utilizes both in-person and digital strategies maximizing engagement while reducing risk.

Vireo's approach to Platte Landing Park Ballfields engagement will be to listen carefully to the many voices in and around the project area. The Community Engagement Plan will serve as the "playbook" for meaningful community participation. The following pages identify specific engagement tools for the plan.



Community Engagement Plan

Vireo will use a wide range of tools and activities to engage and share information with the citizens of Parkville and its community.

Meetings

Pre-Meeting with USACE (late August)

The Team will set up a meeting with the USACE to determine the parameters of the project, opportunities and constraints in the floodway, and what is permitted within the project boundaries. Assistance with Hydraulics and Hydrology (H&H) will also be discussed.

Kick-off Meeting (early September)

The Team will have a virtual kick-off meeting with City staff to discuss project goals and objectives, the engagement plan, central messaging, the ballfields current concept design, and review the 2016 Parks Master Plan and Updated 2040 City Master Plan recommendations and policies relevant to the Ballfields at Platte Landing Park.

Joint CLARB and BOA Sessions (2)

Like the City, our Team wants to understand community goals, preferences and recommendations for recreation and park improvements. Our Team, along with the City of Parkville, will host in-person joint sessions with CLARB/BOA in the Board Room at City Hall. The sessions be held for approximately 1 hour with a formal presentation and discussion from CLARB/BOA. For health and safety precautions the format will follow any health and safety regulations set forth by the City and CDC

Listen/Define: Joint Session #1

- Discussion of Grant application process by the City
- Review site amenities
- Define necessary programming and needs/wants of the community
- Address already known public concerns
- Review central messaging

Review: Joint Session #2

- Review park concept designs (2)
- Gather feedback and direction for final plan

Public Input/Listening Sessions (2)

Following the joint CLARB and BOA sessions, our Team, along with the City of Parkville, will host in-person social distanced Listening Sessions in the Board Room at City Hall. The Listening Sessions will be held for 2 hours with a formal presentation, public input and feedback, and discussion from CLARB/BOA. For health and safety precautions the format will follow any health and safety regulations set forth by the City and CDC.

Listen/Define: Public Listening Session #1

- Discussion of Grant application process by the City
- Address already known public concerns
- Listen and record public comments and concerns
- Define necessary programming and needs/wants of the community

Review: Public Listening Session #2

- Discuss previous community comments (we heard you)
- Review park concept designs (2)
- Gather community feedback and direction for final plan

Virtual Joint CLARB/BOA Sessions and Input/Listening Sessions

As an alternative to in-person (pending current CDC recommendation at the time of the meeting), Virtual or Hybrid sessions will be considered in lieu of the proposed in-person meetings noted above. The virtual sessions will utilize Zoom.

USACE Approval Meeting (1)

After direction from the joint CLARB/BOA, the Team will discuss the final park master plan concept with USACE for buy-in and clarification on any required no-rise certification or H&H analysis required for approval.

CLARB Presentation (1)

After approval from USACE, the Team will present the final park master plan to CLARB for buy-in and recommendation of approval to the BOA.

BOA Presentation (1)

After recommendation of approval from CLARB, the Team will present the final park master plan to the BOA for final approval.

Coordination Meetings (4)

The Team will set up to 4 coordination/review meetings with the City as needed throughout the project. Meetings can be held in-person or virtually depending upon the tasks desired. Video conferencing will be used for conversations and project updates.

If required, additional meeting can be set as needed on an additional hourly fee basis.

Observation:

The Team will regularly check The Facebook and other online social outlets for community feedback and comments. Vireo will alert the City if any concerning comments arise. The City will be responsible for commenting/responding to social media comments, if need be.



Specific tools for engagement will include:

■ Messaging

Vireo will develop central messaging for the project that appeals to Parkville's community and apply it to project materials. Messaging will be discussed in the first coordination meeting with the City. Vireo will leverage the central messaging throughout the project and aim to build community buy-in. Vireo will also work with the City to deploy messaging via announcements, displays, print materials, comment opportunities, press releases, social media, and/or other opportunities.

■ Fact Sheet (1)

Vireo will create a fact sheet with project information, process, and schedule that can be distributed at various locations, public meetings and events. A digital version and digital link will also be provided for the City to use and distribute, as needed.

Online and Print Comment Forms (2)

Vireo will develop (2) online comment forms that provide an alternative engagement option for younger generations, busy families, older adults, and those who are uncomfortable or unable to attend in-person events due to the Coronavirus (COVID19) pandemic.

Vireo will also develop (2) paper/print versions of the comment forms to be distributed. The print version can also be used as a mailer for the City to print and distribute to its citizens. Mailers are a good tool used to bridge the digital divide and reach those that may not have access to internet or simply prefer privately commenting on paper.

Both online and print versions of the comment forms will consist of similar content and gather the same type of input requested the joint Listening Sessions. The online and print comment forms will run for 2-3 weeks. A link and QR Code will be provided to the City to distribute through social media and other outlets or publications.

■ Listen/Define: Comment Form #1

- Project information and explanation of Grant application process by the City
- Content addressing already known public concerns
- Opportunity to define necessary programming and needs/wants of the community
- Opportunity to list additional comments and concerns

■ Review: Comment Form #2

- Summary of the feedback received from the community and recommendations from the City
- Review park concept designs (2)
- Gather community feedback and direction for final plan

■ Social Media/Digital Content

Vireo will create a series of digital graphics/content for the City to post within their Social Media platforms, Nextdoor; the City's webpage, and other publications, informing the public and encouraging citizens to stay informed and involved, to fill out the comment forms, and come to the joint Listening Sessions. All content will be suitable for a range of social media platforms and include a schedule, graphics, messaging, and other information.

■ QR codes

Vireo will develop QR code graphic links as needed throughout the project to be placed on informational materials.

■ Outdoor Signs

Vireo will develop digital artwork for "H Style yard signs" for the City to have produced and placed at Platte Landing Park and thought the City. Signs will inform the public and advertise the project

■ Park Banner

Vireo will develop digital artwork for a "Park Banner" for the City to have produced and placed at Platte Landing Park. The banner will illustrate the final park rendering of the ballfields produced by McClure Engineering and include limited text that depicts "coming soon" and/or the community's desired improvements.

■ Engagement Summary

Vireo will summarize messaging and engagement efforts; joint Listening Sessions; and discussions with the City in a digital Engagement Summary.



Additional Scoped Items

- Progress Calls (every 2-3 weeks, up to 12)
- Project Management & QAQC
- LA Assistance

Proposed Fee

Task		Vireo Fee
1	Listen/Define	\$17,190
2	Review	\$13,300
3	Approve	\$6,100
4	Internal Meetings & Coordination	\$6,940
Subtotal		\$43,530
	Direct Expenses	\$850
Total		\$44,380