



CITY COUNCIL AGENDA REPORT

Meeting Date: April 16, 2020

From: Noreen Leek, Recreation Manager

Subject: Award of Bid to RRM Design Group for the Master Planning of Crocker Trail

Community Goal/Result

Community Building

Purpose

Develop the City's trail system through the master planning process in order to protect environmentally sensitive areas, enhance connectivity, incorporate art, and provide additional opportunities for recreation.

Recommendation

Award the contract for the master planning of Crocker Trail to RRM Design Group, in the amount of \$99,897.00.

Background

In 2018-2019, Commissioner Fryer met with representatives from the Open Space and Ecology Committee to determine how proceeds from the sale of the 280 South Hill property were to be allocated. The direction from the City was such that funds spent would serve to benefit both Open Space and Ecology as well as Parks & Recreation. After said representatives convened, it was decided that a portion of the funds (not to exceed \$100,000) would be allocated towards the master planning of Crocker Trail. City Council affirmed their support for this project as part of the CIP review process.

In January 2020, the City issued a formal Request For Proposals (RFP) to prospective bidders. In total, eight (8) proposals were received and deemed responsive to the RFP.

Discussion

A Selection Committee was formed to review the proposals and make a determination regarding the most qualified consultant for the project. The Selection Committee was comprised of representatives from the Parks & Recreation Commission Trails Subcommittee, the Open Space and Ecology Committee, and the Public Art Advisory Group. On 2/20/2020, the Selection Committee met and reviewed all eight proposals and engaged in a robust conversation regarding the applicants. Based on their rankings, the Committee decided that in-person interviews with the top prospects were not necessary and they were unanimous in their recommendation of RRM Design Group for the project.

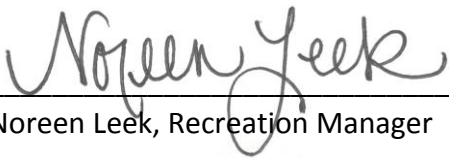
On 2/26/2020, the Parks & Recreation Commission affirmed the recommendation of the Selection Committee and made a motion to recommend that City Council award the bid to proceed.

Fiscal Impact

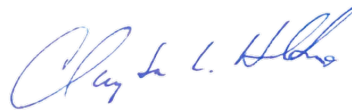
Funding for the master planning will be allocated from the sale proceeds of the 280 South Hill property in the amount of \$99,897.00.

Attachments

1. RRM Design Group Proposal
2. RRM Design Group Scope of Services
3. RRM Design Group Proposed Budget



Noreen Leek, Recreation Manager



Clay Holstine, City Manager

EMPTY WALLS
ARE BORING
WALLS
FRISCO

Proposal prepared for the City of Brisbane on February 7, 2020

CROCKER PARK RECREATIONAL TRAIL MASTER PLAN



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

ART ★ CONNECTION ★ PRESERVATION ★ BRISBANE ★ ART ★ CONNECTION ★ PRESERVATION ★ BRISBANE ★ ART ★ CONNECTION ★ PRESERVATION ★ BRISBANE ★ ART ★ CONNECTION

February 7, 2020

Noreen Leek
Recreation Manager
City of Brisbane
50 Park Place
Brisbane, CA 94005



**CREATING
ENVIRONMENTS
PEOPLE
ENJOY.**

www.rrmdesign.com

325 Davis Street
San Leandro, CA 94577
p: (510) 751-4910
f: (510) 686-8831

RE: CROCKER PARK RECREATIONAL TRAIL MASTER PLAN

Dear Noreen,

The City's conversion of the Southern Pacific Railroad from rail to trail working with the Iron Horse Preservation Society established the impressive groundwork to develop the existing Crocker Park Trail. It is evident while reading through the Brisbane Bicycle and Pedestrian Master Plan, Crocker Park Technical Assistance Panel Report, and "Brisbane is Awesome! Defining the Core Places in Downtown Brisbane", the community clearly values its trails, open space, and public art. The City continues to step up to reimagine and renovate this community treasure.

While walking the site, our landscape architecture team was struck by the blend of industrial park with nature as it provides a unique charming character to the site. The potential was beaming everywhere from the art expressions in the tunnel to the croaks of frogs on site and the perfect lunch-time looped circuit. As avid trail designers and users, we understand and recognize the trail's value.

RRM Design Group is your team – we're seasoned trail designers who care about each community we serve, and each trail we create. With our in-house landscape architects, civil engineers, resident artists, and interpretive planners, all under one roof, RRM's trail design process is creative, streamlined, and cost effective.

To ensure we have a well-rounded team to fulfill your needs, we've engaged our teammates to help with the trail's special requirements. WRA will handle the biological assessment to identify and understand the implications of any biological constraints or sensitive species. W-Trans will help our team understand the traffic analysis at crossings. Precision Estimating will assist with construction cost projections. This collaborative design approach will deliver a thriving and vibrant Crocker Park Trail to Brisbane.

We are ready to start work applying our team's technical and design talent when and where it will be most effective in master planning Crocker Park Trail's renovation, and positioning the City for upcoming grant opportunities. In the end, our goal is to work as an extension of you and your staff. Thank you for considering RRM as part of your team.

Sincerely,

RRM Design Group

A handwritten signature in black ink, appearing to read 'M. Sherrod'.

Mike Sherrod, ASLA, PLA, LEED AP
Principal-in-Charge

A handwritten signature in black ink, appearing to read 'Kayla Szubielski'.

Kayla Szubielski, ASLA, PLA
Project Manager

CROCKER PARK RECREATIONAL TRAIL MASTER PLAN

TABLE OF CONTENTS

Page	Section Name
I	1 Firm and Team Information
18	2 Project Approach
27	3 Scope of Work
35	4 Schedule
37	5 Insurance
	6 Project Budget
	<i>Project Budget in separate sealed envelope</i>

GRAPHICS & PHOTOGRAPHS:

This document features images of RRM Design Group's projects, graphics, and photos of which are owned and copyrighted by our firm. There are no stock photos or images of any kind used in this proposal.

ABOUT RRM DESIGN GROUP:

325 Davis St. • San Leandro, CA 94577

p: (510) 751-4910 • f: (510) 686-8831 • w: rrmdesign.com

California corporation • Leonard Grant, Architect C26973 • Robert Camacho, PE 76597 • Steven Webster, LS 7561 • Jeff Ferber, PLA 2844

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ABOUT RRM DESIGN GROUP

Firm Information:

RRM exists because we love creating environments people enjoy. That is what got us into the business over 45 years ago, and it is why we continue to thrive today. Our engineers, surveyors, landscape architects, architects, and planners work with our clients and their communities to create the parks our children play in, the roads we drive down on our way to work, the neighborhoods we come home to. We take planning beyond theory and into the realm of successful project implementation. RRM Design Group is committed to plan for and design beautiful and functional spaces, as well as reshape underutilized and transit-oriented areas. The depth of experience in our staff promotes exceptional effectiveness in creative project solutions, establishing consensus, client relationships, and public representation, which is evidenced through the numerous implemented RRM projects across the state.

Firm Representative:

Mike Sherrod, ASLA, PLA, LEED AP
(805) 748-8572 | msherrod@rrmdesign.com

Organization Information:

RRM Design Group is a California corporation and an employee-owned company, incorporated November 26, 1974

Office Locations:

San Leandro, San Luis Obispo, Santa Barbara, San Juan Capistrano.

Firm Size

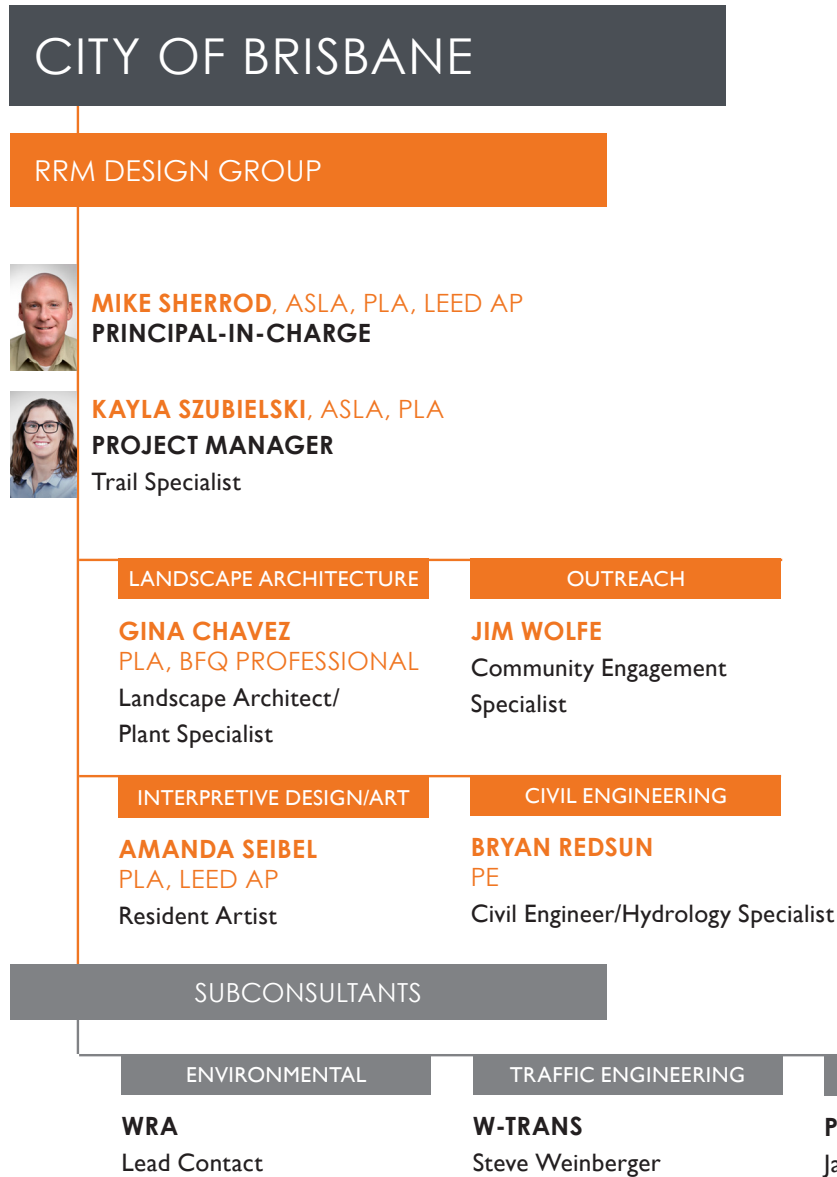
Total staff of 134

Personnel by Discipline

19	CA Licensed Architects
11	CA Licensed Civil Engineers
1	CA Licensed Structural Engineers
16	CA Licensed Landscape Architects
3	Certified Planners
1	Licensed Surveyors
20	LEED® Accredited Professionals
25	Architecture Designers
16	Engineering Designers
18	Planning/Landscape Architecture Designers
3	Surveying Technicians
22	Administrative Staff



ASSEMBLING OUR TEAM



RRM’s in-house multiuse trail specialists will serve as your prime consultant. With over 500 miles of multiuse trails planned, designed, and built in California, we are excited to focus our passion for trails on Crocker Park Trail. Kayla and Mike will serve as your project management team, ensuring project knowledge is not bottled up in just one person. As your primary project manager and trail specialist, Kayla will lead RRM’s integrated in-house trail team of landscape architects, civil engineers, community engagement practitioners, and resident artists to bring the master plan to life.

- RRM services include:
- Project Management
 - Trail Planning & Design
 - Grant Funding Analysis
 - Civil Engineering
 - Hydrology Assessment
 - Interpretive Planning
 - Community Engagement
 - Public Art Opportunity Assessment

WRA will serve as our environmental specialist to help identify and understand the implications of any biological constraints or sensitive species in the project area. They have an abundance of relevant experience with Brisbane’s biologic and environmental setting from their previous studies within the community.

W-Trans will serve as our traffic planning specialist to identify crosswalk and safety improvements where the trail and drivers intersect. W-Trans and RRM have worked together for decades to innovate safety enhancements for multimodal systems including permitting the State’s first Crossbike (think cross walk for cyclists).

Precision will serve as our cost estimation specialist to help identify project costs. Their knowledge of real-world construction costs will inform our grant funding assessment folks as we line up key elements of Crocker Park Trail with potential grant opportunities.

Resumes for our subconsultants can be provided upon request.



