HTFC
PLANNING & DESIGN

PLANNING
regional • community • environmental

DESIGN
landscape • urban • interpretive

October 8, 2025

Michael Heilmann, Principal
Samuel Burland School
[redacted]
Winnipeg, MB R2N 2T9
[redacted]

Dear Michael,

RE: PROPOSAL – SAMUEL BURLAND SCHOOL OUTDOOR LEARNING ENVIRONMENT

Thank you for the opportunity to submit our proposal for the Samuel Burland School Outdoor Learning Environment (OLE) creation initiative. HTFC works diligently to design outdoor school environments that foster learning, physical activity, cultural awareness, appreciation of the outdoors and combat nature deficit disorder. We believe outdoor learning spaces service immediate users such as students, staff, care givers, and parents, as well as the much broader community.

I would like to thank you, Shannon and Amarbeer for hosting myself on September 26th for an introductory meeting and review of the school grounds. My visit let me see firsthand how your potential OLE spaces will be such a crucial hub for learning, programing and socialization. I appreciated seeing how your school grounds are organized, how the site is used, and how the school grounds fit within the surrounding neighbourhood context. We understand that the overall project budget is still to be determined. The following proposal is based on our meeting and from my observations of the school and its associated grounds.

1.0 PROJECT UNDERSTANDING

As discussed at our initial meeting, the Samuel Burland School leadership team and PAC would like us to provide an outline of the proposed process and fees for completing design drawings and a construction cost estimate for the proposed outdoor learning environment space development. LRSD is in support of the project and will assist with input on its development and strategies for implementation. We understand your needs to be as follows:

Spatial Goals:

- Create outdoor learning spaces that promote land-based teaching and mindfulness;
  - One larger space that can accommodate 40-50 students & staff.
  - One smaller space designed for approximately 25-30 students & staff.
- Provide inclusive spaces that support students with special needs and other specific needs and creates a safe, flexible space to support diverse users.
- Integrate the OLE into the school grounds and it's play spaces that encourage physical activity and fitness.
- Create an environment that is comfortable for users and provides shade during peak daylight times.
- Fully utilize the school grounds space while integrating with the adjacent City owned Burland Park and its amenities

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Specific considerations and features that should be integrated, if possible:

- Carefully consider access and circulation when siting the newly developed OLE spaces.
- Introduction and integration of Indigenous cultural concepts, imagery and or materials into the gathering/learning space(s), (developed in concert with Divisional/School Advisor or Elder).
- Low maintenance/minimal upkeep.
- Incorporate tree planting into the creation of the OLE spaces and elsewhere on the school grounds for shade provision and general greenspace enhancement.
- Integration of shrubs, perennials or annuals into the project are not being considered at this time.
- Integration of smaller scale raised garden boxes for hands on learning.
- Better incorporation of existing outdoor seating including possible relocation if applicable.
- The open play/soccer field areas and playground equipment are relatively new and therefor redevelopment is not included in the scope of work.
- Integration of a Gaga pit game area.
- The hard top asphalt play area is generally in good shape as well, with a recently refurbished full sized basketball court. Therefor redevelopment of the hard surface play area will be minimal.
- Concept development for a new school sign as the current sign is outdated and in poor shape.

2.0 WORKPLAN AND SCHEDULE

To understand the typical process from conceptual design to construction, we have broken it down as follows for clarity. This proposal pertains to Stage 1.

- Stage 1: Develop OLE & School Grounds Redevelopment Conceptual Plan and Class 'D' Cost Estimate. **(We are here)**
- Stage 2: Fundraising & Grant Pursuit – to be completed using the tools and materials developed in stage 1. HTFC will provide support as necessary identifying applicable grants, writing additional narratives about aspects of the design targeted at potential funders/grant applications (no charge).
- Stage 3: Detailed Design – prepare a more detailed design based on funds raised, adjusting the conceptual design as necessary and incorporating required granting agency features, materials, etc.
- Stage 4: Tender Ready Construction Documents to be bid on by local landscape contractors. Timeline to be determined. These documents can be completed as more funding become available to cover the cost of these efforts.
- Stage 5: Tender, award and contract administration services to build the project (if required).
- Stage 6: Warranty, one year following 30 day maintenance period to ensure the trees are well established and healthy.

At this time, we understand that you would like to proceed with Stage 1 of the project so you can develop the materials you need to launch Stage 2, fundraising and grant pursuit which will then inform how you proceed through Stages 3, 4 and beyond. We are happy to provide a proposal for future stages as the project develops and is further defined.

