

INDIVIDUAL PROJECT ORDER NUMBER 2023-01

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Consultant”), and the City of Burleson, Texas (the “Client”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated July 14th, 2020, which is incorporated herein by reference.

Identification of Project:

Project Name: Burleson Parks, Recreation, Trails, and Open Space Master Plan
KH Project Manager: Katherine Utecht, PLA, LI
Project Number: TBD

Specific scope of basic Services:

Task 1 – Parks Inventory, Benchmarking and Needs Assessment

1.1 – Parks Inventory of Areas, Programs, Facilities and Benchmarking – The Consultant will prepare an inventory of existing Park Areas, Programs and Facilities. To complete this task, the team will:

- Visit and assess each park, recreation, trail, open space area, and facility currently within the Client’s system, including schools and private recreational facilities that are open to the public
- Create a photo log of each facility
- Prepare an inventory of physical conditions, features, opportunities, constraints, and valued site elements
- Evaluate and inventory current recreational programming offerings of the department
- Provide a summary table of inventory for all parks and facilities broken out by each park, including acreage, miles of trails, types of facilities, and number of facilities
- Compare the current supply of park land, trails, recreation, and open space areas and facilities with current City acreage standards, Client goals, and other benchmarked parks and recreation systems, including assessment of the distance to parks from properties citywide and trail access and connectivity.
- Determine what, if any, deficiencies and/or oversupply exist by quantitative value, identify opportunities and constraints regarding potential new park sites, indoor facilities, improvements to existing facilities, joint City-school uses, public–private partnerships, community service group partnerships and other creative opportunities for increasing recreational opportunities for the community
- Evaluate a select list of comparable communities developed with Client staff including:
 - Researching current service levels and proposed goals of these communities
 - Gathering data, including but not be limited to, park acreage, open space acreage, indoor facilities, other physical facilities, recreational services, and use levels

1.2 – Parks Needs Assessment and Identification – The Consultant will develop a Needs Assessment Report as follows:

- Clearly identify park areas, facilities, trails and programs needs and explain the methodology for determining them, considering both outdoor and indoor recreation needs
- Review City’s existing mobility plan to identify needs for identifiable gateways and improvements to the entries of the city, meet with Client’s staff to review progress to date and provide feedback about following three approaches in determining parks and recreation needs:
- The demand-based approach:
 - Relies on information gathered from participation rates, surveys, and other information that indicates how much of the population wants certain types of facilities

- Utilizes focus groups with distinct user groups and special interest groups identified by the Client, such as seniors, youth, sports leagues, cultural organizations, or other unique stakeholders, in a process designed by the Client and the Consultant
- The standard-based approach, which uses established standards, which may be based on demand studies, the professional judgment of park and recreation planners and designers, etc., to determine facilities and park areas needed to meet the needs of a given population size.
- The resource-based approach, which examines the assets and resources of the area for open space, parks and recreation facilities, and defines how these resources can be utilized.
 - Uses recreation trends analysis information as available
 - Includes a discussion of recreation trends
 - Examines specific Burleson geographic resources to determine opportunities for park and recreation
 - Examines specific Burleson demographic trends shall be examined and used to ensure that the trends analysis accurately reflects the local community.

Task 2 – Master Plan Elements

2.1 – Parks, Trails and Open Space Master Plan – The Consultant will prepare a parks, trails and open space master plan that consist of:

- A summary of the Needs Assessment Report on parks, trails, recreation and open space
- Goals and objectives to provide the framework for orderly and consistent planning and development of parkland and open space
- Maps/Graphics and narrative that identify the major issues and conclusions of the planning effort, prepared in a graphic format to ensure that it is easy to use and understand by the public and Client officials
- A plan for land acquisition for future parkland and open space
- Capital Improvements Plan that will provide guidance to Client staff
- Plan and recommendations on parks funding and potential parkland dedication requirements to assist the Client in implementing the proposed plan
- Establishing an overarching Mission Statement and Core Values for the Parks Department and City parks, recreation, open space, and trail system

Task 3 – Public Input & Preferred Plan

3.1 – Community Open House Preparation – The Consultant will plan the specific agenda, format and activities related to the community open house, prepare background presentations and meeting exhibits, and prepare the tools to be used during the open house, including keypad polling, visual image preferences and open house stations. All materials and activities will be closely coordinated with Client staff prior to public presentation.

