



RECREATION COMMISSION WORKSHOP SEPTEMBER 28, 2022

ALPHARETTA CITY HALL
COMMUNITY ROOM
2 PARK PLAZA
5:30 PM

I. WORKSHOP ANNOUNCEMENTS

This meeting agenda is for workshop purposes only. Items will be discussed by the members of the Board or Commission, but no formal action will be taken on today's agenda items. In addition, Recreation Commission workshops are limited to one hour and as such, the Commission may not have the opportunity to discuss all workshop items. The Commission Chairman reserves the right to amend the order of the workshop items in an effort to discuss all items, if time permits. If a workshop item is not fully discussed by the Commission, the Chairman will recommend that the Commission members review the agenda packet for details relating to that agenda topic.

II. CALL TO ORDER

III. ROLL CALL

IV. WORKSHOP ITEMS

- Commission Meeting & Workshop Schedule
- Parks Without Borders | Alpharetta-Johns Creek MOU
- Design Services - Wills Park Proper & Equestrian Center
- Youth Athletic Association Sponsor Banner Policy

V. ITEMS FROM COMMISSION MEMBERS

VI. ADJOURNMENT



RECREATION COMMISSION WORKSHOP DIRECTOR'S REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: MORGAN RODGERS

I. AGENDA ITEM TITLE: Commission Meeting & Workshop Schedule

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

To make the best use of Recreation Commission Members' time, it has been proposed that the current schedule of meetings be re-evaluated given most meetings of the Recreation Commission are for informative purposes only and rarely require items to be put forth for a vote.

IV. ALTERNATIVES:

To continue with the current schedule of meetings and workshops set for the Recreation Commission.

V. ATTACHMENTS:

None.



NOTE: This item currently does not have any supporting documentation or presenter wishes to provide documentation during the meeting.



RECREATION COMMISSION WORKSHOP STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: MORGAN RODGERS

I. AGENDA ITEM TITLE: Parks Without Borders | City of Alpharetta & City of Johns Creek MOU

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

The Parks Without Borders Memorandum of Understanding (MOU) between the cities of Alpharetta and Johns Creek requires review and renewal. The agreement permits Alpharetta and Johns Creek residents to participate in either city's programs at the respective city's resident rates. The MOU expands the number of programs and amenities made available to all our residents and proves to have a positive impact year after year. Pending discussion, the MOU is slated for approval to be recommended to the Mayor & City Council at the October 11, 2022, Recreation Commission Meeting.

IV. ALTERNATIVES:

None.

V. ATTACHMENTS:

None.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ALPHARETTA AND THE CITY OF JOHNS CREEK

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the City of Alpharetta (“Alpharetta”), a municipal corporation of the State of Georgia, and the City of Johns Creek (“Johns Creek”).

WHEREAS, the Cities of Alpharetta and Johns Creek are adjoining communities in North Fulton County; and

WHEREAS, each City maintains and provides staff for its respective department within each City for the purpose of providing recreation and parks services; and

WHEREAS, the Cities have determined that it is to their best interest and mutual advantage to share certain programs and facilities;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree as follows:

1. GENERAL PURPOSE OF MOU.

The purpose of this MOU is to take another step to continue to foster a long-term mutually beneficial relationship between Alpharetta and Johns Creek as it relates to parks and recreation programs and services as a way to better serve the Cities’ respective citizens, offer a wider variety of recreational services, and grow the relationship between the Cities such that similar opportunities can be developed over time.

2. GENERAL RESPONSIBILITIES OF PARTIES.

(a) Alpharetta shall waive non-resident fees for Johns Creek residents who participate in Alpharetta’s recreational youth softball, baseball, ~~and lacrosse~~, and soccer programs, provided space is available.

(b) Johns Creek shall waive non-resident fees for Alpharetta residents who participate in Johns Creek’s recreational youth softball, baseball, ~~and lacrosse~~, and soccer programs, provided space is available.

(c) ~~Travel/select softball, baseball and lacrosse programs are not included in this MOU.~~
Travel/select/club softball, baseball, lacrosse and soccer programs are not included in this MOU.

(d) Residents of each City shall have first priority to register for their City’s recreation programs (at least two (2) weeks before open registration). Residents of the other City shall have second priority to register for the recreational youth softball, baseball, ~~and lacrosse~~ and soccer

programs (at least one (1) week before open registration). The open registration period for non-Alpharetta and non-Johns Creek residents shall begin after the priority registration ends.

(e) Full time employees of each partner City and their immediate family members living in the same household will be considered residents of the City in which they are employed. As residents of the partner City, eligible employees/family members may register for recreational youth softball, baseball, ~~and~~ lacrosse, and soccer programs during the partner City's resident registration period and will pay resident registration fees. Each partner City will waive non-resident fees for the full time employees and their immediate family members of the other City. To receive the non-resident fee waiver, an employee must provide proof of employment with the partner City when registering for the program. These guidelines are not applicable for part-time and seasonal employees, contracted vendors, and volunteers.

(f) The MOU shall become effective with registration for the Spring 202~~13~~24 recreational youth softball, baseball, ~~and~~ lacrosse and soccer seasons and shall continue through registration for the Fall 202~~13~~24 recreational youth softball, baseball, ~~and~~ lacrosse, and soccer seasons.

Thereafter, this MOU shall be renewed automatically with registration for the Spring 202~~24~~24 recreational youth softball, baseball, ~~and~~ lacrosse, and soccer seasons and shall continue through the registration for the Fall 202~~24~~24 recreational youth softball, baseball, ~~and~~ lacrosse and soccer seasons unless either City delivers written notice of non-renewal to the other City at least ninety (90) days prior to the expiration of the term. If written notice of nonrenewal is given, this MOU will terminate upon the expiration of the existing term. Nothing stated herein shall obligate either City to extend this MOU beyond the term or any renewal term.

(g) At the conclusion of each Spring season, Alpharetta and Johns Creek officials (to include the Mayors and City Manager/Administrator, or their designees), shall evaluate the effectiveness of the MOU in meeting established goals. Officials shall evaluate participation in recreational youth softball, baseball, ~~and~~ lacrosse, and soccer, and the other terms of the MOU to ensure they are fair and just for both parties. The parties shall exercise their best efforts to resolve any issues.

(h) Termination. Both parties shall have the ability to terminate the MOU without cause with six (6) months prior written notice to the other party. The termination shall be effective at the end of the six (6) month period.

3. ADMINISTRATION.

(a) The parties place high value on regular, timely and full communications between themselves, and commit themselves to ensuring strong communication links through their actions.

(b) Each party will designate a single point of contact to coordinate all activities between the parties involved.

(c) Communication between the two parties at the highest level (Mayors, any Administrator/City Manager) will take place if judged necessary by the respective Recreation & Parks Director or Recreation Manager of each City.

(d) More specific delineations of roles, responsibilities, resources and commitments concerning particular matters may be addressed in written guidelines approved by the Alpharetta Recreation & Parks Director and the Johns Creek Recreation Manager, if such guidelines are consistent with the general purposes of this MOU.

(e) Unless otherwise provided for herein, this MOU does not impose specific program, resources, or budgetary obligations on either party.

4. OTHER PROVISIONS.

(a) Indemnity. Each City shall indemnify, defend, and hold the other City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of the acts, errors, or omissions of the indemnifying City, its officers, officials, employees, agents, and volunteers in the performance of its obligations under this MOU, except to the extent the injuries were caused by the indemnified City, to the extent, if any, allowed by law.

