



proposal

p21-204

September 21, 2021

Norm Beagley
Assistant City Manager & Santaquin City Engineering
275 West Main Street
Santaquin, UT 84655

Subject: Parks, Recreation, Trails & Open Space Master Plan Update and IFFP/IFA

Norm,

blū line designs (blū) is pleased to provide Santaquin City with a not-to-exceed fee proposal for planning and design services to update the City’s Parks, Recreation, Trails & Open Space Master Plan and to perform the associated IFFP and IFA. blū will perform all analysis, planning, and updates to the Master Plan and have included **Zions Public Finance, Inc. (ZPFI)** on our team to prepare the IFFP and IFA. Understanding that schedule is critical for this project, our team is immediately ready to begin. We believe our past experience in park planning and design experience, including preparing Santaquin’s last PRTOS Master Plan, specifically qualify us for this work.

The following tasks represent the scope of work needed in order to complete the planning and design for this work.

TASK 1.0 – EXISTING INVENTORY AND ANALYSIS AND LEVEL OF SERVICE ANALYSIS

- 1.1 Data Gathering & Mobilization
 - blū will coordinate with City staff to refine the project understanding and desires including a Kick-Off Meeting with City staff and any desired stakeholders. This task will also include coordination with and mobilization of our subconsultant team. We will gather all existing base information, GIS data, and any public input gathered from recent General Plan updates work. This task will include consideration of the following current or past efforts:
 - blū will review data, input, etc. from the Imagine Santaquin General Plan update (by People+Place).
 - blū will review data, input, etc. from the Active Transportation Plan (by Parametrix).
 - blū will review the USU students’ presentation compiled for Santaquin City planning efforts (“USU Visioning Presentation”).

The information gathered during this task will be the basis for and be incorporated into the PRTOS Master Plan update. This task also includes a City tour to visit any necessary sites of pertinence to the Master Plan update.

- 1.2 Existing Inventory and Analysis
 - In addition to the information gathered during the City tour, and in conjunction with City maintenance staff, blū will perform an Existing Inventory and Analysis of all existing parks, recreation, trails, and open space improvements documenting the City’s existing inventory and specifically evaluating the existing conditions of improvements such as landscaping, irrigation, furniture, equipment, buildings, etc. This evaluation will identify needed improvements, additions, or repairs to existing facilities.
- 1.3 Level of Service Analysis
 - In association with the IFFP and IFA, blū will perform a Level of Service Analysis that looks at Santaquin’s historic level of service and will also compare Santaquin’s level of service to other similar Utah communities.

Data Gathering & Mobilization	\$4,800
Existing Inventory and Analysis	\$4,200

Task 1.0 Total \$10,200

TASK 2.0 – MASTER PLAN UPDATE

- 2.1 Preliminary Parks, Recreation, Trails and Open Space Master Plan Update
 - With an understanding of the City’s existing facilities and needs, blū will begin to develop recommendations for the Preliminary PRTOS Master Plan Update. We will start by addressing any needs or deficiencies identified in Task 1.0. Our recommendations will further be informed by Public Engagement and Steering Committee Meetings (see Task 2.2). The preliminary plan will also identify new or revised parks, trails, and open spaces that are not currently identified or detailed in the previous plan. Conceptual plans for proposed parks will be developed and included in the Preliminary Master Plan. The Preliminary PRTOS Master Plan Update will be delivered (in pdf format) to the City for review and comment. A review meeting will be held with City staff to discuss comments on the preliminary plan. All mapping identifying proposed parks, trails, and open space improvements will be prepared in either GIS or CAD format.
 - Preliminary cost estimates for identified improvements will also be included in the Preliminary Master Plan.
- 2.2 Public Engagement and Meetings
 - blū will present master plan update information at two public open houses. The first will be held after the Preliminary Master Plan Update material is prepared. This preliminary information will be presented at Public Open House #1 where input will be gathered. Public Open House #2 will be held when a Draft Master Plan is prepared to gather any final input from the public. All public comments will be documented and included in the appendices of the Final Master Plan document.
 - During the planning process, blū will engage a Steering Committee (the Community Services Board) in three (3) separate meetings to gather input and receive guidance at different stages of the process. The first Steering Committee meeting will be held following the City tour and following completion of the existing inventory and analysis to review that information with the Committee. Input at this first meeting will help inform recommendations included in the Preliminary PRTOS Master Plan Update. A second Steering Committee meeting will be held to review the Preliminary Master Plan and any recommendations prior to those being presented at Public Open House #1. The third, and final, Steering Committee meeting will be held to review the Draft Master Plan prior to Public Open House #2.
 - At key stages within the planning process, blū will also meet with an Executive Committee made up City staff and elected officials to help guide and inform the process. Up to four (4) Executive Committee meetings are anticipated and included.
 - The Final PRTOS Master Plan Update will be presented to Planning Commission and City Council for review and adoption.
- 2.3 Final Parks, Recreation, Trails and Open Space Master Plan Update
 - Based on feedback and direction received from the various meetings identified above, blū will prepare the Draft PRTOS Master Plan Update, review with City staff, present to the Steering Committee, and present at Public Open House #2 as described above. blū will review input from these reviews/meetings with City staff and will finalize the Master Plan Update accordingly. The Final Master Plan will include all recommendations of improvements to existing facilities and new facilities including conceptual plans for new parks. All mapping identifying proposed parks, trails, and open space improvements will be prepared in either GIS or CAD format.
 - Final cost estimates will be prepared for the identified improvements of the plan.
 - Working with City staff, considering the prepared cost estimates, and coordinating with the IFFP and IFA, blū will identify prioritization of the proposed improvements.

