

HELEN MACGREGOR PLAZA PROPOSAL

Proposal Cover Sheet

Proposal Title:

Update Helen MacGregor Plaza

Community Organizers:

Annie Sloan, Santa Fe Neighborhood HMP Committee

Edward Frank, Santa Fe Neighborhood Assc.

Description of where activities will be carried out:

Helen MacGregor Plaza

5231 Martin Luther King Jr Way, Oakland, CA 94609

Proposal Narrative Form

Need for program:

Helen MacGregor Plaza is an open greenspace that sits across the street from Children's hospital Oakland, and at the intersection of the Santa Fe, Longfellow and Bushrod neighborhoods. The Plaza is surrounded by the foot traffic of pedestrians commuting to the Bart, staff and patients heading to and from the hospital, children going to nearby preschools and bikers on the adjacent designated bike lanes.

Despite the heavy foot traffic the plaza is consistently empty beyond one or two people in the corners. Due to its enclosed feel and lack of lighting the space is a haven for crime and dumped trash. Many children play on the busy sidewalks across the street from the plaza, but no children play in the

plaza. According to the OPD study on the space, “Illegitimate persons/ users are taking advantage of the tree covering and design of the park in a way where there activities can not be seen” due to the enclosed design of the space. The OPD also reports “The layout of the park must be drastically changed in a way where it is more comfort- able for legitimate users”, and “The only way to make legiti- mate persons feel more com- fortable in the park area is to dramatically open visibility and provide amenities that attract a safe environment.

At the present time no one is actively living in the space, as an encampment was recently cleared or the residents moved on. The space is a common meeting for 2-3 homeless residents during the day and generally collects discarded items such as shopping carts, bikes and broken tents. If any residents are living in the space we will work to find them

In 2015 a detailed Visioning Study and report was done on the plaza with the support of Oakland Children's Hospital, the surrounding neighborhood community groups, and local residents. The study revealed the strong desire of all parties to have a safe, green, highly traffic community space for all to use.

Description of use of funds

The funds will be used to create an initial assessment and design for the space. This will include the coordination and input of a landscape architecture firm, structural engineer, civil engineer, lighting specialist, the park superintendent, and all other parties needed (e.g. mechanical, electrical, plumbing) to arrive at an approved, to-code, feasible design. This design will then be scoped for construction budget, timing and steps necessary to make the updated plaza a reality. The goal is to come out of this phase with construction documents consisting of drawing and instructions that will be used to inform the rest of the project.

The current company scoping this “Phase 1” is Bay Tree Design, a well known and approved City of Oakland vendor. Bay Tree Design is well versed in creating community spaces and has worked on several Oakland open spaces.

They can be found at www.baytreedesign.com

Program monitoring

This phase will be monitored by the Santa Fe/CAN Helen MacGregor Plaza Committee.

Describe the Expertise/Capacity of your Agency

The Helen MacGregor Plaza Committee is a volunteer organization of administrators and community organizers, some with years of experience in landscape design and construction.

Scope and Budget Form based on need for Schematic Design

All budget information herein is compiled by Bay Tree Design, a well known vendor with OPW. The budget is for a scope of design work that includes the landscape architect, structural engineer, mechanical engineer and Oakland Public Works personnel.

PURPOSE + PROJECT

SCOPE

The primary purpose of this scope of services is to develop a schematic design for Helen MacGregor Plaza that is based on existing site information, the community input from the HMP Visioning Plan and City comments while working with a Steering Committee. The design shall address the need to

activate the space, reflect the local community, provide multi-use elements, and physically connect it to the surrounding areas to encourage public use of this highly visible community plaza. The schematic level design plan shall meet the requirements and essentials of permits, consider a limited budget for construction costs (with public and private financing), and consider construction processes. As the project moves forward the Steering Committee will provide review and input to the plan. The Design Team and Steering Committee will review the following issues with the use of existing site information and plans:

Design / Site

- Site conditions - survey from 2015 study, arborist report from 2015 study and new lighting assessment
- Applicable codes - such as CBC, ADA, C-3, and MWEL0
- Community buy-in and future stewardship
- Site program and site diagram options (up to two)
- Rough order of materials
- Develop preliminary plant list
- Schematic Design

Permitting / Construction Process

- Permit from City of Oakland
- Project / construction management

Public and Private Finance

- Publicly funded portions
- Privately funded elements
- Potential phasing
- Future Cost Estimate

The secondary purpose of this scope is to develop an illustrative plan and perspectives for private and public fundraising efforts for compensation of the design development and construction of the plaza.

The BAY TREE DESIGN team shall provide schematic design services for the project. The proposal is based on the following seven assumptions:

1. City of Oakland is the Owner and will be referred to as Owner in this proposal.
2. The Santa Fe Neighborhood Board is referred to as the Client in this proposal with Annie Sloan acting as the primary contact.
3. BAY TREE DESIGN is the prime consultant to the Owner. In this proposal BTD will be referred to as BTD.
All other consultants will be referred to by their professional expertise.
4. BTD will work closely with the Steering Committee made up of Santa Fe Neighborhood Board, any pertinent City Staff members requested by the Department of Public Works and / or City Councilmember Dan Kalb's office, and a representative from UCSF Benioff Children's Hospital Oakland. BTD

recommends that the Committee shall not be less than three people and not more than 12 people. BTB also recommends that all Committee members be actively involved and dedicated to the project.

5. The overall project site is the triangular shaped plaza located between Martin Luther King Jr. Way, West Street and 52nd Street in Oakland, California. The program for the site will be based on the HMP study, OPD assessment, Arborist report, site survey, lighting assessment, and input by the Steering Committee.

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6. Schedule intent is to complete the Schematic Design within eight months of start date. This estimate is based on the assumption that the Steering Committee will take a maximum of two weeks to provide feedback on deliverables.

7. Future phasing of this project will be additional scope and will be determined after this process contingent
on funding success and permitting requirements.

I. Project Description

To develop a design that will attract community members - Santa Fe Neighborhood, hospital staff and visitors, and other nearby neighborhoods such as Bushrod and Longfellow. The design shall open up the space flipping the current configuration from an internal focus to a more open and external focus. The design shall allow for eyes on the park, less dense tree canopies and more effective lighting. The design shall include programming that will attract people to the site and be designed in such a manner that community can augment the space in specific places and feel that it is their community commons.

II. BTD Consultant Design Team

LANDSCAPE ARCHITECT Bay Tree Design,
Inc.

2808 Adeline Street, Unit 1,
Berkeley, CA 94703

CIVIL ENGINEER SANDIS

636 9th Street, Oakland,
CA 94607

MEP ENGINEERS DTN

1305 Franklin Street, Suite 206,
Oakland, CA 94612

III. Scope of Services

A. Project Initiation

Scope (Project Initiation): 1. Review proposed scope with Owner and Client. 2. Coordinate and develop proposed schedule with Design Team. 3. Establish communications protocols and review next steps and schedule with Owner and Client. 4. Acquire project base from surveyor with all necessary information to develop the design to permit level drawings.

Meetings (Project

Initiation):

(1) Meeting with Owner and Client project contact for this phase:

- Project scope clarifications - Review meeting focus for each Steering Committee meeting - Project delivery

Schedule (Project Initiation): up to four weeks

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Needed from Owner/Client

(Project Initiation):

Coordination of and attendance at Committee meetings. Project base survey from Hospital work.

