

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this ____ day of _____, 2023, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and DCG Watershed, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibit "A." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

SECTION II Payment for Services & Expense Reimbursement

A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "A." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

SECTION III
General Terms & Conditions

A. DURATION

This contract shall commence as of the date indicated below, and shall continue **until December 31, 2025** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

B. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

C. ASSIGNMENT

Contractor shall not assign any interest in this contract, and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

D. DISCLOSURE

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or proprietary unless such designation is approved, in writing, by CITY's City Administrator.

However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.

E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker’s Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor (“Party” or ”Parties”) hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party’s negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers’ compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or unenforceable provisions were omitted.

L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
_____, its Mayor

By: _____

Name & Title

Mailing Address

Telephone Number

Federal Tax ID Number

UBI#

Approved as to form

Robert C. Muth,
City Attorney

PARKS MASTER PLAN

CITY OF STEVENSON

SCOPE OF WORK

Project Overview

The City of Stevenson (City) has retained DCG/Watershed and its teaming partners (Consultant) for “Parks Master Plan” (Project) located city-wide including properties owned and/or managed by the City of Stevenson, Stevenson-Carson School District, Port of Skamania, Skamania County, and the Stevenson Community Pool District. The Project is intended to address the Planning Guidelines of the Recreation and Conservation Office objectives included in the City issued Request for Proposal.

This contract outlines the Project phases, tasks, and milestones.

Project Team

The project team will include the following sub-consultants: Seva Workshop (Urban Planning, technical analysis).

Project Schedule

The City has a February 15, 2024, target date for project completion. The Consultant proposes the following timeline for the Project. A detailed timeline including project milestones and delivery dates will be provided at the beginning of the Project Work.

Scope Summary

The Consultant anticipates providing the following Work elements under this Scope:

- Task 1: Project management
- Task 2: Existing Conditions & Baseline Analysis
- Task 3: Community Engagement
- Task 4: Needs Assessment & Level of Service Analysis
- Task 5: Preliminary Plan Development
- Task 6: Plan Review & Approval

General Assumptions

The following are general project assumptions for the Scope.

- Tasks will be performed in succession as laid out in the detailed Project schedule. Delays in the Work completion may result in additional fees and services.
- If work conducted on the Project extends for a period of more than 18 months, hourly rates may be adjusted to reflect current rates.
- Changes in the detail of Work beyond what is described in this Scope will be made as requested by the City and authorized by amendment as extra work.
- Time may be transferred from one task to another due to a greater or lesser level of effort, provided that each task shall be completed, the change is approved by the granting agency, and the total budget shall not be exceeded.

- The Consultant will invoice the City on a monthly basis as Work is completed. Consultant invoicing and reporting criteria will be determined in collaboration with the City so that invoicing meets the requirements of the City and granting agencies. Any special reporting of funds beyond Consultant invoicing requirements, such as may be required by State or Federal funding sources, will be handled entirely by the City.
- The City may supplement staffing needs with experts in particular subject matters to assist in the review process for all interim, draft, and final submittals. The experts will be an extension of City staff and will assist, as needed, in providing comments and the resolution of comment responses as part of the general review process for each submittal.
- All access permissions for completion of the Work will be obtained by the City.
- The Consultant is responsible only for meeting deadlines for their tasks and has no control over those portions of the schedule related to the tasks performed by the City or any third party that is retained by the City. The Consultant will work with the City to the greatest extent feasible to maintain the overall Project schedule.
- Imperial units will be used for all project documents.
- The City project manager shall compile and organize all comments received from City departments and other reviewers and provide them to the Consultant as a single cohesive document. Any conflicting comments shall be identified and reconciled by the City project manager prior to delivery to the Consultant.
- Review should be completed in a timely manner, in the duration as specified in the Project Schedule, in one cycle. Consultant is not responsible for delays in Project Schedule resulting from delays in review. During review periods, the Consultant may move forward on tasks that do not rely on review results.
- After the first round of review comments is closed, additional comments Consultant receives shall be considered as Consultant's additional efforts in communicating, interpreting, and addressing those comments and shall be addressed in the following tasks. Any extra work which is not in Scope and triggered by these additional comments will be through amended Scope.
- The Consultant will collaborate with the City to ensure the Project is in alignment with and meeting any grant requirements as communicated by the City or through documentation furnished to the Consultant at project initiation. If clarification or further direction regarding grant requirements is needed, communication with grant managers shall be handled by the City.

Scope of Work

The Work to be completed is broken down into the following tasks for project reporting, billing, and accounting.

