



**DESIGN  
CONCEPTS**

Community + Landscape Architects

## CPNMD Board-Approved Project Scope and Fees

June 29, 2021

District Manager Jim Worley and President David McEntire  
Castle Pines North Metropolitan District  
7404 Yorkshire Drive  
Castle Pines, CO 80108

### **Project: Construction Documents, Phase One Coyote Ridge Park Master Plan**

Dear Jim and David:

Design Concepts is pleased to provide our proposal for preparing Construction Documents and Construction Observation services for Phase One of the Coyote Ridge Park Master Plan. JVA Civil Engineers are a part of our team for this project. Howard McHenry will be Principal-in-Charge from JVA. Stewart Mapes, Jr. of Clark Land Surveying, Inc. will be providing the topographic survey, and Subsurface Utility Designation (if required by City of Castle Pines). Helen Reschl of Ackerman Engineering will provide electrical engineering. Ackerman’s proposal has not yet been included in this proposal. Proposal will be updated upon receipt of Electrical Engineer’s proposal.

It is our understanding that the project scope includes preparing documents for bidding improvements to the Coyote Ridge Park site. To prepare the documents we will go through a Schematic Design, Design Development and Construction Document phases for development of plans and CPNMD review. Permitting is anticipated to include a preliminary presubmittal meeting with the City of Castle Pines, a Location and Extents submittal, an Engineering submittal and a building permit submittal. If submittals other than these are added or deleted we will discuss scope and fee revisions. Construction Administration services are also included in this proposal. Budget is assumed to be \$250,000, plus cost for court lighting and electrical service improvements, which will include the 4 pickleball courts and a shelter (Phase 1), two tennis courts (Phase 2) and a new skate park (Phase 3). Exact scope for the budget will be determined during Schematic Design. We recommend including all proposed improvements into the Drainage Report so that future phases will not require additional approval from Castle Pines engineering.

Anticipated schedule is as follows:

<b>Task</b>	<b>Begin</b>	<b>End</b>
Schematic Design	July 12	July 30
Design Development	August 2	September 3*
Construction Documents	September 6	October 25*
Bidding	November 8	December 10 *
Construction	January 3	April 29*

*\*Though the actual schedule is contingent on the length of the City's review process and the weather, we will honor CPNMD's request to look for every available opportunity to compress the schedule and deliver the project sooner.*

We will need a current topographic survey for the park area we will be impacting. We assume that CPNMD be contracting to provide this, as well as geotechnical borings for the courts. Lighting is assumed to be part of a future phase. These services are not included in the current scope, but can be added for an additional fee.

## BASIC SERVICES

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### Task 1: Schematic Design (SD)

Based upon the master plan and team input from the CPNMD we will prepare Schematic Design documents for your review. We will provide the following:

- Meet with project team to review elements to include in current budget and project expectations
- Visit the site for inventory and analysis
- Prepare topographic survey
- Prepare SD site plans
- Provide initial cost estimate
- Prepare preliminary specifications
- Attend online review meetings as needed
- Attend preliminary meeting with Castle Pines to understand submittal and permitting requirements

### Task 2: Design Development (DD)

Based upon approved Schematic Design documents we will prepare Design Development documents for your review. We will provide the following:

- Meet with project team
- Investigate irrigation source and revision requirements
- Prepare DD site, landscape and irrigation plans and details
- Prepare preliminary grading, drainage, parking layout and details – JVA
- Prepare DD level specifications
- Update cost estimate
- Assist with follow-up meetings with Castle Pines to review site submittal requirements
- Attend online review meetings as needed

### Task 3: Construction Documents (CDs)

Based upon approval of the DD drawings, we will prepare project construction documents. We will assume that no significant changes will be made after approval of the DD phase. Submittals will be at approximately 75%, 95% and Bid Set completion levels.

