



February 8th, 2022

Leo Griffin
Friends of the Troll's Knoll
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RE: Troll's Knoll Art and Design Part II (City of Seattle Project P21053), Scope of Work for studio 41

Dear Leo,

Thank you for selecting the studio 41 team to assist FOTK in the next phase of improvements for the Troll's Knoll hillside. I am excited to embark on the next steps to evolve the design of the park expansion with you! The following document outlines the scope of work and fee.

PROJECT UNDERSTANDING

- The project will be coordinated with and completed for The Friends of the Troll's Knoll (FTK, Client) community group and contracted through the Seattle Parks Foundation (Fiscal Sponsor). Funding is via a grant from the Department of Neighborhoods with a not to exceed dollar amount. This grant funding is through December 31st, 2022 with the contract closeout through January 31st, 2023.
- Studio 41 scope of services will include:
 1. Coordinate with FOTK to advise on project coordination with various consultants.
 2. Coordinate with Surveyor for completion of survey work for east hillside. Area around the Troll to be an Add Alternate in the survey scope.
 3. Coordinate with Arborist for assessment of existing vegetation in the east hillside area.
 4. Complete master planting plan with focus areas to include: park entries, areas directly adjacent new or proposed art installations, east slope, along bridge and other proposed future tree planting locations.
- Assumptions:
 1. New project survey will be completed and provided in autocad release 19 and pdf format prior to commencement of planting plan layout.
 2. Arborist assessment report will be completed and provided in pdf and autocad (if applicable) formats prior to commencement of planting plan layout.
- FTK will coordinate and host all community outreach and site walk-throughs as required for this new phase.
- All project deliverables will be electronic due to fixed budget with no reimbursable allowance. All printing to be coordinated and completed by FTK if required. Should reimbursable expenses in accordance to Appendix A be requested, the project team will request written approval prior to completion.
- Project deliverables will be focused upon providing a planting plan with specifications for the east hillside.

SCOPE OF SERVICES

The following tasks are our understanding of the Scope of Work to be provided within the limited budget available in this first phase of work:

Task 01 – CONSULTANT COORDINATION (ongoing)

Coordinate with the project team's selected Surveyor and Arborist at the start of their scope of work, during draft submittals, and final reports/files.

1. Coordinate with Surveyor prior to survey commencement. Review draft survey for level of completion. Confirm cad file is of sufficient format for use by future design team efforts.
2. Coordinate with Arborist prior to commencement of work. On-site coordination during data gathering effort. Review of draft report for level of completion.
3. Assist FOTK with agency coordination for related scope of work.

Assumptions:

- Site survey – site survey is the first effort that needs to be completed for kicking off this next phase of work before the arborist can efficiently begin their assessment. Completion of both the site survey and arborist assessment is necessary prior to planting layout plan. Consultant coordination and draft plant lists can be started while the other consultants are completing their scope of work.

Meetings:

- Site visit (1-2) with arborist during their scope of work efforts.

Deliverables:

- By Others.

Task 02 – PLANTING DESIGN

Upon completion and receipt of the survey and arborist assessment, Studio 41 will complete a masterplan design for phased planting improvements with the focus in the east hillside area.

1. Prepare autocad drawing with enlargement plans of focus areas for proposed planting improvements.
2. Provide master plan schedule.
3. Provide soil prep and planting specifications.

Assumptions:

- None.

Meetings:

- Phone or Zoom. On-site or in person meetings upon request.

Deliverables:

- Master planting plan document.

Task 03 – PROJECT CLOSE-OUT

This task will be a coordination effort between Leo at FOTK and T. at Studio 41 to ensure transfer and receipt of final design documents for archiving in the TK project portal, final invoicing, and contract close-out.

ITEMS EXCLUDED FROM SCOPE OF SERVICES

The following items are excluded from the Scope of Services in this estimate.

- Contaminated soils analysis and remediation.
- Geotechnical analysis for compaction and drainage or other Geotech services.
- Arborist services for analysis of existing vegetation.
- Site surveying for horizontal and vertical controls.
- Permit drawings/revisions.
- Bidding and negotiations.
- Construction Administration services.
- Water features, pool or spa waterproofing and installation details or mechanical design.
- Reimbursable expenses such as but not limited to mileage, printing and courier expenses and travel time as noted in Standard Billing Policy enclosure.
- Any item not noted in the above scope of work or in conflict with the assumptions.

COMPENSATION

The above scope of work will be performed. Billing will be submitted monthly based on percent complete for a total, not to exceed, stipulated fee of \$9,500. Invoices will list: Seattle Parks Foundation - Fiscal Sponsor to FTK, 105 S. Main St. #235 Seattle, WA 98104. Deliverables will be electronic to avoid reimbursable expenses. However, should they be requested, they will be in addition as noted above in excluded items and billed in accordance to Appendix A with prior written approval by the Client.

Please let us know if you have any questions or clarifications on the above Scope of Work for your Trolls Knoll Park Expansion design process. If this proposal is acceptable to you, please sign the attached copy and return it via mail or email for our files and retain a copy for your records. We look forward to working with your team and the community! Please don't hesitate to email or call if you have any questions.

COVID-19 VACCINATION REQUIREMENT

Studio 41 understands and is in full compliance with the Mayor's Executive Order 2021-08: Covid-19 Vaccination Requirements for City Contractors. Studio 41 submitted an attestation form to SPR for City file back in December of 2021. We confirm that we and any consultant hired to work under Studio 41 will be fully vaccinated in compliance with the Executive Order.

Sincerely,



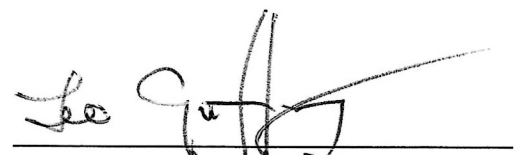
studio 41
T. Frick McNamara, Owner, PLA, LEED®

Enclosure: Appendix A

Accepted by:

Title:

Date:


President, FTK
2/1/2022

Accepted by: Shava Lawson
Title: Director of Fiscal Services
Date: 2/9/2022