



**FRANKLIN PARK**  
**VISION + TRANSFORMATION PLAN**  
**Washington, D.C.**

**O+M REPORT**

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## I Introduction

Franklin Park (FP) is a heavily used 4.79-acre urban park in Center City DC that is currently owned by the National Park Service (NPS) and managed jointly by NPS and the Downtown DC Business Improvement District (BID). NPS staff maintains the park and at least two BID Safety/Hospitality and Maintenance employees (SAMs) are assigned to the site. The Park sees thousands of DC residents, commuters and tourists on a daily basis due to its central downtown location and adjacency to the McPherson Square Metro Station and many bus routes. However, park features, such as the central fountain, are deteriorated, and site amenities and programming have been deemed unsatisfactory. As a result, a partnership made up of the NPS, the District of Columbia and the BID has come together to transform the green space into “an active, flexible, sustainable, and historic urban park connected to its community”. The goals established by this partnership, together with Olin, are as follows:

- Activate the park
- Engage and connect the community
- Reveal history
- Infuse sustainability
- Manage and finance for success

ETM’s maintenance and operations plan is based on the schematic design phase of drawings (Figure 1) and presentations made by Olin (received on 3/3/15 and 4/3/15, respectively), as well as the goals listed above. Its purpose is to provide a strategy that guides the maintenance and operations for the transformation and long-term care of FP, as well as to provide cost estimates and recommendations for the park’s ongoing management. This O+M report is a working document that will need to be annually reevaluated. It is recommended that there be periodic internal review amongst park stakeholders in order to ensure that the goals of the O+M plan are being met, and any new operations or changes to the existing operations should be incorporated into a modified O+M plan for the following year(s).

The standards of care for operations and maintenance of any park directly affect the annual budget and also influence perceptions of safety and use. For example, a maintenance plan in which all tasks are carried out at or above recommended best maintenance practices may create a pristine landscape but may ultimately prove to be unsustainable due to cost. Alternatively, a

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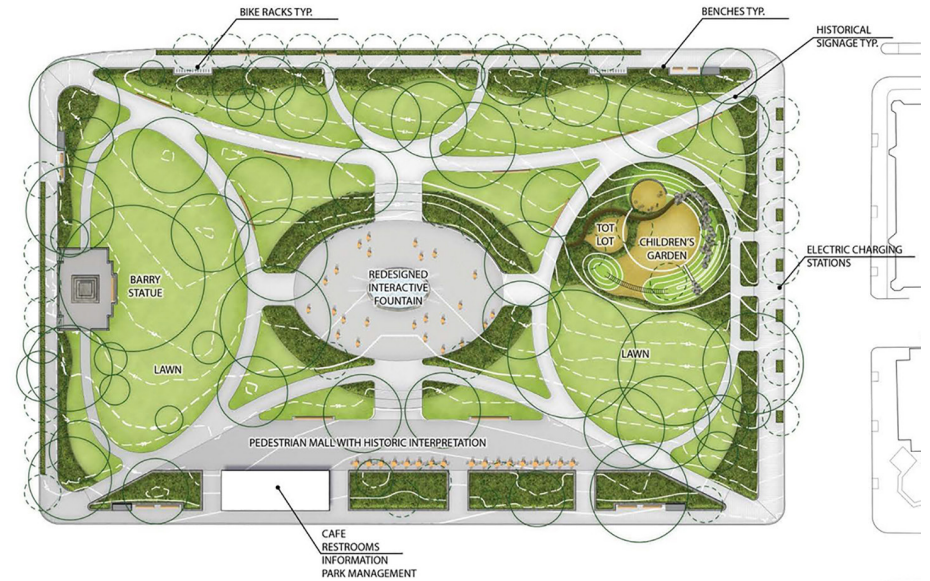


Figure 1 Illustrative plan, drawing by OLIN

maintenance plan in which tasks and repairs are carried out at minimal levels may reduce annual budgets, but will likely result in high capital costs required for replacement or repairs that could have been prevented with regular care. Low standards of care can also create an unsafe environment for users.

Intensity of use and programming are other factors that impact the maintenance budget. In general, the greater number of visitors a park receives, the greater the maintenance load. Directly related to this is the fact that the level of maintenance impacts park use. Simply stated, a well-maintained park attracts visitors, whereas a poorly maintained site discourages positive park visitorship and often invites misuse and vandalism. Given this relationship between maintenance and use, it will be important to ensure that the level of maintenance is adequate for the level of use and programming that is envisioned for FP. Areas that receive intensive use and higher concentrations of visitors, such as plazas, promenades and event lawns typically require a higher level of maintenance. Similarly, frequent or intensive programming can activate a public space and create connections to the surrounding community; however, this type of programming can also place stress on a park’s operating costs and landscape. With all of this in mind, the report that follows seeks to balance fiscal considerations with maintenance needs in order to provide a sustainable, high-quality visitor experience.



## 2 Introduction to Maintenance

Currently, NPS provides park maintenance services that include such tasks as mowing, mulching, pruning, trash removal, sanitation, pest control, electrical and plumbing repairs and snow removal. An Elements of Service Agreement between NPS and the BID, which outlines the various maintenance responsibilities that currently exist, can be found in the appendix. As the Vision and Transformation Plan is implemented, park management may decide to make changes to the way in which current maintenance services are provided; therefore, the task hours and estimated operating budgets included in this report are comprehensive and account for all future maintenance personnel and services. The Vision and Transformation Plan for FP will increase maintenance needs for the park, all of which should be met with consistent, high quality maintenance standards and service delivery. Ensuring these standards and delivery ought to be one of the primary goals of park management, as they are essential for protecting the long-term capital investment in FP.

Experience has shown that organization of maintenance around the seasons is the most effective approach quite simply because a great many factors that shape the pattern(s) of maintenance work are tied to the seasons. These factors include general level of park use, growing conditions and weather. It is recommended that park management define seasons for FP around which to structure park maintenance. Table I offers an example of seasonal structure appropriate for FP.

It is also important to define park maintenance work. A good task classification system lends itself to the application of standards as it supports management decision-making (e.g. deploying personnel and equipment). Three critical variables affect maintenance work: 1) the nature of the task, 2) the skill levels of those performing the task, and 3) the physical setting. Maintenance work can be classified into four types of tasks:

- Cleaning: work having to do with appearance and sanitary conditions, such as removal of trash and cleaning of restrooms
- Horticultural: work having to do with the health of natural areas and/or planted landscapes and turf
- Repair: work having to do with preventive maintenance and repair, such as painting, graffiti removal and bench repair
- Operations: work related to the use of facilities, irrigation and equipment, which is often seasonal or event related

Maintenance Seasons for Franklin Park			
Season	Range	# of Weeks	Level of Use
Winter	December - February	13	Low
Spring	March - mid-May	11	Medium
Summer	mid-May - mid-September	18	High
Fall	mid-September - November	10	Medium

Table I Maintenance Seasons for Franklin Park

### 3 Description of Landscape Types and Associated Maintenance Tasks

In order to understand the implication that the proposed design will have on future maintenance needs for FP, ETM identified landscape types and elements within the project. These are:

- Hardscape
- Parkland
- Planted areas, beds and rain gardens
- Children's Garden
- Restrooms
- Interactive fountain
- Irrigation system and cistern
- Additional site features

After defining specific landscape types and elements, a list of annual maintenance tasks required by each was developed. The following text offers a brief description of each landscape type or element and its associated maintenance tasks.

#### Hardscape

Hardscape areas at FP will include perimeter paving of DC standard concrete pavers, interior pedestrian pathways constructed of exposed aggregate concrete, and a central plaza and pedestrian mall paved with bluestone (Figure 2). All hardscape areas will require similar maintenance tasks, most of which fall into the category of general cleaning that can be performed by in-house park staff. Tasks will include daily litter removal, regular debris and leaf blowing, monthly power washing, and gum and graffiti removal as needed. An annual inspection of all paved surfaces should be performed to level or repair any damage. Repair to the concrete and curbs on site should be managed on an as needed basis.

While DC does not get excessive snow, deicer should be spread and snow removed as necessary during periods of snow and ice.

#### Parkland

Parkland at FP is defined as park areas that will receive regular use by the general public and includes both large and small lawn areas, all existing and

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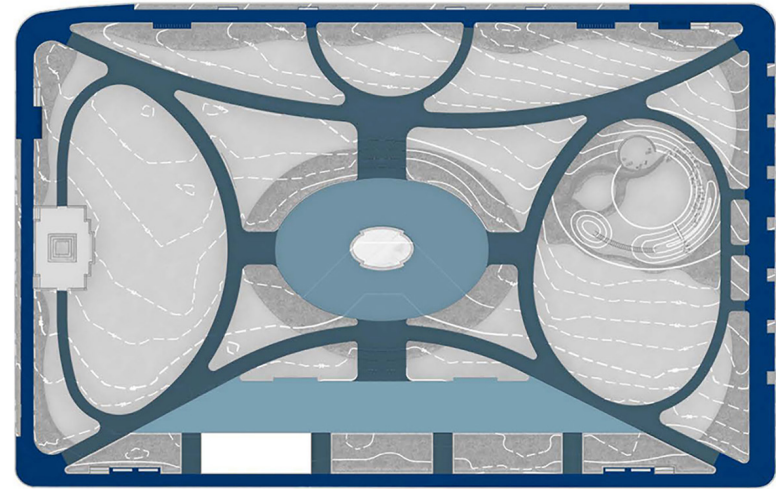


Figure 2 (above) Paving material layout, drawing by OLIN  
Figure 3 (below) Existing park land at FP, image courtesy of OLIN



proposed trees, and fixed site furnishings therein, such as benches and trash bins (Figure 3). Lawn areas will require regular turf care, including weekly mowing and edge trimming during the growing season (April – mid-November), and bi-annual fertilizer application and turf renovation, which may include top dressing of soil and/or over-seeding of thin or bare areas. It may be necessary to close lawn areas for a period of rest time following renovation, depending on the amount of use they receive, and temporary fencing is recommended

in order to ensure that no foot traffic disrupts the recovery and re-growth process. Weed control during the growing season should be done if necessary by spot application or by hand weeding.

Periodic care of existing and new trees should be done as necessary and may include such tasks as pruning, mulching, fertilizing, and spraying for pests and/or disease. Inspection for pest or disease problems should involve examining roots, trunks, branches and leaves for abnormalities or unusual patterns. Removal is recommended for severely infested trees, or those that are beyond treatment; proper disposal of infected plant material is essential. Pruning - and all other tree care - should be performed only by trained horticultural staff to ensure that proper arboriculture techniques are employed. A proper mulch layer should be approximately two inches thick but should not be piled against the trunk. New trees will require regular sustained watering to ensure their success. Tree stakes or guy wires will need to be checked periodically and adjusted as needed to ensure the proper growth of newly planted trees. The supports should be removed approximately one year after installation to ensure that they do not cut into the trees. Maintenance of existing trees will require the use of a bucket truck due to their size.

General maintenance tasks, such as trash removal and surface cleaning of site furnishings may be done by in-house park staff.

### Planted Areas, Beds and Rain Gardens

There will be several different types of planting beds within FP. They are located along the northern perimeter, around the Children's Garden and surrounding the fountain plaza (Figures 5-8). These areas will require typical horticultural maintenance tasks from early spring through fall, such as weeding, mulching, spot watering, dead-heading, pruning and seasonal cutbacks, which can be performed by knowledgeable park staff. Weeding and pruning are necessary to maintain the health of shrubs and perennials. Weeding helps to eliminate competition with ornamental plants, and horticultural staff must be able to distinguish between ornamental plants and undesired plants, particularly in early spring when emergent growth can make identification more difficult. Correct pruning techniques of woody plants should be employed by horticultural staff in order to maintain desired plant shape and avoid crowding or shading of adjacent plants. Bi-annual mulching is important as it helps to retain soil moisture, reduce erosion, allow for infiltration of rain water, and suppress weeds; care should be taken not to bury plants.

A series of rain gardens is planned for the southern edge of FP. These are intended to capture and manage the bulk of on-site stormwater and will be planted with wet-site tolerant species (Figure 4). While rain gardens are relatively low-maintenance once established, these areas will require general horticultural maintenance tasks, such as weeding, mulching, raking, dead-heading, pruning and seasonal cutbacks. During the first two years in particular, rain gardens require frequent weeding and watering during dry periods. In addition, they will require general cleaning tasks such as litter and debris removal, as well as removal of any built up soil, sand, gravel or leaf litter that may block inlets or outlets. It will be important to keep in mind that compacting soil can make drainage more difficult; therefore, foot traffic within the rain garden should be kept to a minimum.

All planting areas should be periodically monitored for disease or pest infestation and treated when appropriate with an organic pesticide. Any dead, diseased or dying plants should be removed and replaced either in spring or fall.

