



## **PROPOSAL FOR DESIGN SERVICES**

### **TEE IMPROVEMENT PROJECT**

AT

### **CRANBERRY VALLEY GOLF COURSE**

*Harwich, Massachusetts*

**SCOPE OF SERVICES:** to be provided by MUNGEAM CORNISH GOLF DESIGN, Inc. (the Golf Architect)

This proposal covers the planning, development of construction documents, assistance with contractor procurement and construction services for the proposed Tee Improvement Project at Cranberry Valley Golf Course. The scope of work is based on our June, 2017 Tee Evaluation Report. The Project includes the addition of new forward tees, adjustments to a few existing tees and recommended fairway alterations. The proposal includes Construction Services for the first two phases of construction. The estimated construction cost for completion of all proposed improvements is \$230,000. Based on a suggested funding level of \$40,000 to \$50,000 per year, we anticipate 4 to 5 years of work to complete the project.

### **PHASE ONE – PRELIMINARY DETAILED DESIGN**

For Phase One, we propose to provide the following:

- Upon notification to proceed, we shall visit the course and re-evaluate each tee area in order to establish detailed plans suitable for contractor bidding and construction. Based on this visit, the Golf Architect will provide Preliminary Detailed Plans and Technical Specifications for all 18 holes of the proposed work. The Detailed Plans (Scale 1"=30') shall identify the work to be undertaken at each location, including proposed changes in elevation and any drainage requirements. Included with the Updated Preliminary Plans shall be an estimate of probable construction cost for the proposed work. Two (2) hard copies and an electronic copy of the Updated Preliminary Plans and other information shall be provided.
- Once the Owner has reviewed the Updated Preliminary Improvement Plans, the Golf Architect will finalize the drawings as required based on comments from the Owner and provide two (2) hard copies and an electronic copy of the final plans.

### **PHASE TWO – CONSTRUCTION DOCUMENTS**

The Golf Architect shall prepare a complete set of construction documents for the modifications proposed based on review of the approved Preliminary Design documents, adjustments in project scope, quality or budget by the Owner, and conditions imposed by permits issued for the Project, as applicable. The Construction Documents shall consist of drawings and specifications setting forth in detail the requirements for the construction of the course Project,

including the respective responsibilities of Owner, Contractor and Golf Architect, together with appropriate bidding and Proposal information for Contractors. The Golf Architect shall determine the format and graphic character of the documents, but such documents shall be sufficient for a Contractor experienced and knowledgeable in golf course construction to provide a qualified bid and complete the work. The documents shall incorporate all plans and specifications as prepared by other members of the project team that may affect course construction (such as Irrigation and Engineering) in a format suitable for bidding and construction. Documents provided shall include the following:

- **Project Plan (Scale 1"=100')** – The Project Plan is an overall course plan identifying the scope of work to be undertaken. The plan details the limit of work; staging areas for construction and storage of materials; proposed access routes through course; changes to fairway edges; and drainage, grassing and earthwork requirements beyond immediate vicinity of tees and phasing lines, if necessary.
- **Tee Renovation Plans (Scale 1"=30')** – Detailed plans showing existing and proposed features with proposed grading requirements or relative spot elevations. We typically prepare detailed plans on 11X17" sheets.
- **Project Manual** – Bound manual that includes detailed specifications and bidding information for all work to be performed by the golf course contractor.
- **Typical Construction Details (No Scale)**

The Golf Architect will utilize the Tee Evaluation Report and Sketch Plans as the basis for developing construction documents suitable for contractor procurement and construction. Documents to be provided shall include:

Please note that the following information is not included in our proposal and should be provided by other consultants or the Owner, if required. Should the Owner want the Golf Architect to provide these services or material, it will be an additional cost.

- A. Topographic Plan – The Golf Architect is able to provide most courses with suitable Tee Renovation Plans absent of a topographic plan.
- B. Irrigation Plans and Specifications for any modifications to the irrigation system resulting from bunker renovation. As part of our work, we often include a copy of the course irrigation as-built in the construction documents with Irrigation Supply Vendor estimates of the location and scope of any modifications to the system that will be required. We have not included the cost of an independent irrigation designer in our proposal.
- C. Civil Engineering work including permit drawings, hydraulic analysis, erosion and sediment control information and any permit applications as may be required for the work.

The Golf Architect shall provide one (1) visit during the Construction Documents Phase.

### **PHASE THREE – CONTRACTOR PROCUREMENT**

The Golf Architect will assist the Owner in the selection of a contractor to perform the course renovation work, through an open bid process. Our work will include: assistance with identification of qualified contractors; attendance at a Pre-Bid Conference with prospective

Contractors; addressing of questions that arise during the bidding process, issuance of addenda, help with evaluation of bids, and assistance with recommendation of a Contractor.

