City of Sacramento and "Turn-key" Park Development Process

Park Name: _____

For "turn-key" park development projects with the City of Sacramento, the Developer shall:

Complete & Date		Estimate time to complete
A. DEVELOPMENT AGREEMENT		
_____	1. Request initial written approval to design park from Sr. LA.	*3 weeks*
_____	2. Request that a City Project Manager (PM) be assigned to the project by Sr. LA.	*1 week*
_____	3. Work with LAS Advance Planning to determine park funding, priority & schedule.	
_____	4. Work with the City to prepare & sign a "Park Development Agreement".	*8 weeks*
B. PARK DESIGN		
_____	1. Request that the City determine elements to be included in the preliminary park master plan &/or first phase of park construction. Design park in accordance with LAS Design Standards.	*1-5 weeks*
_____	• Receive neighborhood input; conduct initial meeting, as necessary.	
_____	• Obtain LAS recommendations: – based on deficiencies.	
_____	- based on regional planning.	
_____	• Obtain initial input by Parks CAC representative.	
_____	2. Present preliminary Park Master Plan and / or Phase I Plan at LAS Design Review Meeting. PM to present to Parks Maintenance Superintendent and other City interests (Utilities, etc).	
_____	• Schedule appointment minimum 1 week in advance.	
_____	• PM to submit written review back to Developer within two weeks of meeting.	*2-3 weeks*
_____	3. Present revised Park Master Plan and / or Phase I Plan with preliminary cost estimates to PM. PM shall review & present to LAS Design Review for final comments. Revise as necessary to obtain PM's written approval of preliminary plans and cost estimates.	*2-3 weeks*
_____	4. Work with PM to finalize Phase I budget and scope of work (*2 weeks*).	
_____	• If project budget differs from the City "norm" (--an equal distribution of dollars/acre neighborhood-wide), submit written scope & budget proposal for City review & approval (*4-6 weeks*).	*2-8 weeks*
_____	5. Prepare Phase I cost estimate and construction time line; receive written approval by PM.	*1-2 weeks*
C. PUBLIC REVIEW & DESIGN APPROVAL		
_____	1. Coordinate with PM to schedule Master Plan &/or Phase I meetings with:	*4-15 weeks*
	• the Council Member	

- the Neighborhood Association. (av. 1-2 meetings over 2- 8 weeks)
- Park and Recreation Commission (av. 1-2 meetings over 2-8 weeks)
- City Council, as required by LAS (3 weeks).

2. After the approval of the Park Master Plan by the Park and Recreation Commission and before beginning the preparation of the construction documents for the park, please provide the following items: *2-4 weeks*
   - One full size color rendering of park master plan on Landscape Architecture Section Title Block, 24”x36” size or larger if approved, laminated. (largest image possible)
   - One 8-1/2”x11” color reduction of park master plan (largest image possible).
   - One 8-1/2”x11” black and white reduction of park master plan (line image only),
   - Estimate of Probable Cost for entire park master plan
   - Written description of park master plan design and park elements (include acreage of turf, and square footage of planter area, and number of trees)
   - Proposed phase one plan for park development
   - Estimate of Probable Cost for phase one for park development.
   - Phase One Construction timeline for City approval.
2. Request initiation of the environmental review process. *6-12 weeks*

D. CONSTRUCTION DOCUMENTS

1. Receive written approval from Sr. LA to begin Phase I construction documents.
2. Submit construction documents (specifications & drawings) with cost estimates and timelines for PM’s review and approval when:

<u>35% Completion Submittal</u> (3 sets of submittals only for this submittal, Parks Project Manager, Parks Maintenance and return copy) *3 weeks*

1. Base Sheet (Use City of Sacramento, Landscape Architecture Section Title Block)
2. Construction Drawings Sheet List (include a list of all proposed construction drawing sheets to be included).
3. Design Development Submittals (Submit a cut sheet of all proposed park equipment and site furniture. Also include a list of all proposed Construction Details and Materials.
4. Preliminary Project Budget and Cost Estimate

<u>75% Completion Submittal</u> (7 sets) *3 weeks*

1. Construction Drawings: Title Sheet (90% complete), Demolition Plan (100% Complete), Grading and Drainage Plan (100% complete), Storm Water Pollution Prevention Plan (if necessary, 100% complete), Layout Plan (90% complete), Play Equipment Layout Plan (100% complete), Irrigation Plan (90% complete), Planting Plan (90% complete), Construction Details (100%

complete), Electrical Plan and Other Trade Plans (90% complete).

2. Updated Project Cost Estimate (100% complete)
3. Project Specifications (75% complete)
4. Bid Sheet (75% complete, include bid items and additive alternate items)

100% Completion Submittal (7 sets) *3 weeks*

1. Construction Drawings: Title Sheet (100% complete), Demolition Plan (100% Complete), Grading and Drainage Plan (100% complete), Storm Water Pollution Prevention Plan (if necessary, 100% complete), Layout Plan (100% complete), Play Equipment Layout Plan (100% complete), Irrigation Plan (100% complete), Planting Plan (100% complete), Construction Details (100% complete), Electrical Plan and Other Trade Plans (100% complete).
2. Updated Project Cost Estimate (100% complete)
3. Project Specifications, City Bidding Broiler Plate, General Requirements and Special Provisions (100% complete)
4. Bid Sheet (100% complete, include bid items and additive alternate items)

Final Completion *3 weeks*

Upon approval of the construction document package, provide:

1. One reproducible set of plans and specifications stamped and signed on each sheet, unbound. Plans shall be on 24”x 36” Mylar sheets.
2. A final revised Estimate of Probable Costs based on the final construction document package.
3. One Compact Disk containing the complete set of plans formatted in AutoCAD 14 (. DWG) or higher.
4. One diskette of the final specifications package (MS Word).

_ _____ 3. Obtain written City approval to bid construction project from Sr. L.A.

Note:

1. Formal projects with budgets over $100,000 must be approved by CAC.
2. Several of the tasks listed above can be performed concurrently.