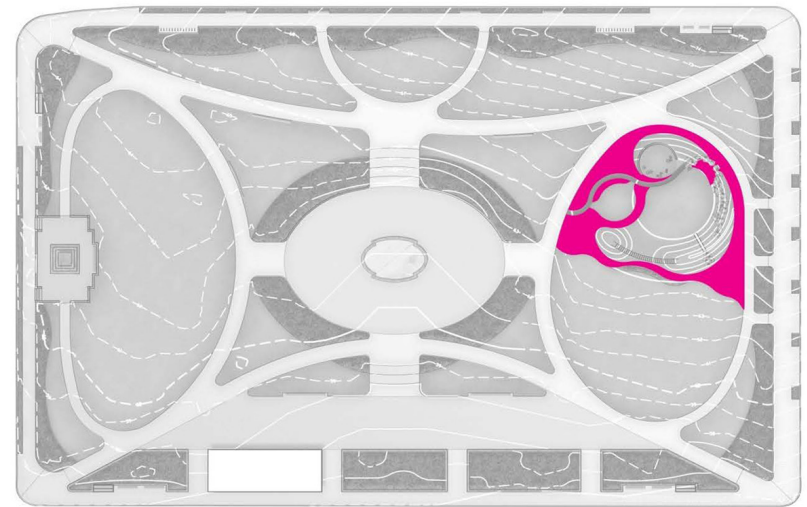
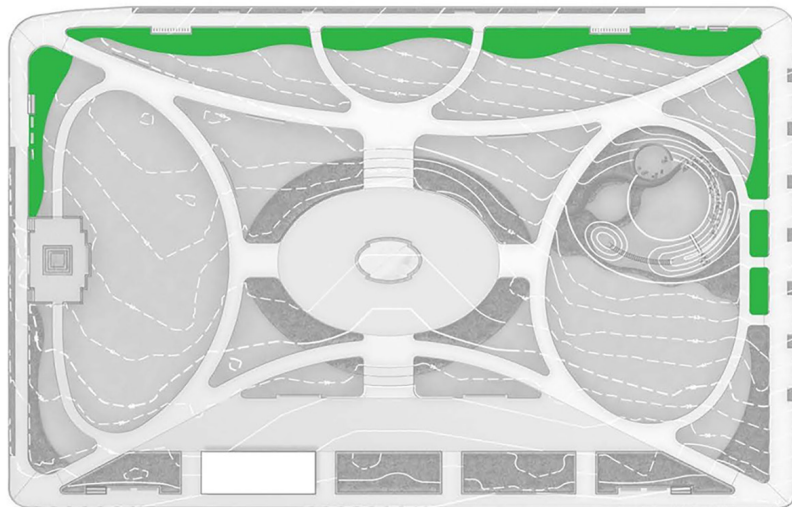
The following tables provide a list of proposed species for each of the four planting areas along with their growth habits, growing conditions and relevant notes.



Figure 4 Example of rain garden, image by ETM



Species	Growth Habits	Growing Conditions	Notes
<b>Perimeter Plantings</b>			<b>Total Area: 10,889 sf</b>
<i>Helleborus spp.</i>	Small clumping perennial	Partial to full shade	Prune old leaves to ground in late winter
<i>Epimedium 'Frohnleiten'</i>	Groundcover	Partial to full shade	Prune old leaves to ground in late winter
<i>Salvia spp.</i>	Perennial	Full sun	
<i>Geranium macrorrhizum</i>	Groundcover	Full sun to partial shade	
<i>Hosta spp.</i>	Massing groundcover	Sun to shade	
<i>Vinca minor</i>	Groundcover	Partial sun to full shade	If used as edging by lawn, it has tendency to spread
<i>Pachysandra procumbens</i>	Groundcover	Partial to full shade	
<i>Ceanothus americanus</i>	Shrub	Full sun to partial shade	Do not plant in low wet areas; plant in groups of 3 or more
<i>Abelia x grandiflora</i>	Shrub	Full sun to partial shade	Prune in late winter/early spring as needed; plant in groups of 3 or more
<b>Children's Garden</b>			<b>Total Area: 5,477 sf</b>
<i>Halesia carolina</i>	Large, multi-stemmed shrub or single trunk	Full sun to part shade, well-drained soil	
<i>Osmanthus heterophyllus 'Rotundifolius'</i>	Tree, shrub, low hedge	Sun to part shade; well-drained soil	
<i>Azalea vaseyi</i>	Open habit shrub	Shade; moist, well-drained soil	Intolerant of drought
<i>Nepata 'Six Hills Giant'</i>	Moundy	Sun; prefers drier soils	Cut back to ground at end of winter
<i>Cotoneaster dammeri</i>	Creeping shrub	Full sun to partial shade; dry to moist	
<i>Hosta spp.</i>	Massing groundcover	Sun to shade	
<i>Liriope muscari</i>	Small clumpy grass	Full sun to part shade; well-drained soil	Cut back in early spring before new growth
<i>Allium</i>	Perennial bulb	Sun	
<i>Helictotrichon sempervirens</i>	Clump-forming grass	Full sun to light shade; well-drained soil	
<i>Hakonechloa macra</i>	Ornamental grass	Part shade	Cut back to ground in late winter/early spring
<i>Stipa tenuissima</i>	Clump-forming ornamental grass	Full sun; well-drained soil	Reseeds very readily; messy seed fluff
<i>Hypericum calycinum</i>	Groundcover	Full sun to part shade; well-drained soil	
<i>Matteuccia struthiopteris</i>	Fern	Partial to full shade	Can take over
<i>Rhododendron alabamense</i>	Low-growing shrub	Sun to partial shade; moist, well-drained soil	
<i>Rhododendron arborescens</i>	Large shrub	Moist, partially shaded sites	

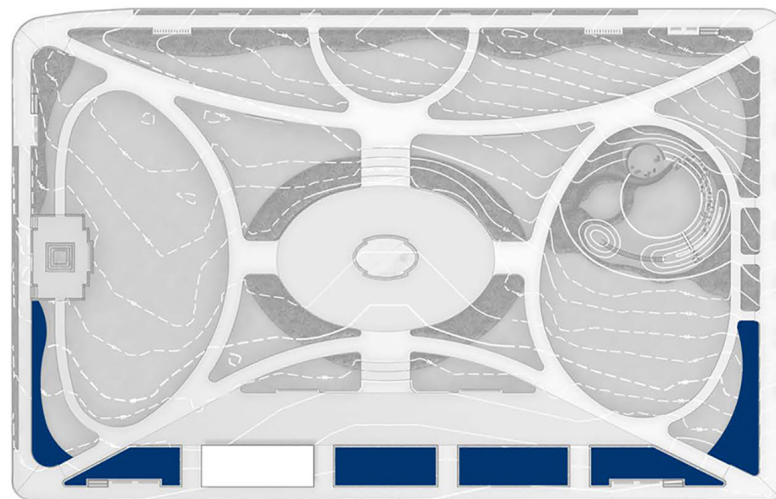
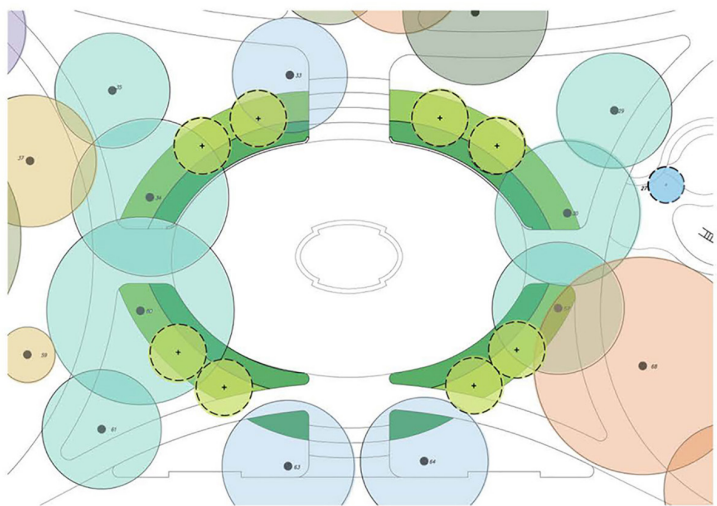


Figures 5-6  
Planting bed  
locations  
(perimeter  
plantings and  
Children's  
Garden),  
drawings by  
OLIN

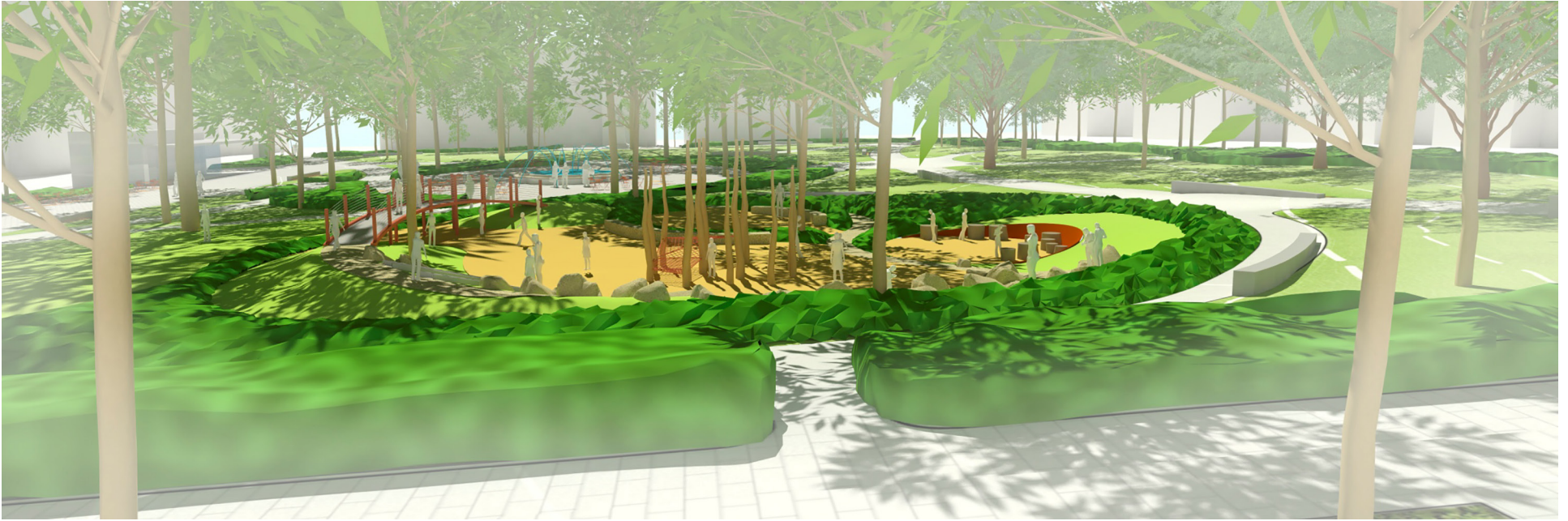


Species	Growth Habits	Growing Conditions	Notes
Central Plaza			Total Area: 8,928 sf
<i>Pachysandra procumbens</i>	Groundcover	Partial to full shade	
<i>Phlox stolonifera</i>	Dense, vigorous, mat-forming groundcover	Grows best in light to partial shade; tolerates full sun if soil stays moist	Susceptible to powdery mildew, stem canker, rust
<i>Tiarella spp.</i>	Groundcover, fills by runners	Grows best in moderate - full shade (tolerates morning sun); moist - wet soil	Does not tolerate wet feet: site must be well-drained to prevent root rot; Semi-evergreen: do not prune for winter
<i>Hosta spp.</i>	Massing groundcover	Sun to shade	
<i>Carex 'Evergold'</i>	Clumpy grass	Part shade	Drought tolerant once established; good for rain garden; cut back to ground in late winter
<i>Cornus 'Kelsey'</i>	Small shrub	Partial to full sun	Wet-site tolerant
<i>Helleborus spp.</i>	Small clumping perennial	Partial to full shade	
Rain Gardens			Total Area: 11,956 sf
<i>Fothergilla gardenii</i>	Small shrub	Full sun to part shade; well-drained soil	
<i>Hydrangea quercifolia</i>	Naturalized hedge	Full sun to part shade; well-drained soil	Some susceptibility to leaf blight and powdery mildew
<i>Tiarella spp.</i>	Groundcover, fills by runners	Grows best in moderate - full shade (tolerates morning sun); moist - wet soil	Does not tolerate wet feet: site must be well-drained to prevent root rot; semi-evergreen: do not prune for winter
<i>Phlox stolonifera</i>	Dense, vigorous, mat-forming groundcover	Grows best in light to partial shade; tolerates full sun if soil stays moist	Susceptible to powdery mildew, stem canker, rust
<i>Rhododendron vicosum</i>	Multi-stemmed shrub	Full sun to part shade; wet-site tolerant	Cannot have roots submerged in water

Table 2 (above and opposite) Planting List for Franklin Park



Figures 7-8  
Planting bed  
locations (central  
plaza and rain  
gardens), drawings  
by OLIN



## Children's Garden

The Children's Garden at FP will contain play elements with a natural quality, such as boulders and faux trees for climbing (Figure 9). The area will also include landforms planted with turf, a bridge, two slides and planting areas discussed previously. The planted landforms may be difficult to access for regular turf care and may require specialized mowing and irrigation. It is also expected that these areas will receive heavy foot traffic and will need periodic renovation, during which time the landforms will need to be protected with temporary fencing. All playground equipment will require regular cleaning and periodic inspection for damage. Any damaged equipment that poses a safety risk should be closed for use until repaired or replaced by a certified playground specialist. The safety surface planned for the play area is engineered wood fiber (EWF). EWF is a specially manufactured product consisting of size-controlled pieces of softwoods and/or hardwoods that average one to two inches in length (Figure 10). Regular inspections should be performed and any foreign objects removed. The entire EWF surface should be raked weekly to ensure evenness of material, and particular attention should be given to edges and around play features. In areas of high use, such as at the base of the slides, rubber mats may be placed beneath the EWF and these areas should be inspected regularly to ensure that the mats have not shifted or become worn. A monthly inspection for proper depth of EWF is recommended, and deficient

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Figure 9 (above)  
Children's Garden  
design, rendering  
by OLIN  
Figure 10 (right)  
Engineered wood  
fiber safety surface,  
image courtesy  
of Mulch Direct  
website



areas should be topped up as needed. Over time, EWF will break down and lose its cushioning; therefore, it will likely need replacing every two to three years. Additionally, due its porous nature, EWF allows water to drain; however, when temperatures are below freezing, drainage could be inhibited and play



areas may need to be closed due to frozen or slippery surfaces. Any gum and/or graffiti discovered on play equipment or other surfaces should be removed promptly.