The Golf Architect shall provide one (1) visit during the Contractor Procurement phase to attend the Pre-Bid Conference. One round of contractor procurement is included in this proposal.

#### **PHASE FOUR – CONSTRUCTION SERVICES**

The Golf Architect shall provide regular visits (based upon the status of the work) of construction observation and evaluation. These visits are essential in assuring that the renovation work follows the designer's intent and specifications or to identify field adjustments to improve the course features or reduce construction cost. We have discovered elsewhere that such review makes a major contribution to our success in maintaining construction budgets and in producing a high quality of work.

Construction services commence with the initial review and layout of the proposed changes in the field with the Contractor and Owner. Reviews are made in accordance with the following terms:

*"The Designer will visit the site at intervals appropriate to the stage of construction to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, the Designer will not be required to make exhaustive or continuous on-site inspections to check into the quality or quantity of the work. On the basis of his on-site observations as the Designer, he will keep the Owner informed of the progress of the work and will endeavor to guard the Owner against defects and deficiencies in the work of the Contractor.*

*The Designer will not be responsible for and will not have charge of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, and he will not be responsible for the Contractor's failure to carry out work in accordance with the Contract Documents. The Designer will not be responsible for or have control or charge over the acts and omissions of the Contractor, Subcontractor or any of their agents or employees, or any other persons performing any of the work".*

Construction services provided by the Golf Architect shall be for general review of all course construction items and more detailed oversight of architect designed items. The Golf Architect shall not be responsible for inspection and approval of Engineering and Irrigation work. Visits are made to help with layout and observe the contractors work. An estimated three (3) visits per phase of work is anticipated, with the project requiring 4 to 5 years (or phases) to complete. Our proposal covers the initial two phases of construction. .

The fee for the Construction Services Phase is based upon the scope of work identified above. It is assumed that planning will occur in 2018, with contractor bidding in the early spring of 2019. The first construction phase will occur in the fall of 2019 and the second phase in 2020. Should the scope of the work or its duration change significantly, the fee for the work may be revised.

## **COMPENSATION**

The Owner shall compensate the Golf Architect the stipulated sum according to the following schedule of fee per phase. Payments shall be made monthly upon presentation of actual invoices that shall be in proportion to the services performed for that phase.

PHASE	TASK DESCRIPTION	VISITS	FEE AMOUNT
1	Preliminary Detailed Design (all 18-holes)	1	\$ 3,600.00
2	Construction Documents (Phases 1 & 2)	1	\$ 5,400.00
3	Contractor Procurement	1	\$ 1,500.00
4	Construction Services (Phases 1 & 2)	6-7	\$ 4,500.00
<b>TOTAL FEE:</b>		<b>9-10</b>	<b>\$ 15,000.00</b>

**ALL EXPENSES ARE INCLUDED IN THIS FEE.**

## **SUPPLEMENTAL SERVICES**

Should the requirement for additional work arise, the work (other than visits) shall be billed on a time and expense basis according to the following:

- |                       |               |
|-----------------------|---------------|
| A. Principal          | \$140.00/hour |
| B. AutoCAD Designer   | \$ 80.00/hour |
| C. Secretary/Clerical | \$ 40.00/hour |

Travel Expenses – Meals and automobile use. Use of company vehicle shall be reimbursed at \$0.50 per mile.

Plan Reproduction and Delivery – shall be provided at our direct cost plus 5% administration fee.

## **EXCLUSIONS:**

As previously stated, this proposal is for golf course design services only. Items not included in our proposal are as follows:

- Any surveying or field stakeout including boundary surveys, golf centerline layout, development of topographic plans or wetland delineation and survey. As part of construction administration we do help with the lay out of proposed changes on the ground with the Contractor.
- Archaeological studies or use of other sub consultants for permitting related work (such as a turfgrass consultant or independent irrigation designer).
- Civil engineering requirements including determination of required permits, development of permit applications, development of final drainage plans and pipe sizing, provision of sediment and erosion control plans and stormwater calculation and control. An engineer or landscape architect should provide any plans requiring professional certificates.

- Generation of permit applications and drawings or attendance at meetings with government authorities.
- Plans, specifications, and all other documents prepared for this project are not to be used for any other project or purpose without the written consent of the Golf Architect.

This proposal is good through December 31, 2019. Phases not initiated by this date may be subject to review and adjustment.

Respectfully submitted,  
**MUNGEAM CORNISH GOLF DESIGN, Inc.**



Mark A. Mungeam, ASGCA  
May 22, 2018