Deliverables (Project Initiation):

Project definition (narrative and project boundary map) Project schedule

B. Site
Assessment

Scope (Site Assessment): 1. Site meeting with BTM, Civil, MEP and Client Contact to collect information for site assessment. 2. Civil to assess - similar to Caldecott but simpler because smaller space 3. MEP to provide assessment of existing lighting infrastructure to assess - similar to Caldecott but potentially simpler because smaller space 4. BTM to review existing trees, pedestrian access to plaza from adjacent sidewalks (MLK, West and 52nd), and condition of existing paving on site through photo

documentation and site notes on survey. 5. Code analysis - BTM to summarize code requirements for Steering Committee review. 6. Steering Committee Meeting One: Review site assessment and codes by BTM team and review Committee's information on community interests and potential future stewardship opportunities. End meeting with discussion of vision and goals for space. (1 meeting) 7. BTM to develop Vision and Goals draft based on discussion at Steering Committee Meeting One.

Meetings (Site Assessment):

- (1) Meeting with Owner and Client project contact for this phase:
- Site Meeting (1) Meeting with Steering Committee for this phase

Schedule (Site Assessment): up to four weeks

Needed from Client (Project Initiation):

Coordination of and attendance at Steering Committee meeting.

Written assessment of Santa Fe Neighborhood community including:

- current demographics of neighborhood, - known interests and potential resources, - identified needs that could be provided by a public open space, and - identified NGOs, individuals and other organizations who may be part of future stewardship. Provide clear feedback on Draft Vision and Goals

Deliverables (Site Assessment):

Site Assessment - Brief write up, site notes and site photos Code analysis

requirements Vision and Goals Draft

C. Schematic Design Phase

Scope (Schematic Design):

1. BTM to develop up to two Site Diagrams with an associated Site Program. In addition to the site design BTM will develop one preliminary material palette board and one tree palette to garner general responses for site materials. Design Team develop conceptual design documents in the following disciplines:

a. Landscape Architect: to develop site diagrams, site programs, material palette and tree

list based on site assessment, community analysis by Steering Committee and Vision and Goals for project. Site diagrams will be conceptual and provide general layout of

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space and program in plan. Site programs will list type of proposed use and approximate square footage dedicated to use. Material board will illustrate potential types of site furnishings, built materials and other precedent ideas. Tree palette will include existing trees and complimentary new trees for site. b. Civil Engineer: will provide input and review of plans at beginning of process to provide

direction on avoiding triggering C-3 and to work with existing infrastructure. 2. Steering Committee Meeting Two: BTM and Civil to meet with Steering Committee to review

Site diagrams, Site programs, material palette and tree palette. Steering Committee to provide clear direction on which ideas to pursue to develop one SD plan. (1 meeting) 3. Design Team to

advance SD plan to 50% plan level for all disciplines:

- a. BTD: Will develop site plan showing paving types and locations, site furnishings, planting areas and tree types and lighting fixture types and locations. BTD to provide ROM for proposed landscape items.
- b. Civil Engineer: will collaborate with BTD to develop a grading and drainage plan, and analysis of C-3 and permit requirements for landscape site plan. Civil to provide ROM for proposed civil items.
- c. MEP Engineer: Will collaborate with BTD on site lighting needs and will provide analysis

for permit triggers. 4. Steering Committee Meeting Three: BTD and Civil to meet and review 50% plan documents

and ROM of proposed site improvements. Steering Committee to provide input and review for team to develop 100% SD plan. (1

meeting) 5. City of Oakland preliminary review: BTD, Civil and MEP to meet with City representatives to

review project for code compliancy for future building permit

submittal. (1 meeting) 6. Design Team to advance 50% SD plan to 100% plan level:

- a. Landscape Architect: to provide site plan; material palette for landscape elements; and preliminary plant list. Landscape Architect to review and coordinate with Civil on grading, drain sizing and location, and stormwater BMP elements, sizing and location.
- b. Civil Engineer: to provide grading plan, stormwater plan (if needed), and utility plan.
- c. OPTIONAL - MEP Engineer: to provide overall electrical site plan.
- d. No cost estimate will be provided with this deliverable. Numbers from previous ROM to

be referenced until DD and CD phase with cost estimator. 7. Steering Committee Meeting Four: BTD to meet with Steering Committee to review final SD

plan package and next steps in terms of permitting and

fundraising. Steering Committee to provide clear input for area, direction and feel of illustrative to be developed in next Task. (1 meeting)

