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May 9, 2018

David Jund
Facilities Director
Green Valley Recreation, Inc.
1070 S. Calle de Las Casitas
Green Valley, AZ 85614

**Re: Proposal for Professional Architecture and Engineering Services
24-Court Pickleball Center at 2612 Camino de la Canoa, Green Valley, AZ**

Dear David:

Thank you for the opportunity to present the following proposal for Architectural Services to GVR. Congratulations to GVR on the pending land purchase at 2612 Camino de la Canoa for the future home of GVR's Pickleball Center. This proposal includes the proven team of engineering sub-consultants who performed the work on the 10-year Strategic Master Plan, so they are all familiar with GVR's facilities, operations and procedures. Based on our understanding of the project from programming efforts with the Pickleball Club during the 10-year Strategic Plan in 2015, assistance with due diligence for various proposed sites in 2017-18, and the Conditional Use Permit process last month, we are happy to present this proposal to move the project from vision to reality.

Project Understanding:

We understand that the project consists of a new 24-court Pickleball Center at 2612 S. Camino de la Canoa, per the attached Conceptual Site Plan exhibit developed by WSM as part of the Pima County Conditional Use permit process. The existing site is zoned RH, and the Conditional Use was granted to GVR for the Pickleball Center as described by the exhibit. The project is anticipated to consist of:

- 24 pickleball courts (each 34X64 ft.) and one court for Training or Demonstration (may or may not be recessed).
- Parking lot for approximately 100 vehicles, and associated hardscape, sidewalks, etc.
- Pre-engineered fabric shade canopies and structural foundation design
- New 2,000-3,000 square foot building with meeting room, office and restrooms. It is anticipated that the building will have a covered porch area for shaded gathering.
- The site is in Pima County Outdoor Lighting Code (OLC) area 1a, which prohibits recreational lighting. So, lighting will be limited to minimal parking lot and interior lighting for the building only. The hours of operation will be dawn until dusk only.

Project Approach:

Phasing. We understand that GVR may phase the implementation of the pickleball project, depending on funding availability. We understand that the exact phasing of number of courts has not yet been determined by GVR. Our proposal includes the design and engineering for the full engineering of the site and the required associated building. The Pickleball courts and fencing can then be implemented by GVR as funding allows. Our suggested project approach is as follows:

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Step 1: Obtain required site surveys, geotechnical investigation and traffic engineering studies required by Pima County. This data will inform the design throughout the process.

Step 2: Program Confirmation with Pickleball Club Design Committee

For efficiency, we can build upon the previous programming exercise that was conducted during the Strategic Master Plan and confirm and adjust the program accordingly. We recommend that the Pickleball Club select a Design Committee, who can make design decisions on behalf of the Club.

Step 3: Schematic Design and Design Development. We would work closely with the Design Committee and GVR staff to move the design forward from schematic design and then into design development. WSM will commission a Cost Estimate from a professional cost estimator to ensure the project is on-budget and help inform construction phasing. At appropriate milestones, WSM will present the Design to the Pickleball Club or GVR Member Forum.

Step 4: Site Construction Documents and Development Package

WSM and our Consultants will prepare the design and engineering construction documents required per the Pima County standards for a Development Plan Submittal. The Development Plan includes civil engineering and landscape design per the County's standards, as well as Schematic Design for the building.

Step 5: Building Construction Documents and Building Permit Submittal

Upon approval of the site Development Plan by the County, WSM will complete construction documents for the building component, and submit for Pima County Permit.

Step 6. Bid and Construction

WSM will assist GVR in competitively bidding the site paving, grading and building project to at least three pre-qualified General Contractors. We suggest that GVR separately bid the actual Court Construction to Custom Courts or other similar specialist play court contractor. Individual or groups of courts can be implemented in a phased manner, based upon available funding.

Our Team and Description of Proposed Services:

WSM Architects

WSM will provide overall design leadership, facilitate communications and provide project management for the entire site development and building design process, from programming through Construction Administration phases. As Project Manager, Kristen DiBone will be GVR staff's single-point-of-contact and will coordinate WSM's Subconsultant engineering team.