(b) Insurance. Each City shall be responsible for obtaining and maintaining its own liability and property insurance against losses or liability related to this MOU.

(c) No Third Party Beneficiaries. There are no third party beneficiaries to this MOU. No person or entity other than a party to this MOU shall have any rights hereunder or any authority to enforce its provisions. Nothing in this MOU shall be deemed to waive either party's sovereign or other immunity.

(d) Duration – Termination. The term of the MOU shall be for a period of one year. This MOU shall take effect and be in full force on December 1, 2020. The MOU will automatically renew for a period of one year unless either City delivers written notice of non-renewal to the other City at least ninety (90) days prior to the expiration of the term. The MOU can be terminated pursuant to Section 2 (h) of this MOU.

(e) Relationship Between the Parties. In consideration of the mutual services provided herein, both parties agree that nothing contained herein is intended to be or should be construed in any manner as creating or establishing the relationship of partners or joint ventures between the parties hereto or as constituting an agency relationship in any manner whatsoever. The individual parties are and shall remain independent entities with respect to all services performed under this MOU. Each party represents that it has, or will secure all its expense, all personnel required in performing its service obligation under this MOU and that the acts of its employees performing the service under this MOU shall be the acts of employees of that entity alone. Each entity agrees that in the performance of this mutual service, its employees shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from

the other entity to this MOU, including, but not limited to, medical and hospital care, sick and vacation leave, disability, Worker's Compensation or Unemployment Compensation.

(f) Severability. In the event any part or provision of this MOU is held to be invalid, the remainder of this MOU shall not be affected thereby and shall continue in full force and effect.

(g) Applicable Law. This MOU shall be governed in all respects as to the validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year written below.

CITY OF ALPHARETTA, GEORGIA

Date: _____

By: _____ Jim Gilvin, Mayor

APPROVED AS TO FORM:

_____ C. Sam Thomas, P.C. City Attorney for the City of
Alpharetta, Georgia

CITY OF JOHNS CREEK, GEORGIA

Date: _____

By: _____ ~~Michael E. Bodker~~ John Bradberry, Mayor

APPROVED AS TO FORM:

_____ E. Ronald Bennett, Jr. City Attorney for the
City of Johns Creek, Georgia

JOHNS CREEK RESIDENTS IN ALPHARETTA PROGRAMS			
WEBB BRIDGE PARK		2021	2022
		SPRING	SPRING
	SOCCER	66	318
	Total	66	318

ALPHARETTA RESIDENTS IN JOHNS CREEK PROGRAMS			
NEWTOWN PARK		2021	2022
		SPRING	SPRING
	BASEBALL	16	56
	LACROSSE	53	88
	SOCCER	18	57
	Total	69	144

JOHNS CREEK RESIDENTS IN ALPHARETTA PROGRAMS			
NORTH PARK		2021	2022
		SPRING	SPRING
	LACROSSE	N/A	N/A
	SOFTBALL	43	20
	Total	43	20

ALPHARETTA RESIDENTS IN JOHNS CREEK PROGRAMS			
NEWTOWN PARK		2021	2022
		FALL	FALL
	BASEBALL	20	TBD
	LACROSSE	55	TBD
	SOCCER	21	TBD
	Total	96	0

JOHNS CREEK RESIDENTS IN ALPHARETTA PROGRAMS			
NORTH PARK		2021	2022
		FALL	FALL
	LACROSSE	N/A	N/A
	SOFTBALL	35	TBD
	Total	35	0

ALPHARETTA RESIDENTS IN JOHNS CREEK PROGRAMS			
OCEE PARK		2021	2022
		SPRING	SPRING
	BASEBALL	71	210
	Total	71	210

JOHNS CREEK RESIDENTS IN ALPHARETTA PROGRAMS			
WILLS PARK		2021	2022
		SPRING	SPRING
	BASEBALL	81	54
	Total	81	54

ALPHARETTA RESIDENTS IN JOHNS CREEK PROGRAMS			
OCEE PARK		2021	2022
		FALL	FALL
	BASEBALL	37	TBD
	Total	37	0

JOHNS CREEK RESIDENTS IN ALPHARETTA PROGRAMS			
WILLS PARK		2021	2022
		FALL	FALL
	BASEBALL	65	TBD
	Total	65	0

2021 TOTAL	2022 TOTAL
273	354

2021 TOTAL	2022 TOTAL
290	392



RECREATION COMMISSION WORKSHOP

STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: MORGAN RODGERS

I. **AGENDA ITEM TITLE:** Design Services: Wills Park Improvements & Wills Park Equestrian Center Improvements, RFQ 22-1005 & RFQ 22-120

II. **RECOMMENDATION:**

Please approve recommending to Mayor and City Council that Barge Design Solutions, Inc. RFQ 22-1005 be awarded the design of the Wills Park Improvements in an amount not to exceed \$625,650.00 and RFQ 22-120 Wills Park Equestrian Center Improvements in an amount not to exceed \$1,184,750.00, for a combined total not to exceed mount of \$1,810.400.00.

III. **BUDGET IMPLICATIONS:**

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL
BUDGET: YES

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$1,810.400.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Wills Park Master Plan Improvements (31861150-541500-C2011)	\$625,650.00
Equestrian Center (City) (31861150-541500-C1911)	\$1,184,750

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
N/A	\$0.00
N/A	\$0.00

IV. **REPORT IN BRIEF:**

RFQ 22-1005 Design Services: Wills Park Improvements

At 120 acres, Wills Park is Alpharetta's largest single park property and includes a 60-acre equestrian show facility, 10 baseball fields, the newly renovated Wills Park Pool, three playgrounds, six tennis courts, and an 18-hole disc golf course. The park amenities have been developed over the years, but until 2019 there was not a single vision or plan for the park and many of the park's facilities are showing their age. In 2019 the City adopted the Wills Park Master Plan, an effort to bring all of the park elements together and make it a more cohesive place that feels special and unique. The goals of the plan are to unite the various park facilities, identify key facility improvements, and strengthen connections to nearby neighborhoods. Under the 2021 Parks Bond Referendum, the City dedicated

\$6.0 million to begin implementing elements of the master plan. The key goals for the Wills Park Improvements project include: renovating the Wacky World Playground; replacing the existing restroom building adjacent to Wacky World with a larger restroom facility; creating gateway entrances at the corner of Old Milton Parkway and Roswell Street and at the corner of Old Milton Parkway and Wills Road; creating a pedestrian spine connecting the gateways and running through the center of the park; renovating Waggy World Dog Park; and, expanding parking in the vicinity of Wacky World.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Qualifications for the design of Wills Park Improvements. The RFQ was advertised in April and May 2022 and a total of five responses were received on May 5, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

- Barge Design Solutions, Inc. – 88.67
- Lose Design – 72.67
- CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. - 69.33
- Pond & Company – 67.33
- TSW – 63.33

The evaluation team then conducted interviews with representatives of the two highest scoring firms: Barge Design Solutions, Inc. (Barge) and Lose Design. The interviews consisted of a presentation by the design team followed by a question-and-answer session with the evaluation team. Based on their presentation and subsequent discussion, the evaluation team selected Barge as the highest scoring firm.

