

EXHIBIT A



CITY OF RENO
MAYOR'S/McALINDEN PARK (RFQ#030090)
PHASE I - MASTER PLAN
SCOPE OF PROFESSIONAL SERVICES

Phase I: Park Master Plan and Construction Cost Estimate

Stage 0: Project Management

Tasks 0.1 - Ongoing Project Management

MIG's Project Manager will coordinate with the City's Project Manager throughout the project. This task includes project management and coordination for the entire duration of the project (assumed to be 4 months). We propose holding bi-weekly coordination calls over the course of the project, as well as at least one longer meeting in each task (with some review meetings in-person and some using screen sharing).

Deliverables:

- *Ongoing phone and email communication*
- *Monthly Invoices and Progress Reports*
- *Project Schedule*

Tasks 0.2 - Coordination Calls

The MIG Project Manager will participate in up to four (4) coordination calls as described below throughout the project.

- Site Analysis and Framework Diagrams and Preliminary Site Opportunities and Constraints Review (Coordination Call #1)
- Draft Design Alternatives Review (Coordination Call #2)
- Draft Preferred Concept Plan Review (Coordination Call #3)
- Draft Master Plan Review (Coordination Call #4)

Deliverables:

- *Agenda*
- *Summary Report*

Stage 1: Base Mapping; Site Analysis/Gathering Data

Tasks 1.1 - Project Initiation Meeting

The MIG Team will meet with PRCS Staff and other City Staff to initiate the project. The MIG Team will review and outline the project goals and outcomes, confirm schedules and key milestones and confirm roles and responsibilities and identify stakeholders. The MIG Team will request review of City park design standards along with park planning requirements and other design and planning standards pertinent to the project.

Following the project initiation meeting, the MIG Team will tour the park site with PRCS Staff and other City Staff to discuss existing conditions and site-specific considerations. The MIG Team will take photographs, detailed notes of the site-conditions and issues.

After the meeting and site tour, the project schedule will be refined as required to make certain that the critical path items are planned for and agreed upon.

Deliverables:

- *Meeting Agenda*
- *Revised Project Schedule*
- *Project Goals and Objectives*
- *Meeting Summary*
- *Site Tour Notes (incorporated into the meeting summary)*
- *Site photographs*

Tasks 1.2 - Project Base Mapping

The MIG Team shall prepare the project base map utilizing Washoe County Topographic data available along with Washoe County orthorectified aerial photographs (Township 21N Range 19E, Section 32). Base map will include general drainages and other required data for site analysis. Additional available GIS data will be provided by the City of Reno upon the request of the MIG Team.

Deliverables:

- *Additional Data Request List*
- *Topographic Map*
- *Aerial Map*

Tasks 1.3 - Project Base Map, Slope Map, Constraints Mapping

The MIG Team will acquire one (1) title report for the park properties, review easements of record and plot on the encumbrance map. The MIG Team will identify record site boundary and parcels and plot them on base map. The MIG Team will use City GIS parcels and record boundary for this purpose. Boundary and parcel information will be at a planning level. The MIG Team will plot ownership of adjacent properties on base map.

The MIG Team will acquire and review the available utility information for the project site. Our sources will be NV Energy (NVE), Truckee Meadows Water Authority (TMWA), City of Reno's GIS, Cable and Communications provides for the area. The information will be plotted accurately on the base map if clearly defined by the providing utility or listed as a possible encumbrance if not clearly defined. The MIG Team will compare this information to the easements shown by the surveyor and the Title Report.

The MIG Team will review existing topography, major and minor drainage ways; hydrology; soils, geologic hazards and earthquake fault data; primary and secondary access including current lane configurations, traffic control devices, traffic flow and bicycle/pedestrian facilities; trails; and connection points to area amenities and residential neighborhoods; and use and ownership of adjacent properties and prepare an existing conditions map. The MIG Team will visually inspect areas of concern identified through the development of the base map.

The MIG Team will assemble the topographic map, encumbrance map, boundary, and utilities information to produce the final preferred base map that will be used for the master planning purposes.

The MIG Team will use the preferred topographic map information to prepare a colored slope analysis showing opportunities and constraints. Slope ranges will be as follows: 0-15%; 15.1-20%; 20.1-25%; 25.1-30%; and greater than 30%.

Deliverables:

- *Final Preferred Site Base Map*
- *Slope Map*
- *Preliminary Existing Conditions (Constraints) Map*

Task 1.4 - Community Needs Assessment

The MIG Team will review potential park facility needs with PRCS staff and develop a community needs assessment web-based survey using the Survey Monkey Platform. The survey is provided as a participation opportunity for those unable to attend the workshop. MIG will provide a URL that can be posted by the City on the City's website. The survey

opportunity will be publicized by the City in a manner consistent with that described in the outreach strategy memo. We expect the survey to be open for a two-week period. MIG will prepare a summary memorandum presenting the findings and needs of the survey as they relate to this planning process. Summary memorandum will be formatted to allow final results to be posted by the City on the City's website.

Deliverables:

- *Draft and final web survey*
- *Memorandum presenting the survey results*
- *Community Needs Assessment Matrix*

Task 1.5 - Site Analysis

The MIG Team will prepare a site analysis for the purpose of the master planning process using existing data received from Washoe County, the City of Reno, and other existing studies and reports. The site analysis will identify areas of site development opportunities, summarize the existing conditions and background information to identify constraints and opportunities specific to this site based on, but not limited to site research, topography, access, and existing facilities and amenities. The site analysis will serve as a starting point for the Master Plan.

