



Neighborhood Matching Fund Design Process

There are **four phases** involved in designing and building your new park: 1) **schematic design**, 2) **design development**, 3) **construction document preparation** and, 4) **park construction**.

Once you have selected a consultant, the design process starts. This is a collaborative process between your community group, your consultant and Seattle Parks and Recreation. Parks reviews the design as it develops - looking at the ease and cost of maintaining and operating the park, safety issues, the success of different design elements and overall design. Throughout the process, your group should be having regular steering committee meetings to talk about the design, budget, fundraising, outreach and public involvement.

Schematic Design

This is the first phase, and the most important. During this phase, you will select all the elements for your park and their physical relationship to each other. This is often completed with a Small and Simple NMF award. You can use the process below to start a work plan for your project.

- First community meeting - the consultant works with park neighbors to brainstorm ideas and get a sense of what is important to the neighborhood; for example, safety, more play space, gathering spaces or native plant restoration, etc. Based on this information, your consultant will prepare three design concepts
- Design review; Parks looks at the three design concepts before your next public meeting.
- Second public meeting - review the three design concepts; the goal of this meeting is not to choose a single one, but to talk about aspects of each. The consultant will use these ideas and put together a preferred schematic design.
- Schematic review; Parks reviews the preferred schematic design before it is presented to the public.
- Third public meeting - present the preferred schematic design. There may still be comments at this meeting about the design/plan. These can be resolved then in the design development phase. At the end of this meeting, you will have your final schematic design.
- At the end of the schematic design phase, in addition to your plan, you will have a preliminary cost estimate.

Design Development

During this next stage, the details of your plan are developed. Examples are potential artistic elements, paving material for plazas or benches, and a refined plant list.

A very important aspect of design development is to look at all your elements and prioritize them. You may have a very elaborate plan that is beyond your fundraising abilities. It is critical to make decisions on what can be left out as early as possible. Sometimes removing elements strengthens the design. Parks will review the final design development plan. The design development drawings will be in AutoCAD.

Construction Documents

This phase produces the technical drawings that will be used for “bidding” the project. They will be reviewed at three stages by park staff such as plumbers, electricians and carpenters to make sure that they conform to Park standards. When they are approved, the project can be bid and constructed!

Park Construction

Once construction starts, there will be weekly meetings to discuss the status of the project. The participants are the contractor, the consultant, your Parks project manager the Parks inspector and a representative from your group. The inspector is responsible for making sure that the project conforms to Park Standards. The consultant makes sure that the project looks like the design that was created by your community. It is important that there be a representative from the community because questions come up periodically that may mean some discussion by the steering community.

Once the project is complete and Parks and the consultant have approved the work, it is time to plan the ribbon cutting celebration!

Contact us if you have any questions:

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