MIKE SHERROD | ASLA, PLA, LEED AP

Mike Sherrod, ASLA, LEED AP, is a principal with RRM Design Group and leader of RRM's parks, trails and open space group. As a licensed California landscape architect with 27 years of experience in design consulting, Mike provides recreational planning solutions to public agencies throughout California. He is dynamic and skilled in bringing people and ideas together to find innovative design solutions for a wide range of recreational venues, including community parks and sports complexes, multi-use trail systems and interpretive programs. Mike enthusiastically shares his passion for sustainability, applying green design principals to all aspects of recreational planning, tackling a variety of complex design challenges with RRM's clients, staff and team of affiliated consultants.

Project Role

PRINCIPAL-
IN-CHARGE

Experience

28 YEARS OF
EXPERIENCE

RELEVANT PROJECTS

- Arana Gulch Master Plan Implementation, Santa Cruz, CA
- Cheeseboro Canyon Trailhead, Agoura Hills, CA
- Cloisters Dune and Wetlands Restoration and Master Plan, Morro Bay, CA
- Las Positas Multi-Use Pathway, Santa Barbara, CA
- Monterey Bay Sanctuary Scenic Trail Network Master Plan, Santa Cruz, CA
- Morro Creek Multi-Use Trail and Bridge, Morro Bay, CA
- Morro Dunes Trails at The Cloisters, Morro Bay, CA
- Otay River Trail Design and Restoration, Chula Vista, CA
- Port of Long Beach (POLB) Trail Planning, Long Beach, CA
- Potrero Canyon Coastal Access Trail and Interpretive Trail, Pacific Palisades, CA
- Prince Memorial Greenway, Santa Rosa, CA
- Santa Cruz Rail Trail Arts Master Plan, Santa Cruz, CA
- Santa Cruz Rail Trail Segment 7, Santa Cruz, CA
- Venice Beach Oceanfront Walk and Bike Path, Venice, CA
- Whittier Greenway Trail, Whittier, CA

EDUCATION

- Bachelor of Science, Landscape Architecture, California Polytechnic State University, San Luis Obispo, CA

ACCREDITATIONS • LICENSES • AFFILIATIONS

- Landscape Architect, CA, 4320
- Leadership in Energy and Environmental Design (LEED AP)
- American Society of Landscape Architects (ASLA), Southern California Chapter
- Los Angeles County Bicycle Coalition
- Orange County Bicycle Coalition
- San Luis Obispo County Bicycle Coalition
- California Invasive Plant Council
- California Native Plant Society
- Society for Ecological Restoration International
- U.S. Green Building Council



KAYLA SZUBIELSKI | ASLA, PLA

Kayla is a licensed California landscape architect and a valued member of RRM's Planning and Landscape Architecture group with a strong design sense, good graphic style, and technical knowledge of design. She has worked on all aspects of the design process for a variety of project types ranging from park and multiuse trail designs to affordable housing. As an avid cyclist and technical designer, Kayla's approach to multiuse trail and bikeway system design is steeped in practical working knowledge of these facilities. Her strong technical design skills, solid project coordination, and industry research prowess, allow her to successfully move complex multiuse projects from concept to implementation for the communities she serves.

Project Role

PROJECT
MANAGER/
TRAIL SPECIALIST

Experience

8 YEARS OF
EXPERIENCE

RELEVANT PROJECTS

- 27 Acre Park, Wildomar, CA
- Bradley Park Renovation, San Marcos, CA
- Central Park Master Plan Update, San Mateo, CA
- Cheeseboro Canyon Trailhead, Agoura Hills, CA
- Chino Hills On-Call Landscape Review Services, Chino Hills, CA
- Knickerbocker Drainage Channel Trail, Big Bear Lake, CA
- Las Positas Multi-Use Pathway, Santa Barbara, CA
- Lomas Santa Fe Corridor Study Phase II, Solana Beach, CA
- Otay River Trail Design and Restoration, Chula Vista, CA
- Port of Long Beach (POLB) Trail Planning, Long Beach, CA
- Porterfield Creek Trails Open Space Preserve, Cloverdale, CA
- Rancho Alegre Master Plan and Reconstruction, Santa Barbara, CA
- Randolph Street Rails-to-Trails Feasibility Study, Huntington Park, CA
- San Sevaire Trail Connection, Fontana, CA
- Santa Cruz Rail Trail Segment 7, Santa Cruz, CA
- Santa Fe Bike Trail Connection, Visalia, CA
- Whittier Greenway Trail East, Whittier, CA

EDUCATION

- Bachelor of Science, Landscape Architecture, California Polytechnic State University, San Luis Obispo

ACCREDITATIONS • LICENSES • AFFILIATIONS

- Landscape Architect, CA, 6285
- American Society of Landscape Architects (ASLA), Southern California Chapter
- American Public Works Association (APWA), Southern California Chapter



GINA CHAVEZ | *PLA, BFQ Professional*

Gina Chavez has over 15 years of experience in landscape architecture and community planning. Project experience includes streetscape design, urban design guidelines, community planning and design, area master plans, park design, and trail design. Gina's expertise ranges from construction drawings for capital improvement projects to diagrammatic policy concepts for infill development and corridor revitalization. As a Bay Area native and Qualified Bay Friendly Landscape Professional, Gina is passionate about her local environment and community. Her dual education in landscape architecture and business brings a practical and creative perspective to the management and design of projects she contributes to.

Project Role

LANDSCAPE
ARCHITECT/
PLANT SPECIALIST

Experience

18 YEARS OF
EXPERIENCE

MOST RELEVANT PROJECTS

- *Central Park Master Plan Update, San Mateo, CA*
- *Clarke Ranch Park Master Plan, American Canyon, CA*
- *Dublin Sports Grounds Master Plan, Dublin, CA*
- *Fairmont Terrace Park Construction Documents, Hayward, CA*
- *Greenwood Park Renovation, Hayward, CA*
- *Hayward Community Garden Master Plan, Hayward, CA*
- *Hayward Landscape Architecture Services, Hayward, CA*
- *Livermore Downtown Core Landscape Concept and Stockmen's Park, Livermore, CA*
- *Mia's Dream Come True Playground, Hayward, CA*
- *Mt. Madonna County Park Use Plan, Watsonville, CA*
- *Poplar Creek Golf Course Alternative Use Feasibility Study, San Mateo, CA*
- *San Felipe Park Master Plan, Hayward, CA*
- *San Lorenzo Community Park Construction Documents, San Lorenzo, CA*
- *Springtown Open Space Master Plan, Livermore, CA*
- *William Payne Park Master Plan, Livermore, CA*

EDUCATION

- *Bachelor of Landscape Architecture, Landscape Architecture, California Polytechnic State University, San Luis Obispo, CA*
- *Master of Business Administration, Business, California Polytechnic State University, San Luis Obispo, CA*

ACCREDITATIONS • LICENSES • AFFILIATIONS

- *Landscape Architect, CA, 6040*
- *Bay Friendly Qualified Landscape Professional*



JIM WOLFE

Since retiring from public service in 2008 after over 30 years in various park and recreation related positions, Jim has spent the past 8 years assisting RRM Design Group with business development focused primarily on public sector projects. Given his experience leading two respected parks and community services agencies in California, Jim works with clients on project development and community outreach/consensus building. He has successfully integrated artistic elements in both new construction and renovations, and offers insights for those interested in pursuing that option. As a former recreation therapist, Jim is also sensitive to the need for improvements to enhance the leisure experience of all community members. Given his professional background, Jim works with agencies and their residents to find creative solutions, always mindful to best represent the needs of the client.

Project Role

COMMUNITY
ENGAGEMENT
SPECIALIST

Experience

42 YEARS OF
EXPERIENCE

MOST RELEVANT PROJECTS

- *Central Park Master Plan Update, San Mateo, CA*
- *Dublin Sports Grounds Master Plan, Dublin, CA*
- *Kennedy Park Master Plan, Hayward, CA*
- *Meek Estate Park West Terrace, Hayward, CA*
- *Poplar Creek Golf Course Alternative Use Feasibility Study, San Mateo, CA*
- *Redlands Parks Facility Condition Assessment, Redlands, CA*
- *San Lorenzo Community Park Master Plan, San Lorenzo, CA*
- *Springtown Open Space Master Plan, Livermore, CA*

EDUCATION

- *Bachelor of Science, Recreation Administration, California State University Fresno, Fresno, CA*
- *Associate of Arts, Recreation Administration, Golden West Community College, Huntington Beach, CA*

ACCREDITATIONS • LICENSES • AFFILIATIONS

- *California Park and Recreation Society*
- *National Recreation and Park Association*



BRYAN REDSUN | PE

In his years working in both the public and private sector, Bryan has worked on a wide array of projects for a variety of clients. Bryan is skilled in all project components, but has a special emphasis on the technical aspects involved. His skills in site design have resulted in creative design solutions that help mitigate project risk and assists in efficient construction.



Project Role

CIVIL ENGINEER/
HYDROLOGY
SPECIALIST

Experience

10 YEARS OF
EXPERIENCE

RELEVANT PROJECTS

- 27 Acre Park, Wildomar, CA
- Anaheim On-Call Traffic Plan Check, Anaheim, CA
- Arcadia Gold Line Station Pedestrian Linkage, Arcadia, CA
- Downey Measure S Park Improvement Projects, Downey, CA
- Fairmount Avenue Fire Station, San Diego, CA
- La Mirada Creek Park Master Plan, La Mirada, CA
- Livermore Downtown Core Landscape Concept and Stockmen's Park, Livermore, CA
- Modesto Area 2 Storm Water to Sanitary Sewer Cross Connection Removal Project- Phase 2 Roosevelt Park, Modesto, CA
- Santa Cruz Rail Trail Segment 7, Santa Cruz, CA
- Sapwi Trails Community Park, Thousand Oaks, CA
- Standard Pacific Park Design, Encinitas, CA
- Verdugo Street Beautification, San Juan Capistrano, CA
- Whittier Greenway Trail East, Whittier, CA

EDUCATION

- Bachelor of Science, Civil Engineering, University of Arizona, Tucson, AZ

ACCREDITATIONS • LICENSES • AFFILIATIONS

- Professional Engineer, CA, 85505
- American Public Works Association (APWA), Member #837301



AMANDA SEIBEL | PLA, LEED AP

As a graduate of Cal Poly San Luis Obispo's Landscape Architecture program, Amanda is a key member of RRM's recreation group. She has used her creativity and design skills on a wide variety of park and recreation projects, including all phases of design from master planning through construction documentation. Also a talented artist, Amanda has led the design and implementation of several public art installations.



Project Role

RESIDENT ARTIST

Experience

14 YEARS OF EXPERIENCE

RELEVANT PROJECTS

- Arana Gulch Master Plan Implementation, Santa Cruz, CA
- Bandini Canyon Trail Construction Documents, San Pedro, CA
- Biddle Park Master Plan, Arroyo Grande, CA
- Central Park Master Plan Update, San Mateo, CA
- City Heritage Park, Parlier, CA
- Clarke Ranch Park Master Plan, American Canyon, CA
- Fairmont Terrace Park Master Plan, Hayward, CA
- Greenwood Park Renovation, Hayward, CA
- Huntington Beach Public Art Master Plan, Huntington Beach, CA
- Johnny Cash Art Trail Master Plan, Folsom, CA
- Kennedy Park Master Plan, Hayward, CA
- La Mirada Creek Park Master Plan, La Mirada, CA
- Morro Creek Multi-Use Trail and Bridge, Morro Bay, CA
- Salinas Public Art Master Plan, Salinas, CA
- San Lorenzo Community Park Master Plan, San Lorenzo, CA
- Santa Cruz Rail Trail Arts Master Plan, Santa Cruz, CA
- Santa Cruz Rail Trail Segment 7, Santa Cruz, CA
- Waller Park Master Plan, Orcutt, CA
- Weekes Park Master Plan, Hayward, CA
- Whittier Greenway Trail East, Whittier, CA

EDUCATION

- Bachelor of Landscape Architecture, Visual Expression, California Polytechnic State University, San Luis Obispo, CA

ACCREDITATIONS • LICENSES • AFFILIATIONS

- Landscape Architect, CA, 6504
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Surfrider Foundation, member



MULTIUSE TRAIL DESIGN

RRM's 45 years of working for public agencies has taught us to start all projects with a clear understanding of expectations including: design elements, deliverables, schedule, and budget. We believe communication is key to our shared success. We will sit down with you in-person to scope out your projects, attend kick-off meetings, present project updates, review plan check comments, and at other key milestones in the project. We also employ a variety of other communication tools to assist our clients including Skype meetings with screen sharing, video conference calls, and project websites. We begin each project with a clear and concise scope of work that meets your objectives. A project schedule is prepared tailored to the scope of work. We provide regular project updates including the status of key project tasks and a list of to-do items for RRM and the project team. RRM conducts internal weekly staff scheduling and a system of project demand forecasting to stay well ahead of the project schedule projecting workloads out weeks and months in advance allows adequate resources to finish the tasks on-time and or ahead of schedule.