- Task 1: Project Management
- Task 2: Existing Conditions & Baseline Analysis
- Task 3: Community Engagement
- Task 4: Community Needs Assessment
- Task 5: Preliminary Plan Development
- Task 6: Plan Review & Approval

Task 1 – Project Management

This Task addresses administration of work from initiation to closure.

The Consultant will facilitate the Project process to meet the project objectives and initiate regular communication between groups or individuals as identified in the communication matrix included with the original proposal. The following tasks will be initiated and managed by the Consultant:

- Project scope of work
- Project schedule
- Team roles, work assignments and organization
- List of team meetings needed for project coordination
- Communications protocols
- Required reporting for applicable grant funding
- Drafts of Consultant’s standard templates for meeting agenda and summaries.

Kick-off and Presentation Meetings

The Consultant will facilitate one (1) virtual 90-minute kick-off meeting with key members of the Consultant team and City staff. The kick-off meeting will cover project introductions, schedule, stakeholder identification, roles of key individuals and stakeholders (e.g., RACI analysis), review of project scope with limitations and exclusions, and goal setting.

The Consultant will also conduct three (3) approximately 60-minute presentation meetings. Two (2) meetings will include the City Council and key members of the Consultant team, and one will include the Planning Commission and key members of the Consultant team. The first City Council presentation meeting will cover project introductions, lists of stakeholders and/or advisory committee members, and project goals and deliverables. The second City Council presentation meeting and the separate Planning Commission meeting will present the final master plan document.

Project Oversight and Reporting

The Consultant project manager will provide direction to the Project team, including Subconsultants, and conduct Project coordination meetings with appropriate task leaders. The Consultant will coordinate the execution of the Project and meet regularly with the City project manager and staff. The Consultant will provide Quality Assurance / Quality Control (hereafter as QA/QC) in accordance with the Consultant’s in-house QA/QC Plan and modified as needed to meet Project specific requirements.

Assumptions:

- Internal project team coordination meetings will be held on a bi-weekly basis during Project duration. These meetings will be in addition to the coordination meetings held with the City.
- The Consultant project manager and the City project manager will confer on project progress via virtual meeting or telephone on a biweekly basis for the duration of the Project. Key members of the Consultant team may also be in attendance as deemed relevant to each meeting.
- Debrief meetings will be held up to two (2) times following community engagement events. The Consultant team and City staff will have the opportunity to provide feedback on the process and

progress to ensure it aligns with City's expectations, identifying and making corrective action(s), if needed.

Deliverables:

- Project Timeline with milestones for the completion of the plan
- Kick-off meeting with key members of Consultant Team and City staff
- Presentation meetings with Planning Commission and City Council
- Biweekly meetings for internal project team coordination
- Biweekly meetings with City project manager
- Two (2) debrief meetings following community engagement events
- Monthly invoices emailed to the City in electronic (PDF) format

Task 2 – Existing Conditions and Baseline Analysis

This Task address assessment of site conditions and compilation of background materials to constitute a design basis for subsequent work.

Data Collection and Base Mapping

The Consultant will review and analyze all reports, studies, plans, and surveys pertinent to the Project, including, but not limited to: city-wide planning documents and geospatial data. The Consultant will review and validate the park and recreation goals of the Comprehensive Plan and other City plan mission statements. The Consultant will use GIS to analyze existing parks, trails, and recreational amenities. Analysis will include factors such as distribution, proximity and accessibility, and opportunities for shared use of land. The Consultant will build off existing documents analysis and understanding of the physical characteristics of the relevant areas, and gaps in circulation or access opportunities.

Demographics, Trends & Profile

The Consultant will compile relevant data to portray population trends and statistics and create a Community Profile. This profile is anticipated to include elements such as a context map of the city; population growth trends and targets; a description of the current population by age, race/ethnicity, and income; and a description of Stevenson's geography and parks system. Regional reports will also be reviewed, such as the Washington SCORP, to identify any trends or connections that would be relevant to the City's Parks Master Plan.

Park & Facility Inventory & Assessment

Using base mapping information, the Consultant will conduct site visits to assess and ground truth conditions at existing parks, facilities, and recreation areas. The Consultant will identify potential needs for improvement of amenities, management, or maintenance. The conditions of amenities will be rated as well as high-level review for relevant ADA compliance. To gain a comprehensive understanding of the Project area, the Consultant will engage with operations staff to discuss facility needs, challenges, and concerns related to potential future project development and increased demand for staff. In addition, the Consultant will engage with stakeholders and the advisory committee to further analyze inventory.

Assumptions:

- The City will provide the available existing information in electronic working file formats (Word, Excel, DWG, JPG, SHP, etc.) as feasible. All other information can be provided in electronic PDF format. The consultant will provide a data request form to be circulated among the stakeholders or advisory committee members to gather any additional information not already held by the City. (See Background Information Checklist attached)
- City will provide its population growth target
- Research and data collection will be based on readily available secondary sources of information
- On-site visual confirmation is limited to items that are above ground, visually apparent, and identifiable.
- If observed, the Consultant will report major discrepancies between site observations and as-built drawings to the City.
- Up to two site visits will be scheduled to align with in-person meetings

Deliverables:

- Working base map
- Working draft summary of site assessments, amenities inventory, conditions, and opportunities, for inclusion in final document
- Draft and final community profile for inclusion in final document
- Preliminary findings of community profile and demographic trends for use in engagement activities
- Conditions Assessment Summary Report to rate assets and inform cost estimating and capital planning

Task 3 - Community Engagement

This Task addresses communication and engagement with the community and stakeholders external to the Project Team to be identified in the kick-off meeting.

Public Outreach Plan

Building off the stakeholder discussion from the kick-off meeting, the Consultant will develop a Public Outreach Plan that outlines goals for who, when, why, and how the public and stakeholders will be engaged. The plan will reference milestones in the Project Schedule and will outline stakeholder engagement responsibilities and expectations for both the Consultant and City staff. The plan will be submitted for review and approval by the City. Once approved, the Public Outreach Plan will serve as primary outline for collaborative community engagement throughout the duration of the Project.

Project Website

The Consultant will support the development of, provide content for, and collaborate with the City on a public-facing website within the city's existing website platform for the duration of the Project. The website will serve as an online headquarters for the public to access project information, participate in virtual engagement activities, and register for or review materials from public engagement events. Online outreach approach will be finalized in the public outreach plan; however, three anticipated outreach stages are during predesign/inventory, visioning, and review of recommendations.

As necessary, the Consultant will provide input to the City on critical information for website establishment, such as graphics and branding, content, and imagery. The City will be responsible for the publishing and maintenance of the website, and the Consultant will be responsible for the development of, provision of, draft and final review of content published to the website. Should the City's website platform be unable to host online functions that are preferred based on the public outreach plan, such as online surveys, public comment portals, interactive maps, or story maps, the Consultant may develop individual web pages, or utilize external web platforms to develop that content. If external webpages are utilized, a link will be provided on the City's webpage.

Public Outreach

In collaboration with the City and in accordance with the Public Outreach Plan, the Consultant will participate in the following meetings through the duration of the Project:

- **Stakeholder interviews:** Members of the Consultant Team will support the City by interviewing a minimum of 20 stakeholders using a combination of direct and indirect engagement approaches. Direct engagement meetings may be held in-person or virtually as resources allow. Indirect interviews will be done using a survey format. Interviews will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be referenced. Consultant will provide an informal summary of interview results.
- **Advisory Committee Meetings:** The Consultant will support the City at a total of three (3) pre-scheduled advisory committee meetings or workshop sessions occurring in-person or attended virtually during and outside of working hours, but not occurring on weekends. Advisory committee meetings will include: a predesign/inventory workshop (see more information below), a visioning charrette (see more information below), and a 90-minute workshop to review and discuss draft recommendations (see more information below). Consultant will provide an informal summary of talking points, discussion highlights, and feedback received following each official meeting.
- **Predesign/Inventory Workshop:** The Consultant will facilitate a 3-hour, in person, workshop with the advisory committee to gather input and insights for the Project. The Consultant will:
 - Define the workshop objectives, ensuring that the session focuses on identifying project requirements, goals, vision, constraints, opportunities, and initial ideas.
 - Prepare workshop materials, including presentation slides, exhibits, and discussion prompts, to guide the session and encourage active participation.
 - Conduct a brief project overview presentation, providing background information, context, and any existing project materials to ensure all participants have a shared understanding of the project.
 - Facilitate discussions to illuminate the Project's goals and vision, considering factors such as user experience, sustainability, community engagement, and desired amenities.
 - Feedback received will be collected, documented, and compiled by the Consultant.