### **Interactive Fountain**

The water feature will require daily skimming to remove trash and debris, and will also need routine maintenance that will include such tasks as filter cleaning, water testing, chemical refills, spring start-up and winterization. If the fountain design allows for streams of water to land on the plaza paving, those surfaces should be monitored and power washed periodically to prevent any biological buildup that may make the pavement slippery. An annual inspection of the mechanical system should be performed, and any necessary repairs should be tended to in a timely fashion. More specific maintenance recommendations will be made when the fountain design has been further developed.

### **Irrigation System and Cistern**

Details regarding irrigation are pending; however, the system will require routine maintenance, including spring start-up, winterization and replacement of broken or damaged components.

The cistern planned for the area below the pedestrian mall is intended to capture and store stormwater on site for reuse in the restroom facilities. Details about size and material are pending; however, it is recommended that the cistern undergo a semi-annual inspection to ensure that it is fully functioning. Testing for heavy metals, bacteria and viruses should be performed three times annually. Any replacement or repair should occur as soon as a problem is identified. Accumulated sediment should be removed periodically, and a thorough cleaning of the system is recommended annually. These final tasks should be performed when there is a minimum quantity of water in the cistern, which will likely be during late summer.

### **Restrooms**

An adequate water supply will be essential for the restroom facilities, as inadequate supply can lead to unhygienic conditions. This should be given particular attention as water supply is to come from stormwater collection on site. Restrooms will need to be cleaned and stocked regularly during hours of operation, and this should include disinfecting of all surfaces and removal of all trash. During heavy periods of park use (mid-May to mid-September), facilities

should be cleaned at a minimum of four times daily; during the remainder of the year, restrooms should be cleaned at least twice daily. Periodic checks throughout the day are recommended in order to take care of additional incidents that may require cleaning. These facilities will also need to be secured at night and unlocked when park hours begin. Any utility issues or repairs should be taken care of promptly.

### **Additional Site Features**

Other site features planned for FP include moveable furniture, drinking fountains, bike racks, charging stations, signage and lighting. Bus shelters will require bi-weekly surface cleaning, as well as litter and debris removal. Approximately 40 sets of moveable outdoor tables and chairs will be available for use by park visitors. Seasonal use of the park may influence what portion of the furniture is set up on a daily basis (e.g. 100% during seasons of high use, 60-70% during seasons of medium use, and 30-50% during seasons of low use). Moveable furniture will require daily surface cleaning, morning set-up and evening storage, as well as monthly inspection for damage. All other furnishings should be wiped down periodically with a mild cleaning agent and inspected for damage; any graffiti and/or gum should be removed as soon as possible. Drinking fountains will require regular cleaning and inspection, periodic maintenance, spring start-up and winterization. Details regarding electric charging stations, signage and lighting are pending; however, these park features will also require routine maintenance, some of which will be contracted out to skilled tradespersons. Until details regarding the green roof planned for the café are known, an allowance for general horticultural maintenance of this feature has been included. It is assumed that the licensed premises will be maintained by the concessionaire.

### **A General Note Regarding Maintenance**

Low impact maintenance tasks, such as litter removal, may take place throughout the day. When possible, disruptive maintenance tasks, such as power washing, should be performed during early morning or off-hours when there are fewer park visitors. Similarly, maintenance work that will affect the use of, or limit access to park features, such as lawn renovation, should be announced prior to scheduled work whenever possible. Notification may be done through postings on bulletin boards, social media, or signatures throughout the park.



#### 4 Task Hours by Landscape Type

ETM has identified three maintenance periods for FP, all of which have their own specific maintenance requirements. The Warranty Year refers to the first year of park operation, during which time landscape and equipment maintenance would presumably be less than in following years, particularly with regards to repair and replacement of park elements. The Establishment Period (years 2-6) reflects a landscape that demands a significant increase in maintenance, and some repair and replacement of park elements. The Post-Establishment Period (years 7+) reflects a slight decrease in horticultural needs, but also increasing repair or replacement needs for aging park elements, such as the irrigation system and furnishings.

The table below provides an example of a breakdown of specific tasks and task hours associated with the Children's Garden during the Establishment Period. A complete series of tables for each landscape type during each of the three maintenance periods can be found in the appendix. At this time, ETM estimates a total of approximately 8,600 hours to maintain FP at a high standard of care for the Warranty Year, and then approximately 9,200 hours for Establishment and 9,300 for Post-Establishment Periods.

#### Explanation of Task Hours

TASK – Maintenance task

QTY – Total quantity of a task that needs to be done

UNIT – Unit of measurement

UNIT (MIN) – Time standard to complete one unit of the task in minutes

ONCE (MIN) – Task quantity multiplied by time standard

ONCE (HOURS) – Time in minutes converted to hours

ANNUAL FREQUENCY – Number of times task is performed annually

TOTAL HOURS – Time in hours to perform task annually

clf = 100 linear feet

msf = 1,000 square feet

allow = allowance

After each maintenance task was defined, the amount of time in minutes required to perform one unit of each task (e.g. one-thousand square feet of litter removal, emptying of one trashcan, etc.) was determined. This time standard was then multiplied by the number of units for each task, converted into hours and then multiplied by the recommended annual frequency. The resulting total represents the time in hours to perform each task annually.

CHILDREN'S GARDEN (Years 2-6 - Establishment Period)								
The play area planned for Franklin Park will require regular cleaning and periodic inspection. Any repairs should be performed by a certified playground specialist.								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Children's Garden</b>	<b>7</b>	<b>msf</b>					<b>161</b>	
Litter/debris removal	2	msf	3	6	0	365	37	30% of total play area, daily
Equipment maintenance/inspection		allow					20	Periodic inspection and maintenance by certified playground specialist
Turf mowing	2	msf	10	20	0	33	11	1x/week, April - mid November
Turf fertilizer application	2	msf	9	18	0	2	1	2 applications, spring and fall
Turf renovation	1	msf	30	30	1	2	1	50% of turf areas; aeration, thatching, over-seeding
Safety surface (EWF) maintenance	2	msf	30	60	1	52	52	Weekly raking; addition of EWF
Replacement of EWF		allow					10	Full replacement of EWF every 2-3 years
Gum and graffiti removal		allow					30	As needed

Table 3 Breakdown of specific tasks and task hours associated with the Children's Garden and Tot Lot during the Establishment Period

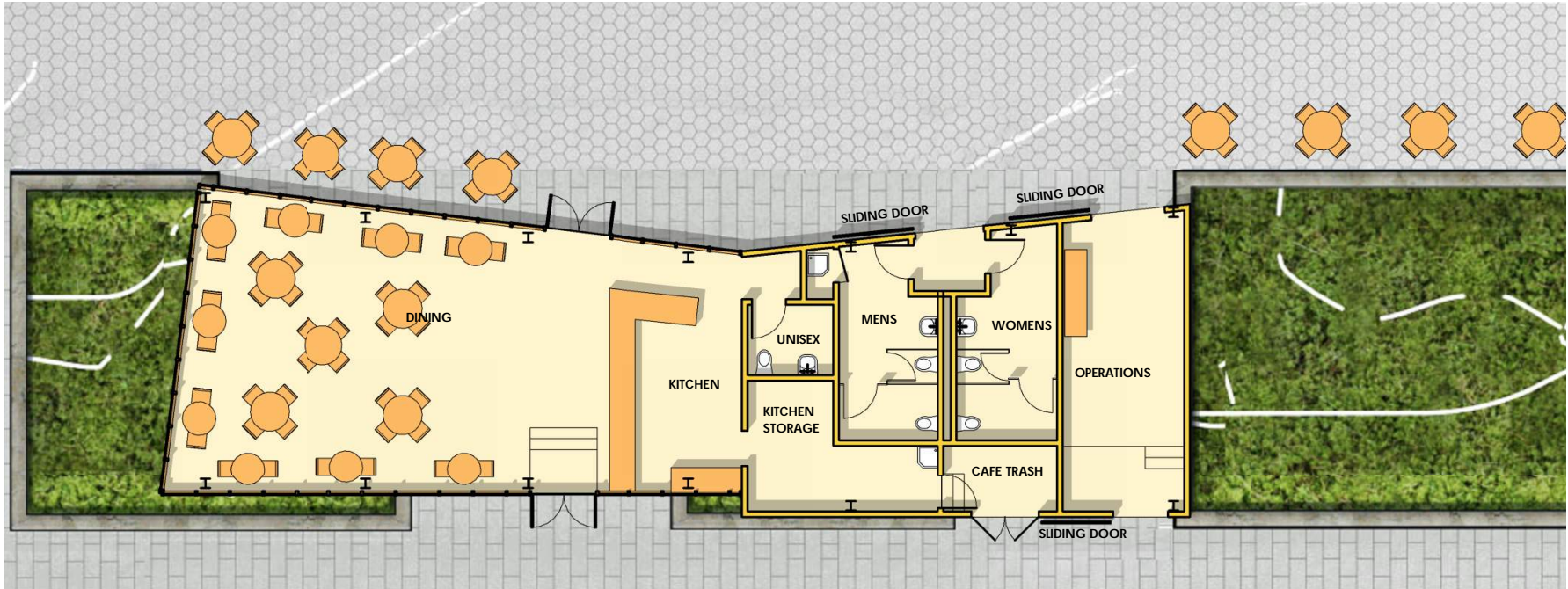


Figure 11 Drawing of cafe, restroom and operations facility. Image courtesy of OLIN/ZGF

### 5 Maintenance and Operations Facility

The Vision and Transformation Plan includes an on-site operations facility adjacent to the cafe (Figure 11); however, details regarding its design and use are presently under development. With this in mind, ETM recommends a dedicated on-site or adjacent maintenance facility, which should be at least 250 square feet. This facility will need to accommodate staff uses, such as a small office, utility sink, storage lockers and a lunchroom, as well as storage needs for small equipment and materials used by park staff for general cleaning and maintenance of FP. If any larger equipment or bulk materials are to be stored on site, an additional, or significantly larger, maintenance facility will be necessary to satisfy the space needs of the equipment and/or materials, otherwise an off-site storage facility will be necessary. Rental of such a space has been included in the estimated operating budget. Ultimately, the size and location of a maintenance and operations facility will directly influence the way in which maintenance staffing is determined for FP.

## 6 Programming Opportunities

People are the life-blood of public parks, and programming can be an essential component for activating public spaces. Park programs can focus on both organized and non-organized activities, unstructured play and learning opportunities. Seasons will have an influence on visitor patterns to FP, and therefore programming of the park should take this into consideration. It is likely that the heaviest use of the park will occur during the 24 weeks that, for the purposes of this report, are defined as the summer programming season. Based on the seasonal patterns of use illustrated in the accompanying table, it will be appropriate to design levels of programming that are correlated to levels of park use.

ETM has identified four target user groups with regards to programming at FP, and these are families, school children/daycare groups, adults/business professionals, and tourists. The following table illustrates opportunities for low- to medium-intensity programming in FP – events that draw 300 or fewer participants – specific to each type of user. Many of these programming opportunities are modeled after events that are held in other established parks of a similar small size and active urban nature, and they take into consideration the carrying capacity of the proposed FP pedestrian mall, as this is understood to function as the primary event space. In addition to this, small-scale events and activities are important because they:

- Don't adversely affect the park landscape
- Can be changed regularly to meet user needs
- Attract a wider audience
- Develop a sense of ownership towards the park
- Help the park become an extension of the community

Programming Seasons for Franklin Park			
Season	Range	# of Weeks	Level of Use
Winter	Mid-November to March	14	Low
Spring	March through April	8	Medium
Summer	May to mid-October	24	High
Fall	Mid-October to mid-November	6	Medium

Table 4 Programming Seasons for Franklin Park

The great lawn has the capacity to hold up to approximately 800 people for larger events, such as movie screenings, staged performances or art festivals. The potential to host several large events each year on the lawn and plaza spaces is taken into consideration for the estimated annual operating budget, along with the staffing and material needs for day-to-day programming such as setting out chess boards or book carts. It is important to keep in mind that larger events can have a significant impact on the landscape, particularly on lawn areas. Overuse of lawns can place a heavy burden on turf, as it can cause soil compaction and damage to turf stand and roots. Events that are not managed properly or are too large for the park contribute significantly to turf deterioration and increased maintenance costs.