Trail projects often start with a preliminary alignment on a map or master plan document and in some cases, a community's longtime vision that has not yet been realized. RRM can quickly field assess alignments with the client team to quickly identify key opportunities and constraints within the corridor. Since we have an in-house interdisciplinary design team and sub-consultants that we share years of experience working together, we provide the client with an efficient design team that brings a fresh look to alternative alignments and innovative possibilities.

Using our early review of trail corridors without previous preliminary designs or identified alignments, RRM can provide route connectivity analysis to analyze opportunities using powerline easements, creek and river corridors, active and abandoned rail corridors, public and private utility easements, and existing street and roadway networks.

COMMUNITY ENGAGEMENT

How does RRM reach the unreachable?

Often hosting public forums to obtain feedback is not enough to capture strong community representation. RRM utilizes a variety of methods to engage a broad spectrum of the community in meaningful dialogue.

We'll come to you

Engage a broad cross-section of residents by reaching out to them where they already meet and at places they already are.

- Pop-up events
- Farmers markets
- Places of worship
- Service organization meetings
- Youth sport events



Enable others

Utilizing community ambassadors fosters grassroots feedback and extends the reach and depth of community rapport.

- Outreach toolkits



Bring people together for a conversation

Events that bring the community together enable a discussion among those with a variety of perspectives.

- Community workshops
- Open houses
- Walking tours
- Youth outreach



Participate from anywhere

Disseminate information and allow people to access info and provide input on their own time.

- Social media
- Project websites
- Newsletters
- Surveys
- Mobile Applications



Formal processes

Check-ins with decision-makers throughout the process reduce the potential for surprises at the end, promoting a smooth public review and adoption process.

- Stakeholder interviews
- Project committees
- Decision-makers check-ins
- Public hearings



INTERPRETIVE PLANNING

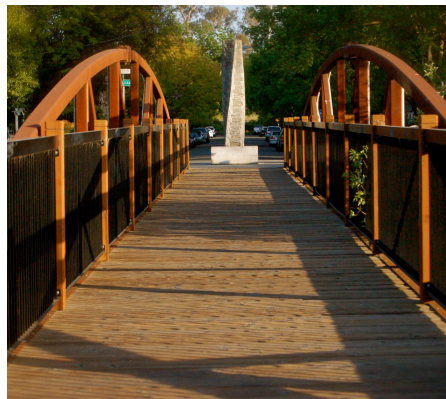
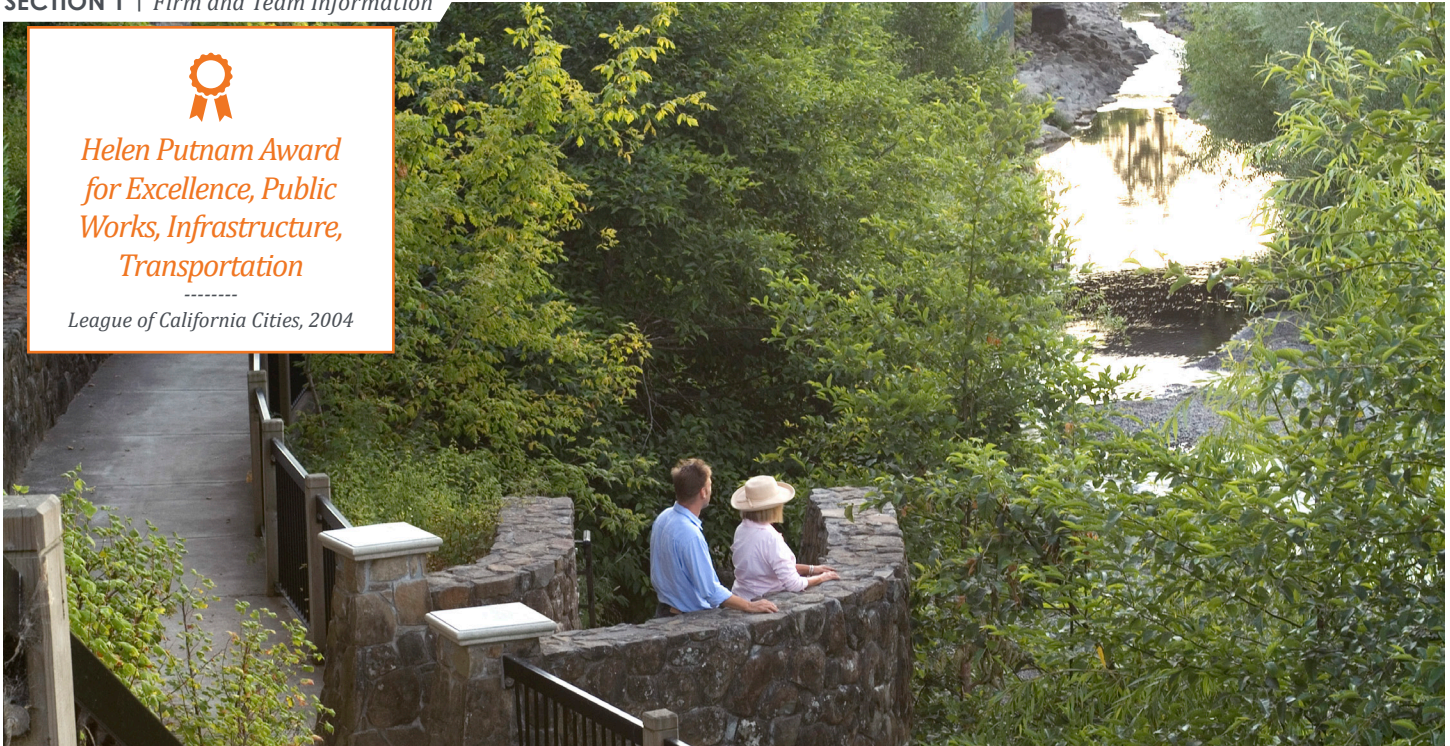
- 1. Pinnacles National Park Visitor Center
- 2. Port San Luis Master Plan
- 3. Oroville Centennial Plaza
- 4. Santa Ana River Bike Trail
- 5. Cloisters Master Plan
- 6. Arroyo Grande Creek Promenade





*Helen Putnam Award
for Excellence, Public
Works, Infrastructure,
Transportation*

League of California Cities, 2004



PRINCE MEMORIAL GREENWAY

SANTA ROSA, CA

NOTABLE INFO & STATS:

Client: City of Santa Rosa
Project Timeline: Completed in 2001
Project Size: 0.6 Miles in Length



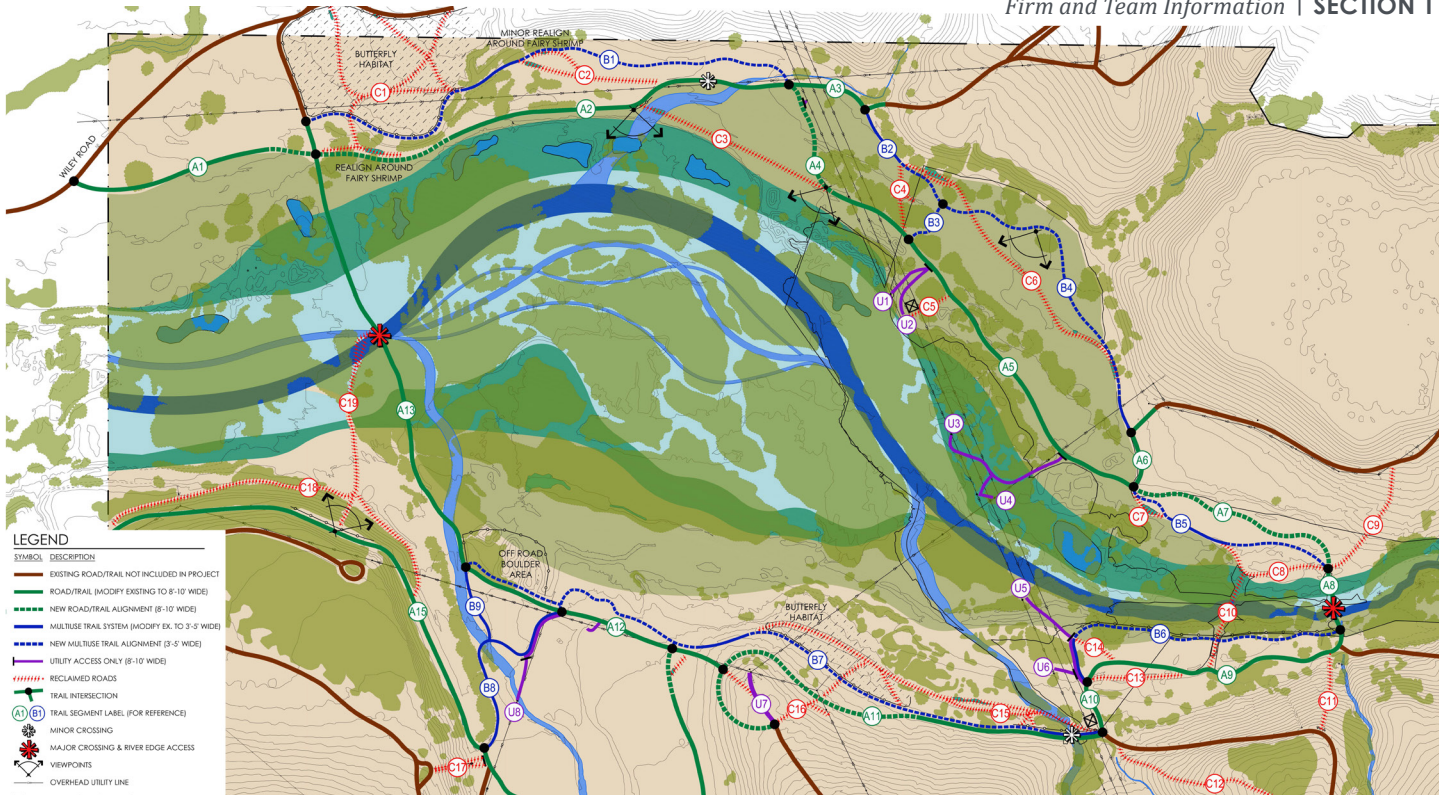
RRM SERVICES PROVIDED:

Landscape Architecture, Planning



RECLAIMING AND RESTORING AN URBAN CREEK

Enlisting widespread community participation, RRM completed the Master Plan, design development plans and construction documents for Prince Memorial Greenway. RRM's urban designers and landscape architects collaborated with a team of civil engineers, hydrologists, biologists and public artists to revitalize a concrete drainage channel into a lush greenway and trail system. After an extensive public collaboration, the design of the project emerged as a linear parkway with urban design, restoration and recreation elements, including a multimodal ADA accessible bike and pedestrian path, parks and plazas, public sculptures, extensive restoration landscaping and a naturalized creek bottom.