RFQ 22-120 Design Services: Wills Park Equestrian Center Improvements

In 2019 the City adopted a master plan for the Equestrian Center as part of the larger Wills Park Master Plan. While the Wills Park Equestrian Center is older and smaller than some of its competitors, its neighborhood setting and shed row barns tucked into the trees give it an edge with a homey, boutique feeling and an in-town location. The master plan identified priority improvements that will better connect the facility to the larger Wills Park and the overall community while also better positioning the facility as a draw for regional events. As part of the approved 2021 Parks Bond Referendum, the City dedicated \$5.0 million to begin implementation of the Equestrian Center Master Plan with the Wills Park Equestrian Foundation pledging to contribute an additional \$5.0 million to the project, bringing the total allocation to \$10.0 million. The key goals for the Wills Park Equestrian Center Improvements project include: improving stormwater runoff from the site; expanding the existing arena south of the newly constructed arena; reconfiguring and revamping parking throughout the site; replacing and reconfiguring the existing barns; improving circulation throughout the site for pedestrians, horses, and vehicles; providing a new lunging pen; providing a wider, gateway entrance; and, providing shade pavilions and seating terraces around the arenas.

The Department of Public Works, working with the Department of Recreation, Parks, and Cultural Services, prepared a Request for Proposals/Qualifications for the design of Wills Park Equestrian Center Improvements. The RFQ was advertised in April and May 2022 and a total of two responses were received on May 26, 2022. The responses were then reviewed by an evaluation team consisting of staff from both Public Works and Recreation, Parks, and Cultural Services and a representative of the Wills Park Equestrian Foundation. Each member of the team scored the responses independently based on three evaluation criteria: firm and assigned staff qualifications (40%), example projects and references (20%), and project understanding and approach (40%). The resulting scores were as follows:

- Barge Design Solutions, Inc. – 80.40
- Pond & Company – 77.60

The evaluation team then conducted interviews with representatives of both firms. The interviews consisted of a presentation by the design team followed by a question-and-answer session with the evaluation team. Based on their presentation and subsequent discussion, the evaluation team selected Barge as the highest scoring firm.

A scoping meeting was held with representatives of Public Works, Recreation, Parks, and Cultural Services, and Barge on June 30, 2022, to review both project scopes and the City's expectations. City staff and representatives of Barge then began negotiations on a fee and schedule for design services. City staff reviewed Barge's proposal and found their fee and schedule to be reasonable and in line with industry standards. Therefore, the evaluation team has recommended award of RFQ 22-1005 Design Services: Wills Park Improvements and RFQ 22-120 Design Services: Wills Park Equestrian Center Improvements to Barge Design Solutions, Inc.

The design consultant's scope of work will include the delineation of wetlands, development of conceptual plans and color renderings, geotechnical investigations, and the preparation and permitting of construction plans. Barge anticipates it will take approximately seventeen months to complete design.

V. ALTERNATIVES:

None.

VI. ATTACHMENTS:

- Barge Design Solutions Proposal

August 8, 2022

Mr. Geoffrey Sarra, PE
Senior Engineer - CIP
Alpharetta Department of Public Works
1790 Hembree Road
Alpharetta, GA 30009

RE: City of Alpharetta – Wills Park Design Services (Rev.1)

Dear Mr. Sarra:

Barge Design Solutions, Inc. (Barge) is pleased to present our proposal in the enclosed Professional Services Agreement and our proposed scope of work (Attachment A) for the Wills Park Improvements and the Wills Park Equestrian Center projects located in the City of Alpharetta.

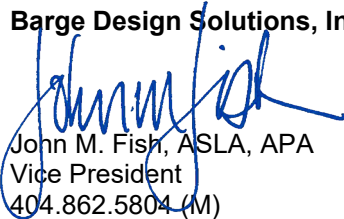
This proposal was prepared based on our understanding of the project description, RFQs, and scoping discussions with you and other City staff. If we have not fully addressed your project requirements, or if you have any questions regarding the proposal, please feel free to call either one of us.

Barge can also provide additional services that are not currently included in this proposal. Some of those potential additional services are outlined in the Scope of Services. We can amend the executed Professional Services Agreement at any time for this purpose should the City so desire.

If all meets with your approval, please have the party responsible sign the last page of the enclosed Agreement and return both copies to us as your acceptance of the proposal and as your authorization to proceed. We will forward a fully executed copy to you.

Sincerely,

Barge Design Solutions, Inc.


John M. Fish, ASLA, APA
Vice President
404.862.5804 (M)


Roger Cox, PE
Vice President
678.3615239 (M)

Copy to: Marketing, File

BARGE DESIGN SOLUTIONS, INC.

PROFESSIONAL SERVICES AGREEMENT

This agreement is made as of August 8, 2022 by and between the City of Alpharetta (**Client**) and Barge Design Solutions, Inc. (**BARGE**) for professional services for the assignment described as follows:

Project: City of Alpharetta GA – Wills Park Projects

Location: Alpharetta GA

Description of Project:

Design services for park improvements at Wills Park in Alpharetta GA. The project consists of design services related to a series of requested park improvements.

- I. **PROFESSIONAL SERVICES:** **BARGE** agrees to perform the following Basic Services under this contract:

See Attachment A

- II. **COMPENSATION:** **Client** shall compensate **BARGE** for the Basic Services as follows:

See Attachment A

- III. **PAYMENTS:** Invoices for services rendered will be issued monthly, and payment is due upon receipt of each invoice. Unless special arrangements are made, a finance charge of 1.5% per month will be added to unpaid balances more than thirty (30) days old. In the event legal action is necessary to enforce the payment terms of this agreement, **BARGE** shall be entitled to a judgment for its attorneys' fees, court costs, and other collection expenses.

- IV. **TIME:** Unless agreed otherwise in writing, **BARGE** will commence its services within a reasonable time after receipt of an executed copy of this Agreement. **BARGE** will perform its services in a timely manner commensurate with the exercise of due professional care. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond **BARGE**'s control. If such delay or suspension extends more than six months (cumulatively), **BARGE**'s compensation shall be equitably adjusted.

- V. **SUSPENSION OF SERVICES:** If **Client** fails to pay any invoice when due or otherwise is in material breach of this Agreement, **BARGE** may at its sole discretion suspend performance of services upon five (5) days' written notice to **Client**. **BARGE** shall have no liability to **Client**, and **Client** agrees to make no claim for any delay or damage as a result of such suspension. Upon cure of the cause of the suspension, **BARGE** shall resume services within a reasonable time, and there shall be an equitable adjustment of the project schedule and fees to reflect the effects of such suspension.

- VI. **STANDARD OF CARE:** Notwithstanding any other provision of this Agreement or any other document describing the services, **BARGE** shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. No warranty, expressed or implied, is made or intended by **BARGE**. The parties further agree that **BARGE** is not a fiduciary of **Client**.

BARGE DESIGN SOLUTIONS, INC.

