

LITTLE STACY PARK

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SRCC Neighborhood Association Report

Prepared by Asakura Robinson

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Team + Stakeholders

CLIENT

City of Austin Parks & Recreation Department



Gary Gregson
Project Coordinator
City of Austin Parks and Recreation Department
512.974.9475 (o)
512.426.8252 (m)
gary.gregson@austintexas.gov

PROJECT TEAM

Asakura Robinson (Landscape Architecture,
Public Engagement, Project Lead)

Architecture Engineers Collaborative
(Structural Engineering)



Margaret Robinson
Principal in Charge/Project Manager
512.351.9601 (o)
832.236.4493 (m)
margaret@asakurarobinson.com



Josh Bedre, PE
512.472.2111
jbedre@aecollab.com

Altura Solutions (ADA Compliance)



Brendan Wittstruck
Assistant Project Manager
512.351.9601 (o)
512.917.4998 (m)
brendan@asakurarobinson.com



Jesus "Chuy" Lardizabal
512.410.7059
jel@alturalp.com

Jose I. Guerra (Civil & MEP Engineering)



Zakcq Lockrem
Principal/Engagement Coordinator
512.351.9601 (o)
612.702.2453 (m)
zakcq@asakurarobinson.com



Rick Guerra, PE
512.445.2090
rguerra@guerra.com

McCann Adams Studio (Architecture)

Nature Playscapes LLC (Nature Play)



Jana McCann
512.732.0001
janam@mccannadamsstudio.com



Halcyon Reese-Learned
713.443.8668
halcyr@gmail.com

Project Calendar

Target Public Input Meeting Dates

- Saturday, August 29th, 9-11am (at Little Stacy Park)
- TBD (late October)
- TBD (December/January)

Design Development Deadlines

- 2nd Public Input Meeting - 30% Design Development
- 3rd Public Input Meeting - 60% Design Development
- Committee Review - 90% Design Development

Target Stakeholder Meetings

- Mayor's Committee for People with Disabilities (January 2016)
- Land & Facilities Committee of Parks & Recreation Board (January 2016)
- Planning Commission (January 2016)
- Parks & Recreation Board (January 2016)
- Neighborhood Organizations, TBD (February 2016)

Blackout Dates

We request that the client, stakeholders and sub-consultants provide a list of all meeting black-out dates for the 3 months following Notice to Proceed upon review of this reference guide. We will request updates of black-out dates for each 3 month interval of the Project duration.

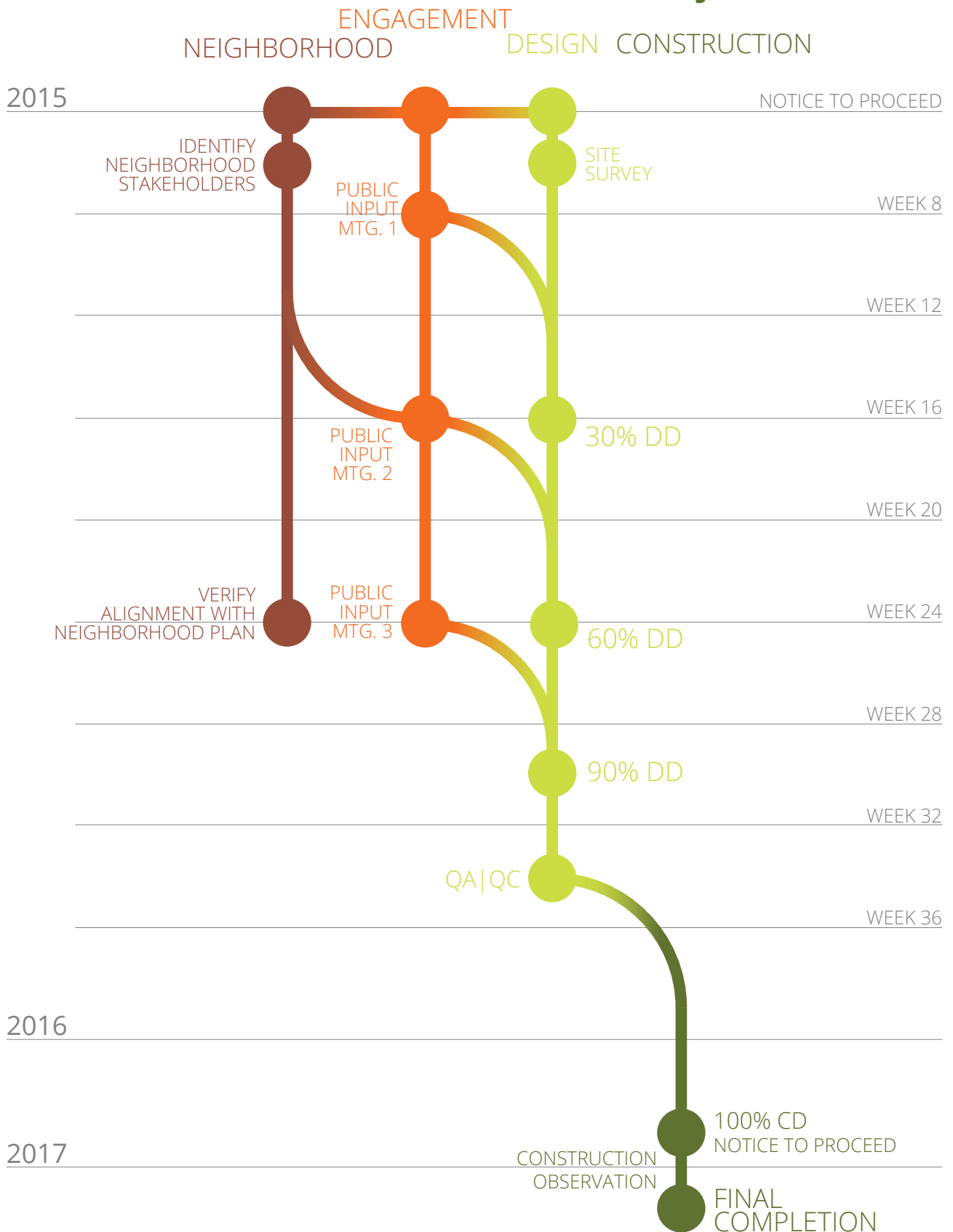
The following 2015 holidays are blacked out for Project meetings:

- Monday, September 7th (Labor Day)
- Thursday, November 26th & Friday, November 27th (Thanksgiving)
- Thursday, December 24th & Friday, December 25th (Christmas)
- Thursday, December 31st (New Year's Eve)



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Project Calendar



Scope of Work

Task A | Preliminary Phase

- A.1** Meet with COA Project Manager and COA staff on site to discuss the project and site issues.
- A.2** Prepare the proposal for review, negotiation and approval.
- A.3** Prepare a QA/QC plan for review and approval.
- A.4** Receive the Notice to Proceed (NTP).

Task B | Design Phase

- B.1** Prepare site inventory and analysis
- B.2** Prepare Trail Connection Study and User Observation Study
- B.3** Conduct public meetings (3 total) at 4 weeks after NTP, 30% design and 60% design (see Public Engagement Plan in Project Reference Guide)
- B.4** Conduct presentations (4 total) at 90% design to the Mayor's Committee for People with Disabilities, Land and Facilities Committee of Parks and Recreation Board, Parks and Recreation Board and the Planning Commission.
- B.5** Prepare design and construction document package with PARD reviews scheduled at 30%, 60%, 90% and 100% design.
- B.6** 30% Schematic Design
 - B.6.1** Develop an overall landscape design concept
 - B.6.2** Develop schematic opinion of probable construction cost for client review.
 - B.6.3** Review 30% design plans with client, stakeholders and sub-consultants for comments and revise per client requests.
- B.7** 60% Design Development; Based upon the client approved 30% design, AR shall prepare a more refined landscape plan which shall include the following:
 - B.7.1** Coordinate with civil engineer regarding utilities, drainage and grading issues.
 - B.7.2** Prepare paving, playground and planting plans and material selections.
 - B.7.3** Prepare building improvement plans
 - B.7.4** Refine opinion of probable construction cost.
 - B.7.5** Review 60% design plans with client, stakeholders and sub-consultants for comments and revise per client requests.

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Scope of Work

- B.8** 90%/100% Construction Documents; Based upon the client approved 60% design plans and estimated construction budgets, AR shall prepare construction documents for the project, including the following:
 - B.8.1** Prepare tree preservation plans and details
 - B.8.2** Prepare a hardscape layout plans, identifying all proposed improvements.
 - B.8.3** Prepare Civil grading and drainage plans.
 - B.8.4** Prepare planting plans, planting details and plant schedules.
 - B.8.5** Prepare lighting plan and light fixture selection.
 - B.8.6** Prepare a site furnishing plan.
 - B.8.7** Prepare structural and MEP plans.
 - B.8.8** Prepare construction specifications.
 - B.8.9** Refine opinion of probable construction cost.
 - B.8.10** Review 90% design plans with client and sub-consultants for comments and revise per client requests.
 - B.8.11** Prepare ADA compliance plans, submit and revise as necessary
 - B.8.12** Prepare SWPPP plans, submit and revise as necessary
 - B.8.13** Review and submit 100% design plans with client and sub-consultants for comments and revise per client requests.
 - B.8.14** Review and submit Summary Report with client and sub-consultants for comments and revise per client requests.