Tasks associated with larger events often include, but are not limited to, the following:

- Set up of infrastructure (e.g. seating, staging, AV equipment)
- Maintenance of temporary toilet facilities
- Concession monitoring
- Tent set up
- Installation and removal of temporary fencing
- Clean up

It is important to keep in mind that even small events do typically require some set up, take down, clean up and/or supervision, and regularly occurring activities will require varying levels of staff support.

Guidelines should be established and enforced with regards to all events and park programs.



## Target Groups for Programming in Franklin Park

**Families:** To the north of FP there are several blocks of mixed-density residential units within a ten minute walk. Programs geared towards local families have the potential to bring new life and energy to the park.

**School Children & Daycare:** There are several schools and daycare centers located within a ten minute walk of FP. Programming that can provide an educational and/or recreational opportunity for local young persons will enliven the park throughout the week.

**Local Adults & Commuters:** Due to its location in a commercial district with convenient access to public transportation, FP presents a wonderful venue for daytime and evening programming for local adults and commuters.

**Tourists:** With numerous Capitol tourist attractions within a ten minute walk, as well as a dozen hotels and convenient access to public transportation, FP has the potential to become a hub for outdoor tourist activity. Programming in the park that is well-suited for both visiting families and adults of all ages could provide an oft needed and sought out "re-grouping" location.

## Low-intensity Programming Opportunities for Franklin Park

Programming Idea	Precedents	Notes				
Small Concerts	Discovery Green "Sounds Like Houston", Mad.Sq. Music/Kids, Klyde Warren Park "Music Thursdays"	Local performers/childrens music; could be summer or fall series	x	x		
Lunchtime Concerts	Klyde Warren Park (weekday lunchtime music)	Jazz, folk, etc.			x	x
Readings	Mad. Sq. Reads	Poetry, childrens books, short plays	x	x	x	x
Writers Workshop	Discovery Green "Young Writers Workshop"	For children/adults	x	x		
Lending Library	Bryant Park "Reading Room", Klyde Warren Park "Lending Library"	Book carts with children's and YA materials	x	x		
Game Socials	Bryant Park (evenings May - Sept)	Family appropriate games	x			x
Chess, Checkers, etc.	Klyde Warren Park, Bryant Park	Boards available for play; option for tournaments	x	x		x
Daytime Fitness	Discovery Green and various other parks	Summer or weekend workouts	x			x
Structured Play	High Line's "Lawn Time for Little Ones"	Toddler or pre-school age	x	x		
Storytime for Kids	Central Park story time	Toddler or pre-school age	x	x		
Art Cart/Lessons	Bryant Park "Art Cart"	Drawing and craft supplies available on weekdays; drawing lessons/structured play	x	x		

Table 5 Programming Opportunities for Franklin Park

## 7 Estimated Annual Operating Budget

The estimated annual operating budgets for the three maintenance periods found on the following pages account for all personnel costs, maintenance expenses, security, programming and administration. Hourly rates used to prepare the budget are modeled after those provided by NPS for existing in-house staff, and contracted service rates are based on prevailing wage rates in the District. All maintenance personnel rates include 35% fringe benefits. Security, programming and administrative estimates were calculated based upon comparable District salaries and benchmark studies of similar park operating costs.

An allowance for electric and water utilities has been included in these estimated costs and will be updated once details regarding lighting, irrigation, water feature and facility usages are known. A list of recommended equipment and supplies is also included in these costs and can also be found in the appendix. It is assumed that contracted staff will bring all necessary equipment and supplies.

For the ongoing maintenance and repair of FP and site features, both annual maintenance replacement costs and capital replacement costs should be considered. Annual maintenance replacement includes costs for items that need to be regularly replaced due to vandalism or use. Costs for these items - such as lightbulbs, plants and mulch - are included in the annual operating budget.

Capital replacement costs are those costs associated with replacement or repair of park features due to life-cycle replacement of site features and amenities, such as play equipment and pavement. These costs should be minimal during the first several years, as park elements will be newly constructed and installed; however, ETM recommends that 1-2% of total initial park construction costs be budgeted annually for the first six years towards future capital replacement costs, and approximately 3% for all ensuing years. This portion of the budget may be set aside as a sinking fund, and is therefore listed separately from other estimated operating budget expenses.

Plants, play equipment and many other park furnishings and features are generally covered by contractor or manufacturer warranties during the first year. Therefore, task hours and material costs associated with repair or replacement of such items can be found in the budgets for the Establishment Period and the Post-Establishment Period. It is assumed that there will be some loss of plant material during all periods, first due to failed plant establishment, and then later simply due to consistent use of the park.

YEAR 1 (Warranty Year)					
Operating Costs for Franklin Park Washington, DC	Hrs	\$/hr	Cost	Total Cost	Comments
<b>Park Maintenance</b>					
<b>Maintenance Personnel</b>					
In-house park staff (semi-skilled)	7234	\$22	\$159,156		General cleaning and maintenance
In-house park staff (skilled)	634	\$29	\$18,380		General cleaning and maintenance
Contracted horticultural service	451	\$55	\$24,805		Horticultural care and maintenance
Contracted tree service	78	\$100	\$7,800		Tree care and maintenance (tradesperson + helper)
Contracted trades	220	\$115	\$25,300		Irrigation, water feature, facilities, etc. (tradesperson + helper)
<b>Subtotal Maintenance Personnel</b>	<b>8617</b>			<b>\$235,442</b>	
<b>Maintenance Expenses</b>					
First year materials & supplies			\$94,370		See Appendix (Table A-25)
Pest control			\$10,000		Non-horticultural rodent/pest control
Replacement plants			\$15,000		Any damaged plant material not covered under guarantee during first year (approx. 3% of planting areas)
Equipment maintenance			\$1,000		Some costs covered under warranty during first year
Equipment rental			\$5,000		Rental of bucket truck, etc.
Water feature materials/replacement parts			\$0		Warranty Period
Facility replacement costs			\$0		Warranty Period
Electrical			\$50,000		Lighting, water feature, facilities (temporary estimate)
Water			\$50,000		Irrigation, water feature, facilities (temporary estimate)
Storage facility rental			\$6,600		Off-site storage of large equipment and materials
Uniforms & communication devices			\$10,000		All-weather gear, radios
<b>Subtotal Maintenance Expenses</b>				<b>\$241,970</b>	
<b>Total Maintenance Costs</b>				<b>\$477,412</b>	
<b>Park Security &amp; Monitoring</b>					
Security supervisor	2,920	\$35	\$102,200		Security supervisor (1/3 time)
Security staff	8,760	\$25	\$219,000		Contracted security to provide 1 person patrol (24/7)
Indirect costs (25%)			\$80,300		
Park Monitor	1,344	\$20	\$26,880		Seasonal uniformed presence for Children's Garden and fountain plaza (24-week peak season, 8hrs/day)
<b>Subtotal Park Security</b>				<b>\$428,380</b>	
<b>Programming</b>					
Program/event support	2,500	\$15	\$37,500		Staffing for programs and events
Rentals and miscellaneous event-related costs			\$75,000		Allowance for temporary rental of stage, AV equipment, portable toilets, etc. for Park Management Entity sponsored events/activities
Materials & supplies			\$50,000		Advertising/communications for events, program infrastructure (e.g. art cart, yoga mats, etc.)
<b>Subtotal Programming</b>				<b>\$162,500</b>	
<b>Administrative</b>					
Executive Director			\$62,500		1/2 time
Operations Director			\$85,000		
Program Director			\$80,000		
Communications Specialist			\$18,500		1/3 time
Administrative Assistant			\$30,000		
Indirect costs (25%)			\$69,000		
Liability insurance			\$48,000		
Office expenses			\$10,000		Office materials/supplies, IT, etc.
<b>Subtotal Administrative</b>				<b>\$403,000</b>	
<b>TOTAL</b>				<b>\$1,471,292</b>	
<b>Annual Capital Replacement</b>				<b>\$165,000</b>	

Table 6 Estimated Annual Operating Budget (Year 1)  
All figures are based on 2015 dollars.



YEARS 2-6 (Establishment Period)					
Operating Costs for Franklin Park Washington, DC	Hrs	\$/hr	Cost	Total Cost	Comments
<b>Park Maintenance</b>					
<b>Maintenance Personnel</b>					
In-house park staff (semi-skilled)	7154	\$22	\$157,396		General cleaning and maintenance
In-house park staff (skilled)	642	\$29	\$18,612		General cleaning and maintenance
Contracted horticultural service	661	\$55	\$36,355		Horticultural care and maintenance
Contracted tree service	100	\$100	\$10,000		Tree care and maintenance (tradesperson + helper)
Contracted trades	634	\$115	\$72,910		Irrigation, water feature, facilities, etc. (tradesperson + helper)
<b>Subtotal Maintenance Personnel</b>	<b>9191</b>			<b>\$295,274</b>	
<b>Maintenance Expenses</b>					
Materials & supplies			\$30,956		See Appendix (Table A-25)
Pest control			\$10,000		Non-horticultural rodent/pest control
Replacement plants			\$56,000		10% of plants
Equipment maintenance			\$5,000		
Equipment rental			\$7,500		Rental of bucket truck, etc.
Water feature materials/replacement parts			\$10,000		Allowance for materials + equipment replacement (e.g. motor, pump, controls, bromine)
Facility replacement costs			\$7,500		Replacement of damaged furnishings
Electrical			\$50,000		Lighting, water feature, facilities (temporary estimate)
Water			\$50,000		Irrigation, water feature, facilities (temporary estimate)
Storage facility rental			\$6,600		Off-site storage of large equipment and materials
Uniforms & communication devices			\$2,000		Replacement of all-weather gear, radios
<b>Subtotal Maintenance Expenses</b>				<b>\$235,556</b>	
<b>Total Maintenance Costs</b>				<b>\$530,830</b>	
<b>Park Security</b>					
Security supervisor	2,920	\$35	\$102,200		Security supervisor (1/3 time)
Security staff	8,760	\$25	\$219,000		Contracted security to provide 1 person patrol (24/7)
Indirect costs (25%)			\$80,300		
Park Monitor	1,344	\$20	\$26,880		Seasonal uniformed presence for Children's Garden and fountain plaza (24-week peak season, 8hrs/day)
<b>Subtotal Park Security</b>				<b>\$428,380</b>	
<b>Programming</b>					
Program/event support	2,800	\$15	\$42,000		Staffing for programs and events
Rentals and miscellaneous event-related costs			\$100,000		Allowance for temporary rental of stage, AV equipment, portable toilets, etc. for Park Management Entity sponsored events/activities
Materials & supplies			\$20,000		Advertising/communications for events, program infrastructure (e.g. art cart, yoga mats, etc.)
<b>Subtotal Programming</b>				<b>\$162,000</b>	
<b>Administrative</b>					
Executive Director			\$62,500		1/2 time
Operations Director			\$85,000		
Program Director			\$80,000		
Communications Specialist			\$18,500		1/3 time
Administrative Assistant			\$30,000		
Indirect costs (25%)			\$69,000		
Liability insurance			\$48,000		
Office expenses			\$10,000		Office materials/supplies, IT
<b>Subtotal Administrative</b>				<b>\$403,000</b>	
<b>TOTAL</b>				<b>\$1,524,210</b>	
<b>Annual Capital Replacement</b>				<b>\$250,000</b>	

Table 7 Estimated Annual Operating Budget (Year 2-6)  
All figures are based on 2015 dollars.

YEARS 7+ (Post-Establishment Period)					
Operating Costs for Franklin Park Washington, DC	Hrs	\$/hr	Cost	Total Cost	Comments
<b>Park Maintenance</b>					
Maintenance Personnel					
In-house park staff (semi-skilled)	7097	\$22	\$156,142		General cleaning and maintenance
In-house park staff (skilled)	672	\$29	\$19,497		General cleaning and maintenance
Contracted horticultural service	591	\$55	\$32,505		Horticultural care and maintenance
Contracted tree service	132	\$100	\$13,200		Tree care and maintenance (tradesperson + helper)
Contracted trades	804	\$115	\$92,460		Irrigation, water feature, facilities, etc. (tradesperson + helper)
Subtotal Maintenance Personnel	9297			\$313,804	
<b>Maintenance Expenses</b>					
Materials & supplies			\$32,000		See Appendix (Table A-25): allowance for some replacement tools
Pest control			\$10,000		Non-horticultural rodent/pest control
Replacement plants			\$39,000		7% of planting areas
Equipment maintenance			\$5,000		
Equipment rental			\$7,500		Rental of bucket truck, etc.
Water feature materials/replacement parts			\$10,000		Allowance for materials + equipment replacement (e.g. motor, pump, controls, bromine)
Facility replacement costs			\$7,500		Replacement of damaged furnishings
Electrical			\$50,000		Lighting, water feature, facilities (temporary estimate)
Water			\$50,000		Irrigation, water feature, facilities (temporary estimate)
Storage facility rental			\$6,600		Off-site storage of large equipment and materials
Uniforms & communication devices			\$2,000		Replacement of all-weather gear, radios
Subtotal Maintenance Expenses				\$219,600	
Total Maintenance Costs				\$533,404	
<b>Park Security</b>					
Security supervisor	2,920	\$35	\$102,200		Security supervisor (1/3 time)
Security staff	8,760	\$25	\$219,000		Contracted security to provide 1 person patrol (24/7)
Indirect costs (25%)			\$80,300		
Park Monitor	1,344	\$20	\$26,880		Seasonal uniformed presence for Children's Garden and fountain plaza (24-week peak season, 8hrs/day)
Subtotal Park Security				\$428,380	
<b>Programming</b>					
Program/event support	2,800	\$15	\$42,000		Staffing for programs and events
Rentals and miscellaneous event-related costs			\$100,000		Allowance for temporary rental of stage, AV equipment, portable toilets, etc. for Park Management Entity sponsored events/activities
Materials & supplies			\$20,000		Advertising/communications for events, program infrastructure (e.g. art cart, yoga mats, etc.)
Subtotal Programming				\$162,000	
<b>Administrative</b>					
Executive Director			\$62,500		1/2 time
Operations Director			\$85,000		
Program Director			\$80,000		
Communications Specialist			\$18,500		1/3 time
Administrative Assistant			\$30,000		
Indirect costs (25%)			\$69,000		
Liability insurance			\$48,000		
Materials & supplies			\$10,000		Office materials/supplies, IT
Subtotal Administrative				\$403,000	
<b>TOTAL</b>				\$1,526,784	
<b>Annual Capital Replacement</b>				\$500,000	

Table 8 Estimated Annual Operating Budget (Year 7+)  
All figures are based on 2015 dollars.