Civil Engineering by DOWL Engineers

- **Septic System.** DOWL will design the septic system and start coordination with the Pima County Department of Environmental Quality. DOWL will prepare preliminary calculations on the septic drain field sizing and prepare exhibits showing potential locations for the drain field – there will be limitations based upon the vicinity to the wash. We will prepare the final site layout to be used going forward for the project.
- **Drainage Calculations.** DOWL will perform preliminary drainage calculations for the site to develop an overall storm water management strategy and initiate coordination with Pima County Regional Flood Control to obtain a detention waiver. A Drainage Report will not be produced as part of this effort.
- **Site Engineering and Development Plan.** Our team will move the approved schematic design forward and engineer the Development Plan submittal per the County's requirements. Once approved, these will become the Site Construction permit drawings. The Development Package includes:

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- **Site Paving Plans.** Site Paving Plans will be prepared, showing the various types of paving and locations of site improvements, such as parking lots, sidewalks, court locations, etc.
- **Site Grading and Drainage Plans.** Plans will include drainage arrows indicating surface flow direction and some spot elevations. The finished floor elevation will be set during this phase. Water harvesting basins will be identified.
- **Site Utility Plans.** Plans will show utility extension routings and labeling. Utilities to be shown include septic, water main, and storm drain. Specifications per the PAG standard specifications.
- **Storm Water Pollution Prevention Plan (SWPPP).** DOWL will assist GVR and the General Contractor in complying with Federal and State National Pollutant Discharge Elimination System (AZPDES) requirements for construction activities. DOWL will include preparation of the SWPPP, which includes preparation of a monitoring program, and assistance in preparation of the paperwork required for submittal.

The SWPPP involves the preparation of an engineering report, maps, and other exhibits in response to the requirements. Existing erosion control plans, cut and fill maps, and topographic maps surrounding the area will be used where possible. The text portion of the SWPPP will respond to the narrative sections required to identify pollutant sources that may affect storm water runoff quality and to implement control measures to reduce pollutants. The monitoring program will involve monitoring, record keeping, and reporting requirements to be implemented by the contractor during construction.

Landscape and Irrigation Design by Norris Design:

- **Native Plant Preservation Plan (NPPO).** Norris will develop a base map including aerial photography and overlaying the parcel boundaries and conduct a site visit to evaluate the site per the Native Plant Preservation Plan requirements. Prepare the Native Plant Preservation Plan including the mitigation strategy and plans.
- Landscape Planting plans and details
- Irrigation plans and details per the Pima County Standards
- Construction documents for Pima County Development Plan Standards.

Structural Engineering by Schneider Structural Engineers:

Structural engineering includes design, engineering drawings and calculations for the building structural system, as well as pre-engineered shade canopy foundations.

Electrical Engineering by Electrical Design Associates (EDA):

- Design of general lighting and power from the utility transformer downstream – no primary utility design is part of this proposal.
- Design of code-compliant fire alarm system in accordance with the Occupancy rating
- Design of conduit and box systems for low-voltage communications systems
- Lighting design for minimal exterior lighting (as required by the Electrical Code and AHJ).

Cost Estimating by Compusult:

WSM has included an allowance for independent Cost Estimating services by a professional cost

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estimator. During Schematic Design, WSM will work with GVR to determine the appropriate scheduling of cost estimate(s) based on project milestones.

Utility Coordination Support by Metro TED:

WSM has included an allowance for Utility coordination with Farmer's Water and TEP by our plans expediting consultant, Lisa Bowers of Metro Tucson Expediting and Development (TED).

Renderings:

At the end of the Schematic Design Phase, or during Design Development, WSM will provide architectural renderings and visualizations of the Pickleball Center and associated building and structures. These presentation drawings will be used as design communication during GVR meetings, and may be used by GVR for marketing, website, etc.

Communications and Meetings:

WSM will coordinate meetings to facilitate communication throughout the project – both internally with the engineering team, as well as meet with Pima County representatives as required to facilitate the project. Anticipated meetings with GVR include:

- Meet with Pickleball Design Committee (monthly during the schematic design / design development phase)
- One Member Forum or presentation to entire Pickleball Club
- Present monthly written progress updates to GVR Committees, or as directed by GVR staff
- Present to the GVR Board or Committees, if requested, up to three times throughout the project.
- WSM will conduct bi-weekly site construction administration meetings with GVR staff and the General Contractor during construction.