Task C | Permitting Phase

- C.1** Coordinate with COA for completeness check
- C.2** Prepare and submit Site Development Permit to COA, revise as necessary

Task D | Bid Phase

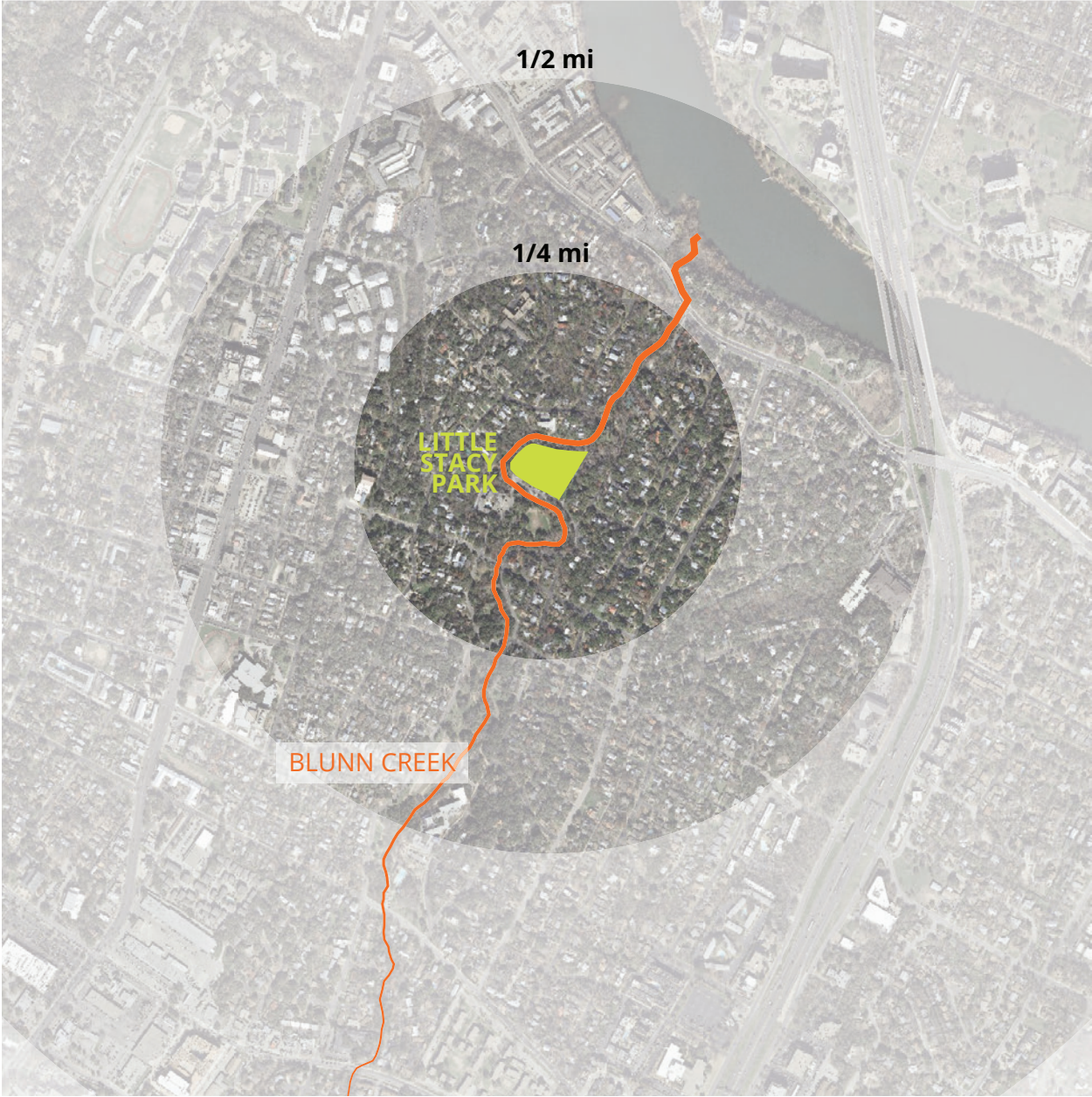
- D.1** Attend pre-bid conference and City Council award
- D.2** Assist client and answer bidder questions, as required

Task E | Construction Phase

- E.1** Attend pre-construction and environmental pre-construction conferences
- E.2** Provide bi-weekly site visits to review work progress specified in the contract documents. Field notes shall be published to the architects and owner. Additional site visits shall be provided as an additional service, per Attachment 3: Hourly Rates, with prior approval from client.
- E.3** Review submittals, shop drawings, samples, product data, and any other contractor / vendor submitted documents and make recommendations as necessary.
- E.4** Respond to RFI and prepare ASI documentation as necessary.
- E.5** Conduct punch list at substantial completion.

Context Maps

Location



Directions From Riverside Drive, turn south on Alameda Drive; after 0.2 mile, turn right on Sunset Lane. From Monroe Street, turn north on East Side Drive; after 0.1 mile, turn right on Sunset Lane.

Context Maps

Existing Conditions