## 8 Operating Model

According to the Term Sheet (dated 11/19/14), it is understood that NPS will remain in its role of landlord, and the District of Columbia, by and through the Department of General Services, will act as tenant of FP for an agreement term of 25 years. The District may contract with the BID, a newly created non-profit organization or other entity for the management of the Park. Continued support, at levels equal to or above current commitment, from the BID and NPS is recommended for delivering and/or funding daily maintenance services, horticultural care, repair of park amenities and operational support for programming and events. Operating revenues for the Park may be generated by some combination of program sponsorships, facility rental fees, cafe rental and commercial property taxes. Costs, both direct and indirect, associated with event rentals will be the responsibility of the renter. These costs will be in addition to the fee charged by the park management entity for holding an event in the Park.

A consistent uniformed presence in the park offers dependable eyes and ears, and as a result helps to reduce vandalism and increases visitor perceptions of safety. It is understood that the daily security of the Park will be funded by the park management entity. In addition to security personnel, it is recommended that a uniformed park monitor provide a customer service presence, similar to existing hospitality SAM workers, in the Children's Garden and fountain plaza area during peak season.

Park staff may be supplemented with contracted services that can provide facility maintenance, tree care, insect and pest control, fountain and lighting maintenance, and equipment repair.

In addition to these staffing sources, volunteers from the surrounding community can play an important role in maintaining FP. Volunteerism can also create a sense of individual ownership within the community and provide on-the-ground services that produce invaluable input for management leadership and staff; however, potential service provided by volunteers is not included in the O+M budgets of this report.

In short, the right balance for staffing will be determined by standards of maintenance as well as how the site is used.

The accompanying table illustrates recommended roles and responsibilities of the park management entity, the BID, a potential non-profit organization, the District and NPS as they relate to FP, and the chart that follows offers an organizational structure that may be used as a model for management of FP. The park management job descriptions that follow are intended as a general guide.



	Park Management Entity	BID	Non-Profit (TBD)	District	NPS	Notes
Management	Provide overall management coordination of FP			Provide contractual oversight for Park Management Entity; BID has operating agreement	Has lease with the District	District may contract with the BID or other non-profit for management of FP
Funding			Raise funds through sponsorships, grants, and other fundraising efforts etc.	Raise funds through Tax Increment Financing District and assessments; any on-site revenue will be directed to ongoing O+M of FP	Maintain current level of funding	
Maintenance	Coordinate and supervise day-to-day maintenance services; provide supplemental services	Maintain current level of support			Maintain current level of support, either through funding or services	NPS funding may be used to contract maintenance services through the Park Management Entity
Security	Provide/fund primary security, and any supplemental security for events	Maintain current SAM presence		DC Police - to continue to provide law enforcement at current levels	Park Police - to continue to provide law enforcement at current levels	Primary and supplemental security may be contracted out to security firm or off-duty police officers
Permitting	Provide/secure all necessary permits, to the extent feasible, for events/activities			Delegate permitting responsibility to the Park Management Entity to the		Delegation of permitting to the Park Management Entity should be the objective
Programming	Develop and oversee all non-NPS programming activities in FP; coordinate District and NPS programming activities with FP programming and events			Provide enhanced programming related to recreation and play	Provide enhanced programming related to interpretation and education	
Volunteer Coordination	Oversee/coordinate volunteer activities				Oversee/coordinate volunteer activities	Shared responsibility
Communications/ Marketing	Serve as lead for all communications/ marketing related to programming, events, volunteer efforts, etc.				Provide communications for NPS programming and volunteer efforts	
Advocacy	Oversee all advocacy efforts on behalf of FP	Participate in advocacy efforts	Participate in advocacy efforts	Participate in advocacy efforts	Participate in advocacy efforts	
Revenue	Responsible for selection of vendors/ concessionaires (all park generated revenue will be used to offset O+M costs)			Coordinate as necessary for permitting of all on-site vendors/ concessionaires; Park Management Entity to retain all revenues		

Table 9 Responsibility Matrix for Franklin Park

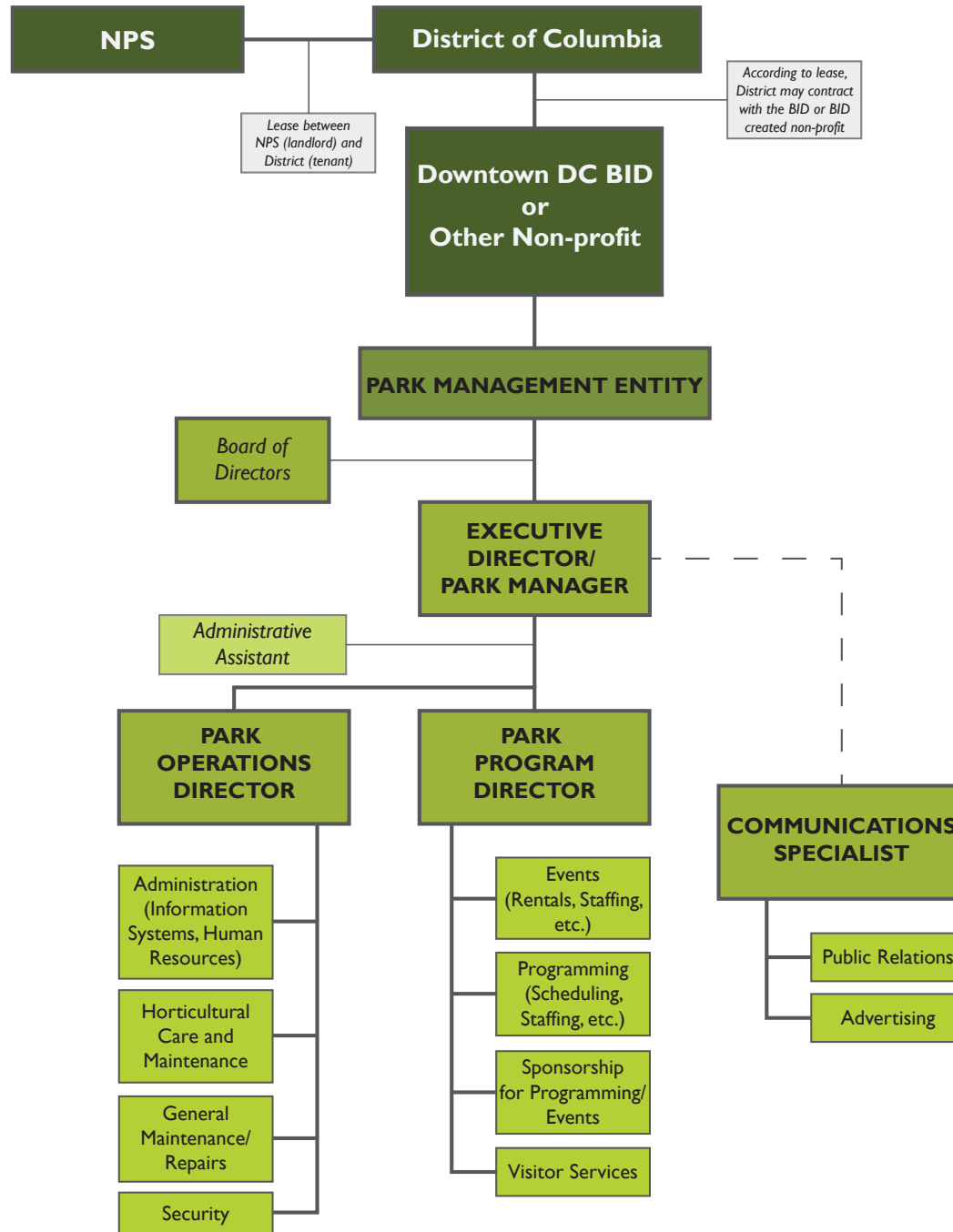


Table 10 Functional organizational chart for Franklin Park. Note: The personnel required for park management may include in-house staff, contracted services and volunteers.

## Park Management Job Descriptions

**Executive Director** - The Executive Director/Park Manager (ED/PM) will be the administrative head of all park directors. The ED/PM will directly supervise the Operations Director, Program Director and Communications Specialist, and will coordinate supervision of all other respective park staff. The ED/PM will be responsible for implementation of park policy and the overall management of the park. This position will also be the official intermediary for all communications between park employees and the Board of Directors to which it is responsible. The ED/PM will also serve as the park's chief financial officer and will prepare budgets for Board review and approval. It is anticipated that this will not be a full time position for FP; however, this role has the potential to be a component of another senior park management entity position.

**Operations Director** – The Operations Director (OD) will coordinate all operations of FP, including administration, horticulture, maintenance, repairs and security to ensure that FP is maintained and operated at a high standard of care. The OD will be responsible for planning, scheduling, managing, securing and supervising the grounds. This position will also oversee the staff responsible for maintaining and operating FP. Key responsibilities will include:

- Lending expertise in park operations and maintenance
- Working with Program Director to support robust activation, events and scheduling
- Preparing and managing O+M budgets and reports
- Creating and implementing operational policies and protocols
- Collaborating in the oversight of all maintenance contractors
- Coordinating security as needed to ensure safety of FP
- Coordinate management and maintenance of tools/machinery and site furnishings

**Program Director** – The Program Director (PD) will work closely with the OD and will create and oversee programming of FP. The PD will oversee the coordination and administration of all aspects of programming including planning, organizing, staffing, leading and monitoring programs and events. Key responsibilities will include:

- Planning and delivery of programs
- Development of annual budget to support programming
- Solicitation of sponsorships

- Development of evaluation framework to assess the strengths of programming and to identify areas for improvement
- Ensuring that the programming operates within the policies and procedures set for FP, as well as ensuring that programming complies with all relevant legislation
- Documentation of programs and events
- Engage volunteers for appropriate programming and events
- Ensuring that the programming operates within the approved budget
- Communication with stakeholders and event sponsors
- Managing park rental and revenue from rental

Specific tasks and responsibilities for these management roles should be developed in tandem with the ongoing development of operations for FP.

**Communications Specialist** - The Communications Specialist will serve as an advocate for FP and establish positive associations with the public and media on behalf of the park. This position will propose and manage advertising and will handle all incoming requests for information from media outlets. It is anticipated that this will not be a full time position for FP.

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## **Appendix**

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### **I Maintenance Task Hours, Year I (Warranty Year)**

During the first year of park operation, landscape and equipment maintenance will presumably be less than in following years, particularly with regards to repair and replacement of park elements. Many park elements and equipment, including new plants, should be under contractor or manufacturer warranty for a minimum of one year. Similarly, park features and built structures, such as the play equipment, lighting, benches and refurbished fountain, are expected to need minimal maintenance during the first year, as all components will be new.

Consistent horticultural maintenance following the installation of new plant material will be essential. Tasks such as spot watering and adjusting of guy wires and stakes will be necessary to ensure the survival and success of new trees, shrubs and perennials during this period.

The tables that follow illustrate the task hours associated with each landscape type during the Warranty Year.

