EXHIBIT A
(SCOPE OF SERVICES)

1. GENERAL

Generally, the scope of services includes Preliminary Design, Schematic Design, and Public Outreach for the Veteran's Memorial Park improvements to the current Memorial Hall Site in downtown Joplin, Mo. Improvements will consist primarily of creation of a veteran's memorial park, and other similar uses on the property.

2. SURVEYS

A site survey is not anticipated for the completion of this current phase of the project and is not included in this scope of services, but can be added by amendment. Any information provided by Owner and Utility Providers to Garver is assumed as correct.

3. GEOTECHNICAL SERVICES

Geotechnical is not anticipated for the completion of the project and not included in this scope of services. Any information provided by Owner to Garver is assumed as correct.

4. COORDINATION

Garver will furnish plans to all known utility owners potentially affected by the Project at each stage of development. Garver shall conduct coordination meetings among all known affected utility owners to enable them to coordinate efforts for any necessary utility relocations. Garver will include the surveyed locations of the observable and marked utilities in the Preliminary and Schematic Design plans. Garver will also include proposed and/or relocated utility information in the construction plans as provided by the utility companies.

Garver will also attend up to six in-person meetings with the owner/ stakeholder group- three of which will be on the same day as three of the public outreach meetings, one in person meeting to present the final plan to Council, and up to 10 web-based meetings with Owner/ stakeholder group. Garver will prepare exhibits for these meetings when appropriate.

5. ENVIRONMENTAL SERVICES

Environmental Services are not anticipated for the completion of the Project and not included in this scope of services and can be added by amendment. Any information provided by Owner to Garver is assumed as correct.

6. PRELIMINARY DESIGN

The preliminary design phase submittal will include the following:

1. Hold an Owner work session- At this meeting we will identify the goals, mission, vision, and critical success factors, and establish Owner expectations.
2. Develop a Site Development Program. This Program will influence and guide the design of the site.
3. Develop Concept Design(s)- includes site analysis and review, review of the project program, development of a design intent statement, creation of design studies (up to 4 different alternative concepts), preparing a project budget, and developing a phasing plan.
4. Refine the design studies into a single final Master Plan.

5. Develop design visualizations- perspective views and 3D models of the final Master Plan design.
6. Develop a final construction phasing plan.
7. Develop Opinion of Probable Construction Cost (OPCC).

This preliminary submittal will be for the purpose of coordinating the proposed improvements with the Owner and developing an order of magnitude cost estimate for the Project. Garver will incorporate comments from the Owner in the Preliminary Design.

7. Public Outreach

The Public Outreach phase will be integrated into the Preliminary Design Phase and will include the following:

1. Phase 1: Initial Engagement
    a. Project announcement to the public
    b. Host public meeting #1 to introduce the design team and project goals
        i. Hold dedicated focus group meetings with key stakeholder groups (opposition and supporters) to dive deeper into specific concerns.
    c. Launch project website (ArcGIS Storymap format). Website will describe the purpose of the project and provide background information, document design progress (including concepts and final design), provide opportunity for public engagement through various digital engagement tools, and provide updates on project status/ progress.
2. Phase 2: Active Outreach
    a. Host pop-up event (public meeting #2) focused on co-creation (design charette), where community is actively participating in finding solutions for the park's design. Location and timing of pop-event will coincide with another community event where the community will gather.
    b. Issue digital survey #1- The topic of this survey will be focused on a variety of questions to gage general public opinion and interest regarding the design process and public sentiment.
    c. Update project website with opportunity for feedback
3. Phase 3: Feedback and Revision
    a. Host public meeting #3 where we will present the preliminary design concept(s).
    b. Update project website
    c. Issue digital survey #2- The topic of this survey will focus on the initial design concepts created.
    d. Gather and synthesize feedback received to date
4. Phase 4: Final Approval and Announcement
    a. Host public meeting #4 to present final design in an open house format. Include individual stations to focus on different aspects of the design.
    b. Update project website with final design.
    c. Prepare press release for media coverage

8. SCHEMATIC DESIGN

The Schematic Design phase submittal will include the following:

1. Landscape Architecture
    a. Prepare an Illustrative Site Plan including a drawing of the project's location, including site features and facility/ park orientation, site improvements, and preliminary utility routings.
    b. Prepare a Conceptual Site Protection and Removal Plan

c. Prepare a Site Materials Palette
d. Prepare a Conceptual Site Planting Plan and Palette
e. Prepare a Conceptual Lighting Plan
f. Prepare Preliminary Project Descriptions
g. Prepare a Preliminary Grading and Drainage Plan
h. Prepare an Opinion of Probable Construction Cost

2. Mechanical/ Plumbing- Prepare Schematic Level narrative and prepare an opinion of cost
3. Structural- prepare a schematic level narrative, complete a freestanding façade analysis, develop Geotech requirements for requesting borings, and develop opinion of probable construction costs.
4. Electrical- prepare site lighting photometrics, prepare a Schematic Level narrative, and develop an opinion of probable construction cost.
5. Civil- prepare an analysis of existing utility infrastructure for service to the site, prepare a narrative of existing and proposed site utilities, prepare a preliminary drainage study, and prepare an opinion of probable construction costs.
6. Architecture- develop preliminary design and schematic level building plan(s) for the American Legion Building and provide high level opinion of cost.

The schematic design phase will represent approximately 30 percent of final construction contract plans. This submittal will not include technical specifications or "front end" contract documents. Garver will incorporate comments from the Owner on the Schematic Design in the Final Design. Final Design is not included in this agreement and will be negotiated as a Supplemental Agreement upon approval of the selected design by the Governing Body. Once the Owner provides Garver permission to proceed with Final Design, Garver will prepare a Supplemental Agreement.

9. PROJECT DELIVERABLES

The following will be submitted to the Owner, or others as indicated, by Garver:

A. Digital (pdf) copy of all drawings/ reports prepared
B. AutoCAD files.
C. Digital copy (pdf) of the Preliminary Design with opinion of probable construction cost.
D. Digital copy (pdf) of the Schematic Design with opinion of probable construction cost.

10. EXTRA WORK

The following items are not included under this agreement but will be considered as extra work:

A. Topographic Survey
B. Geotechnical Services
C. Final Design/ Construction Documents
D. Bidding Services
E. Construction Phase Services
F. Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
G. Submittals or deliverables in addition to those listed herein.
H. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
I. Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
J. Environmental Services

Extra Work will be as directed by the Owner in writing for an addition fee as agreed upon by the Owner and Garver.

11. Proposed Fees

Garver proposes a **standard hourly not to exceed fee of $149,481.00,** for this project, which is inclusive of all labor, materials, and expenses.

This fee broken down into the three project phases as follows:

Preliminary Design: $34,862.75

Public Outreach: $39,207.75

Schematic Design: $75,410.50

12. SCHEDULE

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

Phase Description	Calendar Days
Preliminary Design	120 days from start date
Public Outreach	120 days from start date
Schematic Design	60 days from approval of Preliminary Design