

CITY OF OMAHA

PARKS AND RECREATION ADVISORY BOARD

SUBMITTAL REQUIREMENTS:

All Submittals shall be in digital/electronic format. Each item shall be a separate electronic document. Each submittal shall include the following items:

- ❖ Cover Letter: Cover Letter to be addressed to Dennis E. Bryers, FASLA, PLA requesting addition to the Park & Recreation Advisory Board (Park Board) agenda and supporting information. Supporting information to include, but not be limited to:
 - Background information (S.I.D. number and name, project location/address, history of previous improvements, description of proposed improvements, acreage, etc.);
 - What is being requested and why;
 - Source of funding for the project. If more than one source will be used, then a detailed breakdown of the amounts from each source must be provided.
- ❖ A Vicinity Map: 8-1/2"x 11" size;
- ❖ Plans: Plans shall be at least 60% complete plans;
- ❖ Financial Information: Estimate of construction costs, administrative costs (engineering & legal cost); Funding Source(s), etc.;
- ❖ Updated "Source and Use of Funds" form, if applicable;
- ❖ Copy of Warranty Deed showing the Nebraska Document Stamp Tax, if land is being acquired.

Submittals should be emailed to:

Dennis E. Bryers, FASLA, PLA
ATTN: Parks and Recreation Advisory Board
Email: dennis.bryers@cityofomaha.org

POST-APPROVAL DESIGN REQUIREMENTS:

- ❖ All park, boulevard and trail improvements must be designed, reviewed and sealed by a Licensed Landscape Architect, licensed in the State of Nebraska.
- ❖ Final plans, specifications and estimates for park, boulevard and trail improvements must be submitted to the Park Planning Staff for review and approval prior to bidding.
- ❖ Copies of bid tabulations and award of bid should be submitted to the Park Planning Staff for information purposes.

QUESTIONS:

Contact: Dennis E. Bryers, FASLA, PLA, Landscape Architect-Park & Recreation Planner II
Office: 402-444-3798 Email: dennis.bryers@cityofomaha.org