Meetings (Schematic Design):

(3) Progress review and coordination meetings with Steering Committee (1) Design Team coordination meetings (4) Design Team conference calls (1) Meeting with City for preliminary review

Schedule (Schematic Design):
up to 12 weeks

Needed from Client (Schematic Design)

Attendance and meeting location for Steering Committee meetings Clear feedback on Site Diagrams Clear input on the 50% SD plan Reaching out to identified resources Clear input on illustrative development

Deliverables

(Schematic Design):

1. Schematic Design coordination – Anticipated drawings and documentation.
 - a. Landscape Architecture: Site plan showing landscape materials, site furnishings, accessibility path of travel, trees, and planting areas. Plan will include a materials schedule and plant list.

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SCHEMATIC DESIGN b. Civil Engineer: Grading and Drainage Plan; Stormwater Plan (if needed). C.

OPTIONAL - MEP Engineer: Overall electrical site plan. 2. Rough Order of Magnitude – Team to provide a rough order of magnitude for the proposed

scheme at the diagram level only. These numbers can be used as a rough ball park for estimate of final costs. Cost Estimator can be brought in as an additional service or in the future Design Development and Construction Document phases.

D. Fundraising

Illustrative images

Scope of Services

(Illustrative images)

1. Based on input from the Steering Committee BTD will proceed with creating:
 - a. One illustrative plan based on final SD CAD plan.
 - b. One 3-D rendering
2. Steering Committee Meeting Five: Meeting to review draft illustrative images Steering Committee. (1 meeting)
3. Final renderings developed based on input by Steering Committee.

Meetings (Illustrative images)

- (1) Review meeting with Steering Committee

Schedule (Illustrative images): 4 weeks

Needed from Owner (Illustrative images)

- Attendance and meeting location for Steering Committee meeting

Deliverables

(Illustrative images):

- Fundraising images described above (Illustrative plan drawings, 3-D

renderings using Sketch-up or similar drawing software).

IV. Fee Schedule

A. General

BTD will provide the services described in the Scope for the following fee. The fee outlined below is based on the proposed scope of services and schedule as described above. We prepared this scope and fee without the benefit of your direct input and offer it here as a starting place for discussion and negotiation.

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We look forward to tailoring this proposal to best match your goals and expectation. This proposal is good for 30-days. Project Initiation \$2,000

Site Assessment \$7,250
Schematic Design \$25,000
Illustrative Images \$1,000
Total Services – \$35,250
Total Reimbursables – \$700

B. BTD 2020 Hourly Rates –

Principal \$ 180.00 CPSI \$ 200.00
Senior Associate \$ 135.00
Associate \$ 125.00 Technical Staff
\$ 90.00 Clerical \$ 60.00

BTD rates are effective through March 31, 2021 and are subject to escalation each year thereafter. Hourly billing rates would be subject to an increase of up to six percent on April 1, 2021, and in each subsequent year thereafter. Our subconsultant's rates are not listed above but can be provided at a later date.

C. Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic services listed above and include actual expenditures made by BTD in the development of the project. These expenses shall include, but are not limited to:

- Reproduction and delivery: Cost plus ten percent (10%)
- Automobile travel: Current IRS rate for mileage at start of project. Current rate is 57.5 cents/mile.
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D. Payments

Statements for work shall be rendered monthly in proportion to the amount of work completed. In the event payment becomes 30 days past due, interest may be imposed at one and one-half percent (1-1/2%) per month on any unpaid balance.

V. Additional services + scope exclusions

Our services and those of our Design Team shall be limited to those expressly stated above in this document. Any additional obligations or responsibilities for the Project, such as those listed below, will require a written authorization. All of our services – those in the base agreement and any additional services – shall

be subject to the terms of our agreement.