- **Visioning Charrettes (2):** The Consultant will support the City in the planning and facilitation of two, 3-hour, in person, design charrettes- one with the advisory committee and one open to the public community members.
 - Charrettes will occur in-person and outside of working hours, but not occurring on weekends. Select members of the Consultant Team will be in attendance.
 - The Consultant will prepare and provide materials necessary for successful meeting implementation, such as graphics, presentations, engagement exercises, and hardcopy collateral.
 - All materials and supplies will be billed at cost; as possible and feasible, the City may provide materials and supplies for use at community meetings.
 - Feedback received at community charrettes will be collected, documented, and compiled by the Consultant.
- **Draft Recommendations Workshop:** The Consultant will facilitate a 90 minute, virtual, workshop with the advisory committee to review and discuss draft recommendations for the Project.
 - This Advisory committee workshop will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be compiled for reference or presentation at the workshop.

Assumptions:

- The Consultant will build off the results of the recent Integrated Shoreline Public Access and Trail Plan Public Engagement Plan, and focus efforts to target more specific groups.
- Community engagement will be a collaboration between Consultant and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodations, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Consultant and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by the Consultant.
- Consultant community engagement activities will be limited to the level of effort represented in the Project budget.
- Website hosting fees will be expensed to the project budget, should it be determined in the public outreach plan that webpages hosted outside of the City's webpage are necessary due to limitations of the existing City website platform.
- Social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by the Consultant unless explicitly stated above; however, the Consultant may repost or cross post Project promotions to its existing social media accounts.
- The Consultant will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on Project status and issues.

Deliverables:

- Public Outreach Plan
- Project website
- Public Outreach meetings, as described above

Task 4 – Needs Assessment & Level of Service Analysis

The Needs Assessment and Level of Service Analysis aims to analyze data collected and gather community input to identify the current and future needs and demands for parks, recreation facilities, and open spaces. This involves evaluating existing conditions, assessing gaps and disparities, and understanding the preferences and priorities of the community. The Consultant will assess the existing and anticipated future demand for parks' services. The analysis will consider needs in terms of parks by size and location, trails, and facilities. Community interests, as identified in community engagement, will contribute to the needs assessment. This analysis will include needs for parkland acquisition as well as park, recreation and trail development, and enhancement. Needs will be compared with the available inventory of facilities. The Consultant will prepare a range of level of service (LOS) options, illustrate pros and cons of each, and identify which are feasible and aligned with City goals and community engagement results. Based on the LOS metrics selected by the City, the Consultant will identify the LOS needed for projected growth to ensure access to meet current and projected future needs. This analysis will focus on parks owned and/or managed by the City of Stevenson, Stevenson-Carson School District, Port of Skamania, Skamania County, and the Stevenson Community Pool District.

Community Input Analysis:

- Review and analyze the community engagement feedback, including surveys, meetings, and workshops.
- Identify recurring themes, concerns, and priorities expressed by the community.
- Group and categorize the community input based on common topics and interests.

Needs Identification:

- Integrate the findings from data analysis and community input to identify the key needs and demands for parks, recreation, and open spaces.
- Determine the types of parks and facilities needed, such as, but not limited to, neighborhood parks, sports fields, trails, or cultural spaces.
- Consider specific requirements for diverse user groups, including children, seniors, individuals with disabilities, and different cultural backgrounds.
- A priority matrix will convey the identified needs and prioritize actions. This presents the needs or gaps along with criteria or factors to assess their importance, urgency, feasibility, or impact. By assigning weights or ratings to the criteria, decision matrices will help decision makers visualize the relative priorities and make informed decisions on resource allocation and planning strategies.

Gap Analysis:

- Identify gaps and disparities in the distribution of parks, recreation facilities, and open spaces across the community and within the region.
- Assess whether certain areas or population groups have limited access to parks and recreational opportunities.
- Evaluate the equitable distribution of park amenities, programming, and services.
- Maps will be developed that address gaps and demands which may compare the distribution of existing facilities with the demand or population density across the community or region and highlight areas where there may be a deficiency or imbalance in specific types of amenities or recreational opportunities. These may include factors like population density, proximity to residential areas, or recreational preferences and will identify areas with higher demand and guide decisions on the location or expansion of facilities to address the specific needs of different communities or user groups.
- A gap analysis matrix will compare the existing park system or recreational amenities to established standards, guidelines, or community expectations. It will identify gaps or discrepancies between the current state and desired conditions. The matrix highlights areas where the park system falls short and helps prioritize actions to bridge those gaps.

Technical Memorandum:

- The summary memo provides a concise overview of the key findings and insights derived from the needs assessment. It captures the most important information and highlights the patterns, trends, and priorities that inform the identified needs, gaps, and disparities. It outlines the major themes that emerged from the data analysis and community engagement process, emphasizing the common challenges and opportunities that were identified. The summary provides a context for decision-making by highlighting the implications and potential impact of the identified needs. It sets the stage for the Park Master Plan development, guiding the development of strategies and recommendations that address the identified gaps and meet the community's desires.

