



SCOPE OF WORK

Fresno BHC will plan, manage, and implement construction of the Fresno BMX park at Mary Ella Brown Community Center in partnership with the City of Fresno and as prescribed in the Memorandum of Understanding dated November 9, 2017. Fresno BHC will directly engage community members, with special focus on youth ages 13-24, via two (2) project design meetings to provide direct input regarding the elements and design of the BMX park.

The scope of work for this project includes:

TASK 1.0 - CONTRACT BMX PROJECT AND CONSTRUCTION FIRM

1.1 - Fresno BHC will contract California Skate Parks to carry out the design and construction of the Fresno BMX park.

- Draft and execute Scope of Work (SOW)
- Draft, execute, and manage contract
- Assign project lead to direct contractor

Deliverables:

- Contractor Scope of Work Proposal (see attachment B)

1.2 – Conduct Regular Check-In Meetings with Contractor to develop project plans, timeline, and budget.

- Schedule regular project meetings to inform and direct project deliverables.
- Review and approve project plans and activities.
- Review and approve project budget and payment disbursement.

Deliverables:

- Approved Conceptual Project Plan and Budget

1.3 – Conduct Regular Check-In Meetings with Contractor to oversee project activities until project completion.

- Schedule regular project meetings to oversee project progress and trouble shoot as necessary.

Deliverables:

- Approved Construction Plans

1.4 – Implement Construction of BMX park.

- Oversee construction phase of project
- Continue Task 1.3 **Check-In Meetings**

Deliverables:

- Completed BMX Park



TASK 2.0 COMMUNITY ENGAGEMENT AND OUTREACH

2.1 – Schedule, organize, and implement two (2) community design sessions to capture and share direct feedback from users about the elements and design of the BMX Park.

- Scheduling, organizing, and implementing design meetings
- Logistics management and set up
- Flyer design, printing, and distribution
- Recruiting neighborhood volunteers/representatives
- Materials & supplies – clipboards, pens, paper, etc.
- Develop and maintain project stakeholder database

Deliverables:

- Draft Concept Design

TASK 3.0 MEDIA RELATIONS

Contractor will provide all media outlets with advisories on meetings, plans and project related efforts. Relationships with the media will be continually cultivated during all phases of the project. Regular communications through print, television and electronic media will be utilized. Media relations will be coordinated with the City of Fresno.

- Prepare media advisories and distribute to outlets
- Identify appropriate media contacts and spokespeople
- Follow up communications to secure coverage

Deliverables:

- Up to 5 media opportunities secured

ATTACHMENT B**DESIGN-BUILD SCOPE OF WORK**

California Skateparks, Inc.'s project team is prepared to perform all the necessary work to complete this project with the highest level of design and construction diligence. Our project team's approach will be centered on providing the highest level of service to you while exceeding all of the project goals and expectations.

California Skateparks agrees to supply the necessary labor, tools, materials, equipment, workman's compensation, liability insurance and experience required to complete **Fresno Bike Park**.

DESIGN & BUILD SCOPE OF WORK PLUS SCHEDULE**TASK 1.0 – PROGRAMMING & CONCEPTUAL DESIGN (ONE (1) WEEK FROM NTP)****1.1 Project Kick-off Meeting #1 (CSP/CLIENT) PHONE CONFERENCE**

- CSP will issue a data sheet/questionnaire for the Client to complete prior to the first project meeting. This data sheet will assist CSP in the programming and design of the Bike Park.
- Meet with Client staff and team consultants to verify work program, schedules and channels of communication.
- Review project scope, schedule and budget with design team.
- Project overview and distribution of design team responsibilities.

1.2 Data Collection (CSP/CLIENT)

- California Skateparks will obtain from Client Staff all relevant available data for the design effort

1.3 Project Meeting #2 & Public Meetings #1 & #2 (CSP/CLIENT)

- Brief site analysis overview to communicate any physical and policy/planning constraints that will influence the design.
- Introduction to Bike Park planning process and the projects specific design options and opportunities.
- Focused interactive design and brainstorming session.

Task 1.0 Deliverables

- 1.1 Matrix delineating requested items and status of each item (received/waiting on information). Matrix shall be issued after Design Team Meeting #1.

TASK 2.0 SCHEMATIC DESIGN PHASE (ONE (1) WEEKS)**2.1 Bike Park Conceptual Layout Plans (CSP)**

- Based upon specific design criteria gathered from the Client and public input obtained from the public meeting, CSP will refine the conceptual design plan that will depict site facilities and relationships. Specific concept to be reviewed under this contract shall be limited to the following items:
- Develop a conceptual Bike Park design identifying horizontal layout of the park based on the conceptual bubble diagram layout.
- Pedestrian access and circulation system.
- Relationship between Bike Park and existing/proposed recreation areas.

2.2 Develop Final Bike Park Schematic Plan (CSP/CLIENT)

- Develop (1) final Bike Park plan based on conceptual layouts, design team input, and public design workshop comments.

Task 2.0 Deliverables

- 2.1 Final Bike park schematic plan.

