

## Hovey Park Scope of Work

### Introduction:

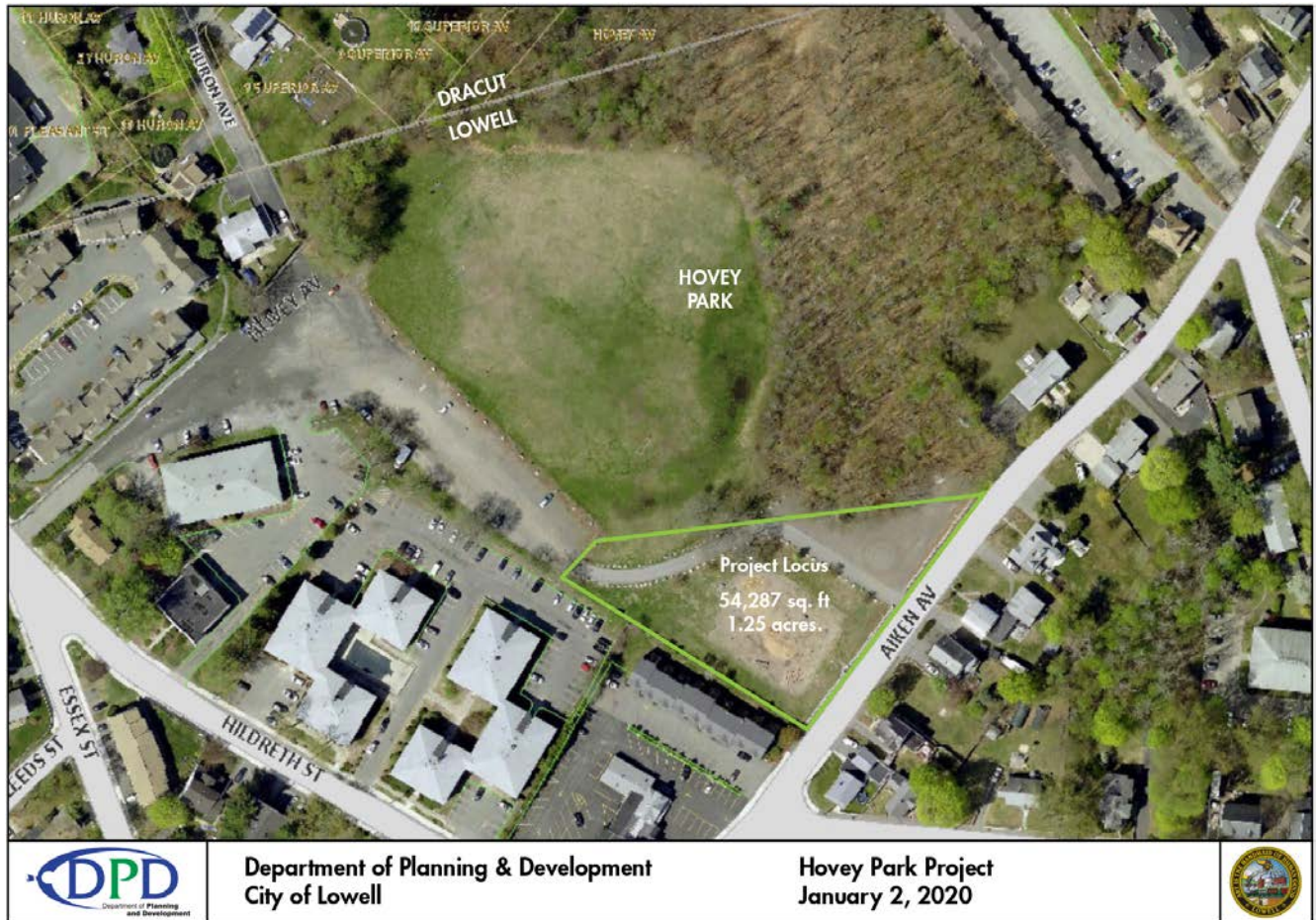
The City of Lowell (City) is seeking a qualified planning and design consultant (Consultant) to work with City staff and community residents to transform Hovey Park (Hovey) into a universally accessible playground. Hovey's existing playground has the oldest play equipment in the city. After years of neglect, the City is committed to fully renovating this playground. The improvements at Hovey are included as a priority in the City's recently completed Open Space and Recreation Plan (OSRP). While many of the city's playgrounds have many accessible components none have been built with a focus on accessibility specifically. Given the scope of renovation needed at Hovey Field playground, and as a result of the 2019 Open Space and Recreation Plan community outreach process, the City has identified this location to build Lowell's first *fully universally* accessible playground going above and beyond the usual requirements for ADA accessibility. In addition to the playground and existing parking area, this project will included improved landscaping.

Hovey Park is a 9.5 acre park, but the focus of this project is only on the front parking area, and playground, which is roughly 1.25 acres total.



### Project Location:

The official address of the park is **266 Aiken Avenue in Lowell, MA**. The park is currently made up of several city owned parcels, the city plans to consolidate all the parcels via an ANR during the design phase of this project.



