



# Glossary

## Learn about the Key People and Organizations Involved in a Parks Capital Project

**Architect** – The person who oversees the design of park buildings, and creates the documents to instruct contractors and resident engineers how to build them. This person is licensed by the state to practice as an Architect.

**Borough Chief of Staff** – Assists the Parks Borough Commissioner oversee the day-to-day operations of park administration in a borough. The Chief of Staff is responsible for managing capital and requirement (replacement of existing features and in-kind) projects in the borough and helps select the ‘Borough Wish List’ of projects presented to elected officials between January and March of each fiscal year.

**Borough Commissioner** – Oversees administrative management of all parks, playgrounds, and green spaces in a borough. Commissioners also help raise funds by advocating to elected officials and the Borough President at the beginning of each fiscal year for selected capital projects.

**Capital Liaison** - The Parks staff person who coordinates between the Landscape Architect, community members, and politicians to ensure a capital project is created according to community needs. The Capital Liaison may also comment on design feasibility and is available to answer questions about the design during the Scope Meeting.

**Contractor** - A firm hired by the Parks Department after a formal bidding process to perform and complete the construction of a capital project. According to city law, contracts must be given to the lowest qualified bidder.

**Landmarks Preservation Commission** – The mayoral agency responsible for protecting and preserving New York City’s designated architecturally, historically, and culturally significant buildings and sites. Website: <http://www.nyc.gov/html/lpc/html/home/home.shtml>.

**Landscape Architect** - A licensed design professional who oversees the design and layout of a park, playground, or green space and creates the documents to instruct Contractors and Resident Engineers how to build the designs. This person coordinates the work of related design professionals, such as Engineers and Architects, according to project needs. This includes the selection of trees, grasses, and shrubs, as well as the rest of the park, such as site features, stormwater management, soil, erosion control, and other topics related to a capital project. This person is licensed by the state to practice as a Landscape Architect.

**Project Manager** - The person who shepherds the project through the design process. The Project Manager may be the designer or may direct a consultant hired to design the project, resulting in the creation of a plan that will inform what a park looks like; Project Managers are often landscape architects or architects.

**Resident Engineer** - The person who oversees the work performed by the Contractor. During the construction phase, the Resident Engineer’s time is spent primarily on the construction site ensuring that the project is built according to the contract documents. The Resident Engineer is also entrusted with identifying potential problems and resolving issues. The Resident Engineer is responsible for the justification of payment to the Contractor. All quantities of items are confirmed, and payments to the Contractor justified, by the Resident Engineer’s calculations.

**Public Design Commission** - The Design Commission reviews permanent works of art, architecture and landscape architecture proposed on or over City-owned property. Projects include creation or rehabilitation and reconstruction of parks and playgrounds. Website: <http://www.nyc.gov/html/artcom/html/home/home.shtml>



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