We will provide the following:

- Design and detail for site elements
- Irrigation plan and details
- Technical specifications
- Cost estimate at each submittal
- Assist with City review process and submittals
- Finalize Drainage Report (JVA)

- Submit for Location and Extents Permit and Building Permit
- Prepare final grading and drainage drawings
- Attend online review meetings as needed

#### Task 4: Procurement

Our services during the bidding process include the following:

- Review all related contractor’s questions
- Prepare addenda as needed
- Evaluate and comment upon bid results

#### Task 5: Construction

Our services during construction include the following:

- Respond to Requests for Information (RFIs)
- Review submittals and shop drawings
- Review change orders and requests for payment
- Attend (4) construction meetings each JVA and Design Concepts (DC)
- Attend punch list walk through - DC
- Attend warranty walk through – DC

### FEE PROPOSAL

Basic Services	Design Concepts	JVA	Clark Land Surveying	Ackerman
Schematic Design	\$ 5,310.00	\$ 3,300.00	\$ 4,125.00	
Design Development	\$ 8,020.00	\$ 4,950.00		
Construction Documents	\$ 10,730.00	\$ 8,800.00		
Review Submittals	\$ 3,020.00	\$ 5,500.00		
Bidding	\$ 2,615.00			
Construction Observation	<u>\$ 11,582.00</u>	<u>\$ 2,750.00</u>		
<b>Total</b>	<b><u>\$41,277.00</u></b>	<b><u>\$25,300.00</u></b>	<b>\$ 4,125.00</b>	<b>Awaiting Fees*</b>
<b>Grand Total</b>	<b><u>\$70,702.00**</u></b>			

\*Grand Total Does not yet include Electrical Engineering Fees

#### Additional Services

##### Clark Land Surveying

##### Subsurface Utility Designation

**\$ 3,025.00**

### ADDITIONAL SERVICES

Services not included in Basic Services listed above, but which may become necessary in the course of the project will be billed as additional services on an hourly basis as is in accordance with our Schedule of Fees. Such items include plan changes after bidding, design changes or additional design during construction. You will be notified when additional services are required and an estimate will be provided prior to beginning work.

Design fees are based upon the scope of work described in this proposal. If the scope of work changes significantly, fees may be adjusted accordingly.

Construction budget is assumed to be \$250,000, plus cost for lighting and electrical to light courts. This proposal is based upon that associated scope. If budget changes Design Concepts will request additional services to cover the additional scope.

## REIMBURSABLE EXPENSES

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Reimbursable items include delivery, printing, and reproduction to be used outside our office and will be billed as part of the lump sum fee for Basic Services.

## PROJECT RESTART

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Once the project is underway, should it be halted at any time for more than 30 calendar days by Client, for any reason, Design Concepts shall have the option of assessing a project restart fee and renegotiating the contract fee, hourly rate, and reimbursable schedule.

## TERMS

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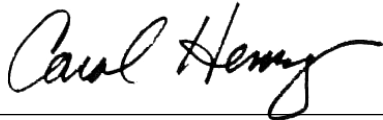
This fee proposal as submitted is valid for 90 days from date of proposal. Payment for services rendered is billed monthly on the fifth day or at the termination of the project. Payment is due within 30 days of billing date. Any portion of a billing not paid within 60 days of the billing date shall be considered delinquent and shall bear a delinquency charge of one and a half percent (1.5%) per month (annual percentage rate 18%) on the unpaid balance. Rates subject to change without notice.

## INSURANCE

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Design Concepts currently carries and will maintain Professional Liability Insurance with a \$2,000,000 limit per claim/\$2,000,000 aggregate; General Liability Insurance with a \$2,000,000 general limit, Auto Liability Insurance with a combined single limit of \$1,000,000 and Workers' Compensation Insurance with a \$2,000,000 limit each for accident and disease. Certificates will be provided upon request.

Very Truly Yours,



Carol Henry | PLA  
Principal  
[carolh@dcla.net](mailto:carolh@dcla.net)  
July 8, 2021

REVIEWED, AGREED AND APPROVED as of the date of the last signature below ("Effective Date").