OTAY RIVER

TRAIL DESIGN AND RESTORATION

CHULA VISTA, CA

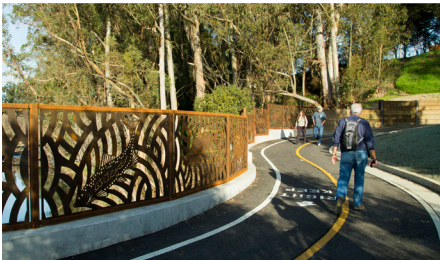
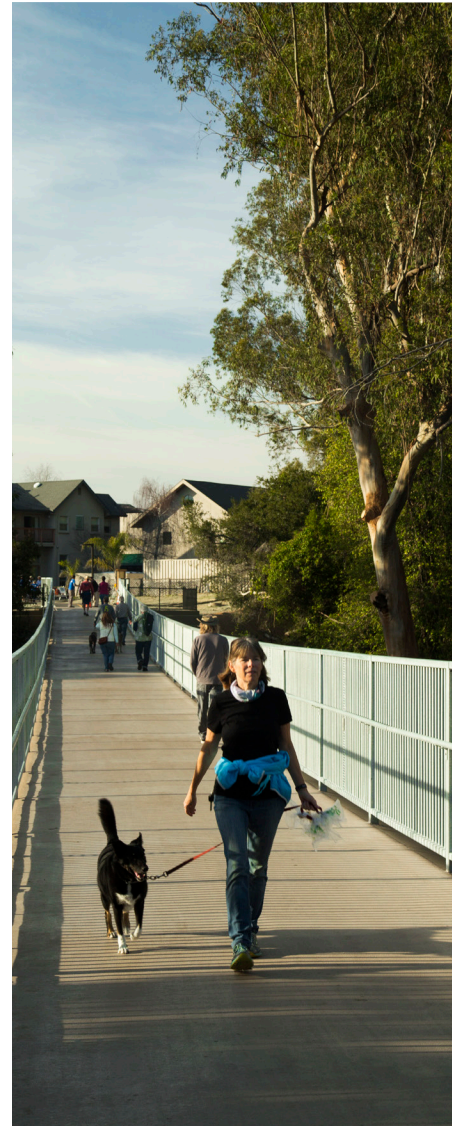
NOTABLE INFO & STATS:
 Client: ICF Jones & Stokes, Inc.
 Project Timeline: 2017-current



RRM SERVICES PROVIDED:
 Landscape Architecture



RRM Design Group was selected in association with ICF to prepare the preliminary trail network plan for the Otay River Trail Design and Restoration, occurring on a 285-acre mitigation bank parcel in Chula Vista. The approved 5-mile trail network will enhance the user experience, improve drainage of existing trails, reclaim redundant trails, lower maintenance and connect to the larger regional trail system while providing access for the various site users such as hikers, mountain bikers, utility companies, and border patrol. Throughout the project lifecycle, great emphasis was given to coordination with the key stakeholders including City of Chula Vista, County of San Diego, U.S. Border Patrol, San Diego Gas and Electric, California Fish and Wildlife, and the Otay Valley Regional Park Citizen’s Advisory Committee.



ARANA GULCH MASTER PLAN SANTA CRUZ, CA

NOTABLE INFO & STATS:

Client: City of Santa Cruz
Project Timeline: Completed 2015



RRM SERVICES PROVIDED:

*Landscape Architecture, Surveying,
Engineering*



Working with the City of Santa Cruz, RRM Design Group led a team of trail planning and design specialists in the development of the Broadway-Brommer Bicycle/Pedestrian Pathway. This pathway provides bicycle commuters improved access and a direct east-west route from Live Oak and other unincorporated communities into the city of Santa Cruz via a Class I facility. The connection crosses the 55-acre Arana Gulch Open Space, completing a link between existing Class II bike lane facilities and enriching the city's bicycle network. Challenges included designing a 360-foot bicycle/pedestrian bridge, sensitively locating the pathway around Santa Cruz Tar Plant populations (an endangered species), and looking for creative design solutions for the site's varied topography. RRM provided project management, multiuse trail design, civil engineering, landscape architecture, surveying, and permitting assistance.



“I can't speak highly enough about RRM Design Group. They are literally the best consulting firm I have ever worked with.”

 Cory Caletti, Senior Transportation Planner, Regional Transportation Commission of Santa Cruz County



MONTEREY BAY SCENIC SANCTUARY TRAIL AND SEGMENT 7 RAIL TRAIL

SANTA CRUZ, CA

NOTABLE INFO & STATS:

Client: Santa Cruz County Regional Transportation Commission
Project Timeline: 2011-Current
Project Size: 40 Miles



RRM SERVICES PROVIDED:

Trail Planning, Landscape Architecture, Mapping



AWARDS:

Planning and Design Award, National Trails Awards, American Trails, 2015
Award of Excellence, Transportation Planning, American Planning Association (APA), California Chapter, Northern Section, 2014
Merit Award, Planning, California Trails and Greenways Conference (CTGC), 2014



RRM Design Group is leading an effort on behalf of the Santa Cruz County Regional Transportation Commission to develop a braided trail network with the rail corridor serving as a continuous multi-use trail spine to provide alternative transportation and coastal access along Santa Cruz County's 40-mile-long coast. Implementation of this key transportation corridor will allow greater transportation options to more than 80 parks, 25 schools and over half of the county's population who live within one mile of the corridor. RRM is currently preparing construction documents for the 2.2-mile long segment that runs through the City of Santa Cruz and includes twelve (12) at-grade trail crossings, pedestrian and bike bridges, extensive retaining walls, and flood control facilities.

FOLSOM CASH ART TRAIL

MASTER PLAN

FOLSOM, CA

NOTABLE INFO & STATS:

Client: City of Folsom
Project Timeline: Completed 2015
Project Size: 2.5 Mile Trail + 3 Acre Park
Web: www.folsomcasharttrail.com

RRM SERVICES PROVIDED:

Landscape Architecture,
Graphic Design



The City of Folsom retained RRM to collaborate with a team of artists to realize the vision of creating an extraordinary, world class linear public art project honoring Johnny Cash.

Running across Folsom Prison property, the venue of Cash's historic 1968 concert, the trail will become part of Folsom's extensive trail network.

RRM designed the 3-acre Legacy Park (pictured above), and provided landscape architecture for seven interactive sculpture nodes along the 2.5-mile route.



“RRM’s ability to deal with sensitive habitat areas and revegetation issues has been a must on our project. If you have a need for a [consultant] that understands the natural as well as built environment, RRM will serve you well with.”

France Merat, President, The Cloisters



MORRO DUNES TRAILS AT THE CLOISTERS

MORRO BAY, CA

NOTABLE INFO & STATS:

Client: Santa Cruz County Regional Transportation Commission
Project Timeline: 2011-Current
Project Size: 40 Miles



RRM SERVICES PROVIDED:

Trail Planning, Landscape Architecture, Planning



AWARDS:

- Gold Nugget Award of Merit - Best Community Site Plan 100 acres or less, Pacific Coast Builders Conference
- Merit Award, American Society of Landscape Architects (ASLA), Southern California Chapter
- Quality of Life Merit Award, American Society of Landscape Architects (ASLA), Southern California Chapter



RRM prepared a comprehensive trail system in conjunction with the 84-acre, 120-lot Cloisters coastal subdivision. The coastal trail navigates environmentally sensitive coastal dunes and wetlands, using innovative solutions like raised boardwalks made of recycled materials to allow water flow in natural flood areas; interpretive exhibits; habitat fences; and extensive dune restoration, revegetation and monitoring. The trail connects to picnic and play areas, surrounding wetlands, beachside neighborhoods, and Class I Citywide bike system. RRM coordinated all approvals and permits through the City, California Department of Parks and Recreation, California Regional Water Quality Control Board, California Department of Fish and Game, and California Coastal Commission.

UNDERSTANDING OF PROJECT

With our understanding of your key objectives and our proposed work plan, we feel we have a solid grasp of how to deliver a successful master plan improving the existing Crocker Park Trail for you and the community. We present the following narrative to explain our approach to working with the City and a preliminary take on some key objectives and challenges to be addressed during the planning process. A complimentary conceptual plan follows on page 25 highlighting various opportunities and site conditions we saw on site and while researching. Icons associated with each key objective below are represented throughout the plan to identify preliminary opportunities and conditions we have observed on-site.

EFFECTIVE, MEANINGFUL COMMUNITY ENGAGEMENT



Objective: Facilitate an outreach process that leads to an informed and practical master plan, broadly supported by the community and Technical Advisory Committee, then embraced by the Parks and Recreation Commission and City Council.

Approach: Let's begin engaging the community from the start by collaborating with them to accomplish all project goals in a way that is mutually attractive to the City, stakeholders, and the broader Brisbane community. We will be transparent, respectful, and genuine in our discussions with the community, while concurrently accomplishing the task at hand for you, our Client. Very recently, in San Mateo County, we engaged the public for the Central Park Master Plan. We know the questions to ask and the concerns of folks that live and work near public trails and spaces. Especially our community outreach specialist and “community whisperer”, Jim Wolfe who is a former parks manager with 10 years of experience working on our most complex outreach efforts in the Bay Area. Collectively we can build this master plan process on a strong footing by reaching as much of the community as possible through stakeholder meetings, community workshops, pop-up workshops at community events, and a project information website which is detailed further in the scope of services on page 34. It's important to talk to folks about how they currently use the space and their desires. Our team will talk with the staff, to hear about what works and what concerns them. All this dialog will make the public meetings more productive because we will have important feedback that allows us to design better workshops.

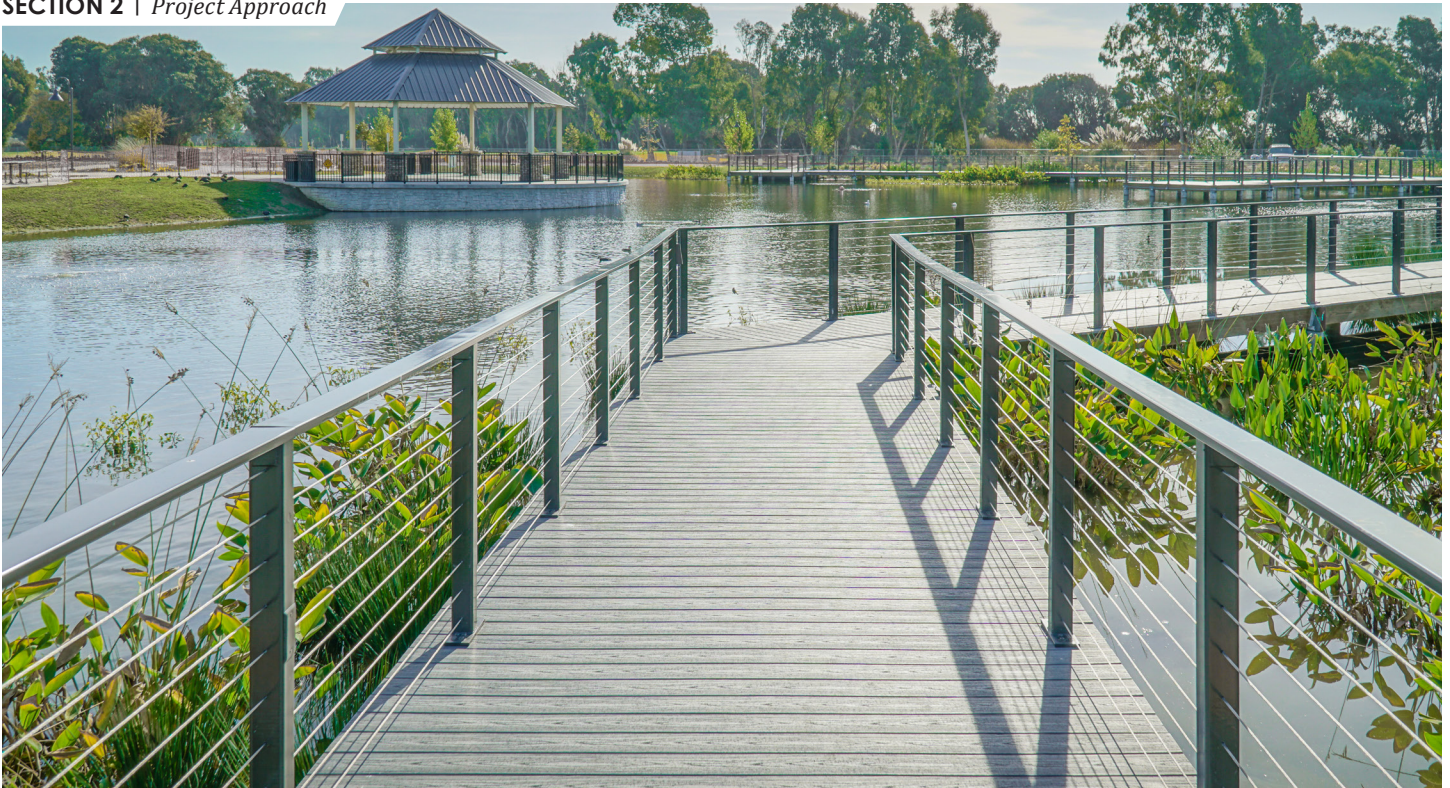




ACCESS AND CONNECTIVITY

Objective: Examine and consider improving public trail access points, developing trailheads, open space nodes, adjacency connections, and improving the accessible experience.