**Project Scope of Work:**

The project scope includes a redesign including installation of *universally accessible* play equipment as well as making other accessibility improvements via universal design standards for playground orientation, access, surfaces. By considering the diverse needs and abilities of all throughout the design process, universal design creates products, services and environments that meet peoples' needs. Additionally, the design scope for the project will include a minimum of two public meetings to be held in partnership with the Department of Planning and Development and the City of Lowell Commission on Disabilities with direct outreach to community and neighborhood stakeholders similar to the process used while developing the OSRP. Redesign of the playground for universal accessibility will be based in large part on comments received in public meetings. The City is looking for consultants with culturally competent staff, experience with universal design at playgrounds, experience working with municipal governments, and experience incorporating public comments into design elements.

**The Hovey Park Design must:**

- Use public input to influence design
- Ensure site accessibility
- Improve the playground and parking lot layout
- Improve landscaping at the playground, including adding shade trees

Community input will be a critical component of this project. Consultants are expected to meet with planning staff and attend community meetings for this project. Information gathered at public meetings must be used to directly influence the project design.

Anticipated meetings include:

1. Kick off meeting with planning staff (1)
2. Meeting with city's Disability Commission to discuss design ideas (1)
3. Public design meeting or charrette (1)
4. 75% Design review meeting (1)

**Total Minimum number of in-person meetings: 4**

In addition to the meetings listed above, the consultant is expected to participate on monthly conference calls approximately one hour in length for the duration of the project, including a call with the City's Purchasing Department to coordinate bidding process and documents.

### **Project Deliverables:**

Consultants will be required to provide opportunities for City staff and the public to comment on design components. Final designs will include a universally accessible playground, a tree planting and landscaping plan, new site furniture plan, and a redesigned parking area and sign plan with universal access to the playground and park.

#### **1. Pre-Schematic Phase**

- a. Complete a site visit and other necessary pre-design site analysis.
- b. Attend kick-off meeting with Project Team.

**DELIVERABLES: Meeting Notes**

#### **2. 25% Construction Documents**

- a. Create schematic design including horizontal and vertical geometries, preliminary playground design and parking area layout
- b. Coordinate with the Department of Planning and Development on landscape plans and create preliminary landscape plan
- c. Complete preliminary cost estimate
- d. Attend a 25% design review meeting with Project Team and City's Disability Commission and plan for public meeting

**DELIVERABLES: Schematic Design in Electronic form, preliminary cost estimate**

#### **3. Public Meeting/Charrette**

- a) Attend public meeting/charrette—Consultants will work with Planning staff to determine the structure best suited for maximum public input.
- b) Consultants will be expected to provide materials to engage the public during meetings included but not limited to: large scale maps, drawings, photos, poster boards, etc. Planning staff will work with consultants to provide supplementary materials as needed. Thought will need to be put into preparing and presenting materials to those that are visually impaired.

**DELIVERABLES: Summary of public meeting input (scanned notes/sketches acceptable)**

#### **4. 75% Construction Documents**

- a. Alter schematic design based on comments from Project Team and Disability Commission, and public meeting
- b. Advance schematic into finalized layout, construction plans, grading, drainage design if necessary, required signage, parking lot pavement design, landscaping, playground equipment selections and layout, playground groundcover design, and draft-final versions of any other documents needed for construction
- c. Complete final cost estimate
- d. Attend a 75% design review meeting with Project Team

**DELIVERABLES: Meeting Notes, 75% Documents in Electronic Form**

**5. 100% and Final Plans, Specifications, and Estimates**

- a. Alter 75% design based on comments from Project Team.
- b. After final approval from Project Team, develop and plot five (5) full-size copies of any plans, specifications, and estimates (*including potential alternate/deduct alternates*) that are necessary for bidding and construction under Massachusetts General Law 40(b). This will include integrating City of Lowell Invitation to Bid/Instruction to Bidders template and boilerplate with standard specification sections for an IFB package.
- c. Provide one fully-rendered colored view of the project in plan view suitable for public viewing in high-resolution electronic (PDF) format

**DELIVERABLES: A Plans, Specifications, and Estimate Package suitable for bidding under City of Lowell policy and Massachusetts General Law 40(b), Electronic High-resolution PDF of project in plan view**

**6. Final Construction Document and Administration Phase**

- a. Attend a pre-construction conference.
- b. Conduct periodic site observations during construction, including filing and tracking of field reports.
- c. Review, select, and tag landscaping as necessary.
- d. Review, amend, and/or approve all submittals and Shop Drawings.
- e. Prepare, submit, or review change order sketches and Requests for Information (RFIs).
- f. Develop punch-list and conduct final site review.

**DELIVERABLES: Punch List, Field Notes and/or other information as necessary**

**Project Schedule:**

Designs are due to state funders for review by June 1, 2020. As such, **final design plans must be submitted to the City of Lowell in by close of business on May 29, 2020.**

<b>Milestone</b>	<b>Proposed Start</b>	<b>Proposed Completion</b>
Consultant Selected and under contract	1/8/20	2/14/2020
Pre-Schematic Phase ( <i>Meeting, Site visit</i> )	2/17/2020	2/28/20
25% Construction Documents	3/1/2020	3/13/2020
Public Meeting/Charrette (to be held within this window)	3/14/2020	4/1/2020
75% Construction Documents	4/1/2020	5/1/2020
100% Plans, Specifications & Estimates	5/2/2020	5/29/2020
Bidding and Construction Phase Services* <i>Must occur after state review and approval received</i>	6/1/2020	6/1/2021