Construction Administration Services:

WSM will conduct Construction Administration with bi-weekly field visits and site construction meetings between GVR staff representative and the General Contractor. During construction, DOWL and Norris will also attend up to two site visits each. We will answer Contractor questions via RFIs and issue ASIs if needed. We will review shop drawing submittals for compliance with the bid documents, and review and certify Contractor's Payment Applications.

Record Drawings:

At the end of the project, the WSM team will provide GVR with CAD files for Record Drawings. The as-builts will be based on the General Contractor's "redline" mark-up set, our construction observations and other information made available to us.

Reimbursable allowance:

We request a Reimbursable Allowance for anticipated travel and printing costs. Reimbursable expenses (such as travel and printing costs) will be billed at cost to GVR.

Assumptions and Exclusions:

- HOA coordination is excluded from the scope of this project.
- Fees for Plan review, permit, wastewater, or other development fees imposed by the County are excluded.
- Site surveying and Traffic engineering area excluded from this scope.

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- Soil borings and geotechnical reports are excluded from this scope. As discussed, Geotechnical reports will be furnished by GVR for WSM's use. The Geotechnical Engineer's evaluation will be required for the Civil Engineer to complete the septic system design, as the Geotechnical Engineer must complete the required site investigation forms required by PDEQ. The geotechnical report should include sections for "Non-AC" paving so that we can explore stabilized DG pavement sections for portions of the project.
- Special inspections will be under separate contract by GVR with others.
- Fire protection design, if required, will be provided as performance specifications with the engineering completed by the fire protection subcontractor's engineer. We can provide this engineering, if requested, as an additional service.
- The site does not fall within a FEMA 100-year flood plain or is subject to flows greater than 100 CFS during the 100-year storm event and a flood hazard permit is not required. Delineation or mapping of FEMA flood zone is not included in the scope of services.
- Water treatment facilities, water storage tanks and water booster pumps are not anticipated and are excluded from the scope of work. WSM has communicated with Farmer's Water Co., and it is expected that they will service the project via an existing main from Canoa.
- We assume that we are not disturbing this area within the property boundary, therefore no Riparian Habitat Mitigation Plans will be required.
- Pickleball Court slab design is excluded from this proposal. It is recommended that this be provided by the outdoor play courts specialty contractor.
- Design and preparation of plans for off-site utility extension or roadway improvements, if required by the County, is not included in the scope of services.
- Per the Civil Engineer, Pima County will allow direct discharge of storm water runoff into the adjacent wash. Design of a retention basin is not included in the scope. Drainage Report has been excluded from this scope. As stated, the Civil Engineer will seek a storm water detention waiver. If a Drainage Report is required by the County, WSM will propose an additional fee to provide a Drainage Report.
- Reproduction of bid documents is excluded. WSM will provide all bid documents to GVR and GVR's prospective bidders via digital PDF documents for reproduction by others.

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Project Fee Summary:

Our fee for the work would be a lump sum fee, broken down as follows, and invoices would be sent monthly based upon percentage of work completed that month:

I.	Program Verification	\$ 1,030
II.	Schematic Design	\$14,100
III.	Design Development	\$12,750
IV.	Construction Documents	\$39,400
V.	Bidding and Permitting	\$ 4,850
VI.	Utility Coordination Support Allowance	\$ 1,200
VII.	Cost Estimating Allowance	\$ 4,000
VIII.	Construction Administration	\$16,700
IX.	Storm Water Pollution Prevention Plan (SWPPP)	\$ 2,000
X.	Record Drawings	\$ 590
XI.	Reimbursable Allowance	<u>\$ 1,000</u>
Total Project Fee		\$97,620

Please contact me with any questions you might have on this proposal. Thank you for the opportunity to be of continued service to Green Valley Recreation!

Sincerely,

Kristen DiBone AIA | NCIDQ
WSM Architects, Inc.
Project Architect

Accepted by: _____ Date _____
David Jund
Facilities Director
Green Valley Recreation, Inc.

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