**HARDSCAPE (Year 1 - Warranty Year)**

Hardscape areas at Franklin Park will include perimeter paving of concrete pavers, interior pedestrian pathways constructed of exposed aggregate concrete, and a central plaza paved with bluestone. All hardscape areas will require similar maintenance tasks, most of which fall into the category of general cleaning. Tasks will include daily litter removal, regular debris and leaf blowing, regular power washing, and gum and graffiti removal as needed.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Hardscape</b>	<b>82</b>	<b>msf</b>					<b>2960</b>	
Litter removal	21	msf	3	63	2	532	559	25% of total paved surface, 2x/day during summer season, daily remainder of year
Trash collection	20	each	4	80	1	1095	1460	Empty trash receptacles 3x/day (park edges)
Trash pick up		allow					365	2x/day, 7 days/week (from all receptacles)
Blow debris w/backpack blower	41	msf	5	205	3	57	195	50% of total paved surface, 2x/week during summer season, 1x/week during spring/fall (blowing during fall will include leaf removal)
Power wash/clean paved areas	21	msf	15	315	5	28	147	25% of total paved surfaces/curbs, 1x/week April - October with particular attention to area around concessions
Pavement repair/leveling	0	msf	60	0	0	1	0	Maintenance not anticipated during Warranty Year
Curb and wall maintenance and repair	0	clf	60	0	0	1	0	Maintenance not anticipated during Warranty Year
Spread de-icer	82	msf	5	410	7	6	41	100% of paving areas as appropriate
Snow removal by snow blower	66	msf	15	990	17	3	50	80% of paving areas as appropriate
Snow/ice removal by hand	16	msf	80	1280	21	3	64	20% of paving and steps
Gum and graffiti removal		allow					80	As needed

Table A-1

**PARKLAND (Year 1 - Warranty Year)**

Parkland at Franklin Park is defined as park areas that will receive regular use by the general public. It will include both large and small lawn areas, all existing and proposed trees, and fixed site furnishings, such as benches and trash bins. Parkland will require regular turf care, tree maintenance, trash removal and site furnishing maintenance.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Park Land</b>	<b>82</b>	<b>msf</b>					<b>2120</b>	
Litter removal	12	msf	3	36	1	532	319	15% of total parkland, 2x/day during summer season, daily remainder of year
Trash collection	15	each	4	60	1	1095	1095	Empty trash receptacles 3x/day (parkland areas)
Turf mowing	82	msf	3	246	4	33	135	1x/week, April - mid November with riding mower
Turf edge trimming	46	clf	3	138	2	33	76	Trimming of all lawn edges 1x/week, April - mid November
Turf fertilizer application	82	msf	9	738	12	2	25	2 applications, spring and fall
Turf renovation	33	msf	30	990	17	2	33	40% of lawn areas; aeration, thatching, over-seeding
New tree maintenance	11	each	30	330	6	4	22	25% of new trees on site (includes street trees); prune, restake/remove stakes, fertilize, spray for pests as needed
New tree spot watering	43	each	10	430	7	24	172	100% of new trees, weekly for 24 weeks spring - fall
Existing tree maintenance	14	each	60	840	14	4	56	25% of existing trees on site; prune, fertilize, spray for pests as needed. Existing trees will require use of a bucket truck.
Tree mulching	98	each	20	1960	33	1	33	Annual mulching of all trees
Leaf removal	41	msf	30	1230	21	3	62	50% of lawn areas
Bench cleaning	24	each	4	96	2	52	83	Surface cleaning 1x/week
Bench repair		allow					0	Maintenance not anticipated during Warranty Year
Temporary fencing		allow					10	Install and maintain temporary fencing

Table A-2

Tables A-3, A-4 (facing page)

**PLANTING AREAS, BEDS AND RAIN GARDENS (Year 1 - Warranty Year)**

There will be several different types of planting areas within Franklin Park. They will be located along the northern perimeter, around the Children's Garden, and surrounding the fountain plaza. Rain gardens will be located along the southern edge of the park. These areas will require general horticultural maintenance tasks, such as weeding, mulching, spot watering, dead-heading, pruning and seasonal cutbacks.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Planting Areas</b>	<b>37</b>	<b>msf</b>					<b>867</b>	
Litter/debris removal	10	msf	8	80	1	294	392	20% of planting areas/beds, 40% of rain gardens daily during summer season, 3x/week remainder of year
Spot watering	11	msf	10	110	2	24	44	30% of planting areas, weekly for 24 weeks spring - fall
Weeding	9	msf	30	270	4.5	28	126	25% of planting beds, 1x/week, April - October
Mulching (planting areas and beds)	0	msf	360	0	0	2	0	Replacement to begin in Establishment Period
Mulching (rain gardens)	4	msf	360	1440	24	6	144	Replacement of rain garden mulch, 6x/year
Annual raking/de-silting (rain gardens)		allow					16	Annual raking out of mulch and removal of accumulated silt by hand
Rain garden inspection		allow					16	Regular inspection for issues such as silt build-up, prior to growing season, after large rain events and at the end of growing season
Plant replacement	4	msf	720	2880	48	1	48	As required in planting areas, spring or fall
Seasonal horticultural care/ maintenance	9	msf	60	540	9	9	81	25% of planting beds, 1x/month March - November; Includes seasonal cutback, pruning, deadheading, etc.

**CHILDREN'S GARDEN (Year 1 - Warranty Year)**

The play area planned for Franklin Park will require regular cleaning and periodic inspection. Any repairs should be performed by a certified playground specialist.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Children's Garden</b>	<b>7</b>	<b>msf</b>					<b>141</b>	
Litter/debris removal	2	msf	3	6	0	365	37	30% of total play area, daily
Equipment maintenance/inspection		allow					10	Periodic inspection and maintenance by certified playground specialist
Turf mowing	2	msf	10	20	0	33	11	1x/week, April - mid November
Turf fertilizer application	2	msf	9	18	0	2	1	2 applications, spring and fall
Turf renovation	1	msf	30	30	1	2	1	50% of turf areas; aeration, thatching, over-seeding
Safety surface (EWF) maintenance	2	msf	30	60	1	52	52	Weekly raking; addition of EWF
Gum and graffiti removal		allow					30	As needed



**ADDITIONAL SITE FEATURES & MAINTENANCE TASKS (Year 1 - Warranty Year)**

Additional site features, such as bus shelters, moveable furniture, signage and lighting will require periodic maintenance and/or regular cleaning. Some of these features may require maintenance by contracted skilled tradespersons.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Additional Site Features</b>							<b>977</b>	
Trash room maintenance		allow					10	Shared with concessionaire
Vegetated roof maintenance		allow					20	Green roof maintenance
Operations facility maintenance		allow					20	General cleaning of facility, daily opening/closing
Bus shelter cleaning	4	each	10	40	1	104	69	Removal of litter/debris, surface cleaning; 2x/week
Furniture cleaning	40	each	4	160	3	189	504	Daily surface cleaning of tables/chairs during summer season, 3x/week during spring/fall (each unit includes 1 table and 4 chairs)
Furniture set up and storage	2	times	24	48	1	365	292	Morning set-up/evening storage of tables/chairs (Represents daily average that reflects the time associated with the percentage of furniture set up during different seasons of use - see page 9)
Drinking fountain cleaning	4	each	5	20	0	28	9	Spot cleaning 1x/week, April - October
Drinking fountain maintenance		allow					0	Maintenance not anticipated during Warranty Year
Bicycle rack cleaning	26	each	2	52	1	26	23	2x/month with mild cleaning agent
Bicycle rack maintenance		allow					0	Maintenance not anticipated during Warranty Year
Electric charging stations		allow					10	Routine maintenance cleaning of voltaic screen
Lighting maintenance		allow					0	Maintenance not anticipated during Warranty Year
Signage maintenance		allow					0	Maintenance not anticipated during Warranty Year
Gum and graffiti removal		allow					20	As needed

Table A-5

RESTROOMS (Year 1 - Warranty Year)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Restrooms</b>	<b>2</b>						<b>1280</b>	
Restroom cleaning	2	each	30	60	1	1260	1260	Mens/Womens: includes cleaning and disinfecting of sinks, counters, urinals, toilets, walls and floors, and restocking; 4x/day during spring, summer and fall seasons, 2x/day during winter season
Restroom repairs		allow					20	Includes material replacement, facility repair, utility maintenance, etc.

INTERACTIVE FOUNTAIN (Year 1 - Warranty Year)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Interactive Fountain</b>							<b>242</b>	
Fountain skimming	1	each	20	20	0	275	92	Daily, March-November
Fountain maintenance		allow					150	Routine maintenance, water quality, filter cleaning, spring start-up and winterization, etc.

IRRIGATION SYSTEM AND CISTERN (Year 1 - Warranty Year)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Irrigation and Cistern</b>							<b>30</b>	
Irrigation maintenance		allow					15	Routine maintenance and adjustments, replacement of broken or damaged components, spring start-up and winterization, etc.
Cistern maintenance		allow					15	Semi-annual inspection, water testing, removal of sediment, cleaning, etc.

Tables A-6, A-7, A-8

## **2 Maintenance Task Hours, Years 2-6 (Establishment Period)**

The Establishment Period (years 2-6) of park operation reflects a landscape that demands a significant increase in horticultural maintenance, as tasks such as mulching, weeding and pruning are needed following the first year after installation. In addition, some repair and replacement of park elements, such as the safety surface of the Children's Garden and Tot Lot as well as irrigation system and fountain components, will be necessary.

The tables that follow illustrate the task hours associated with each landscape type during the Establishment Period..

**HARDSCAPE (Years 2-6 - Establishment Period)**

Hardscape areas at Franklin Park will include perimeter paving of concrete pavers, interior pedestrian pathways constructed of exposed aggregate concrete, and a central plaza paved with bluestone. All hardscape areas will require similar maintenance tasks, most of which fall into the category of general cleaning. Tasks will include daily litter removal, regular debris and leaf blowing, regular power washing, and gum and graffiti removal as needed.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Hardscape</b>	<b>82</b>	<b>msf</b>					<b>2974</b>	
Litter removal	21	msf	3	63	2	532	559	25% of total paved surface, 2x/day during summer season, daily remainder of year
Trash collection	20	each	4	80	1	1095	1460	Empty trash receptacles 3x/day (park edges)
Trash pick up		allow					365	2x/day, 7 days/week (from all receptacles)
Blow debris w/backpack blower	41	msf	5	205	3	57	195	50% of total paved surface, 2x/week during summer season, 1x/week during spring/fall (blowing during fall will include leaf removal)
Power wash/clean paved areas	21	msf	15	315	5	28	147	25% of total paved surfaces/curbs, 1x/week April - October with particular attention to area around concessions
Pavement repair/leveling	4	msf	180	720	12	1	12	5% of paving surfaces
Curb and wall maintenance and repair	2	clf	60	120	2	1	2	10% of curbs and walls
Spread de-icer	82	msf	5	410	7	6	41	100% of paving areas as appropriate
Snow removal by snow blower	66	msf	15	990	17	3	50	80% of paving areas as appropriate
Snow/ice removal by hand	16	msf	80	1280	21	3	64	20% of paving and steps
Gum and graffiti removal		allow					80	As needed

Table A-9

**PARKLAND (Years 2-6 - Establishment Period)**

Parkland at Franklin Park is defined as park areas that will receive regular use by the general public. It will include both large and small lawn areas, all existing and proposed trees, and fixed site furnishings, such as benches and trash bins. Parkland will require regular turf care, tree maintenance, trash removal and site furnishing maintenance.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Park Land</b>	<b>82</b>	<b>msf</b>					<b>2040</b>	
Litter removal	12	msf	3	36	1	532	319	15% of total parkland, 2x/day during summer season, daily remainder of year
Trash collection	15	each	4	60	1	1095	1095	Empty trash receptacles 3x/day (parkland areas)
Turf mowing	82	msf	3	246	4	33	135	1x/week, April - mid November with riding mower
Turf edge trimming	46	clf	3	138	2	33	76	Trimming of all lawn edges 1x/week, April - mid November
Turf fertilizer application	82	msf	9	738	12	2	25	2 applications, spring and fall
Turf renovation	41	msf	30	1230	21	2	41	50% of lawn areas; aeration, thatching, over-seeding
New tree maintenance	22	each	30	660	11	4	44	50% of new trees on site (includes street trees); prune, fertilize, spray for pests as needed
New tree spot watering	11	each	10	110	2	24	44	25% of new trees, weekly for 24 weeks spring - fall
Existing tree maintenance	14	each	60	840	14	4	56	25% of existing trees on site; prune, fertilize, spray for pests as needed. Existing trees will require use of a bucket truck.
Tree mulching	98	each	20	1960	33	1	33	Annual mulching of all trees
Leaf removal	41	msf	30	1230	21	3	62	50% of lawn areas
Bench cleaning	24	each	4	96	2	52	83	Surface cleaning 1x/week
Bench repair		allow					8	As needed
Temporary fencing		allow					20	Install and maintain temporary fencing

Table A-10

Table A-11, A-12 (facing page)



**PLANTING AREAS, BEDS AND RAIN GARDENS (Years 2-6 - Establishment Period)**

There will be several different types of planting areas within Franklin Park. They will be located along the northern perimeter, around the Children's Garden, and surrounding the fountain plaza. Rain gardens will be located along the southern edge of the park. These areas will require general horticultural maintenance tasks, such as weeding, mulching, spot watering, dead-heading, pruning and seasonal cutbacks.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Planting Areas</b>	<b>37</b>	<b>msf</b>					<b>1077</b>	
Litter/debris removal	10	msf	8	80	1	294	392	20% of planting areas/beds, 40% of rain gardens daily during summer season, 3x/week remainder of year
Spot watering	11	msf	10	110	2	24	44	30% of planting areas, weekly for 24 weeks spring - fall
Weeding	11	msf	30	330	5.5	28	154	30% of planting beds, 1x/week, April - October
Mulching	11	msf	360	3960	66	2	132	30% of planting beds, spring and fall
Mulching (rain gardens)	4	msf	360	1440	24	6	144	Replacement of rain garden mulch, 6x/year
Annual raking/de-silting (rain gardens)		allow					16	Annual raking out of mulch and removal of accumulated silt by hand
Rain garden inspection		allow					12	Regular inspection for issues such as silt build-up, prior to growing season, after large rain events and at the end of growing season
Plant replacement	4	msf	720	2880	48	1	48	10% of planting areas, spring or fall
Seasonal horticultural care/ maintenance	15	msf	60	900	15	9	135	40% of planting beds, 1x/month March - November; Includes seasonal cutback, pruning, deadheading, etc.

