

CITY OF ARDMORE
Parks and Recreation Department

Council Letter No. 5313
Meeting Date: January 18, 2022

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Requesting Permission to enter into an agreement with Davis and Davis Inc. to provide consulting for the redesign of Central and Whittington Parks in the of \$48,500

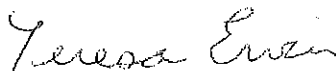
Dear Commission Members:

Staff respectfully requests approval of the agreement for Professional services between the City of Ardmore, and Davis & Davis, Inc. Recreational Planning Consultants for a Conceptual level Master Plan. This plan will identify proposed park improvements with anticipated cost. The consultant will provide items so the needed information is gathered at the public meeting, attend that meeting, attend a stake holders meetings, and a site analysis. They will also prepare a site analysis/inventory plan that documents physical state and usability. Recommendations will be provided for continued use or replacement of existing facilities. In completion we will have a Conceptual Master Plan that identifies the parks improvements that our citizens and stake holders have identified.

This is a budgeted item. Central Park redesign is in General Fund, Fund 01 budget in the amount of \$25,000. Whittington Park redesign is in Parks Cash Fund 77 in the amount of \$25,000.

I respectfully request permission to enter into agreement with Davis & Davis Inc.

Respectfully submitted,



Teresa Ervin
Parks and Recreation Director

Reviewed by: 
City Manager

January 7, 2022

Ms. Teresa Ervin
Parks and Recreation Director
City of Ardmore
Ardmore, Oklahoma 73401

Re: Central Park
Ardmore, Oklahoma

The firm of Davis and Davis, Inc., Recreational Planning Consultants (the Consultant) is pleased to present the City of Ardmore, Oklahoma (the Client) with the following proposal.

PROJECT UNDERSTANDING

The Consultant has met with the City of Ardmore Parks Department to discuss possible improvements to Central Park. Central Park is approximately 2 acres in size and located at 410 W. Main Street.

The facilities include"

- Bandstand
- Restrooms
- Splash pad
- Playground
- Street Parking
- Sitting areas
- Municipal icons, including clock, artwork, and sign

Central Park provides a nice green space in the midst of an urban area. The park's history dates to the early 1900s's when the limestone bandstand was built as a tribute to the Veterans of World War I from Carter County, OK. The park location and facilities can make for a diverse user group. The lush landscape plantings have matured and due to size have become difficult to maintain and create a public safety hazard by limiting viewing into the inner park sitting areas. The sidewalks area showing signs of stress due to years of active soil movement and extensive tree root encroachment. The lawn areas area suffering from tree root competition of water and tree shade. The playground and splash pad need to be reviewed to make sure they each are up to current codes. Repairs may be required to the bandstand.

Park furniture and layout of the sitting areas should be addressed to reduce loitering. The lighting should be reviewed for efficiency due to mature tree growth and the irrigation system may need updating due to the landscape growth or in response to any landscape changes.

Overall, the park is well maintained and a great asset for downtown Ardmore but needs some updating of the landscape and hardscape areas.

BASIC SERVICES

The Consultant will prepare the following tasks:

1. Include one meeting with the Parks Department to review programming of short term and long-term goals for the park. This meeting can include stake holders. Prior to this meeting, the Consultant can sit-in a public meeting conducted by others to listen firsthand to community input. For this meeting the Consultant can provide a list of questions to ask and the type of information to be received during a public meeting.

Central Park, Ardmore, Oklahoma

2. During the first two meetings the Consultant will perform a site analysis for the verification of base site information provided by the Owner. The site analysis will include a condition review of the existing park facilities.
3. Based upon the programming and gathered site information the Consultant will prepare:
 - A. Site Analysis/Inventory Plan that documents the current physical state of park facilities, identifies anticipated usability within an expected life cycle and recommendations will be provided for continued use or replacement of the existing facilities.
 - B. A Conceptual level Master Plan that identifies park improvements that may occur over the next 3-5 years. The plan will be rendered and provide illustrations of proposed improvements along with anticipated costs. The Owner will have two opportunities for review. Both reviews are planned to be in person.
4. Upon request by the Owner, a separate proposal will be prepared to address the continuation of desired services into Construction Documents.

CLIENT RESPONSIBILITIES

The Consultant understands that the Client will provide the following:

1. Any available plans of Central Park. (note: The Consultant is expecting very limited existing site information to be available from the Owner. The Consultant is anticipating using aerial photographs as an underlay for a base plan. Therefore, the level of detail will be considered "Conceptual" in nature. On ground surveys will be required prior to developing greater detail.
2. Provide any known easements, utility locations, or setbacks associated with park property.
3. Provide timely reviews and correspondence.

EXCLUSIONS AND ADDITIONAL SERVICES

Any items requested by the Client that are not outlined in the above scope will be considered excluded from this contract and may be provided only if requested and authorized in writing by the Client as an additional service and fee.