PROFESSIONAL SERVICES AGREEMENT

- VII. TERMINATION:** The obligation to provide further services under this Agreement may be terminated without cause by either party upon ten (10) days' written notice to the other party. On termination by either the **Client** or **BARGE**, **Client** shall pay **BARGE** all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred). Upon such termination by **Client**, it shall immediately return to **BARGE** all drawings, reports, documents, and other instruments of professional services prepared by **BARGE**, and **Client** shall make no further use thereof.
- VIII. OWNERSHIP AND REUSE OF DOCUMENTS:** All documents, including without limitation, drawings, specifications, and reports prepared by **BARGE** pursuant to this Agreement are instruments of professional service. **BARGE** shall own all legal and equitable rights therein, including copyrights. Such instruments are not intended or represented to be suitable for reuse by **Client** or others for additions or modifications of the Project or on any other project. Any reuse without written consent of **BARGE** shall be at **Client's** sole risk and without liability to **BARGE**; and to the fullest extent permitted by law, **Client** shall indemnify, defend, and hold harmless **BARGE** from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs of defense arising out of or resulting therefrom. **BARGE** shall be entitled to further compensation for services it is requested to perform in connection with any reuse of its instruments of professional service.
- IX. ACCESS TO THE SITE/JOBSITE SAFETY:** Unless otherwise stated, **BARGE** will have access to the site for activities necessary for the performance of its services. **Client** agrees that **BARGE** shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. **BARGE** further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.
- X. INSURANCE:** **BARGE** shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect **BARGE** from claims of professional negligence arising from the performance of services under this Agreement.
- XI. RISK ALLOCATION:** In recognition of the relative risks, rewards, and benefits of the Project to both **Client** and **BARGE**, to the fullest extent permitted by law, the parties agree to allocate the risks such that **BARGE's** total liability to **Client** for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of **BARGE's** services under this Agreement from any cause or causes shall not exceed the amount of **BARGE's** fee or **One Hundred Thousand Dollars (\$100,000)**, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
- XII. DISPUTE RESOLUTION:** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceeding is commenced. The parties shall equally bear the fees and expenses charged by the mediator.
- XIII. OPINIONS OF CONSTRUCTION COST:** Any opinion of probable construction cost prepared by **BARGE** represents the judgment of one or more **BARGE** design professionals and is supplied for general guidance of **Client**. Since **BARGE** has no control over the construction marketplace and

BARGE DESIGN SOLUTIONS, INC.

PROFESSIONAL SERVICES AGREEMENT

does not use the same pricing methods used by contractors, **BARGE** does not guarantee the accuracy of such opinions.

XIV. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the laws of the State of Georgia.

City of Alpharetta (Rev.1)	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name: John M. Fish, ASLA, APA
Title:	Title: Vice President
Address: 1790 Hembree Rd Alpharetta GA 30009	Address: 2839 Paces Ferry Road, Suite 850 Atlanta, Georgia 30339
Date Signed:	Date Signed:
Tax I.D. Number:	

The scope of work is presented in the following elements.

- I. Project Description
- II. Scope of Services
- III. Project Understanding, Assumptions, and Exclusions
- IV. Time of Performance
- V. Client's Responsibilities
- VI. Deliverables
- VII. Compensation

I. Project Description

Barge Design Solutions, Inc. (Barge) is proposing to provide design services for the improvements to Wills Park located in Alpharetta, GA. This proposal is in response to RFQ 22-120 for the Will's Park Equestrian Center as well as RFQ 22-1005 for the Will's Park Improvements (Wills Park Proper). Both projects are included in this proposal for completion under a single contract. Our scope will generally follow the intent of the originally prepared scope of work as outlined by the City but has been slightly modified after our discussions with the City and the June 30th scoping meeting. The general project areas can be seen in Attachment B – Scope of Work Diagram, and, as discussed, the design packages have been divided into the following (4) packages:

- 1. Wacky World playground and new restroom site
- 2. Equestrian Center Ring B expansion
- 3. Spine pathway, Gateways, and Waggy World dog park site
- 4. Various equestrian center improvements based on the concept master plan provided by the City in the RFQ

II. Scope of Services

Barge proposes the following Scope of Services.

Projects Initiation: Pre-Design & Concept Phase

Barge will continue to collaborate with the Client to identify park program elements, issues or concern, and specific design goals and objectives for the park. We will identify regulatory and construction issues that need to be addressed during the design process. Specifically, this pre-design and concept phase will consist of the following steps:

- 1. Conduct a detailed Kick-Off and Programming Workshop with the Client team. During this meeting, we will complete (with your input) a design summary document.

2. Review, in detail, existing data provided by the City. This is anticipated to include survey information, utility information, geotechnical information, and other data made available to our Team.
3. Barge will prepare an initial concept plan for Will's Park Proper identifying desired project elements. This will be a collaborative effort with the City and refined to address comments and requests of the City. A summary memo will be prepared and a concept level Opinion of Probable Construction Cost (OPCC).
4. Barge will prepare an initial concept plan for the Will's Park Equestrian Center identifying desired project elements. This will be a collaborative effort with the City and the Foundation and it will be refined to address comments and requests of the City. A summary memo will be prepared and a concept level Opinion of Probable Construction Cost (OPCC).

Project Packages

Based on the direction received from the City during the prior concept development phase, our Team will develop four (4) separate drawing packages. Those packages are listed below and are anticipated to include Schematic Design (SD) services through Construction Documents (CDs) and permitting.

The packages are summarized below, and include the tasks listed in Attachment C and follow the preliminary schedule provided as Attachment D.

Package 1: Wacky World Playground and Restroom Site Improvements

This project includes the north-central portion of Will's Park 'Proper' and is associated with the ultimate replacement of the existing playground and existing restroom facility. Our design package will incorporate elements related to the demolition and/or salvaging of elements of the existing playground, site preparation to receive the proposed future community-built playground, infrastructure to support the new restroom, and adjacent site improvements. Barge's understanding is that the City would like to prioritize this project package. This project package will include, by reference only, the new restroom building documented by TSW.

Barge proposes to provide the following scope and milestone submittals. Note that a 60% Design Development milestone has been omitted to shorten project delivery schedule.

- A. Schematic Design (30% Design) – including, but not limited to, an initial project assessment, kickoff meeting, geotechnical exploration, option analysis, renderings, and opinion of probable construction cost (OPCC) to be used for project scoping.
- B. Construction Documents (100% Design) – consisting of design drawings, details, technical specifications, OPCC, and permitting efforts.
- C. Bidding Support – efforts related to supporting the City throughout the bidding process for Barge design products.

Package 2: Equestrian Center Ring B Expansion

Barge proposes to provide the following scope and milestone submittals. Note that a 60% Design Development milestone has been omitted to shorten project delivery schedule.

- A. Schematic Design (30% Design) – including, but not limited to, an initial project assessment, kickoff meeting, option analysis, renderings, and opinion of probable construction cost (OPCC) to be used for project scoping.
- B. Construction Documents (100% Design) – consisting of design drawings, details, technical specifications, OPCC, permitting efforts.
- C. Bidding Support – efforts related to supporting the City throughout the bidding process.

Package 3: Spine Pathway, Gateways, and Waggy World Site

Barge proposes to provide the following scope and milestone submittals. This package will include the design of additional parking near the aquatic center which may be included as an add alternate bid item if the construction budget permits:

- A. Schematic Design (30% Design) – including, but not limited to, an initial project assessment, kickoff meeting, geotechnical exploration, option analysis, renderings, and opinion of probable construction cost (OPCC) to be used for project scoping.
- B. Design Development (60% Design) - consisting of design drawings, details, technical specifications, OPCC, and permitting exposure summary.
- C. Construction Documents (100% Design) – consisting of design drawings, details, technical specifications, OPCC, and permitting efforts. The following major items are included within this task:
 - a. No Rise Study
 - b. Elevated walkway design
 - c. Permitting efforts associated with Army Corps of Engineers and EPD. Wetland delineation is also included in this task.
- D. Bidding Support – efforts related to supporting the City throughout the bidding process.

Package 4: Equestrian Center Improvements

Barge proposes to provide the following scope and milestone submittals:

- A. Schematic Design (30% Design) – including, but not limited to, an initial project assessment, kickoff meeting, geotechnical exploration, option analysis, renderings, and opinion of probable construction cost (OPCC) to be used for project scoping.
- B. Design Development (60% Design) – consisting of design drawings, details, technical specifications, OPCC, and permitting exposure summary.