**Bishop & Layton Design, Inc.  
dba Design Concepts CLA Inc.**

**Castle Pines North Metro District**

By:

By:

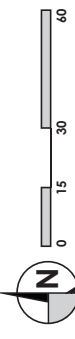
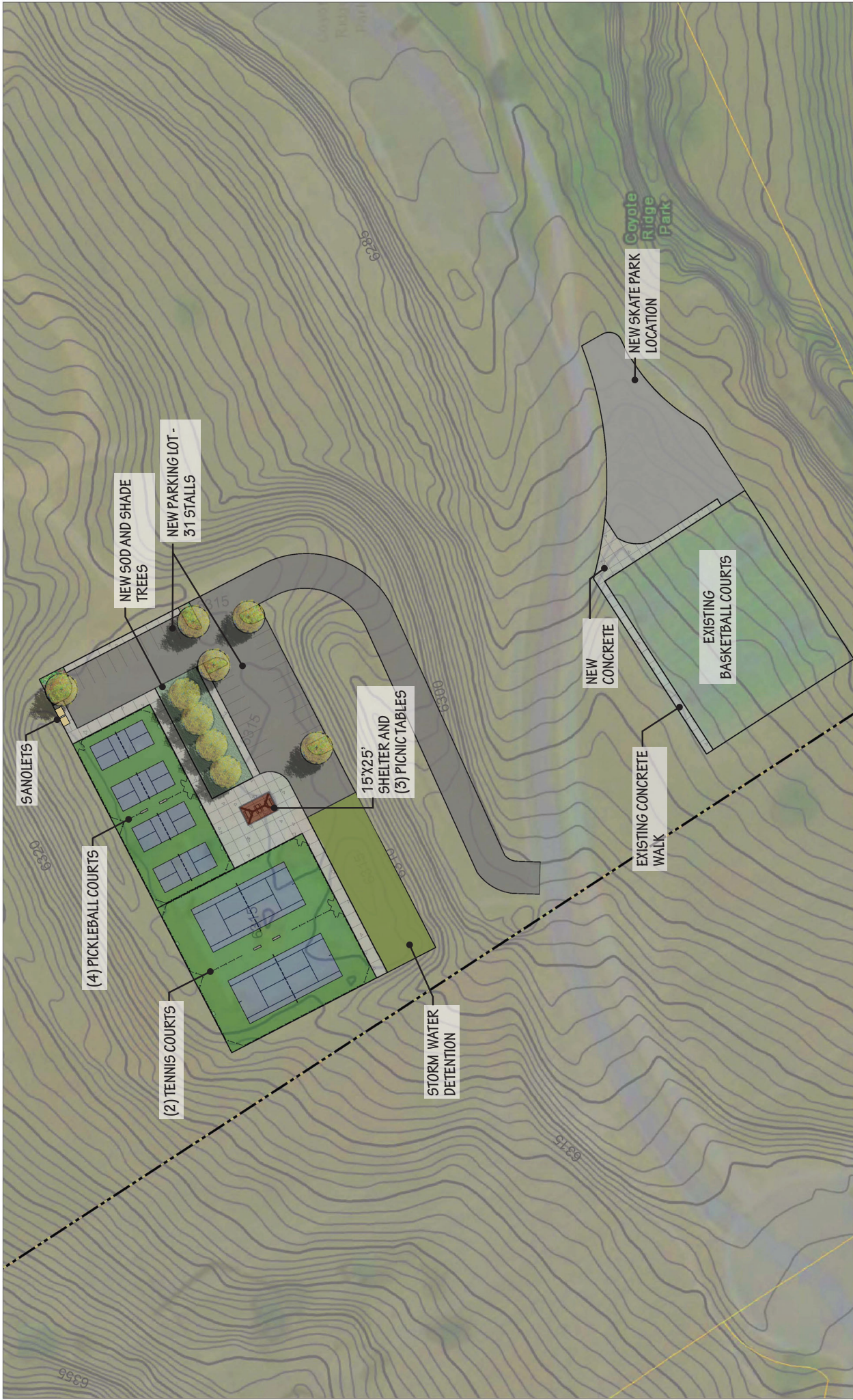


Carol Henry | PLA  
Principal, Design Concepts

Jim Worley  
CPNMD District Manager



David McEntire  
CPNMD President



**Coyote Ridge Park - 2021 Master Plan - Castle Pines North Metro District**

June 2021