3.2 – Community Open House (one (1) meeting) - The Consultant will facilitate a community open house to present and receive feedback related to the parks, trails, recreation, and open space master plan. Outreach, invitations, and announcements about the charrette will be distributed by the Client to the public. The Client would be responsible for identifying and securing a venue for the open house events.

The Consultant will be responsible for all meeting content and will facilitate and manage the sessions. The meetings will be conducted in an open house format to obtain the maximum amount

of input from participants. Information will be gathered through interactive small group discussions, written comment forms, topical/map “stations”, and general workshop discussion. To further facilitate the discussion, the Consultant will develop, execute and analyze the results of electronic keypad polling sessions that will be conducted to gauge community support for the recommendations of each master plan component.

3.3 – Open House Results – Results from the community open houses will be documented in presentation materials and incorporated into web-based applications in a manner that will allow interested individuals to weigh-in on the future vision for Burlleson. The results materials will include:

- Feedback from specific questions asked at each station related to the specific comprehensive plan elements
- Results of keypad polling conducted during the open house
- Overall conclusions drawn from the open house discussions related to next steps

3.4 – Preferred Plan Elements – Based on feedback from the community open house and final direction received from Client staff, parks board, and City council, the Consultant will prepare final master plan elements that reflect the consensus of the community and its leadership for Client review and comment. These elements, together with comments received, will guide the development of implementation strategies.

Task 4 – Implementation

4.1 – Parks, Open Space and Trails Master Plan Implementation Framework – The plan implementation framework will focus on the following:

- The plan will suggest goals, policies, ordinances and standards to support the parks, open space and trails master plan. Each area addressed in the plan will have guiding goals and responsive objectives to define the need.
- Creation of a priority list of needs ranked in order from highest to lowest priority and state a timeline when the needs shall be met. Priorities shall not be focused on short-term needs or actions but shall plan for the future.
- Separate priority lists may be provided for indoor and outdoor needs including proposed improvements to existing parks, trails, open space, and indoor facilities, along with any proposed development of new parks and other facilities
 - Lists shall be area and/or facility specific and be ranked according to priority order
 - Priorities shall be compiled by recreational elements and separated by indoor and outdoor priorities
- Identify specific areas intended for open space acquisition and preservation on a map, identified as a need, discussed, and prioritized in the plan
- Where appropriate, discuss and rank renovation/redevelopment needs as a priority.
- Provide current park improvements and analysis.
- Prepare a preliminary cost analysis in a rough order-of-magnitude for the listed improvements. These shall be based on a per-acre, per-square foot, per-mile, and per-each basis.
- Identify resources for meeting the master plan’s needs as well as on-going operations and maintenance costs (e.g., city funds, in-house labor, development impact fees, general obligation bonds, certificates of participation, state and federal grants, gifts, donations, bequests, user fees, etc.)

- Provide a financing matrix that shall summarize where each mechanism might be appropriate.
- Develop a basic operations and maintenance understanding for the parks system. Quantify anticipated staffing levels and other costs associated with the new improvements. Each park will be evaluated and given a maintenance prioritization, so the Client can plan resources accordingly.
- Include a proposed timeline for accomplishing the plan's priorities.
- The team will develop a detailed parks and recreation system operational analysis that will include:
 - Staffing needs
 - Equipment needs
 - Spatial needs
- The team will assess the current offerings of recreation programs and services within the department and will develop recommendations for future roles and expectations.
 - Review and document programming trends
 - Inventory and review of existing programs and services
 - Determine overall program strengths and weaknesses
 - Identify existing core program areas
 - Benchmark with other Fort Worth/Dallas metroplex communities of similar size (up to 4) as well as nationally.
- Determine the current role of other providers and organizations in the area
 - Public
 - Private
 - Non-profit
- Review public input information gathered during the master plan process as it relates to programs and services
 - Establish the demand for future recreation programs
- Propose recommendations for future recreation services
- Determine future core, secondary and support program classifications
 - Role of other providers and organizations for the future
 - Prioritization of programs and services for the future
- The team will examine the specific roles of the various youth sports organizations in Burleson in providing youth sports programming now and in the future
 - Review and document sports field trends
 - Development
 - Allocations
 - Maintenance
- Inventory and review of existing sports fields
- Conceptual study for future sports complex
 - Needs assessment for field and use types
 - Facility spatial needs
 - Potential locations for facility
- Conceptual study for future recreation center
 - Needs assessment for field and use types
 - Facility spatial needs
 - Potential locations for facility
- Determine future roles and expectations for providing youth sports
 - Sports
 - Seasons

