



The Portico Group

Scope of Work Description

Project: City of Saratoga Hakone Estate and Gardens Master Plan Date: November 19, 2014

1. Project Management

- a. Monitor Contracts and Scope; Coordinate communication with the Client and Consultant Team; Ongoing Schedule and Deliverable updates

2. Workshop 1__2 Days Duration

- a. Master Plan Kickoff Workshop –at this Workshop we will Discuss and Review as a Team:
 - Tour Facility and Site
 - Establish Master Plan Goal and Objectives
 - Discuss Budget and Schedule parameters
 - Conduct relevant Staff and Stakeholder interviews
- b. Attend One Hakone Foundation Board Meeting
- c. Attend One Public Meeting

3. Post Workshop Summary

- a. Documentation of Workshop with Notes and any other pertinent materials
- b. Distribution to the Client and Consultant Team

4. Programming

- a. Conduct Facility and Site Programming for the Retreat Center, Tea Room, Gift Shop, Entry, Garden enhancements, Service and Operations
- b. Prepare Facility Space Programming Diagrams

5. Designing and Costing

- a. Prepare Preliminary Concept Site diagrams
- b. Prepare the Interpretive Storyline
- c. Prepare Preliminary Concept Building diagrams
- d. Prepare Life Support Systems narrative
- e. Prepare an Estimate of Probable Construction Cost for design options
- f. Prepare CEQA Administrative Draft Initial Study
- g. Review updated schedule



6. Workshop 2__2 Day Duration

- a. Design and Costing Workshop - at this Workshop we will Discuss and Review as a Team:
 - Interpretive Storyline
 - Facility Program
 - Two design options for the facilities diagram/plan layouts
 - Estimated probable construction costs, project budget and parameters
 - Life Support System and Koi Pond
- b. Attend One Hakone Foundation Board Meeting
- c. Attend One Public Meeting

7. CEQA (this work will be presented in Workshop 2 but is tracked separately on our Workplan)

- a. Prepare and Present Draft

8. Meetings – Prepare and Attend__1 Day Each (as per City of Saratoga request, and are in addition to the meetings that are combined with the Workshops)

- a. Trip 3_1 Day
 1. One Public Meeting
 2. One City Council Meeting
 3. One Hakone Foundation Meeting
- b. Trip 4_1 Day
 4. One Public Meeting
 5. One City Council Meeting

9. Preferred Design Option

- a. Master Plan Draft Report
- b. Conceptual Visualization
- c. Estimate of Probable Costs, Update
- d. Schedule and Phasing Update
- e. Final Report Preparation
- f. CEQA Final Document

10. Expenses & Mark Up

- a. Please refer to The Portico Group Hakone Estate and Gardens Workplan (November 19, 2014) attached.