



July 19, 2023

Village of Ballston Spa  
Board of Trustees

Attn: Ms. Caitlin Parwana, Village Park and Tree Board

*Re: Proposal for Landscape Architectural Design Services – Wiswall Park Master Plan, Village of Ballston Spa*

Dear Ms. Parwana:

Thank you for requesting Studio A Landscape Architecture & Engineering, D.P.C (Studio A) to assist the Village of Ballston Spa in preparing a Master Plan for the re-development of Wiswall Park. The park site is located at the corner of Low Street and Front Street in the Village and is currently developed with a variety of facilities.

We understand that the potential scope of improvements includes, but is not necessarily limited to, the following:

1. Relocate a non-functional natural spring within the park,
2. Remove an outdated gazebo,
3. Construct a picnic area and pavilion with outdoor seating opportunities,
4. Construction pedestrian walkways,
5. Locate benches at appropriate location in the park,
6. Construct an information kiosk, and
7. Develop a landscaping plan.

The master plan should consider the above, however, not be limited to analyzing and suggesting other improvements which may be beneficial to the Village.

Following is a discussion of Studio A's recommended Scope of Services, Schedule and Fees for preparing the Park Master Plan.

### **Task 1 – Research Existing Conditions**

Obtain and review existing maps and other documents for the park site (historic photographs, aerial photographs, soils map, topographic map, and site survey – as available).

## **Task 2 – Site Visit**

Visit the park to observe existing conditions. While at the site meet with members of the Park and Tree Board to discuss project goals and objectives and initial ideas pertaining to the anticipated park improvements.

## **Task 3 – Prepare Park Site Base Map**

Prepare a Base Map of the park that illustrates existing conditions both on the park site and adjacent land areas.

## **Task 4 – Prepare Statement of Re-Development Goals and Objectives**

Develop a written statement of goals and objectives for the proposed park concepts including a detailed list of desired improvements, remedial actions, and anticipated park users/activities.

## **Task 5 – Prepare Concept “Sketch” Plans**

Prepare at least two “sketch” site plans illustrating the park plan and potential alternative solutions.

## **Task 6 – Review Meeting with Park and Tree Board**

Meet with the Park and Tree Board to review the “Sketch” plans to obtain comments and suggested revisions. Establish preferences and priorities.

## **Task 7 – Prepare Preferred Park Master Plan**

Based on Park and Tree Board Members comments, in Task 6, prepare a Preferred Master Plan including preliminary construction cost budget and Phasing Plan and list of tasks that can be implemented with Village labor, volunteer labor or by contractor.

## **Task 8 – Prepare Brief Written Summary Report**

Prepare a brief written summary report of the above describing existing site conditions, re-development goals and objectives, alternatives considered an Preferred Park Master Plan along with Phasing priorities.

## **SCHEDULE**

We are prepared to begin work immediately on this project. We estimate a total lapsed time of 4-6 weeks to compete Tasks 1-8.

## **FEES**

Studio A proposes to perform all services on this project that are identified in the above "Scope of Services," including client meetings, on an hourly basis with total fees not to exceed \$5,000. Work will be billed on an hourly basis for services performed and expenses incurred as per Attachment 'A,' Billing Rate Schedule. Receipt of a signed copy of this agreement will be authorization to schedule the performance of this work. This proposal is valid for 30 days from the date hereof.

We thank you for requesting Studio A to assist you on this project. We look forward to working with you.

Yours truly,



S. Jeffrey Anthony, RLA, ASLA  
For  
Studio A Landscape Architecture and Engineering, DPC

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Authorized Signature

Date

Attach: Billing Rate Schedule

**BILLING RATE SCHEDULE**  
**JANUARY 1<sup>ST</sup> 2023**

<u>BILLING TITLE</u>	<u>HOURLY RATE</u>
<b>Professional</b>	
Principal Landscape Architect.....	\$ 175
Principal Engineer.....	\$ 175
<b>Design Team</b>	
Landscape Architect.....	\$ 145
Project Engineer.....	\$ 145
Landscape Designer II.....	\$ 115
Landscape Designer I .....	\$ 95
Assistant Engineer II .....	\$ 115
Assistant Engineer I .....	\$ 95
Construction Observation .....	\$ 100
<b>Technician</b>	
Drafter .....	\$ 75
<b>Administrative</b>	
Clerical .....	\$ 50

**REIMBURSABLE EXPENSES:** Reimbursable expenses are in addition to professional fees.  
 Reimbursable expenses will be billed at actual cost and listed below:

- Reproduction of reports, drawings, photocopies, and prints;
- Messenger, USPS mail, and express service deliveries;
- Travel, tolls, and overnight expenses. Auto use will be charged at IRS standard business mileage rate;
- Maps, photographs, ordinances, plans, and other documents directly related and necessary to complete contractual obligations; and
- Subcontractors.