

RFP Task	L/KLA Deliverable	Days
1 Attend meeting and park site visit with C-SMMPO representatives after receipt of notice to proceed.	Meet with key stakeholders on site and conduct a one day site visit with two L/KLA staff (Meeting #1).	30
2 Conduct a thorough site investigation of the property to determine existing conditions.	Prepare an aerial photographic base map from existing and available imagery for use in developing and illustrating the concept plan using Digital High-Resolution Aerial Photography through Maryland iMAP program (latest available at start of project) and prepare an illustrative plan base using best available data. DELIVERABLE: Inventory Site Visit by 2 (two) L/KLA Staff	30
3 Provide site analysis opportunities and constraints to include site topography, existing trees (tree survey), street frontage, and community connections.	Develop a series of four map layers capturing the following information based upon existing and available information: <ul style="list-style-type: none"> <li>Existing and committed uses not likely to change</li> <li>Vegetation /Tree Survey (see subtask 3a)</li> <li>Delineate important visual and spatial relationships including entry sequences, desirable views, undesirable views, edge conditions and adjacent land uses</li> <li>Pedestrian, bicycle and vehicular circulation and parking</li> </ul>	30

Lardner/Klein Landscape Architects, PC

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Tree Survey	<p>Prepare a 10-page memo documenting existing conditions with 11 x 17 foldout maps.</p> <p>DELIVERABLE Site analysis map(s) – up to four display maps at a scale of 1"=100' or similar; present and discuss at meeting #2. <i>Work to be prepared by subconsultant ESA, Inc.:</i></p> <p>ESA will characterize the natural resources on-site and conduct a specimen tree survey on the proposed 80-acre Lexington Manor Park. ESA will locate specimen trees using a Trimble GPS Geo-XH unit and will document each tree's health and size. ESA will focus on evaluating the health of specimen trees including the Japanese cherry and oak trees that are almost 75 years old. ESA would review the existing data on these specimen trees and update this information as needed to include location, species, diameter, circumference, canopy width, tree height, and health. We will examine the bole, bark, and canopy for die-back, fungus, disease or insect damage and identify hazardous trees. Management recommendations would be included with each specimen tree and may include techniques such as sanitation pruning, core aeration, vine pruning, fertilization, application of a fungicide, or removal.</p>	60
4 Define permissible and non-permitted uses.	<p>DELIVERABLE: Letter report describing the on-site forests, field sampling data sheets, table describing specimen trees, photos, and an environmental features map including the soils, location of forest types, specimen trees, and streams in AutoCAD or GIS and PDF formats. Work is not intended for concept planning only and is not intended to meet the state requirements for a Forest Stand Delineation.</p> <p>Develop criteria based upon (but not limited to and as developed by the working group) the following:</p> <ul style="list-style-type: none"> <li>• Pre-demolition plans and historic use, as available</li> <li>• Conditions associated with original land purchase and funding sources</li> <li>• Conditions and limitations associated with the Air Installation Compatible Use Zone</li> <li>• Programmatic needs associated with potential uses as suggested by the community through the stakeholder group and at the initial public meeting</li> </ul> <p>DELIVERABLE: Prepare alternative concept map "bubble" diagrams at a scale of 1"=400' or similar defining areas where the types indicating alternative approaches for arraying the range of permissible uses and where they would be allowed, areas where tree and/or natural area preservation is recommended based upon the tree inventory, vehicular circulation and parking, bicycle and pedestrian access and circulation</p>	60

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5	<p>Provide for public consultation process to include preparation and presentation for two (2) public meetings before the project begins and after the project is finalized.</p> <p>L/KLA will provide the following public consultation process Stakeholder Group meetings:</p> <ul style="list-style-type: none"> <li>• Meeting #1 – Site Visit and Walking Tour</li> <li>• Meeting #2 – Program Development (40%)</li> <li>• Meeting #3 – Review and Selection of Preferred Alternative (60%)</li> <li>• Meeting #4 – Review Draft Concept Plan (90%)</li> <li>• Public Meeting #1 – St. Mary’s County Park and Recreation Commission (at project startup)</li> <li>• Public Meeting #2 – St. Mary’s County Board of County Commissioners (100%) – review copy sent to project representative two weeks prior for final proof and review</li> </ul> <p>DELIVERABLES: six meetings inclusive of display maps for discussion and/or presentation slides, meeting notes for distribution to stakeholder group (meetings 1-4), PDF copies of all handouts and displays</p>	
6	<p>Prepare a corresponding written narrative (executive summary, body, and conclusion) document. Identify key findings and vision statement, design objectives, design philosophy, park elements and recommended treatments, sustainability and carbon footprint, mobility and accessibility, and civil engineering summary.</p> <p>Prepare a draft illustrative concept plan at a scale of 1"=100' or similar for review at 60% completion.</p> <p>Review and refine 60% completion and incorporate into concept plan draft report (90%) for review with stakeholder group.</p> <p>DELIVERABLES: 32-40 page draft report as specified in the RFP with illustrative concept plan map. The report will be supplemented with up to six illustrations (sections or perspective sketches) indicating desired treatments for key areas throughout the park.</p> <p>Statement of probable cost to be included based upon "rough order of magnitude" using comparable composite costs for similarly scaled project components in similar settings.</p>	90
B	Data Reporting	As noted in Task 5
C	<p>Final Report</p> <p>Included in the final document, the consultant shall prepare the Final Illustrative Master Plan with narrative document. Provide four (4) color, bound copies of the master plan document (8.5 x 11.5 with 11 x 17 fold out exhibits, illustrations and master plan drawing). Provide the files for the plan in electronic format (both native and pdf versions) for future printing."</p> <p>As noted in Task 6 to include final revisions to the 90% complete project based upon comments received from the stakeholder group and contract representative. All comments to the draft report shall be compiled by the contract representative into a single document organized as a matrix listing the page and paragraph number, name of commenter, comment (indicating the specific change or clarification), and a final column for L/KLA's response (change made or response when no change was needed).</p> <p>DELIVERABLE: as specified in Addendum #1</p>	150