

## Overview of Seattle Parks and Recreation Design Process (for internal use)

The process below outlines a typical full scale design process. Smaller or less complicated projects, typically major maintenance, often follow a reduced process. Fall 2016

### **A. STEP BY STEP OVERVIEW OF PROJECT PROCESS – PLANNING THROUGH CONSTRUCTION**

**Step 1: How do capital improvement projects originate?** *Projects that are managed and/or reviewed through PDD typically originate through the following funding sources or governing bodies. Once funds are appropriated, and a timeframe assigned, the planning process begins.*

Park District (Major Maintenance, Comm. Centers, Challenge Fund, Land-banked, Acquisition Demos)  
CIP (REET)  
Park Upgrade Project (Seattle Conservation Corps)  
Department of Neighborhoods Neighborhood Matching Fund  
Grants (RCO, KCYSFG, KC4Culture, etc.)  
Landscape Restoration  
OSC (currently managed through Westbridge)  
Mayoral Directives  
Supplemental Budget Items  
Steering  
Partnership (Ex. DSA, DEEL, SPF etc.)

**Step 2: The Planning and Schematic Design Process.** *This process includes development of a design program, design team selection, public outreach, RSJ toolkit, real property due diligence, and SPR's internal Proview review process. The major MILESTONES follow.*

Develop Design Program  
Proview #1: DESIGN PROGRAM REVIEW  
Consultant Selection Process  
Community Meeting #1: Design Workshop and Input Gathering  
Proview #2: CONCEPTUAL DESIGN REVIEW  
Community Meeting #2: Presentation of Conceptual Designs and Feedback  
Proview #3: PREFERRED SCHEMATIC DESIGN REVIEW  
Community Meeting #3: Presentation of Preferred Schematic Design  
Proview #4: DESIGN DEVELOPMENT (30% Construction Documents)  
Start permitting process. Typically PAF and PASV, MUP, SEPA, HPA, Corps and SIP as needed.  
Design Commission as and if required.

**Step 3: The Technical Design Process.** *This process includes development of construction documents, cost estimates, construction schedule and permitting. Any remaining real property needs must be resolved during this phase. The major MILESTONES follow.*

Proview Tech #1: 60% CONSTRUCTION DOCUMENT (CD) REVIEW and 60% Completion Checklist  
Permit Submittals (Typically Construction Permit and 60% SIP)  
Proview Tech #2: 90% CD REVIEW and 90% Completion Checklist  
Permit Submittals (Typically 90% SIP, Landmarks)  
Preparation of Division 0  
Engineering and Design: 100% CD REVIEW and 100% Completion Checklist  
Preparation of Request to Bid Package  
Finance and Administrative Services: REVIEW of Bid Package

**Step 4: The Construction Process.** *This process is post design but added for reference. The construction process begins with bidding and ends at close out. The major MILESTONES follow.*

Advertise for Bids

Award Contract

Execute Contract

Issue Notice to Proceed

Substantial Completion

Physical Completion

Close Out Contract

End One year Warranty Period

## **B. REVIEW MEETING SCHEDULE**

**Proview** is held every **Tuesday** starting at **8:30AM**; RDA Building, 3<sup>rd</sup> Floor

**Deadline for project submissions is always Tuesday at 12:00 pm for the following Tuesday.**

Submissions are made electronically through the PCC (PROJECT CONTROLS CENTER).

**Reviewers are encouraged to be submit comments Monday at 12:00 pm the day before Proview.**

Proview administrator will send appointments to participants listed on application.

**Proview Tech** is held every **Wednesday** starting at **8:30AM**; Westbridge Facility

**Deadline for Project Submissions is always Wednesday at 12:00 pm two weeks ahead.**

Submissions are made electronically through the PCC (PROJECT CONTROLS CENTER).

**Deadline for Review Comments is always Tuesday at 12:00 pm the day prior.** Submissions are made electronically through the PCC (PROJECT CONTROLS CENTER).

Proview Tech administrator will send appointments to participants listed on application.

**C. THE REVIEW TEAM** is made up of representatives from all divisions of SPR. It is closed to the public but presentations are made by the design team and content experts. Typical attendees are as follows for both Proview and Proview Tech:

- Chair/Facilitators
- Planner/Project Manager/Applicant
- Engineering & Design (Landscape Architect, Civil, Architect)
- Facilities Maintenance Representative(s)
- Crew Chief and/or Senior Gardener
- Arborist
- Administrative Specialist
- Additional Attendees as appropriate and identified by the project manager:
- Events Planning/Recreation Coordinators
- Facility Staff
- Property Management
- Security
- Survey
- Director or other managers

## **D. RESPONSIBILITIES**

- Chair
    1. Facilitate meeting and keep review on track and on time.
    2. Provide continuity in project review process.
    3. Guide reviewers towards resolution of project issues or identify a course of action to reach resolution.
    4. Provide large picture of potential project impacts on park system.
    5. Focus comments and discussion to keep the project moving forward.
    6. Identify red-flag issues and elevate when necessary. Refer to steering as appropriate.
  
