



ARCHITECTURAL STUDIO

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Fee Proposal

SITE ANALYSIS & FEASIBILITY STUDY

New Community Recreation Complex
Cranberry Township, PA

May 14, 2024

Mr. Dan Santoro, Manager
Cranberry Township
2525 Rochester Road
Cranberry Township, PA 16066
Via email: Dan.Santoro@CranberryTownship.org

Subject: Proposal for Feasibility Study - Multiple Sites for Community Recreation Complex

Dear Mr. Santoro,

Thank you for considering Designstream and HRG for the feasibility study related to a new community indoor/outdoor recreation complex. We are excited about the opportunity to assist you on this very exciting project.

Scope of Work: Phase I

Our proposal outlines a thorough feasibility study that will assess the viability of constructing a new community recreation complex. This study will involve the exploration of four potential sites to determine their suitability for the project. The key components of our scope of work include:

1. Site Assessment:
 - Conducting site visits to each of the five locations to assess their physical characteristics, including size, topography, setbacks, accessibility, traffic and other related factors.
 - One of the five locations has an existing office building. Part of our analysis will be the potential for re-purposing that building (or part of it) for re-use in our new recreation complex.
 - Evaluating the availability of utilities, infrastructure, and any potential environmental constraints that may affect the construction and operation of the facility.
2. Program Development:
 - Based on interviews and discussions, further define the program expectations for this facility. We will refine the program previously provided to ascertain the area required to meet program expectations – for both interior and exterior facilities.
3. Market Analysis:
 - If any demographic information is available, we will analyze previous studies to better understand community trends and sort through the demand for additional recreational facilities in your community.

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- Conducting surveys and interviews with community stakeholders, including management, designated representatives and government officials, to gauge program expectations and gather feedback on the proposed project.
4. Financial Feasibility:
- Estimating the capital costs associated with designing and constructing the recreation complex and assigning "order of magnitude" site development costs including land acquisition and infrastructure development.
 - With the assistance of Cranberry Township, we will potentially develop revenue projections based on potential user fees, membership subscriptions, sponsorship opportunities and other sources of funding.

Deliverables: Upon completion of the feasibility study, we will provide you with a comprehensive report that includes:

- Detailed site assessments for each of the four locations, highlighting strengths, weaknesses, and suitability for the project.
- Financial feasibility analysis, including capital cost estimates.
- Site Selection matrix and recommendations for the preferred site based on the study findings, along with next steps for moving forward.

Scope of Work:**Phase II**

Upon a successful conclusion to one site as the preferred option, our group will further develop a conceptual site plan and "block design plan" for the complex. The key components of our scope of work include:

1. Conceptual Site Layout:
 - Rough grading plan
 - Identification of site utilities
 - Parking field conceptual layout
 - Building footprint
2. Conceptual building imagery:
 - Basic "blocking and stacking" floor plan to suggest allocated areas for each function.
 - Loose building exterior imagery illustrating building massing, areas of glass, entrance points, orientations relative to sun, outdoor extensions of useable areas, and other items that will help convey the advantages of locating on this site.

Timeline:

We anticipate Phase I of the feasibility study will be completed within (8-10) weeks from the date of authorization. This timeline is subject to change based on the complexity of the project and the availability of information. Once Cranberry Township and the design team agree on the preferred site, Phase II will take another (4-6) weeks to develop a site plan and building imagery for presentation.

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Cost: The total cost for conducting the feasibility study; including site assessments, analysis, financial costing and report preparation, is estimated to be as follows:

Phase I:

\$15,400 Designstream (\$2,800 per five sites + \$1,400 at existing building)

\$26,350 HRG (\$5,270 per site for five sites)

\$41,750

Phase II:

\$16,700 Designstream – to develop conceptual imagery for the building and site.

\$13,150 HRG – for site plan, cost evaluation and illustrative graphics.

\$29,850

This cost includes all expenses associated with conducting the study, such as travel, personnel and materials.

Terms and Conditions: Our proposal is valid for (120) days from the date of this letter. Upon acceptance of our proposal, we will commence work (no deposit required) and fees will be due upon completion of the feasibility study. All payments shall be made in accordance with the general terms and meeting schedule of the Township.

