~~January 29, 2025~~ rev. June 19, 2025

MKSK

Ms. Brittany Kreimer
Council Member
Village of Golf Manor
6450 Wiehe Road
Golf Manor, OH 45237

RE: Volunteer Park Master Plan RFP

Dear Brittany:
We are excited by the opportunities presented by the Village of Golf Manor Parks Committee and feedback gathered throughout the 2023 Park Community Survey that explore the community's interests to enhance the existing Volunteer Park to better serve Village residents for many generations to enjoy. MKSK is pleased to present the following proposal to assist you in developing this vision.

Project Goal
As aptly stated at the founding of the Golf Manor Parks Committee in 2023, the vision for this effort is "to provide park improvement recommendations to promote gathering, collaboration, and unity within our community while considering the diversity, equity and inclusion of all people". To guide the Master Plan development for the Volunteer Park process, MKSK has assembled a team of experienced and creative park planners and designers who are ready to roll-up their sleeves and deliver an extraordinary and transformative vision. This project requires a local, regional, and national understanding of community park design, exceptional placemaking practices, and the ability to build enthusiastic client and community support for the realization and preservation of a vision. Together this team will work with the Village throughout every step of this project.

Project Team

1. **MKSK |** Lead Planning Consultant, Project Management, Park Programming and Planning, Landscape Architecture, Community Engagement, Branding and Identity, Signage and Wayfinding, Cost Estimating
2. **Abercrombie Engineering |** Civil Engineering *(Additional services option if needed and authorized by client)*

Project Tasks and Potential Timeline

Task 1 – Understanding *(February 2025)*

- Project kick-off workshop with Village of Golf Manor (the Village) Council and staff, the Golf Manor parks committee members, and/or other outside organization members. Discuss project vision and

goals, proposed program of uses, community feedback from 2023 surveys and engagement events, functional requirements, budget, schedule and any preliminary design thoughts

- Site visit to familiarize design team with existing conditions and photo document certain areas of the site, in overview fashion. Review opportunities and constraints of site, adjacent properties/ land uses, natural features, access and circulation, existing utilities, viewsheds, and existing vegetation
- Secure necessary master planning-level base information including but not limited to GIS data and aerial photography for the preparation of a base plan. The Village to confirm anticipated extents of project boundary.
- Existing conditions assessment of park property, and surrounding influences
- Review feedback from 2023 community listening sessions and surveys
- Confirm initial site program of uses with Village and parks committee

Task 2 – Alternative Concept Plans *(March – April 2025)*

- Develop planning and design framework diagrams, with options as may arise (2 alternatives) depicting relationships, connectivity, and location of overall program and key experiences. Conceptual Diagrams to explore the following park features:
    - Walking paths/ trails
    - Park access, gateway, circulation and parking
    - Inclusive design principles including ADA accessibility for all users
    - Playground areas/ equipment
    - Wet play/ splash pad
    - Restrooms/ other facilities
    - Signage strategy
    - Shade canopies/ other structures
    - Trees, landscaping and buffers
- Prepare rendered plan diagrams, and precedent imagery showing potential arrangement of desired program elements to better understand the character of proposed design elements
- Based on comments and feedback from the client, MKSK will refine the preferred plans to convey the intended organization, spatial qualities, theme, and aesthetics of the preferred concept alternative
- MKSK will prepare a preliminary planning level budget in 2025 dollars for the hard and soft costs of the preferred framework plan, and discuss phasing options for implementation
- Prepare updated 2D illustrative plan graphics of preferred concept plan including up to three (3) perspective renderings of the major park features. (additional renderings to be provided as additional service)
    a. Illustrative site plan
    b. Programming diagrams

Task 3 – Final Master Plan *(May – June 2025)*

- Finalize preferred conceptual master plan and studies based on comments and findings from above, including pedestrian circulation, parking areas and access/ entryways, landscaping, fencing, potential signage locations, play areas, water features, site amenities, etc.
- Prepare final graphics of preferred master plan including up to three (3) perspective renderings of the major park features. (additional renderings to be provided as additional service). Produce updated 2D site plan rendering of overall park for print marketing, project signage and use by the Village
- Prepare final revisions, coordinate efforts amongst design team consultants and finalize costing & potential phasing plans for review & approval by the Village and parks committee
- Submit final master plan and conceptual design compendium document in an 8.5”x11” or 11”x17” format, printed (two bound copies) and digital versions to the Village and park committee for approval

Assumptions

1. MKSK will work with the Village of Golf Manor (Owner) and design team during project kick-off meeting and subsequent master planning discussions to define site development budget, program of space usage required/desired by the site design and all critical milestone dates for the project.
2. Our fees include minor plan revisions executed as a result of scheduled meetings. Changes to final illustrative renderings, the approved design program, or overall project scope, are not included in the base scope indicated below.
3. Additional meetings not described above would be billed as an additional and separate expense as required and upon the request and consent of the Owner.
4. Architectural design/ consultation services are included only at master plan/ preliminary concept level of study. Architecture services beyond conceptual level of detail can be provided upon additional request and authorized by Owner.
5. This scope of work assumes a project schedule start date of February 2025 with all meetings and final documents completed by June 2025.
6. No environmental or geotechnical exploration will be required. Should environmental or geotechnical explorations be required, MKSK can include such services as an additional expense.
7. Community engagement is not part of the services described within this proposal, however MKSK can provide those services as an additional service as authorized by the client

Fee Schedule – Basic Services

1 – Understanding	$8,500
2 – Alternative Concept Plans	$20,000
3 – Final Master Plan	$7,500
Total Basic Services	**$36,000**
Reimbursable Expenses	$750

(expenses may include travel mileage to/from project site and meeting locations, plotting expenses for large-format plans and concept diagrams for presentation at meetings)

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Additional Services *(if-authorized)*

1. **Abercrombie Engineering**
   - Topographic and Boundary Survey $5,500
   - Feasibility review of site improvements $5,000

2. **Community Engagement** – MKSK $4,500/ event
   - Services include event preparation (materials and presentation), facilitation of the event, and preparation of an engagement summary with result from meeting

MKSK will provide additional services proposal based on request from the Village for the above additional services

As a part of these services, MKSK will provide one (1) electronic copy of final design documents plus 3 sets of all intermediate plans. MKSK will provide copies of CAD files of final design documents in digital format including 3-D model files, presentations, or other supporting documents if requested. All additional reproductions, if requested, will be billed as an additional expense.

For the above-described service, MKSK proposes to work on a fixed-fee, not-to-exceed basis according to the above fee structure. Please see the attached terms and conditions which are a part of this agreement.

Respectfully Submitted,
MKSK, Inc.

Andrew Knight, ASLA, PLA
Principal
aknight@mkskstudios.com

cc: Jack McGlasson, ASLA, PLA
Senior Associate, Project Manager

APPROVED:

By: _____ Date: _____