- C. Construction Documents (100% Design) – consisting of design drawings, details, technical specifications, OPCC, permitting efforts.
- D. Bidding Support – efforts related to supporting the City throughout the bidding process.

III. Project Understandings, Assumptions, and Exclusions

A. Barge will provide the above-noted services based upon the following assumptions.

1. Surveying Services. All required surveying documents, including easements or legal descriptions, and as-builts are to be supplied by the Client.
2. Barge will have access to the site and adjoining areas, as required.
3. Construction Administration Services are not included in this Scope of Work but can be provided upon request.
4. Permit, recording fees, etc., are to be paid by the Client/Owner.
5. Wacky World playground area to remain the same general size and shape. Playground equipment is anticipated to be a future community build project, not part of this contract, which will be installed after the completion of the proposed Barge design package.
6. Restroom design drawings, prepared and sealed by TSW, will be incorporated by reference only. Barge Design will be responsible for siting the building and providing sufficient level of detail for the site development plans. It is assumed that the restroom building will be permitted separately, and that the design is finalized by TSW.
7. Prefabricated buildings/barns for the equestrian center stalls will be supplied by the selected supplier(s). Barge will coordinate with suppliers but does not anticipate providing any design services for the barns beyond electrical service, lighting requirements, and geotechnical information for foundation requirements.
8. Appropriate sanitary sewer, water, gas, electric, and communication services are available to the site, as well as individual building sites; offsite utility design services can be provided as an additional service.
9. Electrical service, communication, internet, and gas utility services and relocations will be designed by others.
10. There are no historical structures involved with the project.
11. The site is properly zoned and rezoning or variance applications are not necessary (except where City requested scope includes variance provisions to explore concepts that may require variances from existing stream buffers and setbacks within the Equestrian facility project area).
12. Design fee is based upon the conceptual site master plan (Attachment B), as provided by the Client. Modification or changing of the site plan may require additional services, depending upon the scope and timing of changes.
13. Barge will provide the necessary technical specifications for the Project Manual and will incorporate Division 00 – Procurement and Contracting Requirements provided by the City.
14. Barge will produce the construction documents with the understanding that the project will be bid as a lump sum contract.
15. Any easements for utilities or other site requirements are assumed by others.
16. All environmental, property, land acquisition, platting, and zoning issues are assumed to have been resolved.
17. Construction, materials testing, or NPDES Construction Stormwater Permit Monitoring and Compliance is not included in this scope of work.

18. Irrigation services will not be included. This will be a design/build component for the Contractor to provide.
- B. The following excluded services can be provided as an additional service with an appropriate adjustment in fees.
1. Record drawing preparation based upon markups prepared by the general contractor
 2. Services resulting from significant changes in general scope or character of the project or its design, particularly those resulting from differing field conditions discovered during construction (such as, but not limited to, soil conditions, environmental issues, etc.)
 3. Design revisions requested by those outside the project team and stakeholders beyond the schematic design phase
 4. Preparation of multiple, separate construction contract packages beyond what is listed herein.
 5. Zoning variance applications
 6. Lead-based paint and asbestos testing
 7. Sanitary sewer lift station design
 8. Traffic studies
 9. Traffic signal design
 10. Additional 3D perspective renderings
 11. Offsite utility design services
 12. FEMA modeling/studies
 13. Environmental studies and sinkhole disturbance permitting and other environmental reports, unless noted herein
 14. Gas utility services design
 15. Platting
 16. Construction staking or foundation surveys

IV. Time of Performance

Barge is prepared to begin work immediately upon receipt of a signed professional services agreement or written authorization to proceed. For planning purposes, Barge has prepared the following drawing package schedule, further detailed in Attachment D to show where concurrent project work is being performed.

Tasks	Duration
Design	
1. Projects Initiation & Concept Design	4 months
2. Package 1 – Wacky World & Restroom Renovations	5 months
3. Package 2 – Equestrian Center Ring B Improvements	3 months
4. Package 3 – Spine Path, Gateways, & Waggy World	8 months
5. Package 4 – Equestrian Center Improvements	8 months

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Agreement. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

V. Client's Responsibilities

Barge strives to work closely with our clients. In order for the project team to function efficiently, certain information is needed to be provided by the Client and other interested stakeholders in a timely manner. These items and responsibilities are noted below.

- A. Provide information as required to support development of Barge's scope, as required in the project agreement for services.
- B. Provide review comments in a timely manner.
- C. Provide single point of contact for project coordination purposes.
- D. Coordination of public meetings, including public announcements/invitations, providing meeting space, public information, and associated expenses, will be provided by Client.

VI. Deliverables

Several deliverables will be produced as part of the basic professional services. The following is a list of documents that will be produced as a part of this effort.

- A. Construction plans, notes, and details
- B. CADD files
- C. Permit documentation

VII. Compensation

The compensation to be paid to Barge for providing these requested services is provided in the Fee Summary Table below. As instructed by the City, the fees have been separated by project area (park) but will be contracted under a single agreement.

Fee Summary Table

Items	Fee Type	Wills Park Proper	Equestrian Center	Fee Amount
Projects Initiation & Concept Design	Lump Sum	\$84,000	\$117,000	\$201,000
Schematic Design (30% Documents)	Lump Sum	\$169,900	\$340,000	\$509,900
Design Development (60% Design)	Lump Sum	\$126,500	\$254,000	\$380,500
Construction Documents (100% IFC)	Lump Sum	\$227,000	\$455,500	\$682,500
Bid Phase Services	Lump Sum	\$18,250	\$18,250	\$36,500
Total:	LS	\$625,650	\$1,184,750	\$1,810,400

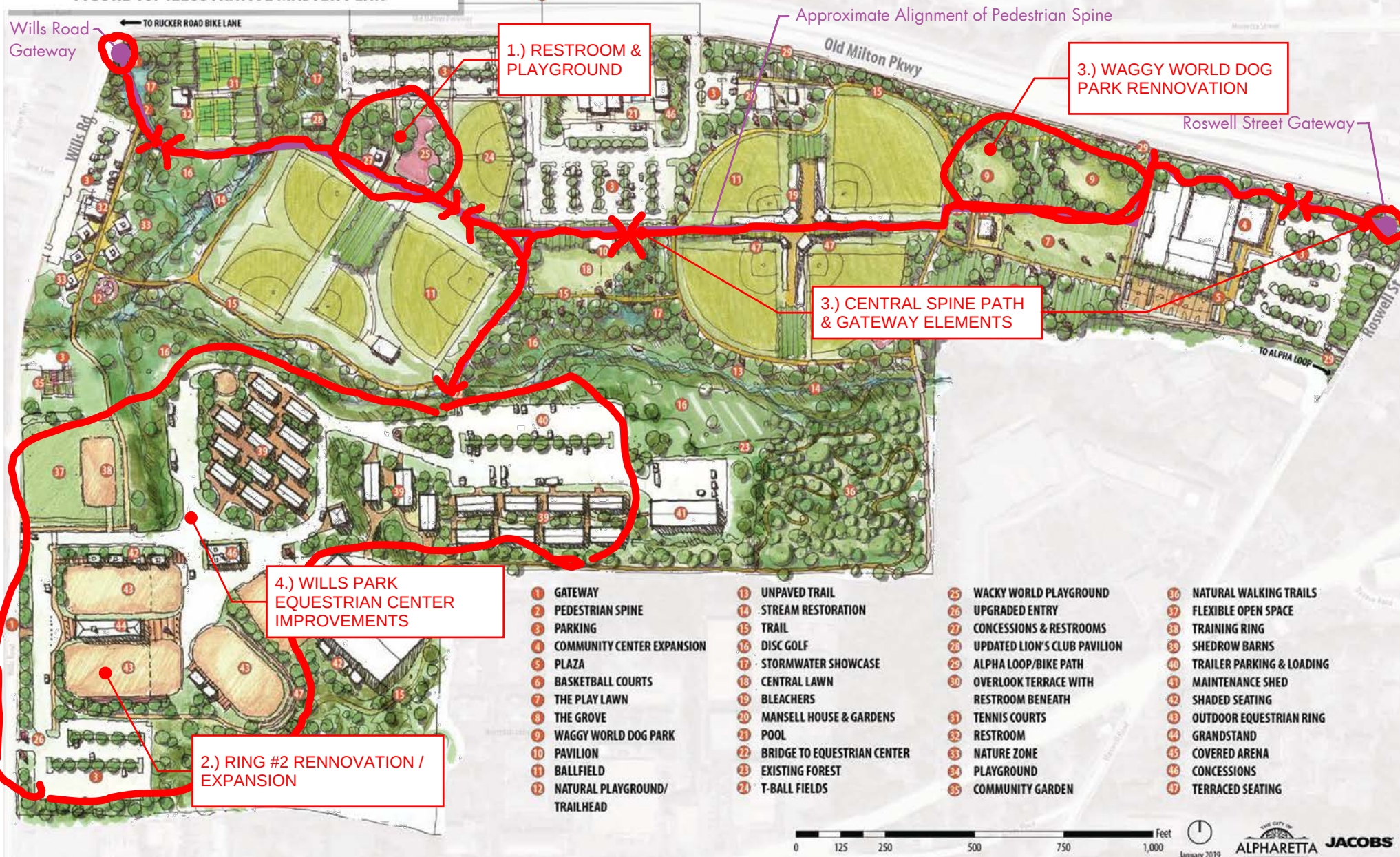
Notes:

- 1. Additional geotechnical services, beyond initially scoped soil borings, can be performed at a daily rate once identified.
- 2. Additional 3D perspective renderings can be provided as an additional service.
- 3. Additional arborist services can be provided, on an hourly rate basis, as an additional service should they be necessary.
- 4. Construction Administration Services can be provided as an additional service.

The fees provided above are valid up to three (3) months from the date of this proposal.

ATTACHMENT B - BARGE DESIGN SCOPE OF WORK DIAGRAM

FIGURE 16. ILLUSTRATIVE MASTER PLAN



ATTACHMENT C - DETAILED TASK LIST

PRELIMINARY DESIGN TEAM PROJECT SCHUEDLE WILLS PARK IMPROVEMENTS & EQUESTRIAN CENTER, CITY OF ALPHARETTA	
PHASE / TASK:	MO. DAY
PHASE I - PROJECTS INITIATION:	
A. NOTICE TO PROCEED / CLIENT TEAM KICK-OFF MEETING	
PMP & INTERNAL BARGE TEAM KICK-OFF CITY CLIENT TEAM KICK-OFF / WORKSESSION	
B. DATA COLLECTION & BASE MAPS PREPARATION	
OBTAIN & REVIEW RELEVANT CITY PLANS / DOCUMENTS OBTAIN / REVIEW TSW RESTROOM PLANS REVIEW SURVEY DATA / PREP PROJECT BASE MAPS CONDUCT INITIAL GEOTECHNICAL INVESTIGATION (TO INCLUDE BARN FOUNDATIONS, BRIDGE/BOARDWALK ABUTMENTS/BENTS, & STORMWATER INFILTRATION TESTS) COMPLETE INITIAL WETLAND DELINEATION SCHEDULE INITIAL COORD. MTG.W/ GPC	
C. CONCEPT PHASE - PARK PROPER IMPROVEMENTS	
DEVELOP INITIAL PARK PROPER IMPROVEMENT CONCEPTS CONDUCT INITIAL PP IMPROVEMENT CONCEPTS CITY STAFF REVIEW WORK SESSION PP CONCEPT REFINEMENT & OPCC DEVELOPMENT CONDUCT PP IMPROVEMENT CONCEPTS CITY STAFF REVIEW WORK SESSION FINALIZE PP CONCEPTS - SUMMARY MEMO / MTG. NOTES; UPDATE OPCC	
D. CONCEPT PHASE - EQUESTRIAN CTR. IMPROVEMENTS	
EQUESTRIAN FOUNDATION VISIONING WORK SESSION INITIAL EQUESTRIAN CTR IMPROVEMENT CONCEPTS (INC. STREAM BUFFER ISSUES) EQUESTRIAN CTR IMPROVEMENT CONCEPTS CLIENT TEAM WORK SESSION EQUESTRIAN CONCEPT(S) REFINEMENT & OPCC DEVELOPMENT CONDUCT EQUESTRIAN CTR IMPROVEMENT CONCEPTS REVIEW WORK SESSION FINALIZE EQ CTR CONCEPTS - SUMMARY MEMO / MTG. NOTES; UPDATE OPCC	
PHASE II - WW PLAYGROUND & RESTROOM PROJECT (SD-CD + PERMIT) (PACKAGE #1)	
A. SCHEMATIC DESIGN (30%)	
IDENTIFY PLAYGROUND ELEMENTS TO BE SALVAGED CONDUCT INTITAL COORD. MTG. W/PLAYGROUND VENDER CONDUCT TREE CONDITION ASSESSMENT EXPLORE RESTROOM BLDG SITING OPTIONS EXPLORE GREEN INFRASTRUCTURE / STORMWATER OPTIONS CONDUCT CLIENT TEAM REVIEW SESSION PREPARE COLOR-RENDERED, ILLUSTRATIVE SITE PLAN PREPARE ONE (1) 3D PERSPECTIVE RENDERING PREPARE LA RELATED SD DRAWINGS PREPARE CIVIL RELATED SD DRAWINGS PREPARE SD LEVEL OPCC COMPLETE INTERNAL QA/QC REVIEW / ISSUE SD REVIEW PACKAGE CONDUCT CLIENT TEAM REVIEW SESSION CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN CD PHASE)	
B. CONSTRUCTION DOCUMENTS (100% IFC)	
COVER & SHEET INDEX GENERAL NOTES DEMOLITION PLANS SITE / MATERIALS PLAN CIVIL UTILITY PLANS CIVIL GRADING & DRAINAGE PLANS (INCLUDING HYDROLOGY STUDY) CIVIL EROSION CONTROL PLANS CIVIL DETAILS LA / SITE & HARDSCAPE DETAILS TECHNICAL SPECIFICATIONS CD LEVEL OPCC COMPLETE INTERNAL QA/QC REVIEW / ISSUE CD REVIEW PACKAGE CONDUCT CLIENT TEAM REVIEW SESSION CLIENT REVIEW PERIOD FINALIZE CD DOCUMENTS / INCORPORATE CITY REVIEW COMMENTS ISSUE LDP PERMIT SET TO COMM DEV FOR REVIEW RESPOND TO COMMENTS / REVISE CD'S AS NECESSARY / ISSUE FOR CONSTRUCTION	

