You Have An Idea For An Open Space Improvement!

1. Talk with neighbors, build support, create a steering committee that will be able to meet at least monthly.
   - Consider creating a “Core Steering Committee” of 4-5 members that meet to decide strategy and a much broader “Open Steering Committee” of 10+ individuals (incl. the Core members) who are very interested in the project but may have slightly less time to commit.
   - The Core Steering Committee should include at least a Chair and Co-Chair (these will have signing authority, for example, on our Letter of Agreement and the grant contract). Other roles that are useful include an Outreach Manager to create an outreach strategy and manage contacts, Finance Manager to track budgets and manage funds, and a Fundraising Manager to create a fundraising strategy and events.
   - The Open Steering Committee should be as large as necessary to include all folks who want to help!

2. Determine which City department(s) own the land and who else you’ll need to work with. Set up a meeting to get an idea of what they will allow. Property owner permission is required for any funder.

3. Develop a grant proposal for funding. DON Neighborhood Matching Fund grants require a match of half of the requested funding in either cash or equivalent volunteer hours/labor. Connect with the Neighborhood Matching Fund project managers to get feedback on your grant and make it a successful application. They’re there to assist you!

4. Hire a Landscape Architect:
   - Write a job description. You may need to advertise in the Daily Journal of Commerce (DJC) twice. Be sure that the title of the job announcement matches the contractor you are seeking!
   - Set up an interview committee, prepare criteria and interview questions.
   - Make sure the DON project manager is involved and signs off on all of this. (Allow 1-2 months for the entire process).
   - A contract between the community and the design professional is required. It includes the detailed scope of work for the design professional and a fee for providing these services. Your project liaison can provide examples.
   - SPF must sign the contract.
# Life of a Park Project

## A Relative Timeline

<table>
<thead>
<tr>
<th>Concept Design Process: (≈$30K-$50K) (4-6 months)</th>
<th>Design Development Process: ($50K) (4-6 months)</th>
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<tbody>
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<td><strong>5</strong> You may need a sign posted to inform the surrounding community of the proposed project. Allow 2 months for your SPR Project Manager to arrange this.</td>
<td><strong>7</strong> An overview of the Design Development Process:</td>
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<td><strong>6</strong> An overview of the Concept Design Process:</td>
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<td>□ The Landscape Architect will develop the plan to include potential artistic elements, paving material for plazas or benches, a refined plant list and potential phasing and provide drawings in drafting software.</td>
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<td>□ Be sure to request an updated cost estimate and timeline at this point. The Landscape Architect will likely prepare a budget for construction costs.</td>
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<td>□ Engage the broader community.</td>
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<td></td>
<td>□ ProView#3 - SPR’s internal review process.</td>
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<tr>
<td></td>
<td>□ Fundraise for the next phase!</td>
</tr>
</tbody>
</table>

### Concept Design Process:

- Organize a community meeting with food and fun to brainstorm ideas with the Landscape Architect and get a sense of what is important to the neighborhood.
- Landscape Architect will take these ideas to then come up with 2-3 concepts to review with the community.
- If necessary, budget for a land survey so property lines are not in dispute. An SPR Project Manager can help you determine whether this is necessary.
- "ProView" – SPR’s internal review process.
  - The Landscape Architect will meet with ProView before the 2nd community meeting. Community members are not permitted to attend, but the Landscape Architect should provide a summary of the comments.
  - Organize the 2nd community meeting with food and fun to get more community input and to hear what people like or don’t like about the design options.
  - Second ProView meeting.
  - Organize the 3rd community meeting with food & fun to reveal what the Landscape Architect has created. There should be preliminary cost estimates (this task should be included in the scope of work for the design professional) at this point.

### Design Development Process:

- The Landscape Architect will create technical drawings and specifications needed for contractors to accurately provide a price to build the project.
- The Landscape Architect will then have a more precise cost estimate for fundraising, which should already be underway (see next section).
- Hold a community event that engages the neighborhood!
- The Landscape Architect will meet with “ProTech” staff (SPR internal technical review team) at least 3 times.
- SPR staff may help obtain necessary permits (≈3 months to get in the queue / ~8 weeks to 6 months to permit depending on the complexity of the project).

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### Construction Documents & Permits ($50K) (9-18 months)

- An overview of this process:
  - The Landscape Architect will create technical drawings and specifications needed for contractors to accurately provide a price to build the project.
  - The Landscape Architect will then have a more precise cost estimate for fundraising, which should already be underway (see next section).
  - Hold a community event that engages the neighborhood!
  - The Landscape Architect will meet with “ProTech” staff (SPR internal technical review team) at least 3 times.
  - SPR staff may help obtain necessary permits (≈3 months to get in the queue / ~8 weeks to 6 months to permit depending on the complexity of the project).
**Life of a Park Project**

**A RELATIVE TIMELINE**

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**Bidding**

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An overview of the Bidding Process:

- Project goes out to bid by placing advertisements in the DJC and to the Builder’s Exchange.

- Contractor is selected. If the project is on Parks and Recreation property, the bidding process is typically administered by Seattle Parks and Recreation. Projects are required to have all funding secured before going to bid. Each property owner has a different process for selection.

**Construction**

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An overview of the Construction Process:

- Weekly meetings to discuss the status of the project will include the contractor, the Landscape Architect, your SPR project manager, the SPR inspector, and a representative from your group.

- The inspector is responsible for making sure that the project conforms to SPR Standards.

- The Landscape Architect makes sure that the project looks like the design that was created by your community.

- A representative from the community is important because questions come up periodically that may need to be discussed by the steering community.

**Fundraise for Construction Costs**

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Midway through construction documents, you should have a more concise estimate of costs and should start your fundraising.

NOTE: in this pressure cooker development market, construction projects are tending to run much higher and take much longer than expected! (12-18 months). Cost estimates should account for how far into the future it may take to build the project.

We recommend you add an escalation amount for each year into the future you will build as costs are guaranteed to increase each year. Be sure to account for “soft costs” like fiscal fees, SPR fees, and/or project management fees.

**Wrap Up**

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SPR and the Landscape Architect approve the work!

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Plan a ribbon cutting celebration and invite everyone who helped make the project a success!