

**CITY OF BOULDER
PARKS AND RECREATION ADVISORY BOARD AGENDA ITEM**

MEETING DATE: November 18, 2013

AGENDA TITLE: Discussion Item, GOCO Grant Resolution for University Hill Elementary Partnership

PRESENTERS:

Kirk Kincannon, CPRP, Director, Parks and Recreation
Alice Guthrie, Recreation Superintendent
Jeff Dillon, Parks and Planning Superintendent
Abbie Poniatowski, Senior Business Manager

EXECUTIVE SUMMARY:

University Hill Elementary School has requested that Boulder Parks and Recreations Department (BPRD) become a partner on the 2014 Great Outdoors Colorado School Play Yard Initiative Grant. This grant, if awarded, will provide additional \$100,000 of funding for the renovation of the school playground at University Hill Elementary School, 956 16th Street.

The Great Outdoors Colorado (GOCO) began this special initiative in 2013, awarded to BPRD for Horizons K-8, and has decided to continue the effort again in 2014. This special initiative encourages partnerships between local government and school and/or school district, to construct or improve school play yards for the benefit of children in rural and urban communities across the state. Any project supported by the GOCO grant must remain open to the public during all non-school hours. Partnership with BPRD is a requirement of the grant application.

ANALYSIS:

The school play yard project to be proposed in the grant application will be constructed entirely on Boulder Valley School District (BVSD) property. Funding, project management and maintenance will be provided by BVSD. A commitment letter outlining these details and the intent to sign an intergovernmental agreement (IGA) was provided by Don Orr, Assistant Superintendent of Operations at BVSD.

The master planning of the project will be led by a licensed landscape architect who is donating her services to the project. The project scope includes master planning with vision and goal setting, conceptual design and cost estimating.

The Uni Hill Site Committee has committed to writing the grant and providing supporting documentation such as letters of support from the community. They have also committed to contributing to the matching funds required by GOCO.

BPRD's role as a partner will be limited to the function of a pass-through agency. Staff time will be required for limited functions such as submitting a resolution to City Council and reviewing the final application prior to submission.

If the grant is awarded, BPRD will enter into an IGA with BVSD as part of a grant agreement with GOCO. The grant agreement commits BPRD to the project for the life of the equipment, although the IGA in turn commits BVSD to the same terms of commitment for maintenance and public access.

Administration of the funds and final project reporting will also be the responsibility of BVSD. BPRD will function only as a review prior to submission of the final report for payment.

ATTACHMENTS:

Attachment A: University Hill Elementary Partnership Request

Attachment B: Letter of Commitment from Boulder Valley School District

Attachment C: Urban Play Studio Scope of Services



6500 Arapahoe, P.O. Box 9011
Boulder, Colorado 80301
(303) 447-1010

University Hill Elementary

Dual Immersion Program
Ina Rodriguez-Myer, Principal
956 16th Street,
Boulder, Colorado 80302
Phone 720-561-5416
Fax 720-561-2980

September 14, 2013

To Whom It May Concern at the City of Boulder Parks and Recreation Department,

I am writing to request consideration of a partnership between University Hill Elementary School and the City of Boulder for the purpose of applying for a Great Outdoors Colorado School Play Yard Initiative Grant. The purpose of the grant, if awarded, would be to improve the existing play structures and grounds. Many of the play structures are outdated and not to current code compliant. In addition, as part of the grant the plan is to construct natural play spaces utilizing and including the historic landscape found at University Hill's unique two building campus.

Founded in 1906, University Hill is Boulder's oldest elementary school. A dual language program is offered to students with instruction in both English and Spanish. From preschool to fifth grade, our children are actively engaged in learning two languages as well as the standard BVSD elementary curriculum. Half of our entering students come from native Spanish speaking households; half speak English in the home. 53% of our students are on a free or reduced lunch program, and we are a federal Title 1 school. Our school has been upgraded through the Boulder Valley Bond Initiative, however very little has been done to our play spaces and structures. With the exception of a structure purchased by the PTA after many years of saving parent donations, the constant budget cuts at the district and state level has made it impossible to create and implement a long term plan for the play spaces available to the students and neighborhood.

Because of the our large open field and central location, our space is used by the University Hill neighborhood, by CU students, and by the community at large for various sport teams and youth organizations. With this use, there is also a cost of maintenance for the use of these spaces. We hope that by upgrading the equipment and area, we will have to opportunity to use this space to its fullest potential.

Please consider this partnership. We would love to show you our campus and the potential that is has for the entire community.

Sincerely,

Ina Rodriguez-Myer
University Hill Principal



Planning Office
303-245-5794
Fax: 303-447-5118
www.bvds.org

6500 East Arapahoe, PO Box 9011
Boulder, CO 80301

November 4, 2013

Parks and Recreation Department
City of Boulder
3198 North Broadway
Boulder, Colorado 80304

RE: Spring 2014 GOCO School Play Yard Initiative Grant application for University Hill Elementary School

To Whom It May Concern:

Boulder Valley School District (BVSD) is providing this letter in support of a partnership with the City of Boulder for the GOCO School Play Yard Initiative Grant application, Spring 2014, for the playground renovation project at University Hill Elementary School.