Deliverables:

- *Site Analysis*
- *Preliminary Site Opportunities and Constraints (physical and regulatory)*

Stage 2: Design Alternatives and Conceptual Plan Development

Task 2.1 - Design Alternatives

Based on community input received from the community needs assessment survey and PRCS staff input on needs assessment and site opportunities and constraints, the MIG Team will develop up to three (3) alternatives for the park identifying horizontal layout of facilities, including recreational and public amenities, parking opportunities, primary and secondary access and circulation, pedestrian pathway and trail connections, and grading options. The MIG Team will analyze utilities based on alternatives to determine capacities and potential upgrades or needed extensions.

The MIG Team will prepare material palettes along with precedent images to indicate character of proposed improvements, including but not limited to site furnishings, play equipment, special features, etc.

Based on the draft alternative review comments received from PRCS Staff and City Staff, the MIG Team will revise up to three (3) alternatives for the park in preparation for the

public scoping workshop. PRCS shall provide the MIG Team with one consolidated set of comments in an electronic format. MIG will document the comments received from PRCS and provide responses in a digital format. Any follow up comments will be consolidated by PRCS and sent to the MIG Team in an electronic format.

The MIG Team will present and refine community needs assessment matrix to staff.

Task 2.1 excludes preliminary cost estimates for draft and final design alternatives.

Deliverables:

- *Up to three (3) Draft Design Alternatives*
- *Up to three (3) Final Design Alternatives*
- *Final Community Needs Assessment Matrix*

Task 2.2 - Community Workshop

MIG will conduct one (1) public scoping workshop meetings with interested citizens, key user groups, Neighborhood Advisory Board (NAP) members and Recreation & Parks Commission (RPC) members.

MIG will plan, design and conduct an interactive workshop designed to show conceptual park designs that reflect the public input from the first workshop and survey results. MIG will present up to three (3) concepts and participants will be able to identify their preferred features and their overall preferred concept. MIG will provide two senior staff to conduct this workshop. MIG will provide a basic sign-in sheet, agenda, comment card and presentation boards with the park concepts. MIG will provide the materials needed for comment activity. MIG will provide a memorandum summarizing the workshop results.

City of Reno shall be responsible for printing, mailing logistics and all associated expenses for postcards to advertise and promote the community workshops series.

Deliverables:

- *Workshop agenda, meeting materials and meeting attendance by two (2) senior staff team members.*

Task 2.3 - Concept Plan Development

Based on community input obtain from the community workshop, and PRCS Staff and City Staff input, MIG will develop a Preferred Concept Plan. The Plan will identify all proposed internal vehicular circulation and parking, secondary access, proposed facilities and amenities, preferred locations, major utility lines, build-out calculations, mass grading and drainage requirements, and a preliminary phasing strategy.

The MIG Team will prepare plant and material palettes along with precedent images to indicate character of proposed improvements, including by not limited to site furnishings, play equipment, special features, lighting, etc.

Based on the draft concept plan review comments received from PRCS Staff and City Staff, the MIG Team will revise and prepare the concept plan. PRCS shall provide the MIG Team with one consolidated set of comments in an electronic format. MIG will document the comments received from PRCS and provide responses in a digital format. Any follow up comments will be consolidated by PRCS and sent to the MIG Team in an electronic format.

Deliverables:

- *Draft Preferred Concept Plan*
- *Final Preferred Concept Plan*
- *Preliminary Phasing Strategy Memorandum and supporting Documentation*

Task 2.4 - Preliminary Cost Estimate

Based on the Preferred Concept Plan, the MIG Team will prepare a preliminary estimate of construction costs for major site improvements including new facilities, recreational amenities, parking areas, roads, grading and drainage, water, sewer, and relevant dry utilities based on the Concept Plan and the above analysis conclusions. Cost of specific construction items will be based on current NDOT construction cost information, Current City Bid Information, and the MIG Team's experience and Engineering News Record publication.

Based on the preliminary cost estimate and infrastructure needs, the MIG Team will develop a logical, cost effective phasing and implementation strategy.

Deliverables:

- *Preliminary Cost Estimate*

Stage 3: Master Plan Documentation and Park Plan Exhibits

Task 3.1 - Draft Master Plan

The MIG Team will propose the master plan format for review and approval by PRCS Staff. After the format has been approved, the MIG Team will compile the Preferred Concept Plan and associated information developed in the previous stages into a Draft Master Plan. The draft plan shall include short term and long-term development recommendations for the park along with cost estimates for each phase. The MIG Team

will submit the Draft Master Plan with maps and graphics for review by PRCS Staff and City Staff.

Deliverables:

- *Draft Master Plan*

Task 3.2 - Final Master Plan

Based on review comments from PRCS Staff and City Staff, the MIG Team will refine the draft master plan and produce the Final Master Plan for final public presentations. PRCS shall provide the MIG Team with one consolidated set of comments in an electronic format. MIG will document the comments received from PRCS and provide responses in a digital format. Any follow up comments will be consolidated by PRCS and sent to the MIG Team in an electronic format.

Deliverables:

- *Two (2) Color printed and bound hard copies and one (1) electronic file of the Final Master Plan with graphics, exhibits and supporting narrative*

Task 3.3 - Final Public Presentations to Joint NAB/RPC and City Council

The MIG Team will prepare and present the final master plan at one (1) joint NAB/RPC meeting and to the City of Reno City Council at one (1) City Council meeting.

Deliverables:

- *Presentation Materials*
- *NAB/RPC meeting attendance by one (1) senior staff team member*
- *City Council meeting attendance by one (1) senior staff team member*

Task 3.4 - Project Closure

Following completion of the project, the MIG Team will meet with PRCS Staff to discuss the overall process. The MIG Team will submit up to six (6) copies of the final published report with all reports, studies and information in electronic format to ensure proper project closure.

Deliverables:

- *Two (2) Color printed and bound hard copies and one (1) electronic file of the final published report with all reports, studies and information on two (2) flash drives.*