TASK 3.0-DESIGN DEVELOPMENT PHASE (50% Client Review Submittal) (TWO (2) WEEKS)**3.1 Project Meeting #3 – DD Coordination (CSP/CLIENT) PHONE CONFERENCE**

- CSP will make available to the Client a copy of the final plan prior to project meeting.
- Evaluate Bike Park plan for security, access and code compliance.
- Review plan for innovation, value engineering, and review design schedule.

3.2 Materials Research (CSP)

- Identify proposed materials and furnishings to be used within the bike park project.
- Identify all products by manufacturer and approximate cost.

3.3 Prepare Base Information (CSP)

- Prepare base information for inclusion in all future design documents.

3.4 Preliminary Bike Park Material Reference Plan (CSP)

- Identify all major amenities in the Bike Park Master Plan by keynote description.
- Reference all major details, enlargements and sections.

3.5 Axon Plan (CSP)

- CSP shall prepare a 3-D rendering of the Bike Park for the Client.

3.6 Sections/Profiles Plan (CSP)

- Vertical sections at appropriate scale conveying the overall Bike Park design intent.

3.7 Construction Details (CSP/PROJECT DESIGN TEAM)

- Provide sufficient construction detailing for the construction of all elements within this project that falls under this scope of work within the project limit of work lines.

3.8 Specifications (CSP/PROJECT DESIGN TEAM)

- Provide 50% specifications for all elements within this project that falls under this scope of work within the project limit work lines.

3.9 50% Client Review Submittal (CLIENT/CSP)**3.10 Project Meeting #4 – DD Review (CSP/CLIENT) PHONE CONFERENCE**

- Client review of 50% submittal.

Task 3.0 Deliverables

3.1 Cut-sheets and/or product samples for submittal to Client for review and approval.

3.2 (1) 24" X 36" 50% Plan Set

(1) Set 50% Specifications

TASK 4.0-FINAL CONSTRUCTION DOCUMENTS (90%-100%) (TWO (2) WEEKS)**4.1 Project Meeting #5 – CD Overview (CSP/CLIENT) PHONE CONFERENCE**

- Review approved Design Development drawings and Master Schedule.

4.2 90% Construction Documents (CSP/PROJECT DESIGN TEAM)

- CSP will finalize plans to facilitate construction of this Bike park project. These 90% construction documents at a minimum shall include:
 - Site Plan
 - Axon Plan
 - Materials Reference Plan
 - Layout Plan
 - Sections/Profiles Plan
 - Construction Details
 - Quantities

4.3 90% Specifications (CSP/PROJECT DESIGN TEAM)

- Refine and revise as necessary technical specifications in CSI (Construction Specification Institute) format for all Bike park construction.

4.4 Permitted Construction Document Submittal (CSP/PROJECT DESIGN TEAM)

- CSP will finalize plans to facilitate construction of this Bike park project.

Task 4.0 Deliverables

4.1 Revised specifications.

4.2 Final submittal from CSP to the Client's Project Managers shall include the following:

- Original construction drawings.
- Original technical specifications and table of contents in either PDF or Word format Client to provide CSP with final submittal requirements.
- Should the Client request digital files of the work done for archiving purposes CSP will provide PDF files per Client requirements. Electronic files are for Client reference only. Construction shall be based on signed and sealed hard copy plans only.

TASK 5.0- PRE-CONSTRUCTION AND MOBILIZATION (ONE (1) WEEK)

5.1 Pre-Construction Conference (CSP & CLIENT) PHONE CONFERENCE

5.2 Mobilization

- Install construction fence, dumpster, temp water, power and facilities.

5.3 Bike Park Layout (CSP)

- Locate all demolition and new work per approved plans

TASK 6.0- CONSTRUCTION AND SUPERVISION OF CLIENT WORK (FOURTEEN (14) WEEKS)

6.1 Demolition (CSP)

- Supervise the removal of existing ramps and fence, and demolition of sections of existing slab by Client.

6.2 Vertical Walls (CSP)

- All vertical walls

6.3 Compacted Fill (CSP)

- Placement of fill material, and grading of fill areas.

6.4 Bike Park Features and Metals (CSP)

- Install all stairs, ledges, manual pads, and metals.

6.5 Bike Park Shotcrete (CSP)

- Install all banks, transitions and extensions.

6.6 Bike Park Flatwork (CSP)

- Pour all flatwork concrete.

6.7 Progress Review/Inspections (CSP & CLIENT)

- Progress reports shall be provided following Construction Milestones to the Client indicating the progress of the project, quality of construction methods, specific problem areas and state of completion. These reports are for the sole purpose of assisting the Client in its management of the construction process.
- CSP shall photograph work during site visits and include photos with each written progress report for the Client's records.
- The Client shall have the final decision and approval on all matters related to design and construction. CSP shall make recommendations in matters relating to artistic/technical effect which will be final if consistent with the intent of the contract documents.

6.8 Project Closeout (CSP & CLIENT)

- CSP shall conduct a final job walkthrough with a Client representative to insure the overall quality and construction quality is within industry standards and that all work has been completed.

EXCLUSIONS

- Geotechnical Investigation, Surveying, Environmental Documentation, Bike Park Signage, Permit Fees, and any fees associated with Deputy Inspections

SCHEDULE SUMMARY

DESIGN DEVELOPMENT ~ SIX (6)

CONSTRUCTION ~ FIFTEEN (15) WEEKS