PHASE / TASK:		MO. DAY
C. BID & AWARD		
RESPOND TO BIDDER RFI'S		
ATTEND PRE-BID MEETING		
ASSIST CITY IN REVIEW OF BIDS / RECOMMEND AWARD		
PHASE III - EQUESTRIAN CTR - RING B EXPANSION (SD-CD + PERMIT) (PACKAGE #2)		
A. SCHEMATIC DESIGN (30%)		
MIRROR ADJACENT RING A FOOTPRINT		
IDENTIFY UTILITY CONNECTIONS		
DEVELOP UNDERDRAINAGE SYSTEM		
EXPLORE RING / ARENA LIGHTING OPTIONS		
EXPLORE ADJACENT GREEN INFRASTRUCTURE / STORMWATER OPTIONS		
CONDUCT CLIENT TEAM REVIEW SESSION		
PREPARE COLOR-RENDERED, ILLUSTRATIVE SITE PLAN		
PREPARE ONE (1) 3D PERSPECTIVE RENDERING		
PREPARE LA RELATED SD DRAWINGS		
PREPARE CIVIL RELATED SD DRAWINGS		
PREPARE SD LEVEL OPCC		
COMPLETE INTERNAL QA/QC REVIEW / ISSUE SD REVIEW PACKAGE		
CONDUCT CLIENT TEAM REVIEW SESSION		
CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN CD PHASE)		
B. CONSTRUCTION DOCUMENTS (100% IFC)		
COVER & SHEET INDEX		
GENERAL NOTES		
DEMOLITION PLANS		
SITE / MATERIALS PLAN		
CIVIL UTILITY PLANS		
CIVIL GRADING & DRAINAGE PLANS		
CIVIL EROSION CONTROL PLANS		
CIVIL DETAILS		
LA / SITE & HARDSCAPE DETAILS		
TECHNICAL SPECIFICATIONS		
CD LEVEL OPCC		
COMPLETE INTERNAL QA/QC REVIEW / ISSUE CD REVIEW PACKAGE		
CONDUCT CLIENT TEAM REVIEW SESSION		
CLIENT REVIEW PERIOD		
FINALIZE CD DOCUMENTS / INCORPORATE CITY REVIEW COMMENTS		
ISSUE LDP PERMIT SET TO COMM DEV FOR REVIEW		
RESPOND TO COMMENTS / REVISE CD'S AS NECESSARY / ISSUE FOR CONSTRUCTION		
C. BID & AWARD		
RESPOND TO BIDDER RFI'S		
ATTEND PRE-BID MEETING		
ASSIST CITY IN REVIEW OF BIDS / RECOMMEND AWARD		
PHASE IV - SPINE, GATEWAY & WAGGY WORLD IMP. (SD-CD + PERMIT) (PACKAGE #3)		
A. SCHEMATIC DESIGN (30%)		
DEVELOP / REFINE SPINE PATH ALIGNMENT & MATERIALITY		
DEVELOP / EVOLVE GATEWAY ELEMENT DESIGN CONCEPTS		
IDENTIFY UTILITY CONNECTIONS / CONFLICTS		
EXPLORE SPINE PATH LIGHTING OPTIONS		
EXPLORE GREEN INFRASTRUCTURE / STORMWATER OPTIONS		
CONDUCT CLIENT TEAM REVIEW SESSION		
REVISE / FINALIZE PATH ALIGNMNET & GATEWAY ELEMENTS		
PREPARE COLOR-RENDERED, ILLUSTRATIVE SITE PLAN		
PREPARE COLOR-RENDERED, ILLUSTRATIVE SECTIONS		
PREPARE FOUR (4) 3D PERSPECTIVE RENDERING		
PREPARE LA RELATED SD DRAWINGS		
PREPARE CIVIL RELATED SD DRAWINGS		
PREPARE SD LEVEL OPCC		
COMPLETE INTERNAL QA/QC REVIEW / ISSUE SD REVIEW PACKAGE		
CONDUCT CLIENT TEAM REVIEW SESSION		
CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN CD PHASE)		

PHASE / TASK:		MO. DAY
B. DESIGN DEVELOPMENT (60%)		
COVER & SHEET INDEX		
GENERAL NOTES		
DEMOLITION PLANS		
SITE / MATERIALS PLAN		
CIVIL UTILITY PLANS		
CIVIL GRADING & DRAINAGE PLANS (INCLUDING HYDROLOGY STUDY)		
CIVIL EROSION CONTROL PLANS		
CIVIL DETAILS		
ELECTRICAL / SITE LIGHTING PLAN		
ELECTRICAL SCHEDULES & DETAILS		
LANDSCAPE PLANTING PLAN		
LANDSCAPE SCHEDULE & DETAILS		
LA / SITE & HARDSCAPE DETAILS		
TECHNICAL SPECIFICATIONS		
DD LEVEL OPCC		
COMPLETE INTERNAL QA/QC REVIEW / ISSUE DD REVIEW PACKAGE		
CONDUCT CLIENT TEAM REVIEW SESSION		
CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN CD PHASE)		
SUBMIT NATIONWIDE 404 PERMIT SET TO USACE		
ISSUE PRELIMINARY LD PERMIT REVIEW SET TO COMM DEV FOR REVIEW & COMMENT		
C. CONSTRUCTION DOCUMENTS (100% IFC)		
COVER & SHEET INDEX		
GENERAL NOTES		
DEMOLITION PLANS		
SITE / MATERIALS PLAN		
CIVIL UTILITY PLANS		
CIVIL GRADING & DRAINAGE PLANS (INCLUDING HYDROLOGY STUDY)		
CIVIL EROSION CONTROL PLANS		
CIVIL DETAILS		
ELECTRICAL / SITE LIGHTING PLAN		
ELECTRICAL SCHEDULES & DETAILS		
LANDSCAPE PLANTING PLAN		
LANDSCAPE SCHEDULE & DETAILS		
LA / SITE & HARDSCAPE DETAILS		
TECHNICAL SPECIFICATIONS		
CD LEVEL OPCC		
COMPLETE INTERNAL QA/QC REVIEW / ISSUE CD REVIEW PACKAGE		
CONDUCT CLIENT TEAM REVIEW SESSION		
CLIENT REVIEW PERIOD		
FINALIZE CD DOCUMENTS / INCORPORATE CITY REVIEW COMMENTS		
ISSUE LDP PERMIT SET TO COMM DEV FOR REVIEW		
RESPOND TO COMMENTS / REVISE CD'S AS NECESSARY / ISSUE FOR CONSTRUCTION		
D. BID & AWARD		
RESPOND TO BIDDER RFI'S		
ATTEND PRE-BID MEETING		
ASSIST CITY IN REVIEW OF BIDS / RECOMMEND AWARD		
PHASE V - EQUESTRIAN CENTER IMPROVEMENTS (SD-CD + PERMIT) (PACKAGE #4)		
A. SCHEMATIC DESIGN (30%)		
DEVELOP / REFINE SD LEVEL SITE PLAN FOR EQUESTRIAN CTR.		
EXPLORE / REFINE ALTERNATIVE PARKING & CIRCULATION OPTIONS		
EXPLORE / REFINE "MAIN STREET" EXHIBITOR EVENT CIRCULATION SPINE		
DEVELOP SIGNATURE MATERIALITY (LOOK/FEEL) FOR EQUESTRAIN CTR.		
REVIEW EQ CTR GATEWAY / ENTRY DESIGN ELEMENTS		
EXPLORE / IDENTIFY THREE (3) PREFERRED PRE-FAB BARN DESIGN SYS.		
CONDUCT TWO, ONE-DAY FIELD TRIPS TO REPRESENTATIVE EQ CTRS		
CONDUCT CLIENT TEAM REVIEW SESSION		
IDENTIFY UTILITY CONNECTIONS / CONFLICTS		
EXPLORE RING/ARENA LIGHTING OPTIONS		
EXPLORE GREEN INFRASTRUCTURE / STORMWATER OPTIONS		
CONDUCT CLIENT TEAM REVIEW SESSION		
SELECT / RANK PREFERRED SD PLAN OPTIONS / ELEMENTS		
PREPARE SD-LEVEL OPCC		
CONDUCT CLIENT TEAM REVIEW SESSION TO SELECT PREFERRED SD PLAN		
PREPARE COLOR-RENDERED, ILLUSTRATIVE SITE PLAN		
PREPARE COLOR-RENDERED, ILLUSTRATIVE SECTIONS		
PREPARE FOUR (4) 3D PERSPECTIVE RENDERINGS		