1. Topographic survey.
2. Hazardous materials survey, report, and abatement plan.

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3. Argonomic and Geo-technical soil report and testing.
4. Horticultural or arboricultural or tree survey, assessment, and maintenance plan services.

Design services beyond those outlined above.

5. Meetings and presentations additional to those listed in Scope of Services.
6. Community outreach, process, workshops and meetings.
7. Public information meeting for public engagement and awareness.
8. Iterative design studies and iterations beyond those listed in Scope.
9. Cost planning services and estimates beyond those listed in Scope.
10. Presentation drawings and models beyond those listed in Scope.
11. Environmental review, documentation or coordination required by City of San Francisco and/or

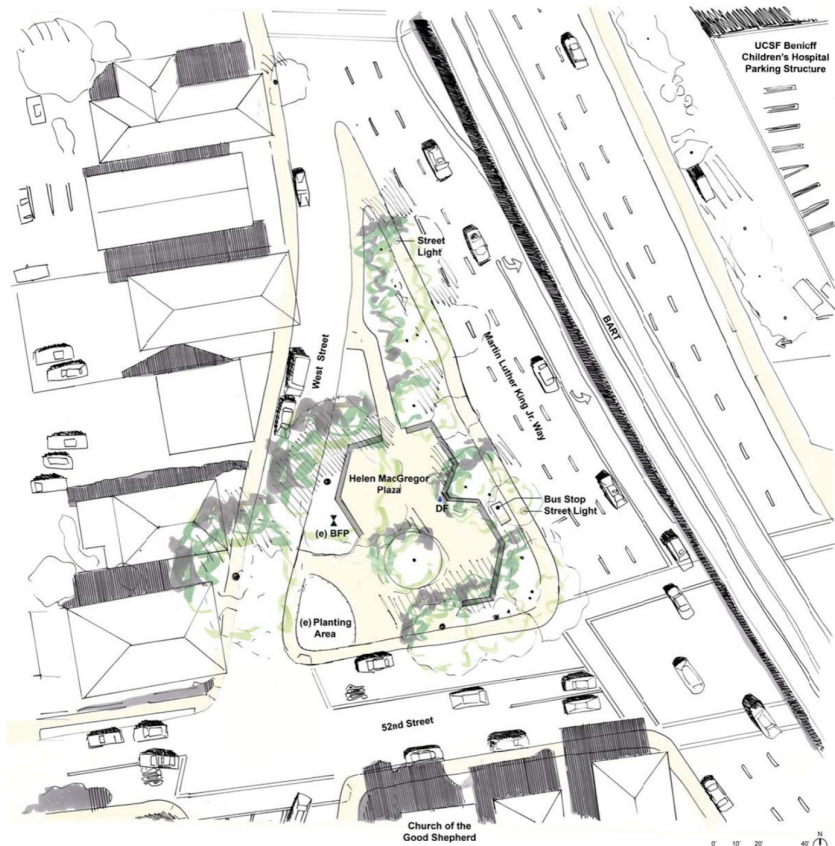
California Environmental Quality Act (CEQA) beyond preliminary evaluation.

12. Drawings and content for entitlement process.
13. Plan check and building permit fees.
14. Submittals for accreditation or certification beyond required codes per the overseeing jurisdiction. Examples of agency submittals include but are not limited to LEED, SITES, Bay-Friendly. As a practice BTM favors designing to these various standards; however, submittals and documentation require additional time. Other certification goals must be identified in the scope and reflected in the fee schedule.
15. No service application such as PG&E is included. Our team is assuming the site already has an

existing electrical panel to be inspected as part of the assessment effort.

16. Title 24 calculations will not be included in SD Phase work.

Sketch of the current plaza and photos included below.



HELEN MACGREGOR PLAZA
 LANDSCAPE ARCHITECTURE
 AND ASSOCIATES, INC.
 1000 UNIVERSITY AVENUE, SUITE 100
 SAN FRANCISCO, CALIFORNIA 94103

EXISTING CONDITIONS





Thank you!

Anne Sloan

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