The Consultant can provide the following services, at an additional charge:

1. Preparation of design development and construction documents.
2. Signage style package. This could set a new updated standard for the Parks Department.
3. Utility designs.
4. Public hearings or meetings.

PROJECT SCHEDULE

Upon authorization to proceed the Client and Consultant will develop a mutually agreeable schedule. The anticipated overall time schedule is approximately 2 months.

FEES AND RATES

The fee structure for the Basic Services is proposed as a lump sum fee plus reimbursable. The lump sum amount for professional services is \$24,500.00, plus reimbursable expenses. Reimbursable expenses include, but are not limited to printing, postage, hosting conference calls, travel to meetings at .56/mile and Consultants or services not included in this proposal. Reimbursable expenses will be billed at cost.

Central Park, Ardmore, Oklahoma

In the event Additional Services are needed the following standard rates will be used to determine professional fees associated with the additional service. No additional service will be undertaken without the prior written consent by both the Consultant and Owner:

Standard Rates:

Principal	\$125/hr
Project Manager	\$85/hr
Clerical	\$40/hr to \$55/hr

Daily rate per staff member out of office: \$1,000.00.

We at Davis and Davis, Inc., Recreational Planning Consultants are excited for this opportunity, and we look forward to exceeding your expectations.

To accept this proposal as a contract please sign and return a copy. Invoicing will occur on a monthly basis with all invoices due upon receipt

We at Davis & Davis, Inc., Recreational Planning Consultants are excited about this opportunity and look forward to exceeding your expectations.

Sincerely,



Kim C. Davis
President, Davis & Davis, Inc.
For and on the behalf of the Consultant

Accepted by:

City of Ardmore

Date

January 7, 2022

Ms. Teresa Ervin
Parks and Recreation Director
City of Ardmore
Ardmore, Oklahoma 73401

Re: Whittington Park
Ardmore, Oklahoma

The firm of Davis and Davis, Inc., Recreational Planning Consultants (the Consultant) is pleased to present the City of Ardmore, Oklahoma (the Client) with the following proposal.

PROJECT UNDERSTANDING

The Consultant has met with the City of Ardmore Parks Department to discuss possible improvements to Whittington Park. Whittington Park is approximately 17 acres in size and located at 1108 Lake Murray Drive, South.

The facilities include"

- Basketball courts
- Pickleball courts
- Splash pad
- Parking
- Community garden
- Woodmen of the World Monument
- Asphalt path/drive through park
- Closed street through park
- Shelters
- Playground

The park became an official City Park of Ardmore in the early 1900s. Initial conversations with the Parks Department included:

- Creating an accessible walk through the park linking accessible pedestrian entries into the park accessible parking and to the various park facilities. This is in-progress.
- Remove closed street paving between closure points. This is in-progress.
- Assess the condition of the existing park facilities and provide recommendations for continued use

BASIC SERVICES

The Consultant will prepare the following tasks:

1. Include one meeting with the Parks Department to review programming of short term and long-term goals for the park. This meeting can include stake holders. Prior to this meeting, the Consultant can sit-in a public meeting conducted by others to listen firsthand to community input. For this meeting the Consultant can provide a list of questions to ask and the type of information to be received during the public meeting.
2. During the first two meetings, the Consultant will perform a site analysis for the verification of base site information provided by the Owner. The site analysis will include a condition review of the existing park facilities.
3. Based upon the programming and gathered site information the Consultant will prepare:
 - A. Site Analysis/Inventory Plan that documents the current physical state of park facilities, identifies anticipated usability within an expected life cycle and recommendations will be provided for continued use or replacement of the existing facilities.

Whittington Park, Ardmore, Oklahoma

- B. A Conceptual level Master Plan that identifies park improvements that may occur over the next 5-7 years. The plan will be rendered and provide illustrations of proposed improvements along with anticipated costs. The Owner will have two opportunities for review. Both reviews are planned to be in person.
4. Upon request by the Owner, a separate proposal will be prepared to address the continuation of desired services into Construction Documents.

CLIENT RESPONSIBILITIES

The Consultant understands that the Client will provide the following:

1. Any available plans of Whittington Park. (note: The Consultant is expecting very limited existing site information to be available from the Owner. The Consultant is anticipating using aerial photographs as an underlay for a base plan. Therefore, the level of detail will be considered "Conceptual" in nature. On ground surveys will be required prior to developing greater detail.
2. Provide any known easements, utility locations, or setbacks associated with park property.
3. Provide timely reviews and correspondence.

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PROJECT SCHEDULE

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FEES AND RATES

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Whittington Park, Ardmore, Oklahoma

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Kim C. Davis
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For and on the behalf of the Consultant

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City of Ardmore

Date