PHASE / TASK:		MO. DAY
PREPARE LA RELATED SD DRAWINGS PREPARE CIVIL RELATED SD DRAWINGS COMPLETE INTERNAL QA/QC REVIEW / ISSUE SD REVIEW PACKAGE CONDUCT CLIENT TEAM REVIEW SESSION CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN DD PHASE)		
B. DESIGN DEVELOPMENT (60%)		
COVER & SHEET INDEX GENERAL NOTES DEMOLITION PLANS SITE / MATERIALS PLAN CIVIL UTILITY PLANS CIVIL GRADING & DRAINAGE PLANS (INCLUDING HYDROLOGY STUDY) CIVIL EROSION CONTROL PLANS CIVIL DETAILS ELECTRICAL / SITE LIGHTING PLAN ELECTRICAL SCHEDULES & DETAILS LANDSCAPE PLANTING PLAN LANDSCAPE SCHEDULE & DETAILS LA / SITE & HARDSCAPE DETAILS TECHNICAL SPECIFICATIONS DD LEVEL OPCC COMPLETE INTERNAL QA/QC REVIEW / ISSUE DD REVIEW PACKAGE CONDUCT CLIENT TEAM REVIEW SESSION CLIENT REVIEW PERIOD (COMMENTS TO BE ADDRESSED IN CD PHASE) SUBMIT EPD PERMIT FOR REMOVING EXISTING ENCROACHMENTS - AS APPROPRIATE ISSUE PRELIMINARY LD PERMIT REVIEW SET TO COMM DEV FOR REVIEW & COMMENT		
C. CONSTRUCTION DOCUMENTS (100% IFC)		
COVER & SHEET INDEX GENERAL NOTES DEMOLITION PLANS SITE / MATERIALS PLAN CIVIL UTILITY PLANS CIVIL GRADING & DRAINAGE PLANS (INCLUDING HYDROLOGY STUDY) CIVIL EROSION CONTROL PLANS CIVIL DETAILS ELECTRICAL / SITE LIGHTING PLAN ELECTRICAL SCHEDULES & DETAILS LANDSCAPE PLANTING PLAN LANDSCAPE SCHEDULE & DETAILS LA / SITE & HARDSCAPE DETAILS TECHNICAL SPECIFICATIONS CD LEVEL OPCC COMPLETE INTERNAL QA/QC REVIEW / ISSUE CD REVIEW PACKAGE CONDUCT CLIENT TEAM REVIEW SESSION CLIENT REVIEW PERIOD FINALIZE CD DOCUMENTS / INCORPORATE CITY REVIEW COMMENTS ISSUE LDP PERMIT SET TO COMM DEV FOR REVIEW RESPOND TO COMMENTS / REVISE CD'S AS NECESSARY / ISSUE FOR CONSTRUCTION		
D. BID & AWARD		
RESPOND TO BIDDER RFI'S ATTEND PRE-BID MEETING ASSIST CITY IN REVIEW OF BIDS / RECOMMEND AWARD		

ATTACHMENT D - PROJECT SCHEDULE

PRELIMINARY DESIGN TEAM PROJECT SCHUEDELE WILLS PARK IMPROVEMENTS & EQUESTRIAN CENTER, CITY OF ALPHARETTA		DRAFT																																																																																														
PHASE / TASK:		2022 MO. SEPT DAY 5 12 19 26					OCT. 3 10 17 24 31					NOV. 7 14 21 28					DEC. 5 12 19 26					2023 JAN 2 9 16 23 30					FEB. 6 13 20 27					MAR. 6 13 20 27					APR. 3 10 17 24					MAY 1 8 15 22 29					JUNE 5 12 19 26					JULY 3 10 17 24 31					AUG. 7 14 21 28					SEPT. 4 11 18 25					OCT. 2 9 16 23 30					NOV. 6 13 20 27					DEC. 4 11 18 25					2024 JAN 1 8 15 22 29					FEB. 5 12 19 26					MAR. 4 11 18 25				
PHASE I - PROJECTS INITIATION:																																																																																																
A. NOTICE TO PROCEED / CLIENT TEAM KICK-OFF MEETING																																																																																																
B. DATA COLLECTION & BASE MAPS PREPARATION																																																																																																
C. CONCEPT PHASE - PARK PROPER IMPROVEMENTS																																																																																																
D. CONCEPT PHASE - EQUESTRIAN CTR. IMPROVEMENTS																																																																																																
PHASE II - WW PLAYGROUND & RESTROOM PROJECT (SD-CD + PERMIT) (PACKAGE #1)																																																																																																
A. SCHEMATIC DESIGN (30%)																																																																																																
B. CONSTRUCTION DOCUMENTS (100% IFC)																																																																																																
C. BID & AWARD																																																																																																
PHASE III - EQUESTRIAN CTR - RING B EXPANSION (SD-CD + PERMIT) (PACKAGE #2)																																																																																																
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B. CONSTRUCTION DOCUMENTS (100% IFC)																																																																																																
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B. DESIGN DEVELOPMENT (60%)																																																																																																
C. CONSTRUCTION DOCUMENTS (100% IFC)																																																																																																
D. BID & AWARD																																																																																																



RECREATION COMMISSION WORKSHOP STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: CHRISTINE YOUNG, RECREATION SERVICES MANAGER,
RECREATION, PARKS & CULTURAL SERVICES

I. AGENDA ITEM TITLE: Youth Athletic Association Banner Policy Renewal

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

The sponsor banner policy for the Youth Athletic Association needs to be reviewed, renewed, and voted upon at the next Recreation Commission Meeting.

IV. ALTERNATIVES:

None.

V. ATTACHMENTS:

- Banner Policy (2022-23)



Youth Athletic Association
Sponsor Banner Policies

Approved June 8, 2021 by Alpharetta Recreation Commission

Partner Youth Athletic Associations may be authorized to invite sponsors to hang banners on the inside of the athletic fences of the athletic fields as assigned by the Department Staff.

- This policy shall be in effect for one full year (June 2022-May 2023). The Recreation Commission shall determine in early 2023 if the policy shall be extended.
- Banners must be family appropriate, non-political and be approved by Department Staff.
- Banners shall be single-sided black windscreen material, with white or color logos; additional wording must be white. Minimum of six (6) grommets.
- Banners shall not be any larger than 4' x 8', and may be smaller if appropriate for location.
- Banners must be the same size on each designated field, as appropriate to the size of the field.
- Final design and size must be approved by Department Staff.
- Banners may be hung no earlier than one week prior to the start of the first game of the season and must be removed no more than one week after the last game of the season.
- The hanging and removal of banners is solely the responsibility of the Youth Associations.
- The Association will monitor the condition of the banners. Should any banner become damaged or worn, it must be replaced immediately or removed for the season.
- The location of all banners must be approved by Department Staff.
- The fee schedule charged for the banners will be determined by the Association Boards and must be approved by Department Staff.

Approved June 8, 2021 by Alpharetta Recreation Commission