We would like to confirm the following:

1. The District and the School will be involved in the development of the project through a campus master plan process led by a licensed landscape architect, and that the improvements proposed will provide outstanding spaces for all students at University Hill Elementary, as well as children, families and adults from the surrounding neighborhood.
2. BVSD will provide project management services for the coordination and implementation of the master plan.
3. The University Hill community agrees to provide \$33,250 in matching funds, as stated in the grant application – at minimum \$13,300 cash and \$19,950 in-kind contributions. These funds will be raised by the School and will be held by the District in a restricted account pending grant review and award.
4. Subject to the award of a GOCO grant, BVSD shall provide funding, a maximum of \$100,000, for the implementation and construction of the project to be later reimbursed by GOCO once required and adequate documentation is submitted.
5. Subject to the award of a GOCO grant, BVSD is willing to enter into a binding intergovernmental agreement with the City of Boulder that incorporates the terms and conditions of the grant award.
6. The District and School agree that the play yard will be open to the general public on a year round, daily basis outside of school hours and activities.

7. The site is owned by BVSD and no changes in ownership or use are contemplated for the next 25 years.
8. BVSD recognizes that the improvements in this project will need to be maintained by the District and School in a high quality, usable condition for the duration of its usable life.

We ask that you give our request for partnership with the City of Boulder to pursue the Spring 2014 grant application for the GOCO School Play Yard Initiative your utmost consideration, and hope that we can look forward to working with you on this project in the near future.

Sincerely,



Don Orr
Assistant Superintendent of Operations
Boulder Valley School District

Ina Rodriguez-Meyer
Principal
University Hill Elementary School



June 10, 2013

Ms. Ina Rodrigues-Myer
Principal
University Hill Elementary
956 16th Street
Boulder, Colorado 80302

RE: Proposal for University Hill Elementary Campus Master Plan

Dear Ms. Rodrigues-Myer,

Urban Play Studio, LLC is pleased to provide you with this Proposal for pro bono landscape architectural services for a campus improvement Master Plan for University Hill Elementary in Boulder, Colorado. As specialists in outdoor children's learning and play environments, we are excited about the opportunity to participate in this effort. We propose the following scope of services. We would be happy to review this proposal with you to modify the tasks to further tailor them to meet your specific needs.

PROJECT DESCRIPTION

Services shall include landscape architectural master planning with vision and goal setting, conceptual design, cost estimating, and phasing services as itemized below for the proposed campus improvements. It is our understanding that the campus is approximately 7 acres and serves a PreK – 5th student population. University Hill Elementary is part of the Boulder Valley School District and proposed improvements should adhere to the District's design guidelines for site work. Proposed site elements may include:

- Vehicular circulation, parking and drop-off areas
- General campus walkways, site furnishings and planting improvements, including a community gateway and perimeter track / walking path
- Renovated play and learning spaces for each age/developmental group including: Preschool, Kindergarten, Elementary 1st – 3rd grades, and Elementary 4th and 5th grades
- Asphalt court games and multi-sport field improvements
- Community outdoor gathering spaces
- Nature-based play area
- Edible garden areas
- Improved equipment and maintenance storage areas

Urban Play Studio, LLC will be the lead consultant and main point of contact for the project with Kerry White as project principal. We propose to provide landscape architectural services including: site programming and landscape visioning; master plan level site design; and cost estimating and phasing strategies. Civil engineering, structural engineering, electrical engineering, architecture, land surveying and irrigation design shall be provided by Others and are not included in this proposal. We will coordinate our work with related design professionals as requested by the Owner and may also make recommendations for such type of consultants as requested.

SCOPE OF BASIC SERVICES

The Scope of Basic Services shall be as follows:

TASK 1: Project Kick-Off and Preliminary Programming

Urban Play Studio (UPS) will attend a kick-off meeting with the Owner and school's site planning committee members to review project scope, budget and schedule. Project goals and overall vision will be established to provide a necessary foundation for the design process.

UPS will assist in developing a preliminary program for the proposed campus. UPS will develop (2) conceptual, hand-drawn site plans based on the established program, and a preliminary cost estimate based on typical square foot costs. (1) follow up meeting will be held to review the conceptual plans and cost estimates.

TASK 2: Site Analysis and Inventory

UPS will perform a site inventory, an analysis of the site, and review Owner provided information such as a site survey or past site work construction documents. Existing site conditions will be analyzed in relation to proposed improvements. A photo inventory of the site will be compiled. It is recommended that key personnel attend a site walk to identify opportunities and constraints of the existing campus. Personnel may include but is not limited to the principal, the facility manager, and the physical education teacher/s. This task will be done concurrently with Task 1.