Approach: We will analyze the existing established trail system seeking opportunities to increase connectivity to and throughout the trail for improved safety, accessibility and to promote access to nature, art, and trail amenities for the various user groups. You have already identified a key aspect of trail accessibility by applying for and being recommended to receive grant funding for trail surfacing to allow pedestrians, wheeled transportation, bicyclists, and strollers to journey along the trail with ease. Equally as important, is allowing users convenient and safe access to the trail. Our trail designers, in conjunction with W-Trans, will analyze traffic conditions for opportunities to control and improve trail crossings and access points. After we hear from the stakeholders and community at the first workshop to absorb their desires and concerns, we can begin to identify the character of the site and fold it into the design of a trailhead to provide a sense of arrival for visitors. Identity and placemaking can be used to strengthen the existing connections within the community. After researching and walking the site, key connections to the community that stood out are the connection to the Dog Park, San Bruno Mountain trail system, Crocker Park industrial businesses, Lipman Middle School, residential developments, the link of the Quarry Road Trail to downtown, and the future opportunities that will tie into the Brisbane Baylands pedestrian and bicycle network with links to additional open space, the bayfront, Caltrain, and potentially a charter high school. We will continue to examine the connections we witnessed and others identified through stakeholder and community engagement to improve connectivity with current and planned wayfinding signage and strategic access improvements.



ENVIRONMENTAL PRESERVATION



Objective: Identify and understand the implications of any biological constraints or sensitive species that may be encountered in the project area and how best to approach them in the context of project goals.

Approach: Building from the previous documents and studies for this site and our environmental team's experience within the community working for the Quarry, WRA, will visit the site and map the location of any potential biological constraints including biological communities or species that are regulated by local, state, or federal laws and regulations and biological opportunities. Examples of biological constraints include wetlands, riparian habitat, native grassland, and habitat for threatened or endangered species. Biological opportunities may include areas of weeds that can be removed to enhance the natural habitat or areas of native habitat that can be restored to improve the ecological functions and values of those habitats. These biological enhancements and constraints are a great opportunity to continue a joint project with the Guadalupe Valley Stewards, San Bruno Mountain Watch and begin to involve students from the Lipman Middle School after school programs and science classes to maintain native habitats and remove non-native species. We will share the findings with the community, educate them, present opportunities and constraints and then we listen. Our promise to you is to never lose sight of the community's vision. If we educate the public and listen to their needs, together, we can successfully achieve the balance between infrastructure and nature to develop a trail design that will be a true reflection of your community's collective vision. This reflection can be maintained over time by continuing the education with interpretive panels and volunteer opportunities.



EMBRACE PUBLIC ART AND INTERPRETIVE EDUCATION



Objective: Identify locations to incorporate public art and interpretive educational elements into the trail system.

Approach: RRM understands the importance of weaving interpretive areas and public art into design; in our experience, the two go hand-in-hand. Public art interprets the history or essence of a place, its people, and educates the community about the environment. It is site specific and created in response to the land in which it resides. There are so many meaningful stories to enrich the visitor experience at Crocker Park Trail, including the “City of the Stars” holiday tradition, the former Southern Pacific Railroad where the trail exists, as well as educating the community about preservation and restoration of the flora and fauna from the Mission Blue butterflies to the Pacific Chorus Frogs environment. RRM has resident artists and talented interpretive design staff with the skills to identify art opportunity areas and interpretive elements that are fully integrated into the landscape. Additional ways we have engaged the community is including them in the production of the art by allowing them to help paint the murals or place mosaic tiles under direction of the artists. We understand that the City has a robust public art process. Working with your process, the Public Art Advisory Commission, the Public Art Ordinance and your community, we will enrich the trail experience through art and education.



PROMOTE RECREATION ON THE TRAIL



Objective: Design a trail based on the community's recreational needs.

Approach: Understanding the trails looped system and central location, it serves as a recreation resource to the community and its visitors. On one hand, we need to design for those who desire active amenities like the informal group of coworkers we saw onsite challenging each other to race to a set location, and on the other hand, design for the passive nature lovers who are taking a leisure walk to listen to the croaks of the Pacific Chorus Frogs or kneeling to photograph the towhees, sparrows and wide variety of wildlife. We are confident our Parks, Trails, and Open Space Group here at RRM can strike a balance between both. Our approach to do so is quite simple. Like most public trails, the program for Crocker Park Trail will be largely driven by the community outreach process. Understanding the role Crocker Park Trail currently plays on the community's lives is key to how our team will re-imagine its recreation offerings, seeking not to make a wholesale change, but to amplify what folks like, and then rethink underutilized aspects. For instance, enhancing the pathway to offer a robust exercise circuit, creating opportunities to add rest areas, providing parking and repair tools for bicyclists and refreshing the materials onsite will be explored further with community at the design workshops.

IMPROVE SAFETY



Objective: Study existing safety at trail crossings and on the trail.

Approach: Seeing the challenges associated with the close proximity of adjacent industrial properties and existing trail crossings on downhill curves, it's important to understand the need to focus on safety and security. This is always a challenge for public spaces and community trails. We have once again teamed with W-Trans to analyze current traffic conditions and consider crossing improvements to improve pedestrian and vehicular awareness. In addition to safer access, we will employ strategies to deter unwanted activity by activating the space and attracting positive energy.

PROJECT LONGEVITY

Objective: Encourage, promote, and plan for the Crocker Park Trail Legacy.

Approach: You will get a head start on the trail legacy as we re-image the trail through the lens of integrating engineering, science and design by providing a final master plan that has environmental input to assist and respond to sites biological constraints, analyzed roadway crossings to implement safety improvements, and identified technically sound drainage and engineering solutions to the trail design. With years of trail design experience comes maintenance knowledge and lessons learned and ways to reduce maintenance from the beginning by proposing durable trail surfaces, engineered trail section, durable amenities and art, and reduced maintenance landscaping. You can reduce your maintenance responsibilities by engaging the community with volunteer opportunities through the school districts, art groups, and environmental groups such as San Bruno Mountain Watch and Guadalupe Valley Stewards. Volunteers will begin to feel more ownership and promote continued care and legacy of the Crocker Park Trail.

AFFORDABILITY AND FUNDING ANALYSIS

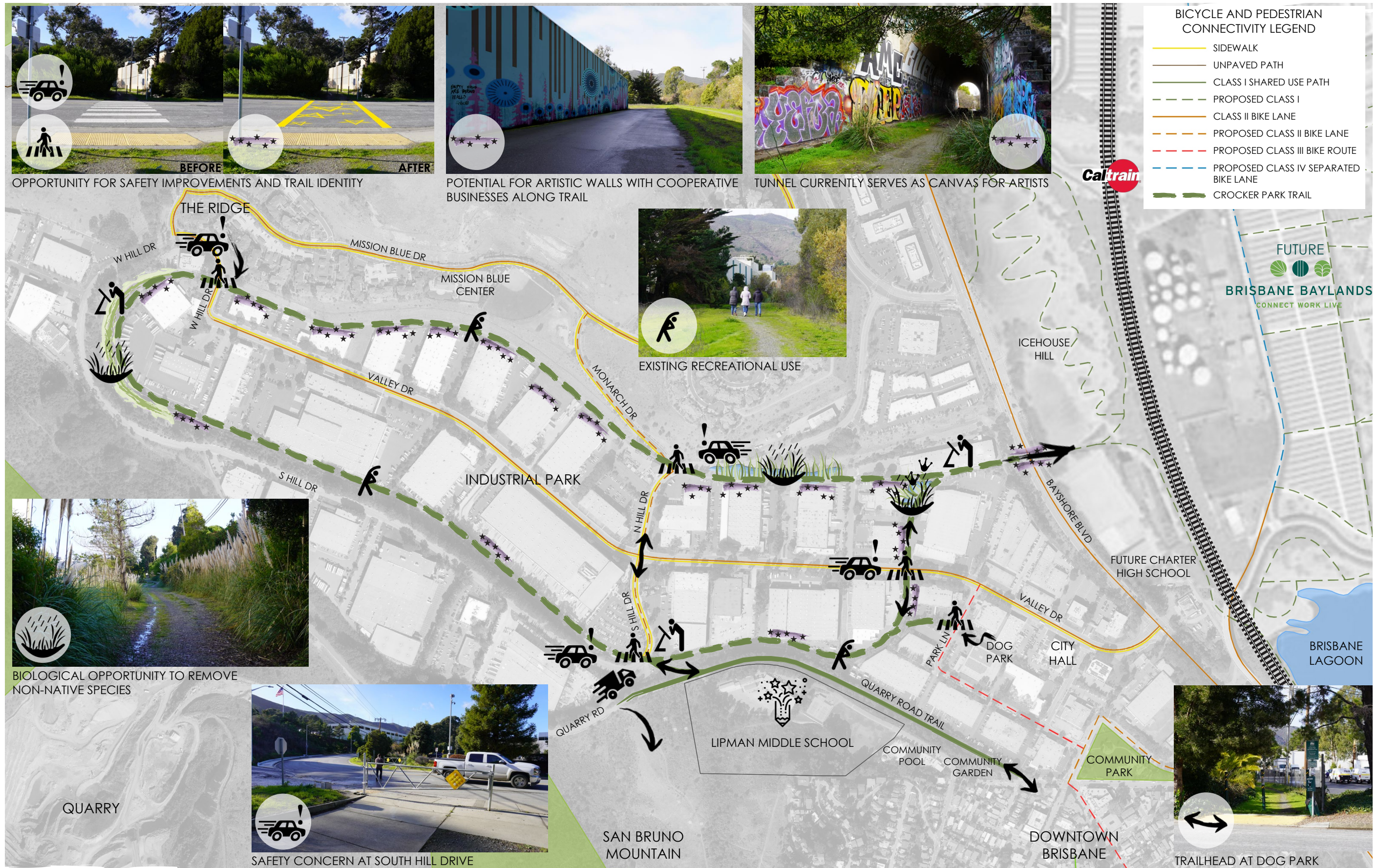
Objective: Recognize the current funds available, define project cost and research potential grants to minimize the remaining cost to implement the project.

Approach: We understand that the end goal for you and your team is an adopted trail master plan that you can use to solicit additional grants and donor funding, and a product that you can seamlessly roll into an RFP for construction documents. We are a multi-disciplinary firm of landscape architects, architects, civil engineers, and our team is made up of both creative artists and designers, as well as technical engineers and experts. This multidisciplinary team dynamic will deliver to you a both beautifully rendered and technically sound trail master plan. To understand the cost of all the desired improvements, thorough cost estimates will be performed. Depending on the results of the cost projections, potential grants can be explored. Knowing the current OBAG Cycle 2 Grant will cover a majority of the surfacing but not the entire project, our team will research and build a matrix of additional grants which line up with various components for the trail improvements. Analyzing the potential grants, those with the greatest alignment to the project will be graphically identified and overlaid onto the final master.



Identifying the costs and determining the remaining amount required to implement the project will best position you to win grant funding and turn your master plan into reality.





COMPREHENSIVE WORK PLAN

Detailed and thorough, this work plan will move Crocker Park Trail from concept-to-approval

Building upon the RFP, our site visit, document research, discussions with City staff, and initial design thinking, we have developed a detailed scope of services to take your trail through the collaborative planning process to deliver a community supported trail master plan ready to go after funding for future implementation. This scope approach is tailored specifically for your Crocker Park Trail project and is based on our years of community outreach and trail design experience throughout California.

TASK A: PROJECT RESEARCH SERVICES

Subtask A.01: Kickoff Meeting & Site Reconnaissance

Subtask A.02: Background Data Collection & Review

TASK B: MASTER PLANNING SERVICES

Subtask B.01: Stakeholder Interviews and Group Discussions (TAC 1)

Subtask B.02: Community Workshop 1 (Background, Constraints, Goals, Objectives, Vision)

Subtask B.03: Preliminary Master Plan

Subtask B.04: Preliminary Master Plan Review (TAC 2)

Subtask B.05: Community Workshop 2 (Present Preliminary Master Plan)

Subtask B.06: Community Workshop 3 (Pop-Up at Community Event)

Subtask B.07: Draft Master Plan

Subtask B.08: Draft Master Plan Presentation (Joint Council/TAC 3)

Subtask B.09: Final Master Plan

Subtask B.10: Grant Funding Opportunity Overlay

Subtask B.11: Final Master Plan Presentation (Parks and Recreation Commission)

Subtask B.12: Final Master Plan Presentation (City Council for Adoption)

TASK C: PROJECT COORDINATION SERVICES

Subtask C.01: Project Coordination and Management

Subtask C.02: Project Information Website

Through this master planning process, along with our support team, we will get to know the site, stakeholders, the community, and funding opportunities. There will be outreach to the community, engaging them in the enhancement of Crocker Park Trail through a series community events. Ultimately, this process will conclude with the Parks and Recreation Department recommending the plan for approval and City Council adopting the master plan and certifying the CEQA document. The following scope of services will walk you through each step we will take to deliver a comprehensive and community supported master plan for Crocker Park Trail.

