

**City of Sedgwick
City Council Meeting
February 5, 2025**

TO: Mayor and City Council

SUBJECT: Parks Master Plan

INITIATED BY: Administration

AGENDA: New Business

Background: The creation of a Parks Master Plan was established as a goal to accomplish in 2025 as part of the 2025 Adopted Budget and the Strategic Plan. With the assistance of the Sedgwick Recreation Commission, City Staff interviewed prospective firms on January 13, 2025. In total there were four responses to the solicitation with three being interviewed.

The staff screening and selection committee selected Landworks Studio LLC for recommendation to complete the city's first ever Parks Master Plan in response to RFP 11-2024. If approved, the firm will initiate work in February and present the finalized plan to the council for adoption around the August timeframe.

Work to be completed will include a gap analysis of our parks and recreational offerings, current funding and capital projections review, level of service analysis, two on-site community engagement functions, mapping of current and future sites, conceptual site plans, feasibility study into the east side ball diamond project and the creation of a strategic action plan.

Financial Considerations: The 2025 Adopted Budget included funding of \$30,000 to complete the Parks Master Plan. The negotiated not-to-exceed contract price is \$25,860. The Sedgwick Recreation Commission has graciously agreed to continuing their support of the creation of the master plan and offered financial support of \$5,000 towards the project.

Recommendation: It is recommended that the City Council approve the contract with Landworks Studio LLC for a not-to-exceed amount of \$25,860.

PROPOSED timeline

- Stakeholder/Public Engagement
- Added Public Engagement
- Deliverables & Milestones

DATES

PROJECT phases

KEY meetings + milestones

Febr. 19

Phase 1

Initial Assessment
(3 weeks)

Starting Goals, Objectives + Vision

Committee Kick-Off Meeting

Demographic & Trend Analysis

Financial Goals & Plans

Operational Review (Condensed)

Community Input Preview

March 12

Phase 2

Field Visit
(2 weeks)

Marketing Template & Graphics

On-site Assessment & Inventory

Equipment Review & Capital Projections*

Community Input Launch

PLAYCE Engagement Exercise

March 26

Phase 3

Resource & Community
Feedback
(8 weeks)

Option 1: Statistically-valid Survey**

Park, Facility, and Trail Mapping

Level of Service Analysis

Community Input Completion/Assessment

May 21

Phase 4

Master Planning
(9 weeks)

Preliminary Strategic Action Plan

Conceptual Site Plans

Plan Engagement Day

Draft Master Plan

Virtual Draft Master Plan Review

Final Master Plan

July 23

Option 2

Final Master Plan Presentation

In-Person Presentation/Adoption

*This will be an appendicized version of an equipment/capital project review.

**Note: Optional Statistically-valid survey would add 2-6 weeks to overall schedule.

Proposed Scope and Fee

Parks Master Plan - Sedgwick, KS

prepared on 1/27/25 by:

Mike - Sr. LA-3

Phase 1 - Initial Assessment	\$4,700	 23 Hrs
Task 1 Starting Goals, Objectives, and Vision		
Task 2 Kick Off: Demographic & Trend Analysis		
Task 3 Financial Goals and Plans		
Task 4 Operational Review (Condensed)		
Task 5 Community Input Preview		
Phase 2 - Field Visit	\$4,960	 37 Hrs
Task 1 Marketing Template Review		
Task 2 Park Assessment & Inventory		
Task 3 Equipment Review & Capital (Appendix Only)		
Task 4 Community Input Launch		
Task 5 PLAYCE Public Engagement Exercise		
Phase 3 - Resource & Community Feedback	\$4,020	 12 Hrs
Task 1 Level of Service Analysis Document		
Task 2 Community Input Completion and Assessment		
Phase 4 - Master Planning	\$11,560	 86 Hrs
Task 1 Strategic Action Plan		
Task 2 Conceptual Site Plans		
Task 3 Plan Engagement Day		
Task 4 Draft Master Plan		
Task 5 Virtual Draft Master Plan Review		
Task 6 Final Master Plan		
<i>Add Alternate - In-Person Master Plan Presentation or Adoption</i>	<i>\$1,920</i>	<i> 12 Hrs</i>
Task 1 <i>In-person Master Plan Presentation or Adoption</i>		
<i>Add Alternate - Statistically Valid Community Survey</i>	<i>\$15,000</i>	<i> 21 Hrs</i>
Task 1 <i>Survey by ETC Institute plus Front-end Management by Landworks</i>		
Task 2 <i>Timeline Extension by 8-8 Weeks</i>		
<i>Add Alternate - Mid-day Community Engagement Exercise</i>	<i>\$3,040</i>	<i> 22 Hrs</i>
Task 1 <i>Pre preparation</i>		
Task 2 <i>Event</i>		

Proposed Scope and Fee

*Special Provisions or Notes

Site visits are based on single-day trips to/from Olathe, KS and Sedgwick. Requested early morning or evening meeting times may require additional reimbursement for overnight hotel stays. Refer to Exhibit A for revisions from the original proposed scope.

TOTAL PROJECT HOURS	158 Hrs
TOTAL SERVICES AND DESIGN FEE TO BILL	\$ 25,240
+ REIMBURSABLE EXPENSES	\$ 620
<small>(reimbursable expenses are on a "Not to Exceed" basis and will only be billed as needed).</small>	
Maximum Invoice Amount	\$ 25,860