TASK 3: Community Input Meeting

Prepare for and facilitate a design input meeting with the site committee, School staff, students, parents, neighbors and other identified user groups. Meeting agenda shall include project overview; program discussion; review of the preliminary site plans; question, answer and comment period; written survey and meeting wrap-up. Materials for the meeting may include existing conditions board; imagery idea boards for "dot voting" to help determine program elements; preliminary design concepts (from Task 1 in scope of services); and written survey. Format for meeting may be modified as needed and fees adjusted accordingly to fit Owner needs.

TASK 4: Student Workshop

UPS will prepare for and facilitate a Student Workshop and design charette focused on the play elements of the campus. We will prepare graphic presentation materials to support the selected format and activities of the workshop. The agenda may include, but is not limited to: project overview; play experience / setting options; and a hands-on design activity appropriate for the age group/s attending the workshop. Materials for the meeting may include site base and play templates, drawing materials, idea imagery, model building material, and a play focused questionnaire. Format for meeting may be modified as needed. A photo-based questionnaire may also be distributed to the entire student population to obtain input for the campus improvements.

TASK 5: Site Master Planning

Based on the preferred plan from the preliminary programming phase and input from review meetings and the staff site walk, UPS will develop a final conceptual site master plan for the campus. Additional imagery and character sketches, (2) sheets/boards, will begin to express the overall site character and landscape aesthetic for outdoor classrooms, play elements and settings, art and performance areas, social gathering spaces, gardens, and natural areas. UPS will develop theming to highlight learning, discovery and creative play and learning elements, and to compliment the BVSD curriculum to meet physical, artistic and social needs of students.

An Owner and design team meeting will be held to discuss and review the final master plan, an updated estimate of probable cost, and phasing strategies.

Drawings will be hand-drawn through the master plan phase over the CAD survey base or aerial photos, formatted on 24x36 sheets, and will be 10' and 20' scale drawings for plan views. Elevations, sections, sketches, imagery photos and product cut sheets will be used to illustrate and refine design intent and character of key elements. A hand drawn final master plan rendering will be included under this phase.

FEES

Urban Play Studio, LLC proposes to complete the Scope of Basic Services pro bono, excluding reimbursable expenses. A breakdown of services by task is as follows:

- Task 1 - Project Kick-Off and Preliminary Programming
- Task 2 - Site Analysis and Inventory
- Task 3 – Community Input Meeting

Task 4 – Student Workshop
Task 5 – Site Master Planning:

Total Fee Tasks 1-5:

no charge

Reimbursable Expenses

\$400.00

REIMBURSABLE EXPENSES

In addition to Basic Services, expenses in connection with this project for items such as printing, scanning, copying, delivery, and meeting supplies shall be billed on the actual cost of the service or material. For purposes of this Proposal, Reimbursable Expenses are estimated not to exceed \$400.00.

HOURLY RATES

Fees for the Scope of Services provided by Urban Play Studio, LLC shall be based on normal hourly rates times hours expended for all personnel engaged on the project. These rates are included for grant application purposes to value the pro bono services. These hourly rates are as follows:

Hourly Rates for Urban Play Studio, LLC:

Principal	\$95.00 / hour
Project Manager / Landscape Architect	\$75.00 / hour
Landscape Designer/CAD Technician	\$50.00 / hour
Clerical/Administrative	\$40.00 / hour

WORK NOT INCLUDED

1. Architectural, irrigation design, land surveying, civil, structural, electrical, and geotechnical engineering services.
2. Design Development and Construction Document preparation, or Bidding and Construction Observation services.

SCHEDULE

The Scope of Basic Services for this project may be performed in accordance with the following schedule:

1. Project Kick-Off and Preliminary Programming: 4 weeks
2. Site Analysis and Inventory: 1.5 weeks (shall happen concurrently with Task 1)
3. Community Input Meeting: 1 week
4. Student Workshop: 1 week
5. Final Master Plan, Estimating and Phasing: 4 weeks

It is our understanding that the project will kick-off as soon as possible. The schedule as outlined above is a 10-week schedule to ensure a December 2013 substantial completion date and to meet the GOGO School Play Yard grant application due January 17, 2014. The master plan schedule as set forth allows for approximately 4 weeks of BVSD and City of Boulder review and coordination to complete the grant application. This schedule may be adjusted as needed upon review and coordination with Urban Play Studio, the site committee and the Owner.

Urban Play Studio, LLC is dedicated to providing quality professional landscape architectural services, as well as engaging, fun, safe and creative play and learning spaces. We would be very pleased to be a part of the University Hill Elementary campus renovation process to enhance the outdoor learning and play environment for your students.

Thank you for your interest and consideration.

Sincerely,



Kerry White
ASLA, RLA, LEED™
Principal
Urban Play Studio, LLC