  - Planner/Project Manager/Applicant
    1. Provide a clear and concise presentation of project scope, schedule and budget.
    2. Identify issues that resolution is being sought for.
    3. Have the content expert available to present detailed information and respond to questions.
    4. Prepare for meeting by making early contact with appropriate people to start solving known issues.
    5. Verify that all appropriate parties are present.
  - Engineering & Design (Landscape Architect, Civil, Architect)
  - Facilities Maintenance Representative(s)
  - Crew Chief and/or Senior Gardener
  - Arborist
  - Administrative Specialist
- Additional Attendees as appropriate and identified by the project manager:
- Events Planning/Recreation Coordinators
  - Property Management
  - Survey
  - Director or other managers

## **E. REQUIREMENTS AND DELIVERABLES:**

**Design Program Components:** *The design program defines the basic elements of a project. It gives guidance to the project manager and the design team. It captures fundamental and historical data, scope options and limitations, outreach process and more. Some of the major components are listed below.*

Major Project Data (budget, WC, funding source, CIP description, the basics)

Real Estate Due Diligence: Confirm Parks Holds Property Rights Adequate for Project Area

Historical Facts and Property Information (Including Title Research)

Sherwood Park History Information

Develop plan to resolve any identified real property issues or acquire any needed real property rights not already held

Development History

Census Data and Community Identity

Coordinate with DON for citywide coordination and community contacts

Identification of external stakeholders, non-profits, granting agencies and interested groups

Identification of internal stakeholders (planner, E&D, PM, property, facilities maintenance, grounds

maintenance, facility staff if building, recreation)

Develop scope of Project:

- CIP description, planning document research
  - Scope gleaned from historical data collected
  - Hold internal design workshop with internal stakeholders to influence scope and staff needs/desires
  - Identify limitations for major items like lighting, OLA, restroom, water feature, programmed ballfield, skatepark. These are the items we'll say no to.
  - Identify need for major items such as the above. These are the major items we'll say yes to.
- Develop outreach plan customized to the cultures in the community (interpretation, backyard meetings, social media)

Develop internal outreach plan to keep internal stakeholders aware

Utilize RSJ toolkit and customize to the project

Develop schedule.

Research survey info and order new survey as needed

Develop probable consultant team composition

Work closely w/ PM on budget, scope, consultant team, schedule and items that crossover w/design

Start consultant selection process.

**Proview #1 - Deliverables:** *Design Program and Supporting Documentation*

- Invite stakeholder group, present and gather comments.
- Incorporate comments into DP and finalize.
- Finalize consultant negotiations and contract.

**Community Meeting #1:** Design Workshop and Input Gathering

Present meeting agenda with clear objectives and rules of the road. Lead workshop and input gathering session about site elements and desired programming. Recap what was heard and state next steps. Utilize input to develop conceptual designs and ROM cost estimate.

**Deliverables:** Existing Conditions, Site Analysis, Precedent Images and other supporting documentation to support the objective of the meeting.

**Proview #2: Deliverables:** *Site Analysis, Conceptual Designs, Probable Cost Estimate, Supporting Documentation*

**Community Meeting #2:** Presentation of Conceptual Designs and Feedback

Present meeting agenda with clear objectives and rules of the road. Present designs and listen to feedback. Recap what was heard and state next steps. Utilize input to develop preferred schematic design and ROM cost estimate.

**Deliverables:** (2-3) Conceptual Designs, Images supporting design concepts, and other supporting documentation to support the objective of the meeting.

**Proview #3: Deliverables:** *Schematic Design, Probable Cost Estimate, Supporting Documentation and responses to previous Proview comments.*

**Community Meeting #3:** Presentation of Preferred Schematic Design

Present meeting agenda with clear objectives and rules of the road. Present the preferred schematic design and explain how all the input to date allowed the design team to arrive at this design. Discuss the next steps and timeline.

**Deliverables:** (1) Preferred Schematic Design and other supporting documentation. Final budgetary cost estimate.

**Proview #4: Deliverables:** *Design Development Drawings and Outline Specifications, Probable Cost Estimate, Supporting Documentation and responses to previous Proview comments.*

**The Technical Design Process:**

**Deliverables:** See Checklists in Forms Workbook.

DRAFT