

To: Name
Role
Address
Address, MD Zip code

From: Angelica, Program Coordinator
Neighborhood Design Center
4318 Gallatin Street
Hyattsville, MD 20781

Date: XX/XX/2023

Re: #3824 7th Street Park Redesign.

PROJECT SUMMARY

The city of Glenarden is interested in reactivating 7th Street Park with a playground and other park amenities. The park was closed several years ago due to safety concerns from the residents in the neighborhood. However, the community has noticed more youth activity in the park recently due to the lack of access to other parks in the city.

NDC will support the City of Glenarden to create a community-led park design strategy for 7th Street Park. The project will aim to reconnect the residents living nearby to the park. NDC will work with community members to understand existing site opportunities and constraints, identify desired park uses and elements needed to support those uses., and.

PROJECT PROCESS

The project will require a limited number of scheduled meetings and site visits with the community partner, NDC staff, and other project stakeholders. The design process will take approximately 6 months.

Month 01 - Project kick off - site visit - community walk

Month 02 - Engagement/Listening

Month 03 - Design Ideas and Project Principles Review #1

Month 04 - Design - initial ideas - Engagement/design workshop

Month 05 - Design development, materials reviews

Month 06 - Share final proposal

SCOPE OF SERVICE

The Neighborhood Design Center will recruit and coordinate the services of staff and professional volunteers through NDC's Community Design Works program to provide the following:

- Site analysis - Well-researched diagrams that convey site constraints (environmental, administrative, code-based, etc) to stakeholders and the public.
- Example projects and images to demonstrate what is possible in the park

- A collaboratively designed outreach strategy to engage local residents in the design process.
- A conceptual site plan for the park that includes proposed playground location and other site elements.

COMMUNITY PARTNER ORGANIZATION RESPONSIBILITIES

Community partner organizations are an integral part of our projects. In our process, we ask that as much as possible, our partner organizations provide the following:

- Documentation / photos/ past project information, and/or plans on file for the project site
- Feedback to NDC staff and volunteers at project milestones
- Availability for meetings and design reviews
- Outreach assistance to the surrounding community as needed
- Responses to the follow-up survey at conclusion of design

ADMINISTRATIVE FEE

An administrative fee of 6 months = \$500.00 is requested by NDC due on or before XXXX. This fee represents a small fraction of the estimated cost to NDC to administer the project and is subsidized by our generous funders. All correspondence regarding finances shall be directed to:

Name

Role

Phone

Email

VALUE OF SERVICE

At the conclusion of the project, NDC will provide a letter to the community partner organization summarizing the value of the time donated by NDC volunteers, which can be listed by community partners as an in-kind donation. For reference, the value of service hours shall be calculated in fiscal year 2023 using the following market rates*: Senior Designer: \$150/hour Designer: \$85/hour Student Designer: \$29.51/hour Non-Designer: \$29.51/hour

* NDC reserves the right to change the value of service hours in future fiscal years if the project extends past FY2023.

PROJECT EXPENSES

NDC will provide all 8.5 x 11 and 11 x 17 prints at no additional charge. Some larger prints can also be provided as part of the project. Project supplies are included in the administrative fee. If a situation arises that requires an expense outside of NDC's funding, the community partner organization will be alerted prior to the expense for pre-approval.

BEYOND SCOPE OF THE PROJECT

NDC volunteer professionals donate their services to develop a project to the conceptual or "schematic" design stage. Services beyond this phase (e.g., permit/construction drawings, project management) are not offered by NDC through the Community Design Works program nor our volunteers under NDC auspices.

INTELLECTUAL PROPERTY

NDC will retain ownership of the intellectual property (designs) created by its volunteers and grants the community partner organization a non-exclusive license to use them. Community Partner organizations will be provided electronic files of final documentation, typically in PDF format, though live files can be shared upon request. The cost of reproductions will be the responsibility of the community partner. All future uses of the intellectual property by the client organization must credit NDC as “conceptual design by the Neighborhood Design Center,” and should credit the volunteer team by name if possible (such as “conceptual design by the Neighborhood Design Center volunteer team of...”). This includes derivatives of the design adapted by others.

PROJECT IMPLEMENTATION

Please keep us updated on your project progress and accomplishments. It is our pleasure to share these milestones with our volunteers.

ACCEPTANCE

Please acknowledge your acceptance and agreement to the project scope listed here by signing below.

Angelica Arias, Program Coordinator
Neighborhood Design Center

Name, Role

City of Glenarden