- Field use
- Russell Farm
 - Master plan – assess and review existing facilities
 - Assess and review the need for proposed facilities
 - Generate facilities master plan
 - Evaluate existing amenities and determine proposed amenities
- Inventory and review of existing Golf Courses
 - Hidden Creek
 - Southern Oaks
- Sports practice field needs
 - Youth and Adult
- Green Ribbon Grant Opportunities
- Establish a methodology to address the requests to provide fields for select/travel teams
- Area and facility standards
 - Assess and identify needs through establishing local and facility standards and concepts
 - Local standards shall be influenced by preferences and available economic and natural resources
 - The National Recreation and Park Association’s Park, recreation, open space and greenway guidelines shall be followed as applicable to the Client
 - Adjustments to those standards may be necessary to reflect the Client’s desires, needs and resources
 - Evaluation of the 2019 NRPA Agency Performance Review – Park and Recreation Agency Performance Benchmark

Task 5 - Plan Adoption

5.1– Park Board Recommendation (one (1) meeting) – The Consultant will present the parks, trails, recreation, and open space master plan to the Burleson parks board in a public hearing for community and board comment. The Consultant will incorporate any additional board comments into the Final Parks, Trails, Recreation, and Open Space Master Plan prior to presentation to the City Council.

5.2– City Council Adoption (one (1) meeting) – The Consultant will present the final parks, trails, recreation, and open space master plan to the Burleson City Council at a public hearing for community and Council input and adoption. Any subsequent changes by the Burleson City Council will be incorporated into the final plan document(s).

Schedule:

The Consultant and the Client will agree upon the schedule attached.

Deliverables:

Any items requested by the Client that are not outlined in the above scope will be considered excluded from this contract and may be provided only if requested and authorized in writing by the Client.

The Consultant can provide the following services, but they are not included in the limited scope of this proposal:

- 3D renderings, perspectives, bird-eye view renderings

- Topographic survey
- Construction document development
- Bidding phase services
- Construction Phase Services or Construction Administration Services
- Franchise utility coordination
- Traffic impact studies or signal design
- Preparation of traffic control plans
- Revisions due to changes in regulations
- Coordination and/or revisions due to any grant funding requirements
- Archaeological survey
- Submittal, permitting fees, or impact fees
- Separate engineering site development review process sets and submittals
- Off-site utility design
- Off-site roadway design
- Off-site easement descriptions
- Contractor type detailed estimates (as prepared by estimating service)
- Record drawing survey and record drawings
- Preparation of preliminary or final plat
- Environmental impact statement
- Storm drainage studies and detention/retention pond design
- Signage design of any kind or nature
- Additional work due to increase in project cost and scope

Terms of compensation:

The Consultant will provide the services in Tasks 1-5 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

• Task 1 – Parks Inventory, Benchmarking and Needs Assessment	\$ 18,000 (LS)
• Task 2 – Master Plan Elements	\$ 32,000 (LS)
• Task 3 – Public Input & Preferred Plan	\$ 20,000 (LS)
• Task 4 – Implementation	\$ 18,000 (LS)
• Task 5 - Plan Adoption	\$ 11,500 (LS)

Total Lump Sum Fee	\$ 99,500 (LS)
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Note: Billing will be monthly based on the percentages of the task completed and payable within 30 days of the receipt of the invoice.

ACCEPTED:

CITY OF BURLESON, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____