

## **Town of Lansing Open Space Index and Conservation Plan Exhibit A - Scope of Services**

Bergmann will complete the following tasks in conjunction with this contract:

### **Task 1: Project Kick-Off**

**Conservation Advisory Council #1 Kick-Off Meeting** | We will meet with the Conservation Advisory Council (CAC) at the beginning of the project to review and refine the scope of work, goals for community engagement, roles and responsibilities, schedule and anticipated outcomes. This meeting will also include an initial site visit to gain familiarity of the study area and take photographs for use in subsequent tasks. Following this meeting, Bergmann will prepare a memo documenting any refinements to be made to the scope and schedule.

**Review of Existing Data, Plans and Relevant Initiatives** | The Town of Lansing will provide Bergmann with relevant background information in an electronic format, where available. Our team will review all recent planning documents at the local and regional level. These documents will provide a contextual base for the Town's future land use and conservation goals. We will create a summary of relevant plans and initiatives.

#### **Deliverables:**

- Meeting Summary
- Refined Scope of Work
- Summary of Existing Plans and Initiatives

### **Task 2: Community Outreach**

**Communications and Outreach Strategy** | At the beginning of the planning process, Bergmann will prepare a Communications and Outreach Strategy for the Open Space Index and Conservation Plan. Our plan will include a description of planned outreach methods, including ways to engage traditionally under-engaged groups, including youth, low-income households and people with disabilities. We will work with the CAC to define engagement opportunities prior to preparation of the Strategy.

**Conservation Advisory Council Meetings** | The Bergmann team will conduct up to eight (8) CAC meetings regularly throughout the planning process. It is anticipated that some of these meetings will be held virtually. Bergmann will be responsible for the preparation of meeting materials (including meeting agendas, presentations, and summaries) for all sessions. The purpose of these meetings will be to review project status, discuss conservation priorities and goals, and provide feedback on deliverables.

**Stakeholder Interviews** | Bergmann will meet with stakeholders, identified by the Town and CAC, to understand local challenges and opportunities related to open space conservation planning in Lansing. We will conduct up to four (4) interviews virtually or in person and facilitate them as one-on-one interviews or focus groups. We will summarize key findings and relay this information to the CAC.

**Public Workshops** | Bergmann will facilitate up to two (2) public workshops, which will be held virtually or in-person based on discussion with the CAC and Town. Bergmann will also work with the committee to determine the format of each workshop, such as a pop-up event, open house or presentation-style. The purpose of these meeting will be to educate and inform the public about the plan as well as gather feedback. Our team anticipates conducting the following public workshops:

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- **Public Workshop #1** - This workshop is intended to educate the public about the planning process and understand the priorities of the community as they relate to open space protection.
- **Public Workshop #2** - This workshop will inform the public about the prioritization results and focus on confirming conservation objectives and strategies with the community.

**Online Engagement** | Bergmann will assist the Town with the creation of materials to post on the Town's existing webpage to educate and inform the public about the Open Space Index and Conservation Plan. We will also craft a community survey to ask targeted questions and obtain feedback on the types of properties to be maintained and their perspective on development pressures. This survey will be created in a format that can be taken online or in hard copy.

**Presentations to Boards and Committees** | Bergmann will present a total of two (2) meetings to boards and committees, as determined by the CAC and Town.

Bergmann will be responsible for the preparation and facilitation of all meetings, including meeting materials.

#### **Deliverables:**

- Communications and Outreach Strategy
- Community Survey
- Meeting Materials, including agendas, presentations, announcements, interactive boards, summaries, etc.

### Task 3: Existing Conditions Inventory

**Data Collection** | Bergmann will create an ArcGIS web map application that can be utilized in the field to collect pertinent information, where users can add locations, attach photographs and identify unique community features - such as natural and historic resources, and critical scenic views.

**Existing Conditions Summary** | Bergmann will complete an inventory of prime conservation lands in the Town of Lansing, NY. Our team will prepare an existing conditions summary document of Town agricultural land, conservation land, agricultural districts, environmental features (including floodplains, NYS and federal wetlands, topography, and soil quality, including mapping and brief narrative description.)

We will utilize the Town's Comprehensive Plan, Town Natural Resources Inventory (NRI), Scenic Resource Inventory (SRI), Tompkins County Conservation Strategy (2012) and other available GIS information to identify significant natural resource areas for open space preservation within the Town. We will also work with the CAC to understand existing identified conservation lands important to the community.

Our team will identify a comprehensive list of key findings that summarizes the inventory and analysis as it relates to prime conservation land and protection areas.

#### **Deliverables:**

- Existing Conditions Summary

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### Task 4: GIS Conservation Analysis Tool and Implementation Strategy

**Conservation Land Tool and Assessment** | Bergmann will collaborate with the Town to develop a conservation ranking system to analyze various attributes of open space land, such as whether the parcel has floodplains, is in a floodzone, is proximate to trails and parks, has or is close to wetlands, has potential environmental contamination, and/or does the land provide critical scenic views, among other factors. We will utilize existing data sources to identify preliminary areas of preservation, and collect additional information, to create a model in ArcGIS Pro. This model will help to assign values to features and generate priority areas for conservation. The output from this model will be a GIS polygon layer, which can also be incorporated into a geodatabase and published as a map service and webmap in ArcGIS Online. The resulting webmap can also be incorporated into an Arc GIS Story Map. Preliminary criteria could include:

- Presence of prime soils
- Presence of flood zones and/or wetlands
- Topography
- Scenic viewsheds
- Parcel size
- Development pressure

The GIS tool will evaluate, numerically score and prioritize the conservation of open space land using the ranking criteria to be developed with the Committee.

**Conservation Open Areas Mapping** | Utilizing the information compiled in Task 2, Bergmann will create a conservation areas inventory map and list, describing all conservation land by parcel in the Town. This list will be described and listed in order of priority of preservation, as defined with input with the CAC and public.

**ArcGIS Story Map** | The ArcGIS Story Map is an important part of pulling the Open Space Index and Conservation Plan together. This will provide the public an opportunity to easily understand the areas identified by the community as critical lands for conservation and protection. Bergmann will collaborate with the Town to organize and develop the Story Map components.

*Assumptions: The GIS approach assumes the Town of Lansing has ArcGIS Pro desktop software and ArcGIS Online Organization. The task will be completed by Bergmann via Esri ArcGIS and the geodatabase will be transferred to the Town of Lansing at the end of the planning process.*

#### **Deliverables:**

- Evaluation Criteria and Matrix
- Conservation Open Areas Mapping Tool
- Arc GIS Story Map

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### **Task 5: Open Space Index and Conservation Plan**

**Implementation Strategy** | Bergmann will create a comprehensive implementation strategy for the Town that summarizes recommendations to address conservation goals of Lansing. The implementation will include specific actions, descriptions, planning level cost estimates, phasing, roles and responsibilities and potential funding sources. This matrix will also provide qualitative and quantitative values and metrics for the Town to track implementation strategies over time and determine successfulness in preserving or conserving priority lands.

**Draft Open Space Index and Conservation Plan** | We will compile and submit a draft version of the Open Space Index and Conservation Plan for the Town of Lansing. This document will be organized in a graphically oriented report that will be easily digestible by community members. The draft plan will include:

- Existing Conditions Summary - to be extracted from Task 3
- Community Engagement Summary – which will include a description of all public engagement conducted and key takeaways
- Town Conservation Vision and Goals – expression of the Town’s vision and specific goals to achieve over the next 10 – 20 years
- Evaluation and Ranking Analysis – to be extracted from Task 4
- Inventory and Prioritization of Open Space Land - to be extracted from Task 4
- Prioritized Recommendations for Conservation – which will include a description of specific actions to acquire and protect open space as well as modify existing zoning laws and ordinances
- Implementation Strategy – which will consist of detailed matrix containing some or all of the following information: priority actions, phasing, cost estimates, roles and responsibilities, and financing strategies

Bergmann will address one round of requested modifications or additions from the Town and CAC.

**Final Open Space Index and Conservation Plan** | Our team will prepare and deliver the final plan, inclusive of all deliverables as defined within this scope of services. All digital files and geodatabases will be provided to the Town, including graphic and GIS files.

#### **Deliverables:**

- Draft and Final Open Space Index and Conservation Plan