TASK A: PROJECT RESEARCH SERVICES

A.01: Kickoff Meeting & Site Reconnaissance

To jump-start the project, RRM's team will facilitate a kickoff meeting and site investigation. The kickoff meeting will start mid-morning and be attended by the City's project management team, RRM's trail designers, environmental consultant, and traffic consultant. This meeting will provide an opportunity to pick up any hardcopy format project data and discuss the City's current thoughts regarding goals and objectives for the trail. This meeting will also provide a forum to discuss the "nuts and bolts" of the master plan development process. To keep the kickoff meeting on track, RRM will prepare an agenda in consultation with staff, and likely include the following topics:

- Desired project outcomes
- Utilization of previous studies/work efforts (RRM will begin review prior to meeting)
- Community outreach strategy
- Identification of stakeholders and focus groups
- Formation of a Technical Advisory Committee
- Use of project information website
- Communication protocol and general project management housekeeping
- Schedule

Following the kickoff meeting, we can refuel with delicious tacos at Melissa's Taqueria before walking the site. The purpose of this post-lunch walk is to conduct a field investigation of the trail's physical features, context, and connectivity potential with City and RRM team staff. The site investigation will also provide an opportunity to inspect and photo log the existing facilities. We anticipate spending a significant amount of time on foot, exploring the site, getting to know its qualities and character.

DELIVERABLES:

- Prepare for and conduct one (1) kickoff meeting and one (1) site reconnaissance
- Meeting notes

A.02: Background Data Collection & Review

RRM will collect from the City relevant project data for the design effort, including but not limited to:

- As-built data
- Existing improvement drawings
- Any previous hydrology studies
- Record data
- City GIS databases
- Recreation programming plans
- Underground and overhead utility plat maps and data
- Property survey
- Property boundaries

RRM's team will review this data for completeness and may request additional information from the City, as necessary, to analyze the project background and establish a database that will play a critical role in assessing all aspects of the trail's design.

DELIVERABLES:

- Collect and review relevant data as noted above
- Compile data in a portable file for use by the Client and design team

TASK B: MASTER PLANNING SERVICES

B.01: Stakeholder Interviews and Group Discussions (TAC I)

Stakeholder meetings and focus group meetings will take place over a one-day period. A Technical Advisory Committee (TAC) will be formed by the City with members from Parks and Recreation Commission, Open Space and Ecology Committee, Complete Streets Safety Committee, and Public Art Advisory Committee. Additional stakeholders may consist of individuals and/or groups which are recommended by City staff.

Potential groups may include:

- Technical Advisory Committee
- San Bruno Mountain Watch and Guadalupe Valley Stewards
- Lipman Elementary School and Club Lipman
- Trail Adjacent Businesses

These focus group meetings will consist of small group or individual meetings with community members with a stake in the Crocker Park Trail project. This is done to conduct an open and effective dialogue with the community and mitigate any potential concerns about the trail improvements.

DELIVERABLES:

- Summary of stakeholder meeting notes
- Summary of focus group meeting notes

B.02: Community Workshop I (Background, Constraints, Goals, Objectives, Vision)

Following the stakeholder and focus group meetings, the first community workshop will be held to set the stage for the planning and design process. Background information will be presented, followed by exercises to engage the community regarding the future vision, goals, uses, and amenities for Crocker Park Trail. The location will be decided upon by City staff, but a likely workshop location would be at City Hall because of its proximity to the trail. We envision the workshop program as follows:

- Presentation of project background and program for the evening (PowerPoint or similar)
- Breakout for goals and visioning
- Brainstorming art and amenity ideas
- Amenities prioritizing dot exercise
- Wrap up and next steps announcement

RRM will take photos and summarize the information gathered to be posted on the City's project information website for viewing and review at subsequent public meetings.

DELIVERABLES:

- Plan and facilitate workshop
- Presentation materials and graphics
- Community input summary

B.03: Preliminary Master Plan

Based on the results of the stakeholder interviews, group discussion, community workshop, and site investigations, RRM will develop the preliminary master plan for presentation at community workshop #2 following the TAC committee review. The preliminary master plan will illustrate the trail's design and layout aspects as follows:

RECREATIONAL DESIGN

RRM's trail designers will develop an overall plan focusing on the trail layout, amenities, character, trailhead improvements, location of proposed infrastructure in response to environmentally sensitive areas, drainage constraints, roadway enhancements, and additional amenities identified through community engagement. The site plan will also show connectivity to existing and proposed City facilities.

ART OPPORTUNITIES & INTERPRETIVE DESIGN

Working with the technical advisory committee, stakeholders, and community, the preliminary master plan will illustrate a structured and thoughtful approach to integrating the culture and history of Brisbane into the Crocker Park Trail. RRM's team will identify potential locations for art and interpretive educational opportunity areas throughout the trail.

BIOLOGICAL CONSTRAINTS ASSESSMENT

A WRA ecologist will conduct a site visit to assess and map the location of any potential biological constraints. Constraints are sensitive biological communities or species that are regulated by local, state, or federal laws and regulations. Examples include wetlands, riparian habitat, native grassland, and habitat for threatened or endangered species. Projects that result in impacts to these sensitive biological resources often require regulatory agency permits and/or specific mitigation measures developed through the CEQA process to minimize the impacts to a less than significant level. WRA will map the locations of any sensitive biological resources and the spatial data will be provided to the project team for the planning process.

TRAFFIC ENHANCEMENT ASSESSMENT

W-Trans' traffic engineer will conduct a site review and evaluate the existing traffic conditions at four of the five trail crossings at S Hill Drive, W Hill Drive, N Hill Dr, and Valley Drive. The site review will include data collection such as informal travel speed measurements, 15-minute sample traffic volume counts, and sight distance measurements. W-Trans will also request available traffic count data from City files. The focus of the assessment will be data collection to support evaluation of street crossings to determine the ideal intersection crossing treatments at each of the four locations, including striping and signing, warning beacons such as Rapid Rectangular Flashing Beacons, pedestrian hybrid beacons (also known as HAWKS), or traffic signals. The outcome of these preliminary background research and constraints identification efforts will be summarized in a technical memorandum.

To help illustrate the preliminary master plan and convey the design intent, RRM will prepare a diagrammatic plan graphic and imagery that evoke the vision and character of key areas of the trail. The plan and supporting graphics will be colored and labeled for use in meetings and posting on the project website. The graphic package will be presented to the TAC for review and comment ahead of the upcoming community workshop #2.

DELIVERABLES:

- One (1) preliminary master plan
- Vision and character boards
- One (1) Biological Constraints Technical Memo
- One (1) Traffic Analysis Technical Memo

B.04: Preliminary Master Plan Review (TAC 2)

Before rolling out the preliminary master plan to the community, RRM will preview the preliminary master plan and vision with the TAC to gain consensus for master plan and its components. We envision the plan review unfolding as follows:

- Recap of the community and stakeholder input thus far
- Overview of the trail and key features
- Review of vision and character boards
- Interactive discussion and review
- Recommended option: walk key sections of the trail with the plan in hand to “ground-truth” the preliminary plan
- Discuss any adjustments to the preliminary plan needed before rollout at the upcoming community workshop

Based on the outcome of the TAC meeting, the preliminary master plan will be updated prior to presentation at the community workshop #2. TAC members will be encouraged to attend the workshop.

DELIVERABLES:

- Plan and facilitate one (1) work session with TAC
- One (1) preliminary master plan review summary memo

B.05: Community Workshop 2 (Present Preliminary Master Plan)

The second community workshop will be an Open House format meeting to update stakeholders and community members on the project’s evolution since the first community workshop and share the preliminary master plan for the Crocker Park Trail. The open house format will afford design team members, and City staff an opportunity to engage with participants to discuss the trail alignment, amenities explored, art opportunities, provide project information, answer questions, and deliver projected milestone dates. RRM will prepare the open house exhibits, name tags, sign-in sheet. RRM will present a brief project update, the plan and inspiration images and the participants will then be asked to weigh-in on the amenities shown and prioritize desires. We envision the workshop program as follows:

- Open house session (informal discussion and viewing exhibits)
- Brief project update presentation discussing what has been done and what is next
- Breakout groups to review the preliminary plan
- Exercise to prioritize opportunities
- Wrap up and next steps announcement

The City will be responsible for securing the meeting location and handling the meeting noticing. Again, a likely workshop location would be the City Hall because of its proximity to the trail.

DELIVERABLES:

- Plan and facilitate workshop
- Presentation materials and graphics
- Community input summary

B.06: Community Workshop 3 (Pop-Up at Community Event)

In an effort to broaden the outreach and get more exposure for the future the Crocker Park Trail, RRM will work with City staff to facilitate a pop-up style workshop at a local community event. Potential events could be Concerts in the Park in June/July or at the Thursday Farmers Market, etc. RRM will assist the city with setting up a booth where we will invite participants to learn about the project, share their ideas, and weigh in on the preliminary trail master plan and supporting inspiration imagery. Not only will the pop-up workshop help inform the trail improvements, it will also advertise and promote the trail to the community and energize community involvement.

DELIVERABLES:

- Attend and assist City with a pop-up workshop
- Community input summary

B.07: Draft Master Plan

Based on the data generated at the community meetings and consultation with City staff, RRM will develop the preliminary master plan to a draft master plan level for presentation back to the community at a joint Council/TAC meeting. The draft master plan will illustrate the trail's design and layout aspects as described in Task B.03. To help illustrate the draft master plan and convey the design intent, RRM will prepare character perspective sketches, sections, and imagery that evoke the vision and character of key areas along the trail. The plan and supporting graphics will be colored and labeled for use in meetings and posting on the project website.

DELIVERABLES:

- One (1) draft master plan
- Two (2) trail sections
- Three (3) perspective character sketches

B.08: Draft Master Plan Presentation (Joint Council/TAC 3)

RRM will attend a joint meeting with the City Council and TAC to present the draft master plan. At City discretion, RRM is recommending this presentation be held as special public meeting, where we will present the direction of the design as a draft master plan. We will prepare a digital presentation that includes a summary of the design process and the graphics prepared in Task B.07. Presentation of the draft master plan will include the feedback acquired from stakeholders, focus groups, community workshops 1 and 2, and the pop-up workshop. The goal of this joint meeting is to go over all the plan elements and receive any comment or suggestions on the draft master plan that will inform RRM's team as we prepare the final master plan for adoption by the City. We envision the meeting as follows:

- Presentation summarizing design process that lead to the draft master plan,
- Overview of the trail master plan and key features
- Interactive discussion and review
- Highly recommended option: Heading to the trail for ground truthing with the plan in hand
- Wrap up and next steps announcement

DELIVERABLES:

- Prepare for and present at one (1) Joint Community Advisory Bodies meeting
- Presentation materials and graphics

B.09: Final Master Plan

RRM's team will "polish" the design elements detailed in the draft master plan package based on the results of the draft master plan presentation to the joint City Council/TAC and consultation with City staff to create the final rendered graphics package, fully illustrating the entire trail master plan for presentation back to the community at the upcoming Parks and Recreation Commission meeting. The graphics package will be posted on the project website, and will play a vital role in any subsequent grant applications the City pursues. Based on the final master package, RRM's construction cost estimator, Precision Estimating Services, will prepare a construction cost projection. The cost projection will be itemized with supporting item descriptions and unit costs.

DELIVERABLES:

- One (1) color rendered master plan package including plans, perspective character sketches, and sections
- One (1) construction cost projection

B.10: Grant Funding Opportunity Overlay

RRM will assist City staff in researching potential grant sources aimed at funding portions of the project. For example, public agency grants related to healthy communities, water quality improvements, alternative transportation, and public art will be explored, as well a non-traditional private foundation grants targeting projects in alignment with each Foundation's mission. RRM will work with City staff to prepare a grant matrix and grant opportunity plan overlaid on the final master plan identifying the elements applicable to the various grants.

DELIVERABLES:

- One (1) applicable project grant matrix
- One (1) project grant opportunity overlay plan

B.11: Final Master Plan Presentation (Parks and Recreation Commission)

RRM will work with City staff to prepare for and present the final master plan to the Parks and Recreation Commission. The goal is to present the final master plan along with the grant funding overlay to the commission so they can recommend the master plan to the City Council for adoption. RRM will develop a PowerPoint, and/or other presentation support media/graphics as determined appropriate by the City/RRM team.

DELIVERABLES:

- Present the final master plan to Parks and Recreation Commission
- Support media/graphics

B.12: Final Master Plan Presentation (City Council for Adoption)

RRM will work with City staff to prepare for and present the final master plan to the City Council. The goal is to present the final master plan along with the grant funding overlay and city prepared CEQA document to Council to adopt the CEQA document and then adopt the master plan on the same evening. RRM will develop a power point, and/or other presentation support media/graphics as determined appropriate by the City/RRM team.