Thank you for considering Designstream and HRG for this project. We look forward to the opportunity to work with you and contribute to the development of a vibrant community recreation complex.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Kevin T. Turkall, Sr., AIA, NCARB
President

EXHIBIT 1

SCOPE OF SERVICES

HRG proposes the following scope of services for the Recreational Center - Cranberry Township Feasibility Study project:

Phase 1 – Site Options

Cranberry Township requested the study of four (4) green sites and one (1) built site for the feasibility of a new family recreation complex. The civil and site tasks shall include the following:

- **Data Collection** - collect available information and documentation for the properties.
 - Conduct one (1) site visit to document site features, characterize the site setting, and understand adjacent property use/access.
 - Review Zoning and Subdivision and Land Development Ordinance (SALDO) requirements and recommendations to determine the provisions that affect the proposed development. A general ordinance summary will be created to document applicable requirements or potential variances.
 - Request and evaluate available County and Township records for parcel information, prior development plans, or utilities mapping.
 - Review online data bases for one site resources such as wetlands, streams, soil types, or habitats.
- **Base Mapping** – HRG will compile data from various sources to create base mapping for project planning.
 - Identify total acreage of each site and approximate boundary
 - Demarcation of setbacks
 - Indicate available utilities (gas, water, electric, storm water, sanitary, data)
 - Provide existing topography in 2-foot contours, based on LiDAR data online
 - Include an aerial image for context and relationships of adjacent uses
 - Note key features or resources which may impact or enhance design options
- **Test Fit Programming** – HRG will create one site diagram concept per site to illustrate program relationships, relative size of amenities, and general circulation or access over the base mapping.
 - Document project direction and guiding principles from kick off meeting with Township Stakeholders. The program, goals and objectives will be developed to reflect the Township's desires such as interior program to right size the building, site amenities to support the building and recreational programming, and site criteria for evaluation process. The programmatic elements will be consistent in each option to properly assess the site conditions.
 - Depict the building footprint as provided by the Architect in relation to larger site amenities, access points, and potential circulation routes of pedestrians or vehicles.
 - Develop parking requirements based on use and approximate building square feet provided by Architect. An appropriate parking field with islands and the total estimate of spaces will be created to define a rough limit of the parking lot area.
 - Evaluate topography through key spots and percent slope annotation to understand opportunities or constraints of the potential earthwork.
- **Site Selection Matrix** - In conjunction with the Architect, HRG will develop a site selection matrix outlining the site criteria and illustrating values, factors or scale of opportunities for ease in assessing the site compared to one another.
- **Review Meetings** – HRG will participate in a kickoff meeting at the initial start of the project, another to present the five site options, and a final one to review the Townships site selection and comments.

Phase II – Preferred Site

Once the design team and Township stakeholders collectively identify the preferred site, HRG will finalize the study with the development of a more detailed concept plan further illustrating the layout and evaluating the feasibility of the site. The civil and site tasks shall include the following:

- **Concept plan** – HRG will prepare one (1) plan showing the proposed conceptual building footprint and associated site improvements, including pedestrian walkways, vehicular access points, approximate parking layout.
 - Verify site component relationships, organization and amenities desired by the Township, then collectively arrange the site features with the provided footprints.
 - Create a site for key features and if the site allows add additional areas for outdoor water features, ballfields, courts or other recreation areas.
 - Develop preliminary grading to determine how the layout fits into the site. Concept grading will evaluate general topography, slopes, and high/low points to confirm perimeter tie-ins and determine if there are any challenges created by the topography or need for retaining walls. HRG makes no guarantee that the site will balance. HRG assumes that geotechnical engineer services and environmental investigation will be conducted in a due diligence phase to confirm the conditions of the site and suitable grading limitations.
 - Allocate general stormwater management area and type in the overall site plan in anticipation of permitting requirements in conjunction with the grading plan and program visioning. A future design stage shall require developing a specific management plan (e.g., runoff calculations, watersheds, and infiltration testing).
 - Deliver one (1) 24x36 sheet, drafted in AutoCAD and submitted as a 2D black and white PDF format plan. The concept plan is strictly for site selection planning purposes. A Sketch Plan or more detailed design can be completed upon request of a Land Development application process that HRG can provide as an additional service.
 - If revisions are requests to change the site organization and design, HRG will complete on a time and material basis.
- **Opinion of Probable Costs** – In partnership with the Architect, HRG will assist with developing an overall estimate of costs for the preferred design.
- **Review Meetings** – HRG anticipates three (3) meetings with the Township are necessary to collaborate on ideas, review designs and work through the specifics of the selected site.
- **Illustrative Graphic** – HRG will prepare a conceptual rendered graphic of the site plan to illustrate general site materials and relationship of features. This graphic will accompany any building renderings or block plans to capture the final recommendations and findings of the feasibility study.

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