**CHILDREN'S GARDEN (Years 2-6 - Establishment Period)**

The play area planned for Franklin Park will require regular cleaning and periodic inspection. Any repairs should be performed by a certified playground specialist.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Children's Garden</b>	<b>7</b>	<b>msf</b>					<b>161</b>	
Litter/debris removal	2	msf	3	6	0	365	37	30% of total play area, daily
Equipment maintenance/inspection		allow					20	Periodic inspection and maintenance by certified playground specialist
Turf mowing	2	msf	10	20	0	33	11	1x/week, April - mid November
Turf fertilizer application	2	msf	9	18	0	2	1	2 applications, spring and fall
Turf renovation	1	msf	30	30	1	2	1	50% of turf areas; aeration, thatching, over-seeding
Safety surface (EWF) maintenance	2	msf	30	60	1	52	52	Weekly raking; addition of EWF
Replacement of EWF		allow					10	Full replacement of EWF every 2-3 years
Gum and graffiti removal		allow					30	As needed

**ADDITIONAL SITE FEATURES & MAINTENANCE TASKS (Years 2-6 - Establishment Period)**

Additional site features, such as bus shelters, moveable furniture, signage and lighting will require periodic maintenance and/or regular cleaning. Some of these features may require maintenance by contracted skilled tradespersons.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Additional Site Features</b>							<b>1037</b>	
Trash room maintenance		allow					20	Shared with concessionaire
Vegetated roof maintenance		allow					20	Green roof maintenance
Operations facility maintenance		allow					20	General cleaning of facility, daily opening/closing
Bus shelter cleaning	4	each	10	40	1	104	69	Removal of litter/debris, surface cleaning; 2x/week
Furniture cleaning	40	each	4	160	3	189	504	Daily surface cleaning of tables/chairs during summer season, 3x/week during spring/fall (each unit includes 1 table and 4 chairs)
Furniture set up and storage	2	times	24	48	1	365	292	Morning set-up/evening storage of tables/chairs (Represents daily average that reflects the time associated with the percentage of furniture set up during different seasons of use - see page 9)
Drinking fountain cleaning	4	each	5	20	0	28	9	Spot cleaning 1x/week, April - October
Drinking fountain maintenance		allow					10	Spring start-up and winterization, periodic repair
Bicycle rack cleaning	26	each	2	52	1	26	23	2x/month with mild cleaning agent
Bicycle rack maintenance		allow					0	Repair not anticipated during Establishment Period
Electric charging stations		allow					20	Routine maintenance cleaning of voltaic screen
Lighting maintenance		allow					20	Routine maintenance, bulb replacement, repair
Signage maintenance		allow					10	Routine maintenance and cleaning
Gum and graffiti removal		allow					20	As needed

Table A-13

RESTROOMS (Years 2-6 - Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Restrooms</b>	<b>2</b>						<b>1300</b>	
Restroom cleaning	2	each	30	60	1	1260	1260	Mens/Womens: includes cleaning and disinfecting of sinks, counters, urinals, toilets, walls and floors, 4x/day during spring, summer and fall seasons, 2x/day during winter season
Restroom repairs		allow					40	Includes material replacement, facility repair, utility maintenance, etc.

INTERACTIVE FOUNTAIN (Years 2-6 - Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Interactive Fountain</b>							<b>542</b>	
Fountain skimming	1	each	20	20	0	275	92	Daily, March-November
Fountain maintenance		allow					450	Routine maintenance, water quality, filter cleaning, spring start-up and winterization, etc.

IRRIGATION SYSTEM AND CISTERN (Years 2-6 - Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Irrigation and Cistern</b>							<b>60</b>	
Irrigation maintenance		allow					30	Routine maintenance, replacement of broken or damaged components, spring start-up and winterization, etc.
Cistern Maintenance		allow					30	Semi-annual inspection, water testing, removal of sediment, cleaning, etc.

Table A-14,A-15,A-16

### **3 Maintenance Task Hours, Year 7+ (Post-Establishment Period)**

The Post-Establishment Period (year 7+) of park operation reflects a decrease in horticultural needs, as plants will have become established during the preceding period and will require less maintenance. The one exception to this is the horticultural maintenance anticipated for the existing trees, as they may require more involved maintenance tasks due to size and age.

This period will also present increasing repair and replacement needs for park elements, such as the irrigation system, furnishings and play features.

The tables that follow illustrate the task hours associated with each landscape type during the Post-Establishment Period..



**HARDSCAPE (Year 7+ - Post-Establishment Period)**

Hardscape areas at Franklin Park will include perimeter paving of concrete pavers, interior pedestrian pathways constructed of exposed aggregate concrete, and a central plaza paved with bluestone. All hardscape areas will require similar maintenance tasks, most of which fall into the category of general cleaning. Tasks will include daily litter removal, regular debris and leaf blowing, regular power washing, and gum and graffiti removal as needed.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Hardscape</b>	<b>82</b>	<b>msf</b>					<b>2974</b>	
Litter removal	21	msf	3	63	2	532	559	25% of total paved surface, 2x/day during summer season, daily remainder of year
Trash collection	20	each	4	80	1	1095	1460	Empty trash receptacles 3x/day (park edges)
Trash pick up		allow					365	2x/day, 7 days/week (from all receptacles)
Blow debris w/backpack blower	41	msf	5	205	3	57	195	50% of total paved surface, 2x/week during summer season, 1x/week during spring/fall (blowing during fall will include leaf removal)
Power wash/clean paved areas	21	msf	15	315	5	28	147	25% of total paved surfaces/curbs, 1x/week April - October with particular attention to area around concessions
Pavement repair/leveling	4	msf	180	720	12	1	12	5% of paving surfaces
Curb and wall maintenance and repair	2	clf	60	120	2	1	2	10% of curbs and walls
Spread de-icer	82	msf	5	410	7	6	41	100% of paving areas as appropriate
Snow removal by snow blower	66	msf	15	990	17	3	50	80% of paving areas as appropriate
Snow/ice removal by hand	16	msf	80	1280	21	3	64	20% of paving and steps
Gum and graffiti removal		allow					80	As needed

Table A-17

**PARKLAND (Year 7+ - Post-Establishment Period)**

Parkland at Franklin Park is defined as park areas that will receive regular use by the general public. It will include both large and small lawn areas, all existing and proposed trees, and fixed site furnishings, such as benches and trash bins. Parkland will require regular turf care, tree maintenance, trash removal and site furnishing maintenance.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Park Land</b>	<b>82</b>	<b>msf</b>					<b>2056</b>	
Litter removal	12	msf	3	36	1	532	319	15% of total parkland, 2x/day during summer season, daily remainder of year
Trash collection	15	each	4	60	1	1095	1095	Empty trash receptacles 3x/day (parkland areas)
Turf mowing	82	msf	3	246	4	33	135	1x/week, April - mid November with riding mower
Turf edge trimming	46	clf	3	138	2	33	76	Trimming of all lawn edges 1x/week, April - mid November
Turf fertilizer application	82	msf	9	738	12	2	25	2 applications, spring and fall
Turf renovation	41	msf	45	1845	31	2	62	50% of lawn areas; aeration, thatching, over-seeding
New tree maintenance	22	each	30	660	11	4	44	50% of new trees on site (includes street trees); prune, fertilize, spray for pests as needed
New tree spot watering		each	10	0	0	24	0	Weekly for 24 weeks spring - fall
Existing tree maintenance	22	each	60	1320	22	4	88	40% of existing trees on site; prune, fertilize, spray for pests as needed. Existing trees will require use of a bucket truck.
Tree mulching	98	each	20	1960	33	1	33	Annual mulching of all trees
Leaf removal	41	msf	30	1230	21	3	62	50% of lawn areas
Bench cleaning	24	each	4	96	2	52	83	Surface cleaning 1x/week
Bench repair		allow					15	As needed
Temporary fencing		allow					20	Install and maintain temporary fencing

Table A-18

Table A-19, A-20 (facing page)

**PLANTING AREAS, BEDS AND RAIN GARDENS (Year 7+ - Post-Establishment Period)**

There will be several different types of planting areas within Franklin Park. They will be located along the northern perimeter, around the Children's Garden, and surrounding the fountain plaza. Rain gardens will be located along the southern edge of the park. These areas will require general horticultural maintenance tasks, such as weeding, mulching, spot watering, dead-heading, pruning and seasonal cutbacks.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Planting Areas</b>	<b>37</b>	<b>msf</b>					<b>987</b>	
Litter/debris removal	10	msf	8	80	1	294	392	20% of planting areas/beds, 40% of rain gardens daily during summer season, 3x/week remainder of year
Spot watering	6	msf	10	60	1	24	24	15% of planting areas, weekly for 24 weeks spring - fall
Weeding	11	msf	30	330	5.5	28	154	30% of planting beds, 1x/week, April - October
Mulching	11	msf	360	3960	66	2	132	30% of planting beds, spring and fall
Mulching (rain gardens)	4	msf	360	1440	24	6	144	Replacement of rain garden mulch, 6x/year
Annual raking/de-silting (rain gardens)		allow					16	Annual raking out of mulch and removal of accumulated silt by hand
Rain garden inspection		allow					8	Regular inspection for issues such as silt build-up, prior to growing season, after large rain events and at the end of growing season
Plant replacement	3	msf	720	2160	36	1	36	7% of planting areas, spring or fall
Seasonal horticultural care/ maintenance	9	msf	60	540	9	9	81	25% of planting beds, 1x/month March - November; Includes seasonal cutback, pruning, deadheading, etc.

**CHILDREN'S GARDEN (Year 7+ - Post-Establishment Period)**

The play area planned for Franklin Park will require regular cleaning and periodic inspection. Any repairs should be performed by a certified playground specialist.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Children's Garden</b>	<b>7</b>	<b>msf</b>					<b>171</b>	
Litter/debris removal	2	msf	3	6	0	365	37	30% of total play area, daily
Equipment maintenance/inspection		allow					30	Periodic inspection and maintenance by certified playground specialist
Turf mowing	2	msf	10	20	0	33	11	1x/week, April - mid November
Turf fertilizer application	2	msf	9	18	0	2	1	2 applications, spring and fall
Turf renovation	1	msf	30	30	1	2	1	50% of turf areas; aeration, thatching, over-seeding
Safety surface (EWF) maintenance	2	msf	30	60	1	52	52	Weekly raking; addition or replacement of EWF
Replacement of EWF		allow					10	Full replacement of EWF every 2-3 years
Gum and graffiti removal		allow					30	As needed

**ADDITIONAL SITE FEATURES & MAINTENANCE TASKS (Year 7+ - Post-Establishment Period)**

Additional site features, such as bus shelters, moveable furniture, signage and lighting will require periodic maintenance and/or regular cleaning. Some of these features may require maintenance by contracted skilled tradespersons.

Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Additional Site Features</b>							<b>1077</b>	
Trash room maintenance		allow					20	Shared with consessionaire
Vegetated roof maintenance		allow					20	Green roof maintenance
Operations facility maintenance		allow					20	General cleaning of facility, daily opening/closing
Bus shelter cleaning	4	each	10	40	1	104	69	Removal of litter/debris, surface cleaning; 2x/week
Furniture cleaning	40	each	4	160	3	189	504	Daily surface cleaning of tables/chairs during summer season, 3x/week during spring/fall (each unit includes 1 table and 4 chairs)
Furniture set up and storage	2	times	24	48	1	365	292	Morning set-up/evening storage of tables/chairs (Represents daily average that reflects the time associated with the percentage of furniture set up during different seasons of use - see page 9)
Drinking fountain cleaning	4	each	5	20	0	28	9	Spot cleaning 1x/week, April - October
Drinking fountain maintenance		allow					20	Spring start-up and winterization, periodic repair
Bicycle rack cleaning	26	each	2	52	1	26	23	2x/month with mild cleaning agent
Bicycle rack maintenance		allow					10	Repair as needed
Electric charging stations		allow					30	Routine maintenance cleaning of voltaic screen
Lighting maintenance		allow					30	Routine maintenance, bulb replacement, repair
Signage maintenance		allow					10	Routine maintenance and cleaning
Gum and graffiti removal		allow					20	As needed

Table A-21

RESTROOMS (Year 7+ - Post-Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Restrooms</b>	<b>2</b>						<b>1310</b>	
Restroom cleaning	2	each	30	60	1	1260	1260	Mens/Womens: includes cleaning and disinfecting of sinks, counters, urinals, toilets, walls and floors, 4x/day during spring, summer and fall seasons, 2x/day during winter season
Restroom repairs		allow					50	Includes material replacement, facility repair, utility maintenance, etc.