Preliminary Parks, Recreation, Trails and Open Space Master Plan Update	\$20,800
Public Engagement and Meetings	\$9,800
Final Parks, Recreation, Trails and Open Space Master Plan Update	\$14,600

Task 2.0 Total \$45,200

TASK 3.0 – IMPACT FEE FACILITIES PLAN (IFFP) AND IMPACT FEE ANALYSIS (IFA)

- 3.1 Impact Fee Facilities Plan

- **ZPFI**, in conjunction with and informed by the Master Plan Update tasks above, will prepare the IFFP in accordance with all of the legal requirements of Utah Code 11-36a. The major tasks to be performed include establishing growth projections, identifying service levels and any excess capacity in system improvements, estimating costs of new facilities, identifying priorities, and listing potential funding opportunities.

3.2 Impact Fee Analysis

- **ZPFI** will prepare the impact fee analysis in accordance with all of the legal requirements of Utah Code 11-36a. The IFA will incorporate much of the same information as the IFFP including existing and proposed service levels, discussion of deficiencies and extra capacity, and projected costs of new facilities to meet the demands of new growth. The major task of the IFA is then to proportionately share the costs among new development. Once the gross impact fee is calculated, credits must be made so that double payments do not occur.

Impact Fee Facilities Plan (IFFP)	\$6,250
Impact Fee Analysis (IFA)	\$5,250

Task 3.0 Total **\$11,500**

Assumptions/Exclusions

- It is assumed that this Master Plan document is an update to the Master Plan prepared in 2016 with a focus on prioritizing previously identified or newly identified projects.
- Concept plans for new parks referenced above assumes up to eleven (11) concept plans possibly including the following: Center Street and 1st West; an updated Orchard Hills Park plan; three flood control parcels west of Orchard Hills Elementary School; an updated Cemetery plan; Sageberry Drive; Grey Cliffs Linear Parkway; Summit Creek Reservoir #2; Parcel West of Rodeo Grounds; and two (2) parks and a linear park in the Foothill Village Subdivision. Also to be considered are interior programming for the south wing of the new City Hall and for the finishing of the west wing of the new City Hall as a library.

Additional Services

Additional meetings and services as requested by the client beyond those scheduled and outlined in the above Tasks will be billed at current hourly rates. This allows flexibility to participate in more meetings and/or to provide additional services at the request of the client.

Total Not-to-Exceed Budget

Description	Cost
TASKS	
Task 1.0 - Existing Inventory and Analysis and LOS Analysis	\$10,200
Task 2.0 - Master Plan Update	\$45,200
Task 3.0 - IFFP and IFA	\$11,500
TOTAL PROFESSIONAL SERVICES	\$66,900

We express our gratitude for the opportunity of providing this proposal/scope of services to you. If you have any questions or comments regarding this proposal, please feel free to contact me at anytime.

To accept this proposal and activate this change order please sign at the bottom where noted and return the same to [blū line designs](#).

Sincerely,



Cory Shupe
President | [blū line designs](#)

Approved and consented by:

Authorized signee

Date: