



City of West Allis
COMPREHENSIVE OUTDOOR
RECREATION PLAN

FEES/RATE SHEET

February 17, 2015

CITY OF WEST ALLIS

PROPOSAL

RFP #1263

PROFESSIONAL SERVICES FOR COMPREHENSIVE
OUTDOOR RECREATION PLAN UPDATE

Department of Finance/Purchasing Division
West Allis, WI

We hereby propose to furnish the following Professional Consulting Services in accordance with City of West Allis specifications.

TOTAL PROJECT FEE: \$ 24,790

Date: February 17, 2015

Payment Terms:

_____ % _____ days

Net 30 days

Are credit card payments
accepted?

_____ yes no

COMPANY NAME SAA Design Group, Inc.

AUTHORIZED SIGNATURE *David R. Schreiber*

David R. Schreiber

Type or Print Name

TITLE Principal

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Madison, WI 53713

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TASK I. SITE ANALYSIS

- Conduct background research and data collection. Acquire and review existing plans, reports, and maps related to the project.
- Attend kick-off meeting with city staff (**Meeting #1**). This meeting will address topics including:
 - Goals and objectives
 - Mission statement
 - Priorities
- Identify key stakeholder groups for public input process.
- Establish project timeline and schedule public meeting dates.
- Tour existing city-owned school playground, adjacent regional park, and open space sites to conduct facility inventory and analysis. Photo document existing facilities in city parks during the inventory and analysis visit. Elements to be investigated include:
 - Recreational facilities
 - Amenities
 - Site access and connectivity
 - Linear greenspaces and green infrastructure
 - ADA accessibility
 - Safety issues
 - Environmental impacts (drainage, noise abatement, wetlands, etc.)
- Create and administer an online survey and community comment portal.
- Attend work session meeting (**Meeting #2**) with staff to review existing park facilities, staffing issues, ordinances, long term needs, and proposed community-wide land use plans, and to identify future open space opportunities.
- Conduct stakeholder interviews with selected staff and public officials (**Meeting #3**).
- Complete open space analysis of comparable communities to develop benchmarks for West Allis' open space.
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or e-mail.

Deliverables for Task I: (All deliverables sent electronically in PDF or native file format unless otherwise noted.)

- 1 (8.5"x11") Summary memo from kick-off meeting
- 1 Updated project timeline
- 1 (8.5"x11") Summary memo from city staff work session meeting
- 1 (8.5"x11") Summary of stakeholder interviews
- 1 (8.5"x11") Summary memo of preliminary findings from public input
- Preliminary facility inventory matrix
- Digital site photographs
- Field notes and observations

TASK II. PRELIMINARY PLAN DEVELOPMENT

- Analyze feedback from staff and public input.
- Create plan maps and identify zones of strength and weakness. Maps may include:
 - Existing park and open space system (including growth areas)
 - Park service areas
 - Pedestrian and other trail route connectivity
 - Proposed park system plan
 - Facility capacity
- Conduct a demographic analysis and level of service distribution comparison in coordination with local and regional entities. Maps may include:
 - Age cohort analysis
 - Concentration of population and level of outdoor recreation service
- Formulate preliminary recommendations to include:
 - Promotion and education
 - Facilities and operations (including strategies for barrier-free access; ADA compliance)
 - Environmentally sustainable practices
 - Surplus or shortage property strategies

SCOPE OF SERVICES AND FEE

- Schematic concept plans for facilities in need of major improvements
- Conduct staffing organizational analysis.
- Prepare preliminary draft plan and associated graphics.
- Present preliminary draft plan to city staff (Meeting #4).
- Communicate on a regular basis (bi-weekly minimum) with staff via conference call and/or e-mail.

TASK III. FINAL PLAN DEVELOPMENT

- Update recommendations based upon feedback from city staff.
- Formulate cost estimates for proposed improvements/ options.
- Establish implementation timeline and priority table.
- Create a ten year CIP for the park system, with cost projections for development, maintenance and acquisition. This will also include a long term (20 year) strategy for implementation.
- Provide an analysis of current funding levels and practices.
- Identify new opportunities and develop potential funding strategies.
- Develop maintenance and management strategy for properties to include cooperative operations agreements and partnerships.
- Prepare final draft report documents to include all graphic plans and relative character images.
- Present final plan to Common Council and city staff (Meeting #5).
- Communicate on a regular basis (bi-weekly minimum) with staff via conference call and/or e-mail.

Deliverables for Task II: (All deliverables sent electronically in PDF or native file format unless otherwise noted.)

- 1 (11"x17") Preliminary plan map set
- 1 (8.5"x11") Preliminary recommendations memo
- 1 (24"x36") Printed set of mounted presentation materials
- 20 (8.5"x11") Printed black & white preliminary draft plans with fold out maps and graphics
- 1 PDF format set of presentation materials
- 1 PowerPoint format presentation on CD

Deliverables for Task III:

- 10 (8.5"x11") Final color Comprehensive Outdoor Recreation Plan including fold-out maps and graphics
- 1 (24"x36") Printed set of final graphics
- 1 Compact disk or DVD containing:
 - PDF format Final Comprehensive Outdoor Recreation Plan
 - Final PowerPoint presentation

ASSUMPTIONS

Existing basemap information will be provided by the City in digital format (CAD/GIS). All existing utility information and prior planning studies to be provided by the City to SAA. Topographic survey and geotechnical investigations are not included in this scope. Printing of additional plans will be the responsibility of the City. Meeting locations will be reserved and noticed by the City.

INTENT AND ASSURANCE

Our team is committed to providing the highest level of quality service and design for this project. The staff assigned to this project have a documented history of providing successful park facility projects to clients across the state and region. There are no workload conflicts for this group of staff, and we are willing and able to complete the scope of services described in this proposal within the given timeline.

ANTICIPATED FEES

In consideration of the preceding scope of services, our proposed fees are lump sum not to exceed as follows:

I. Site Analysis.....	\$ 8,310
II. Preliminary Plan Development	\$ 11,110
III. Final Plan Development.....	\$ 4,960
Reimbursable Expenses	\$ 410
TOTAL	\$ 24,790

Reimbursable expenses, estimated at \$410, include mileage, postage, printing, supplies, and misc. expenses. If additional services are requested, such services will be provided on an hourly basis, plus expenses. Payment for services will be due 30 days from the date of invoice, issued on or about the first of each month.

SAA Design Group, Inc.
Effective 10/01/14 – 09/30/15

Principal	\$ 135.00 - \$150.00/hr
Senior Engineer/Senior Project Manager	\$ 105.00 - \$127.00/hr
Senior Planner	\$ 100.00 - \$110.00/hr
Project Manager	\$ 100.00 - \$130.00/hr
Assistant Project Manager	\$ 90.00 - \$100.00/hr
Planner I	\$ 70.00 - \$ 85.00/hr
Landscape Architect II	\$ 90.00 - \$100.00/hr
Landscape Architect I	\$ 75.00 - \$ 93.00/hr
Civil Engineer II	\$ 100.00 - \$122.00/hr
Civil Engineer I	\$ 85.00 - \$100.00/hr
Graphic Designer	\$ 85.00 - \$ 90.00/hr
Administration	\$ 65.00 - \$ 95.00/hr
Intern	\$ 50.00 - \$ 75.00/hr

Expenses

- Telephone, postage, travel expense, prints	Cost plus 10%
- Mileage	(federal rate) + 10%
- Consultants	Cost plus 10%

Payment for services will be due 30 days from the date of invoice issued on or about the first of each month.

As required by the Wisconsin construction lien law, consultant hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned consultant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Consultant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

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