INTERACTIVE FOUNTAIN (Year 7+ - Post-Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Interactive Fountain</b>							<b>642</b>	
Fountain skimming	1	each	20	20	0	275	92	Daily, March-November
Fountain maintenance		allow					550	Routine maintenance, water quality, filter cleaning, spring start-up and winterization, etc.

IRRIGATION SYSTEM AND CISTERN (Year 7+ - Post-Establishment Period)								
Task	Qty.	Unit	Unit (min)	Once (min)	Once (hours)	Annual Frequency	Total Hours	Comments
<b>Irrigation and Cistern</b>							<b>80</b>	
Irrigation maintenance		allow					50	Routine maintenance, replacement of broken or damaged components, spring start-up and winterization, etc.
Cistern Maintenance		allow					30	Semi-annual inspection, water testing, removal of sediment, cleaning, etc.

Table A-22, A-23, A-24



Preliminary Materials & Equipment Budget for Franklin Park							
FIRST YEAR PURCHASES							
Item	Qty	Cost	Total	Item	Qty	Cost	Total
Hand Tools			\$818	Miscellaneous, cont.			
Spades	4	\$12	\$48	Safety Glasses	6	\$3	\$18
Shovels	4	\$35	\$140	Hearing Protection	4	\$15	\$60
Mulch Fork	4	\$32	\$128	Gas Cans (5 gallon)	4	\$20	\$80
Garden Rake	4	\$30	\$120	Temporary Fencing (approx. 1000 lf)	10	\$50	\$500
Metal Spring Rake	4	\$15	\$60	T-Posts	50	\$5	\$250
Hand Pruners	6	\$12	\$72	Post Driver	1	\$30	\$30
Pole Pruners	2	\$30	\$60	Sealant	4	\$6	\$24
Snow Shovels	4	\$35	\$140	Caution Tape (approx. 1000 lf)	1	\$25	\$25
Push Broom	2	\$25	\$50	Operations Facility Items			\$3,845
Small Power Equipment			\$1,900	Lightbulbs	allow		\$100
Chainsaw	1	\$400	\$400	Storage Shelves	allow		\$400
Pressure Washer	1	\$400	\$400	Fuel Storage Cabinet	1	\$350	\$350
Backpack Blower	2	\$100	\$200	Table	1	\$300	\$300
Snow Blower	1	\$600	\$600	Folding Chairs	8	\$20	\$160
String Trimmer	2	\$150	\$300	Trashcan (32 gallon)	2	\$30	\$60
Vehicles			\$55,000	Refrigerator	1	\$1,200	\$1,200
Utility Vehicle (Gator or Kubota)	1	\$15,000	\$15,000	Coffee Pot	1	\$50	\$50
Utility Tractor (Bobcat)	1	\$28,000	\$28,000	Microwave	1	\$125	\$125
Mower Attachment	1	\$5,000	\$5,000	First Aid Kit	1	\$100	\$100
Bucket Attachment	1	\$1,000	\$1,000	Lockers	allow		\$1,000
Rotary Broom Attachment	1	\$3,000	\$3,000	Cleaning Supplies			\$674
Fertilizer Spreader Attachment	1	\$1,600	\$1,600	Mop	2	\$15	\$30
Snow Blade Attachment	1	\$1,400	\$1,400	Mop Bucket	1	\$100	\$100
Miscellaneous			\$1,177	Broom	2	\$12	\$24
Sharpening Kits	2	\$15	\$30	Electric Drain Cleaner	1	\$500	\$500
Hoses	4	\$40	\$160	Toilet Plunger	2	\$10	\$20
ANNUAL PURCHASES							
Item	Qty	Cost	Total	Item	Qty	Cost	Total
Mulch	allow		\$4,000	Ice Melt (40lb)	8	\$25	\$200
EWf (Playground)	allow		\$7,500	Garbage Bags (100 ct)	30	\$35	\$1,050
Graffiti Remover Product	allow		\$75	Rags (bulk qty)	allow		\$150
Work Gloves	20	\$12	\$240	Gas/fuel	allow		\$1,000
Cleaning Products	allow		\$2,000	Skimmer Net	1	\$15	\$15
Spray Bottles	4	\$5	\$20	Paper Products (Restroom - 12/case)	450	\$30	\$13,500
Squeegee	4	\$6	\$24	Hand Soap (Restroom - 12/case)	20	\$50	\$1,000
Mop Head	4	\$8	\$32	First Aid Kid Supplies	allow		\$50
Rubber Gloves	allow		\$100	Annual Purchases Total			\$30,956
TOTAL FIRST YEAR PURCHASES							\$94,370
TOTAL ANNUAL PURCHASES AFTER FIRST YEAR							\$30,956

Table A-25

Maintenance Cost Comparison	Year 1	Years 2-6	% Change	Year 7+	% Change
<b>Maintenance Task Hours</b>					
<i>In-house park staff (semi-skilled)</i>	7234	7154	-1%	7097	-1%
<i>In-house park staff (skilled)</i>	634	642	1%	672	5%
<i>Contracted horticultural service</i>	451	661	47%	591	-11%
<i>Contracted tree service</i>	78	100	28%	132	32%
<i>Contracted trades</i>	220	634	188%	804	27%
<b>Total Maintenance Task Hours</b>	<b>8617</b>	<b>9191</b>	<b>7%</b>	<b>9297</b>	<b>1%</b>
<b>Maintenance Personnel Costs</b>					
Maintenance Personnel Costs	\$235,442	\$295,274	25%	\$313,804	6%
<b>Maintenance Expenses</b>					
Maintenance Expenses	\$241,970	\$235,556	-3%	\$219,600	-7%
<b>Total Maintenance Costs</b>	<b>\$477,412</b>	<b>\$530,830</b>	<b>11%</b>	<b>\$533,404</b>	<b>0%</b>

Table A-26

Table A-27 Maintenance tasks by hour for all landscape types and maintenance periods

Maintenance Task	Hours (Year 1)	Hours (Yrs 2-6)	Hours (Yrs 7+)	Maintenance Task	Hours (Year 1)	Hours (Yrs 2-6)	Hours (Yrs 7+)
Litter/debris removal	1306	1306	1306	Rain garden inspection	16	12	8
Trash collection	2555	2555	2555	Spot watering (trees + planting areas)	216	88	24
Trash pick up	365	365	365	Weeding	126	154	154
Blow debris w/backpack blower	195	195	195	Plant replacement	48	48	36
Power wash/clean paved areas	147	147	147	Seasonal horticultural care/maintenance	81	135	81
Pavement repair/leveling	0	12	12	Equipment maintenance/inspection (Children's Garden)	10	20	30
Curb and wall maintenance and repair	0	2	2	EWV maintenance/replacement (Children's Garden)	52	62	62
Spread de-icer	41	41	41	Trash room maintenance	10	20	20
Snow removal by snow blower	50	50	50	Vegetated roof maintenance	20	20	20
Snow/ice removal by hand	64	64	64	Operations facility maintenance	20	20	20
Gum and graffiti removal	130	130	130	Bus shelter cleaning	69	69	69
Turf mowing	146	146	146	Furniture cleaning	504	504	504
Turf edge trimming	76	76	76	Furniture set up and storage	292	292	292
Turf fertilizer application	25	25	25	Drinking fountain cleaning	9	9	9
Turf renovation	34	42	63	Drinking fountain maintenance	0	10	20
Tree maintenance (new + existing)	78	100	132	Bicycle rack cleaning	23	23	23
Mulching (trees + planting areas)	177	309	309	Bicycle rack maintenance	0	0	10
Leaf removal	62	62	62	Electric charging station maintenance	10	20	30
Bench cleaning	83	83	83	Lighting maintenance	0	20	30
Bench repair	0	8	15	Signage maintenance	0	10	10
Temporary fencing	10	20	20	Restroom cleaning	1260	1260	1260
Irrigation maintenance	15	30	50	Restroom repairs	20	40	50
Cistern maintenance	15	30	30	Fountain skimming	92	92	92
Seasonal rain garden maintenance	16	16	16	Fountain maintenance	150	450	550

Service Item	Standard	Current Service	Enhanced Service	Role
<b>HARDSCAPE</b>				
Remove trash + debris - sidewalk paving	No litter or fallen tree limbs on sidewalk paving	1x/week	2x/week	BID
Empty trash receptacles	No full or overflowing trash receptacles	2x/day, 50% full/offensive odor	50% full	BID
Report abandoned homeless	No abandoned property left unattended	As needed or identified by inspection	As needed	BID
Remove hazard waste	No hazard waste shall remain on walkways, grass + lawn areas	As needed or identified by inspection	Daily	BID
Clean/replace receptacle liners	No missing trash receptacle liners	Annually or as needed or identified by inspection	Weekly or as needed or identified by inspection	BID
Prepare trash for NPS Packer		Daily	Remove by BID	BID
Remove trash + debris - grass, lawn or planting area	No litter or fallen tree limbs on grass, lawn or planting areas	1x/week	As needed	NPS
<b>MAINTENANCE INSPECTION</b>				
Walkway paving + curbs	Paving/curb in good condition, no cracks or holes, smooth walking surface, no trip hazards	As needed or identified by inspection	As needed or identified by inspection	NPS
Walkway paving + curbs	No graffiti or gum	As needed or identified by inspection	As needed or identified by	BID
Lighting	Well-lighted with no dark areas, no broken light fixtures and no damaged poles	As needed or identified by inspection	Daily	NPS
Lighting	No graffiti or peeling/damaged poles	As needed or identified by inspection	Annually, graffiti free + poles repainted	BID
Benches	No missing benches, no broken slats	As needed or identified by inspection	As needed or identified by	NPS
Benches	No peeling paint or finish, no mud or dirt on seating areas	N/A	Repaint, re-stain and clean as necessary	BID
Fencing, post + chain	No damaged fencing, no peeling paint, no missing sections	As needed or identified by inspection	Daily	BID
Trash receptacles	No missing trash receptacles, receptacles are in good shape	As needed or identified by inspection	Daily or as needed or identified by inspection	BID
Tables + chairs	No missing tables or chairs, tables and chairs in good condition	As needed or identified by inspection	Daily or as needed or identified by inspection	BID

Table A-28

Service Agreement between NPS and BID outlining current maintenance responsibilities. Document provided by the Partners (5/29/15)

LANDSCAPE				
Mow + trim park - Inspect area to be mown/trimmed	No debris, trash or other hazardous material	As needed or identified by inspection		NPS
Mow + trim park - Remove debris, trash, limbs	No tree limbs or trash	As needed or identified by inspection		NPS
Mow + trim park - Mow area	areas	Maintain 2.5-3 inches tall	Maintain 2.5 inches	NPS
Mow + trim park - Trim around objects	No untrimmed grass edges around trees or shrub beds	No sooner than the day before or no later than a day after	No sooner than the day before or no later than a day after	NPS
Mow + trim park - Gather lawn clippings + dispose	No grass or lawn clippings left after mowing	Immediately after mowing	Immediately after mowing	NPS
Irrigate grounds - Inspect turf	No bare or dead spots	As needed or identified by inspection	As needed or identified by	NPS
Irrigate grounds - Place/remove mobile irrigation system	No dry grass or lawn areas	As needed or identified by inspection	As needed or identified by inspection	NPS
Apply fertilizer	Keep all existing grass and lawn areas full, lush and growing	2x/year	2x/year	NPS
Apply seed	Restore all bald or bare spots in the grass and lawn area	2x/year	2x/year	NPS
Water as needed	Establish new seeded areas	Until established, 1-1.5 inches	Weekly or as needed or identified by inspection	NPS
Leaf removal - Inspect area for hazard conditions	No debris, trash or other hazardous material	Pick up and clean trash and hazardous material	Weekly or as needed or identified by inspection	NPS/BID
Leaf removal - Remove fallen leaves	No fallen leaves shall accumulate	Blow, rake and gather as needed or identified by inspection	Weekly or as needed or identified by inspection	NPS/BID
Leaf removal - Bag leaves	No gathered leaves shall be left on the grass or lawn areas	Bag leaves the same day	Weekly or as needed or identified by inspection	NPS/BID

Watering trees	No trees shall be dry, wilting or stressed	As needed or identified by inspection	Weekly or as needed or identified by inspection	NPS/BID
Prune trees - maintenance pruning, hazard reduction, crown cleaning, crown raising	No dead or fallen trees, trees do not block views, no dead tree branches	Every two years	Semi-annual inspection	NPS
Remove trees and shrubs/transplant new trees/shrubs		As needed or identified by inspection	As needed or identified by inspection	NPS
Tree cavity filling	vandalism	As needed or identified by	As needed or identified by	NPS
SNOW/ICE CONTROL				
Clear accumulated snow/ice	No accumulated snow/ice on public walkways	As needed or identified by inspection	Daily or as needed or identified by inspection	NPS
Secure untreated areas	No pedestrian passage on internal walkways that have not been treated	As needed or identified by inspection	Daily or as needed or identified by inspection	NPS
Treat cleared areas with de-icing chemical	All public pedestrian walkways that have been cleared of accumulated snow/ice	As needed or identified by inspection	Daily or as needed or identified by inspection	NPS
Broadcast sand where needed	All public pedestrian walkways that have been cleared of accumulated snow/ice	As needed or identified by inspection	Daily or as needed or identified by inspection	NPS



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