DELIVERABLES:

- Present the final master plan to City Council
- Support media/graphics

TASK C: PROJECT COORDINATION SERVICES

C.01: Project Coordination and Management

RRM will coordinate with City and design staff, and sub-consultants as necessary on an on-going basis throughout the project's lifecycle. This task also includes project schedule creation and status reports as tasks are completed, document review, and day-to-day project coordination efforts including general correspondence and telephone conferencing as required to support City staff during the project's development.

DELIVERABLES:

- Memos, meeting minutes, project schedule maintenance and general correspondence for document control, compiled and stored in electronic file form

C.02: Project Information Website

Working with City staff, RRM will create a website or webpage for Crocker Park Trail that will serve as the home base for all public information about the improved trail including: a summary of the project, noticing for all public meetings and other events, as well as project status and next steps. To direct community members to the website, RRM will design a business card with website address, URL(s) and/or a QR Code to distribute throughout the project initiation and master planning phases.

DELIVERABLES:

- Initial set up of project website
- Informational business cards

ASSUMPTIONS

- City will coordinate and reserve community meeting facilities
- City will coordinate with stakeholders and schedule stakeholder meeting time slots
- City will provide one (1) contact person who will serve as the City's representative and will consolidate all plan review comments for each submittal milestone into one (1) list of official comments to which RRM can respond
- City will prepare environmental analysis (CEQA) documentation
- Topographic survey and boundary lines in AutoCAD format
- City to provide traffic count data from City files

LIMITATION OF SCOPE

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services excludes the following:

- Independent verification of the accuracy of City provided information
- Topographic survey
- Supplemental field survey
- Record boundary survey
- Environmental analysis (CEQA/NEPA)
- Traffic count services
- Geotechnical investigations
- Archaeological testing
- Payment of fees (permit, processing, noticing, etc.)

PROJECT SCHEDULE

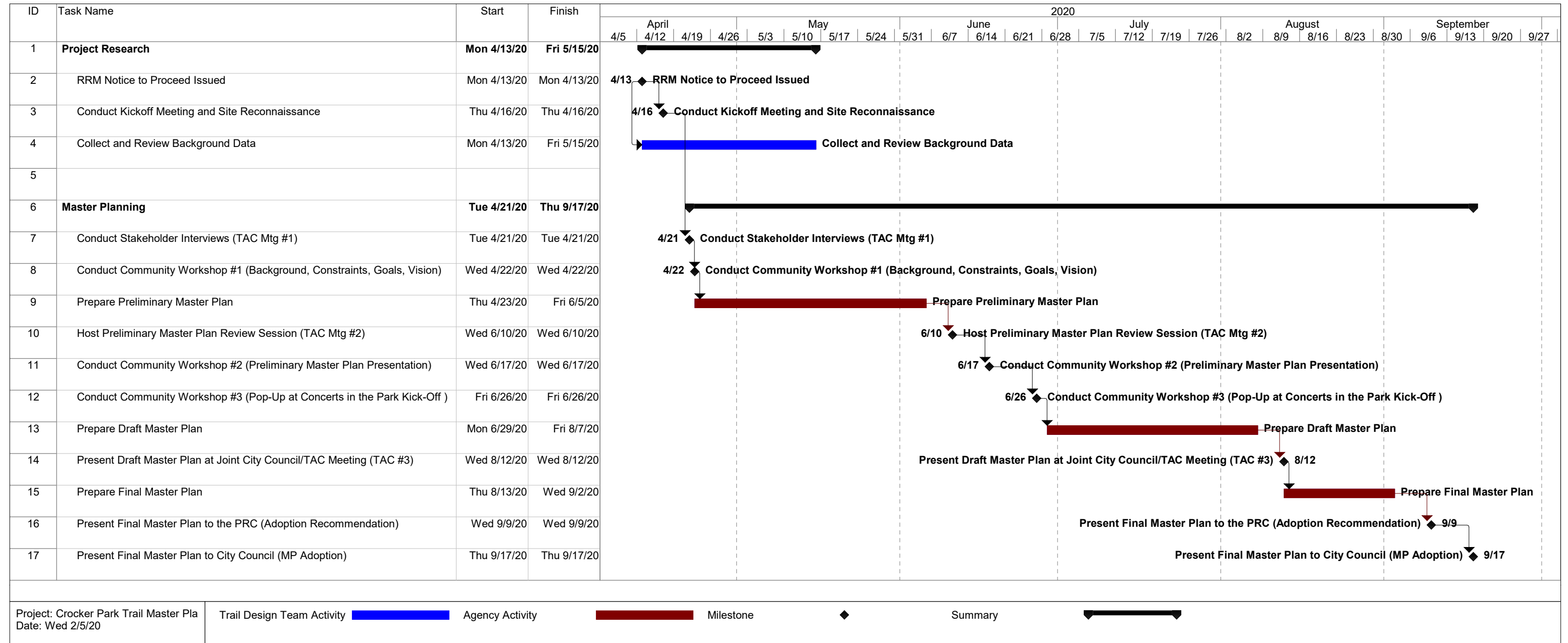


Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



I. SCOPE OF SERVICES TASK SUMMARY

Task A: Project Research Services

- Subtask A.01: Kickoff Meeting & Site Reconnaissance
- Subtask A.02: Background Data Collection & Review

Task B: Master Planning Services

- Subtask B.01: Stakeholder Interviews and Group Discussions (TAC 1)
- Subtask B.02: Community Workshop 1 (Background, Constraints, Goals, Objectives, Vision)
- Subtask B.03: Preliminary Master Plan
- Subtask B.04: Preliminary Master Plan Review (TAC 2)
- Subtask B.05: Community Workshop 2 (Present Preliminary Master Plan)
- Subtask B.06: Community Workshop 3 (Pop-Up at Community Event)
- Subtask B.07: Draft Master Plan
- Subtask B.08: Draft Master Plan Presentation (Joint Council/TAC 3)
- Subtask B.09: Final Master Plan
- Subtask B.10: Grant Funding Opportunity Overlay
- Subtask B.11: Final Master Plan Presentation (Parks and Recreation Commission)
- Subtask B.12: Final Master Plan Presentation (City Council for Adoption)

Task C: Project Coordination Services

- Subtask C.01: Project Coordination and Management
- Subtask C.02: Project Information Website

II. DETAILED SCOPE OF SERVICES

Comprehensive Work Plan

Detailed and thorough, this work plan will move Crocker Park Trail from concept-to-approval.

Building upon the RFP, our site visit, document research, discussions with City staff, and initial design thinking, we have developed a detailed scope of services to take your trail through the collaborative planning process to deliver a community supported Trail Master Plan ready to go after funding for future implementation. This scope approach is tailored specifically for your Crocker Park Trail project and is based on our years of community outreach and trail design experience throughout California.

Through this Master Planning process, along with our support team, we will get to know the site, stakeholders, the community, and funding opportunities. There will be outreach to the community, engaging them in the enhancement of Crocker Park Trail through a series of community events. Ultimately, this process will conclude with the Parks and Recreation Department recommending the plan for approval and City Council adopting the Master Plan and certifying the CEQA document. The following scope of services will walk you through each step we will take to deliver a comprehensive and community supported Master Plan for Crocker Park Trail.

TASK A: PROJECT RESEARCH SERVICES

Subtask A.01: Kickoff Meeting and Site Reconnaissance

To jump-start the project, RRM’s team will facilitate a kickoff meeting and site investigation. The kickoff meeting will start mid-morning and be attended by the City’s project management team, RRM’s trail designers, environmental consultant and traffic consultant. This meeting will provide an opportunity to pick up any hardcopy format project

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



data and discuss the City’s current thoughts regarding goals and objectives for the trail. This meeting will also provide a forum to discuss the “nuts and bolts” of the master plan development process. To keep the kickoff meeting on track, RRM will prepare an agenda in consultation with staff, and likely include the following topics:

- Desired project outcomes
- Utilization of previous studies/work efforts (RRM will begin review prior to meeting)
- Community outreach strategy
- Identification of stakeholders and focus groups
- Formation of a Technical Advisory Committee
- Use of project information website
- Communication protocol and general project management housekeeping
- Schedule

Following the kickoff meeting, we can refuel with delicious tacos at Melissa’s Taqueria before walking the site. The purpose of this post-lunch walk is to conduct a field investigation of the trail’s physical features, context, and connectivity potential with City and RRM team staff. The site investigation will also provide an opportunity to inspect and photo log the existing facilities. We anticipate spending a significant amount of time on foot, exploring the site, getting to know its qualities and character.

Deliverables:

- *Prepare for and conduct one (1) kickoff meeting*
- *Prepare for and conduct one (1) site reconnaissance*
- *Meeting notes*

Subtask A.02: Background Data Collection & Review

RRM will collect from the City relevant project data for the design effort, including but not limited to:

- As-built data
- Existing improvement drawings
- Any previous hydrology studies
- Record data
- City GIS databases
- Recreation programming plans
- Underground and overhead utility plat maps and data
- Property Survey
- Property Boundaries

RRM’s team will review this data for completeness and may request additional information from the City, as necessary, to analyze the project background and establish a database that will play a critical role in assessing all aspects of the trail’s design.

Deliverables:

- *Collect and review relevant data as noted above*
- *Compile data in a portable file for use by the Client and design team*

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



TASK B: MASTER PLANNING SERVICES

Subtask B.01: Stakeholder Interviews and Group Discussions (TAC 1)

Stakeholder meetings and focus group meetings will take place over a one-day period. A Technical Advisory Committee (TAC) will be formed by the City with members from Parks and Recreation Commission, Open Space and Ecology Committee, Complete Streets Safety Committee, and Public Art Advisory Committee. Additional stakeholders may consist of individuals and/or groups which are recommended by City staff. Potential groups may include:

- Technical Advisory Committee
- San Bruno Mountain Watch and Guadalupe Valley Stewards
- Lipman Elementary School and Club Lipman
- Trail Adjacent Businesses

These focus group meetings will consist of small group or individual meetings with community members with a stake in the Crocker Park Trail project. This is done to conduct an open and effective dialogue with the community and mitigate any potential concerns about the trail improvements.

Deliverables:

- *Summary of stakeholder meeting notes*
- *Summary of focus group meeting notes*

Subtask B.02: Community Workshop 1 (Background, Constraints, Goals, Objectives, Vision)

Following the stakeholder and focus group meetings, the first community workshop will be held to set the stage for the planning and design process. Background information will be presented, followed by exercises to engage the community regarding the future vision, goals, uses, and amenities for Crocker Park Trail. The location will be decided upon by City Staff, but a likely workshop location would be at City Hall because of its proximity to the trail. We envision the workshop program as follows:

- Presentation of project background and program for the evening (PowerPoint or similar)
- Breakout for goals and visioning
- Brainstorming art and amenity ideas
- Amenities prioritizing dot exercise
- Wrap up and next steps announcement

RRM will take photos and summarize the information gathered to be posted on the City’s project information website for viewing and review at subsequent public meetings.

Deliverables:

- *Plan and facilitate workshop*
- *Presentation materials and graphics*
- *Community input summary*

Subtask B.03: Preliminary Master Plan

Based on the results of the stakeholder interviews, group discussion, community workshop, and site investigations, RRM will develop the preliminary master plan for presentation at community workshop #2 following the TAC committee review. The preliminary master plan will illustrate the trail’s design and layout aspects as follows:

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



- Recreational Design

RRM’s trail designers will develop an overall plan focusing on the trail layout, amenities, character, trail head improvements, location of proposed infrastructure in response to environmentally sensitive areas, drainage constraints, roadway enhancements, and additional amenities identified through community engagement. The site plan will also show connectivity to existing and proposed city facilities.

- Art Opportunities & Interpretive Design

Working with the technical advisory committee, stakeholders, and community, the preliminary master plan will illustrate a structured and thoughtful approach to integrating the culture and history of Brisbane into the Crocker Park Trail. RRM’s team will identify potential locations for art and interpretive educational opportunity areas throughout the trail.

- Biological Constraints Assessment

A WRA ecologist will conduct a site visit to assess and map the location of any potential biological constraints. Constraints are sensitive biological communities or species that are regulated by local, state, or federal laws and regulations. Examples include wetlands, riparian habitat, native grassland, and habitat for threatened or endangered species. Projects that result in impacts to these sensitive biological resources often require regulatory agency permits and/or specific mitigation measures developed through the CEQA process to minimize the impacts to a less than significant level. WRA will map the locations of any sensitive biological resources and the spatial data will be provided to the project team for the planning process.