Stage 1 Workplan (10 weeks +/-):

- Base Mapping — Obtain an existing digital site survey/layout from the school and or school division, set up a CAD base file, add any information by ground-truthing and measuring missing features as required (Timeline – Week 1). *Note: If no existing base survey is available, a high-quality air photo obtained by HTFC will be utilized for base planning.

- Location Analysis — Review and consider potential OLE sites based on initial site visit with a focus on light conditions at different times of day, determine wind and circulation patterns on the site, make note of special considerations on site such and impacts/influence on and from neighbouring properties. Make note of opportunity areas based on the program to date. Take additional photos of the site if required (Timeline – Weeks 1-2).

- Client Input — Hold virtual Teams start-up meeting with client focus group (3-5 people) to discuss goals, objectives and wish list. Participate in separate consultation with School Division Indigenous Advisor/Elder to determine appropriate Indigenous content (Timeline – Weeks 2-3).

- Preliminary Plan — Develop a preliminary plan concept for the project to include spatial configuration and site features. In addition, prepare a draft Class D cost estimate (with associated contingency). Organize a presentation of the design that includes example images of the features and ideas proposed from other local and national projects so the project committee can clearly understand the design. (Timeline – Weeks 3-5)

- Interim Review — Meet with the project committee and present the preliminary plan concept and draft cost estimate. Listen and record ideas and refinements to be made to the plan. (Timeline - Week 6)

- Final Plan — Develop a refined and fully rendered Outdoor Learning Environment & Schoolground Improvements Plan complete with all refinements and items noted in the preliminary plan review. Identify possible phases or zones for incremental implementation (Timeline - Week 8)

- Final Review — Hold a final committee review meeting to discuss the evolution of the plan and the updated cost estimate, materials selections and implementation strategy. Obtain feedback for final edits and adjustments to prepare the final Outdoor Learning Environment Plan. (Timeline – Week 9)

- Final Submission — Complete the final plan and associated cost estimate based on feedback from the Final Review. Submit hard copy of the plan and digital files of the final submission. (Timeline – Week 10)

3.0 FEES, DISBURSEMENTS AND DELIVERABLES

Professional Fees:

Stage 1 - Scope of Services and Associated Fees:

3.1	Base Mapping, Site Inventory & Location Analysis	$800.00
3.2	Client Group Input Session & Indigenous Consultation Session	$1,100.00
3.3	Preliminary Plan Development, Cost Estimate & Interim Review Meeting	$3,600.00
3.4	Final Plan (refine plan & cost estimate) & Final Review Meeting	$900.00
3.5	Final Submission (presentation board of plan, cost estimate etc.)	$200.00
3.6	Disbursements (mileage, plots, prints) – upset maximum allowance	$125.00
TOTAL FEE STAGE 1 (Plus taxes)		**$6,725.00**

Progress invoices will be issued monthly, according to hours of work and tasks completed and will be payable upon receipt. Taxes will be levied and collected in accordance with provincial and federal regulations.

Adjustment to Fee or Schedule

We are prepared to consider modifications to the proposed fee structure, scope of work and schedule in order to best facilitate this project. We invite the Project Committee to participate in the refinement of the project as part of their review of this proposal.

Hourly rates for approved additional services as needed:

- Project Landscape Architect, Senior Associate, Bruce Dixon $200/hr
- Landscape Designer/Technician: Drafting, Cost Estimate, etc, Omar DeMesa $140/hr

Disbursements

Disbursements cover travel to the project site, long distance calls to suppliers of products and materials, printing of project documents for review and presentations etc. Disbursements are charged at cost plus a 10% administration fee. We don't anticipate exceeding $125 of disbursements on Stage 1 work.

Deliverables

At a minimum, HTFC will provide 8.5x11 prints of cost estimates at each stage, 11x17 prints of all design plans and graphics at each stage, one 24x36* plan (*final size TBD) at each stage, and one final colour 24x36 presentation board of the plan for use within the school. We will also provide you with a compiled digital master document of all of our work at the end of the process on USB or via File Share link.

We trust this proposal meets your approval. If you would like us to proceed, please sign the approval form below and return to our office. Should you require clarification on any of the information enclosed, please do not hesitate to call me at (204) 944.9907. I hope we can assist you with the journey to enhancing the Samuel Burland school grounds for students, staff and the surrounding community.

Sincerely,



Bruce Dixon, MALA, CSLA, Senior Associate
HTFC Planning & Design

Authorization to proceed:

_____
Client Representative Name

_____
Client Representative Signature Date