

BROWNING DAY MULLINS DIERDORF

LEADERSHIP + DESIGN®

September 26, 2016 - Revised October 18, 2016

Eric Hansen, City Manager
City of Mason, Ohio
6000 Mason-Montgomery Road
Mason, OH 45040

via email ehansen@masonoh.org

Re: Visioning/Master Plan – Grizzly Golf Course and Lindner Family Tennis Center
Project No. 16042

Dear Mr. Hansen:

Thank you for giving Browning Day Mullins Dierdorf (Browning Day) the opportunity to submit our design process and fee to work with you and Cincinnati Tennis on a combined vision/master plan for the land and adjacent properties that abut Grizzly Golf Course and Lindner Family Tennis Center.

This letter of proposal has been set up with a two-stage approval process. In Phase One, we will work with both property owners to prepare a Vision/Master plan for the area. In Phase Two, we will assist the City in preparing a development plan and a request for proposal (RFP) for potential partners in a public-private partnership to complete the Master Plan.

I. PROJECT DESCRIPTION – PHASE ONE

- A. In Phase One, Browning Day will work with Nicklaus Design, the City of Mason and Cincinnati Tennis to explore options to:
1. Revitalize the existing Grizzly Golf Course (Nicklaus Design).
 2. Create opportunities for future expansion to the Lindner Family Tennis Center.
 3. Define options for a new or renovated golf clubhouse and support facilities.
 4. Explore options for new hotel, conference, training center and/or entertainment center.
 5. Improve transportation options to and from the site, both during and after the tennis event.
 6. Expand parking for each of the above so they can benefit from a shared parking operation.
 7. Investigate options where the two properties can share functions, such as, storage, maintenance yards, hospitality and other areas.

II. PROCESS – PHASE ONE

A. Visioning and Concept Development

1. Browning Day will collect the base maps and documentation from the City and prepare a planning brief to be used by everyone in the visioning/kick off meeting.
2. Browning Day will plan and coordinate an on-site visioning meeting or meetings to brainstorm and create options for the future development of the two properties. Attendees at the meeting will be The City of Mason, Cincinnati Tennis, Nicklaus Design, and Browning Day.

B. Outcomes

1. We anticipate that one or two planning options will come out of the visioning meeting. Browning Day will refine the options so the City and Cincinnati Tennis can use them in their internal review and review with stakeholders. The City will schedule and coordinate the meetings with the stakeholders as they deem necessary. Browning Day will attend, if requested by the City.

- a. A final master plan and phasing will be created from the information gathered in these meetings.
- b. We anticipate three (3) meetings for this phase.

III. PROCESS – PHASE TWO

A. Concept Design

1. Based on the feedback from the meetings with the City (and stakeholders, if requested) and design approval from Cincinnati Tennis, along with input from Nicklaus Design, Browning Day will create a concept design that will include the following:
 - a. Typical site plans showing outlines (block plans) of the major program components. Expected components are clubhouse, support facilities, golf training center, hotel, conference center, food service, and/or entertainment center.
 - b. Site plan showing parking, building components, golf hole layout (provided by Nicklaus Design under a separate agreement with the City), proposed cart path and traffic circulation adjacent to the proposed facilities.
 - c. Project scoping narrative for each of the components.
 - d. Aerial rendering of the proposed concept plan.
 - e. An outline of the process and coordination to complete a preliminary Market Analysis for the proposed elements of the master plan. Nicklaus Design will complete the same for the golf course and clubhouse.
 - f. Meetings for this phase: 5
2. Request for Proposal
 - a. Browning Day will work with the City and Cincinnati Tennis to create a Request for Proposal (RFP) that can be sent to developers to test the market interest for the proposed development.
 - b. Meetings this for phase: 3

IV. PROJECT TEAM

- A. Greg Jacoby will act as the Principal in Charge, responsible for the overall project coordination.
- B. John Dierdorf will coordinate all design work on the golf course facilities in collaboration with Nicklaus Design.
- C. Other team members from Browning Day will be added, as needed, to complete the project.
- D. Consultants: We will coordinate with the City's golf course designer, Nicklaus Design.

V. COMPENSATION

- A. Phase One: Twenty-Two Thousand Dollars and No Cents (\$22,000.00).
- B. Phase Two
 1. Concept Design: Twenty-Six Thousand Dollars and No Cents (\$26,000.00).
 2. RFP: Five Thousand Dollars and No Cents (\$5,000.00).
- C. Reimbursable Expenses:
 1. Reimbursable expenses attributed to the project are an additional cost to our fee and will be invoiced at 1.10 times our direct cost.

2. Reimbursable Expenses will include the following:
 - a. Document printing and reproductions.
 - b. Survey and soil borings
 - c. Travel, lodging, and parking expenses.
 - d. Delivery services.
 - e. Man hours to create Renderings for publication and stakeholder review other than those mentioned above.
 - f. Civil engineering concept review for master drainage.
 - g. Final detailed renderings or models, color presentations and drawings requested by the Owner beyond those stipulated in the scope of services.
 - h. Other miscellaneous expenses incurred in the interest of the project.
3. We estimate reimbursable expenses to be \$2,500 for Stage One and \$9,000 for Stage Two.

D. Additional Stipulations:

1. Browning Day Mullins Dierdorf maintains Professional Liability in the amount of Three Million Dollars (\$3,000,000.00).
2. Architectural Services required beyond the scope of work outlined in this proposal, and pre-approved by the Owner, will be provided on an hourly basis at hourly rates in effect when the work is performed. The following are current rates for Browning Day Mullins Dierdorf:

Principal	\$300
Director	\$165
Senior Project Manager	\$165
Project Manager	\$140
Project Architect	\$115
Project Landscape Architect	\$115
Interior Designer	\$115
Project Coordinator	\$100
Administrative	\$80
Intern	\$65

*Subject to annual increase. Approved overtime will be invoiced at 1.5 times the hourly rates

VI. SCHEDULE

- A. We have assumed that the project will not start until after the Tennis tournament is completed. We have assumed the start date will be October 1, 2016.
 1. Phase One 2 months
 2. Phase Two
 - a. Concept 4-6 weeks
 - b. RFP 2 weeks

VII. ASSUMPTIONS AND CLARIFICATIONS

- A. The above fees are based on two (2) packages. If the Owner elects to add more packages or project phases, the fee will be adjusted as required to cover this additional work.
- B. Revisions to the documents after the Owner has approved the concept documents will be an additional service. Revisions may include, but not be limited to, the following:
 1. Owner-requested revisions or changes in scope, layout or previous instructions.
 2. Additional investigation and design caused by unforeseen existing conditions.

- C. Architect will coordinate with the Owner's consultants, as required, upon Owner's approval.
- D. Any unplanned modifications caused by coordination issues with the Owner's consultants will be made on an hourly basis, as additional service.

If you find this scope of work consistent with what we have discussed to date, please indicate your acceptance by returning a signed copy to our office. This will become an attachment to the Architect-Owner Agreement.

Please let me know if you have any questions.

Sincerely,

BROWNING DAY MULLINS DIERDORF

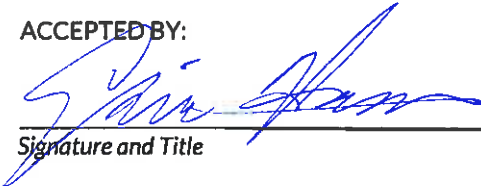


Greg Jacoby AIA
Principal / COO

GJ/cac

Cc: John Dierdorf, Mike Walker, Julie Herron

ACCEPTED BY:



Signature and Title

Date

Printed Name

Eric HANSEN