- Traffic Enhancement Assessment

W-Trans’ traffic engineer will conduct a site review and evaluate the existing traffic conditions at four of the five trail crossings at S Hill Drive, W Hill Drive, N Hill Dr, and Valley Drive. The site review will include data collection such as informal travel speed measurements, 15-minute sample traffic volume counts, and sight distance measurements. W-Trans will also request available traffic count data from City files. The focus of the assessment will be data collection to support evaluation of street crossings to determine the ideal intersection crossing treatments at each of the four locations, including striping and signing, warning beacons such as Rapid Rectangular Flashing Beacons, pedestrian hybrid beacons (also known as HAWKs), or traffic signals. The outcome of these preliminary background research and constraints identification efforts will be summarized in a technical memorandum.

To help illustrate the preliminary master plan and convey the design intent, RRM will prepare a diagrammatic plan graphic and imagery that evoke the vision and character of key areas of the trail. The plan and supporting graphics will be colored and labeled for use in meetings and posting on the project website. The graphic package will be presented to the TAC for review and comment ahead of the upcoming community workshop #2.

Deliverables:

- *One (1) preliminary master plan*
- *Vision and character boards*
- *One (1) Biological Constraints Technical Memo*
- *One (1) Traffic Analysis Technical Memo*

Subtask B.04: Preliminary Master Plan Review (TAC 2)

Before rolling out the preliminary master plan to the community, RRM will preview the preliminary master plan and vision with the TAC at City Hall and then walk the trail to gain consensus for the master plan and its components. We envision the plan review unfolding as follows:

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



- Recap of the community and stakeholder input thus far
- Overview of the trail and key features
- Review of vision and character boards
- Interactive discussion and review
- Head outside to walk key sections of the trail with the plan in hand to “ground-truth” the preliminary plan
- Discuss any adjustments to the preliminary plan needed before rollout at the upcoming community workshop

Based on the outcome of the TAC meeting, the preliminary master plan will be updated prior to presentation at the community workshop #2. TAC members will be encouraged to attend the workshop.

Deliverables:

- *Plan and facilitate one (1) work session and site walk with TAC*
- *One (1) preliminary master plan review summary memo*

Subtask B.05: Community Workshop 2 (Present Preliminary Master Plan)

The second community workshop will be an Open House format meeting to update stakeholders and community members on the project’s evolution since the first community workshop and share the preliminary master plan for the Crocker Park Trail. The open house format will afford design team members, and City staff an opportunity to engage with participants to discuss the trail alignment, amenities explored, art opportunities, provide project information, answer questions, and deliver projected milestone dates. RRM will prepare the open house exhibits, name tags, sign-in sheet. RRM will present a brief project update, the plan and inspiration images and the participants will then be asked to weigh-in on the amenities shown and prioritize desires. We envision the workshop program as follows:

- Open house session (informal discussion and viewing exhibits)
- Brief project update presentation discussing what has been done and what is next
- Breakout groups to review the preliminary plan
- Exercise to prioritize opportunities
- Wrap up and next steps announcement

The City will be responsible for securing the meeting location and handling the meeting noticing. Again, a likely workshop location would be the City Hall because of its proximity to the trail.

Deliverables:

- *Plan and facilitate workshop*
- *Presentation materials and graphics*
- *Community input summary*

Subtask B.06: Community Workshop 3 (Pop-Up at Community Event)

In an effort to broaden the outreach and get more exposure for the future the Crocker Park Trail, RRM will work with City staff to facilitate a pop-up style workshop at a local community event. Potential events could be Concerts in the Park in June/July or at the Thursday Farmers Market, etc. RRM will assist the city with setting up a booth where we will invite participants to learn about the project, share their ideas, and weigh in on the preliminary trail master plan and supporting inspiration imagery. Not only will the pop-up workshop help inform the trail improvements, it will also advertise and promote the trail to the community and energize community involvement.

Deliverables:

- *Attend and assist City with a pop-up workshop*

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



- *Community input summary*

Subtask B.07: Draft Master Plan

Based on the data generated at the community meetings and consultation with City staff, RRM will develop the preliminary master plan to a draft master plan level for presentation back to the community at a joint Council/TAC meeting. The draft master plan will illustrate the trail’s design and layout aspects as described in task B.03. To help illustrate the draft master plan and convey the design intent, RRM will prepare character perspective sketches, sections, and imagery that evoke the vision and character of key areas along the trail. The plan and supporting graphics will be colored and labeled for use in meetings and posting on the project website.

Deliverables:

- *One (1) draft master plan*
- *Two (2) trail sections*
- *Three (3) perspective character sketches*

Subtask B.08: Draft Master Plan Presentation (Joint Council/TAC 3)

RRM will attend a joint meeting with the City Council and TAC to present the draft master plan. At City discretion, RRM is recommending this presentation be held as special public meeting, where we will present the direction of the design as a draft master plan. We will prepare a digital presentation that includes a summary of the design process and the graphics prepared in Task B.07. Presentation of the draft master plan will include the feedback acquired from stakeholders, focus groups, community workshops 1 and 2, and the pop-up workshop. Following the presentation, we will visit key sections of the trail with the decision makers and community in attendance. The goal of this joint meeting and site walk is to go over all the plan elements and receive any comment or suggestions on the draft master plan that will inform RRM’s team as we prepare the final master plan for adoption by the City. We envision the meeting as follows:

- Presentation summarizing design process that lead to the draft master plan,
- Overview of the trail master plan and key features
- Interactive discussion and review
- Heading to the trail for ground truthing with the plan in hand
- Wrap up and next steps announcement

Deliverables:

- *Prepare for and present at one (1) Joint Community Advisory Bodies Meeting*
- *Draft Master Plan Site Walk*
- *Presentation materials and graphics*

Subtask B.09: Final Master Plan

RRM’s team will “polish” the design elements detailed in the draft master plan package based on the results of the draft master plan presentation to the joint City Council/TAC and consultation with City staff to create the final rendered graphics package, fully illustrating the entire trail master plan for presentation back to the community at the upcoming Parks and Recreation Commission meeting. The graphics package will be posted on the project website, and will play a vital role in any subsequent grant applications the City pursues.

Based on the final master package, RRM’s construction cost estimator, Precision Estimating Services, will prepare a construction cost projection. The cost projection will be itemized with supporting item descriptions and unit costs.

Deliverables:

- *One (1) color rendered master plan package including plans, perspective character sketches, and sections.*

Exhibit “A” Scope of Services

Crocker Park Recreational Trail Master Plan



- *One (1) construction cost projection.*

Subtask B.10: Grant Funding Opportunity Overlay

RRM will assist City staff in researching potential grant sources aimed at funding portions of the project. For example, public agency grants related to healthy communities, water quality improvements, alternative transportation, and public art will be explored, as well a non-traditional private foundation grants targeting projects in alignment with each Foundation’s mission. RRM will work with City staff to prepare a grant matrix and grant opportunity plan overlaid on the final master plan identifying the elements applicable to the various grants.

Deliverables:

- *One (1) applicable project grant matrix.*
- *One (1) project grant opportunity overlay plan.*

Subtask B.11: Final Master Plan Presentation (Parks and Recreation Commission)

RRM will work with City staff to prepare for and present the final master plan to the Parks and Recreation Commission. The goal is to present the final master plan along with the grant funding overlay to the commission so the they can recommend the master plan to the City Council for adoption. RRM will develop a power point, and/or other presentation support media/graphics as determined appropriate by the City/RRM team.

Deliverables:

- *Present the final master plan to Parks and Recreation Commission*
- *Support media/graphics*

Subtask B.12: Final Master Plan Presentation (City Council for Adoption)

RRM will work with City staff to prepare for and present the final master plan to the City Council. The goal is to present the final master plan along with the grant funding overlay and city prepared CEQA document to Council to adopt the CEQA document and then adopt the master plan on the same evening. RRM will develop a power point, and/or other presentation support media/graphics as determined appropriate by the City/RRM team.

Deliverables:

- *Present the final master plan to City Council*
- *Support media/graphics*

TASK C: PROJECT COORDINATION SERVICES

Subtask C.01: Project Coordination and Management

RRM will coordinate with City and design staff, and sub-consultants as necessary on an on-going basis throughout the project’s lifecycle. This task also includes project schedule creation and status reports as tasks are completed, document review, and day-to-day project coordination efforts including general correspondence and telephone conferencing as required to support City staff during the Project’s development.

Deliverables:

- *Memos, meeting minutes, project schedule maintenance and general correspondence for document control, compiled in electronic file form and stored on*

Subtask C.02: Project Information Website

Working with City Staff, RRM will create a website or webpage for Crocker Park Trail that will serve as the home base for all public information about the improved trail including: a summary of the project, noticing for all public meetings and other events, as well as project status and next steps. To direct community members to the website, RRM will

Exhibit "A" Scope of Services

Crocker Park Recreational Trail Master Plan



design a business card with website address, URL(s) and/or a QR Code to distribute throughout the Project Initiation and Master Planning phases.

Deliverables:

- *Initial set up of project website*
- *Informational business cards*

III. CLIENT RESPONSIBILITIES

- City will coordinate and reserve community meeting facilities.
- City will coordinate with stakeholders and schedule stakeholder meeting time slots.
- City will provide one (1) contact person who will serve as the City's representative and will consolidate all plan review comments for each submittal milestone into one (1) list of official comments to which RRM can respond
- City will prepare environmental analysis (CEQA) documentation.
- Topographic survey and boundary lines in AutoCAD format.
- City to provide traffic count data from City files.

IV. LIMITATION OF SCOPE

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services excludes the following:

- Independent verification of the accuracy of City provided information.
- Topographic Survey .
- Supplemental field survey.
- Record boundary survey.
- Environmental analysis (CEQA/NEPA).
- Traffic count services
- Geotechnical investigations.
- Archaeological testing.
- Payment of fees (permit, processing, noticing, etc.).

Any additional services that RRM Design Group is asked to perform over and above the tasks described above will be billed on a negotiated and City-approved fixed fee or hourly basis as additional services.

Exhibit “B” Budget Summary

Crocker Park Recreational Trail Master Plan



Task A: Project Research Services

Subtask A.01: Kickoff Meeting & Site Reconnaissance	Fixed Fee: \$ 5,117
Subtask A.02: Background Data Collection & Review	Fixed Fee: \$ 1,400

Task B: Master Planning Services

Subtask B.01: Stakeholder Interviews and Group Discussions (TAC 1)	Fixed Fee: \$ 2,880
Subtask B.02: Community Workshop 1 (Background, Const, Goals, Vision)	Fixed Fee: \$ 2,840
Subtask B.03: Preliminary Master Plan	Fixed Fee: \$ 21,580
Subtask B.04: Preliminary Master Plan Review (TAC 2)	Fixed Fee: \$ 1,960
Subtask B.05: Community Workshop 2 (Present Preliminary Master Plan)	Fixed Fee: \$ 2,840
Subtask B.06: Community Workshop 3 (Pop-Up at Community Event)	Fixed Fee: \$ 1,040
Subtask B.07: Draft Master Plan	Fixed Fee: \$ 17,588
Subtask B.08: Draft Master Plan Presentation (Joint Council/TAC 3)	Fixed Fee: \$ 1,960
Subtask B.09: Final Master Plan	Fixed Fee: \$ 16,532
Subtask B.10: Grant Funding Opportunity Overlay	Fixed Fee: \$ 3,720
Subtask B.11: Final Master Plan Presentation (Parks and Recreation Commission)	Fixed Fee: \$ 2,220
Subtask B.12: Final Master Plan Presentation (City Council for Adoption)	Fixed Fee: \$ 2,220

Task C: Construction Support Services

Subtask C.01: Project Coordination and Management	Fixed Fee: \$ 13,040
Subtask C.02: Project Information Website	Fixed Fee: \$ 1,960
Reimbursable Expenses (see note 2)	T&M (est. fee): \$ 1,000

Estimated Reimbursable Expenses

\$ 99,897

Notes:

- 1.Fixed Fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.
- 2.Reimbursable expenses include such things as document reproduction, plotting services, public meeting materials, company car mileage (current federal rate), rental car, per diem, and overnight delivery. Reimbursable expenses will be billed as incurred at cost plus 10%.
- 3.RRM may adjust any individual line item amount within the total overall budget amount shown, with written approval of the City.
- 4.RRM reserves the right to adjust hourly rates on an annual basis.