Assumptions:

- The City will provide information on historic trends in park operational and capital funding.

Deliverables:

- Summary Technical Memorandum
- Gap Analysis Matrix
- Analysis Maps
- Priority Matrix

Task 5 – Preliminary Plan Development

This Task involves the development of the Parks Master Plan which brings together the insights, findings, and recommendations gathered from previous tasks to lay the foundation for a comprehensive and strategic plan. It will be informed by previous tasks which will provide valuable insights into the desires, needs, and priorities of the community. The Plan will also encompass strategies and

recommendations to address the identified gaps, along with an implementation plan that outlines actionable steps, responsibilities, and estimated costs.

Through the development of the Plan, decision-makers, park administrators, and stakeholders will have a comprehensive framework to guide resource allocation, funding decisions, facility development, programming enhancements, and sustainable practices. The plan also serves as a vision document, fostering excitement and community engagement by reflecting the shared aspirations for vibrant, accessible, and sustainable parks that promote wellness and community pride.

The Plan will include the following:

- Executive Summary
- Goals and Objectives:
 - A set of clear and concise goals for the Plan reflecting the community's desires and needs.
 - Defined intended outcomes and measurable targets associated with each goal and objective.
- Inventory
 - Summary of activities and findings from the Existing Conditions and Baseline Analysis task, including a description of the service area's facilities, lands, programs and their condition.
- Public Involvement
 - Summary of activities and findings from the Community Engagement task, outlining that the planning process gave the public ample opportunity to be involved in the plan development and adoption.
- Demand and Needs Analysis
 - Summary of activities and findings from the Demand and Needs Analysis task. This analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc. and explains why those actions are needed. The process used in developing the analysis will assess community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the services area (personal observation, informal talks, formal survey(s), workshops, etc.).
- Strategies and Recommendations:
 - Identify and develop strategies and action steps to address the identified needs, gaps, and priorities.
 - Recommendations for facility development, programming enhancements, maintenance, and management practices.
 - Approaches, partnerships, and funding mechanisms to implement the recommended strategies.
 - An acquisition/disposal plan including recommendations for the type and size of potential future park/land acquisition and/or disposal of surplus property. Tables summarizing anticipated acquisition costs and disposal revenue will support these recommendations.
- Capital Improvement Plan:

- The plan will include recommended projects that address identified needs and strategies defined for land acquisition, facility development, programming enhancements, renovations, and restoration projects, intended to support the City's Capital Facilities Element and budget by year of anticipated implementation; including funding source.
- Budget estimates for each recommended project, considering factors such as design, construction, materials, labor, permits, and ongoing maintenance costs.
- List of prioritized projects and actions based on urgency, feasibility, impact of addressing identified needs, and alignment with potential funding requirements.

Deliverables:

- PDF draft report including all memos, maps, and figures completed in previous tasks as Appendix items
- PDF Final report including all memos, maps, and figures completed in previous tasks as Appendix items

Assumptions:

- Commensurate with proposed budget, the Consultant will develop visuals, such as but not limited to sketches, diagrams, and/or renderings, to communicate design intent.

Task 6 – Plan Review & Approval

Draft Document Review and Revisions:

The Consultant will coordinate with the City to present, review, and revise the draft plan to final document. The Consultant will facilitate two (2) workshops: one (1) 2-hr workshop w/ City staff, and one (1) 90-min workshop w/ advisory committee, as described in Task 1. Informed by the preceding workshops, the Consultant will revise the draft document to final plan. The Consultant will make two (2) presentations of the final plan: one (1) to Planning Commission and one (1) to City Council (per Task 1), then the Consultant will revise the document to incorporate final comments for plan adoption.

Plan Revisions & Final Documentation:

The consultant will incorporate final comments to finalize the Plan in PDF format. Electronic copies of all project deliverables will be provided in digital formats at project completion.

Deliverables:

- The Consultant will attend Planning Commission and City Council meetings to present the final Parks Master Plan as noted in Task 1: Project Management.
- PDF Final report including all memos, maps, and figures completed in previous tasks as Appendix items
- Presentations to Planning Commission and City Council, as noted above.

Assumptions:

- The City will review and provide consolidated comments on the draft deliverables within a reasonable timeframe to avoid project delays. This includes a clear process for consolidating comments from City staff and decision-makers into cohesive and actionable feedback.

Other Services (Not in Contract)

The Consultant acknowledges that certain needs may arise throughout the project that are beyond the original scope of work but can add value to the decision-making process and enhance community engagement and the overall project. The Consultant is open to providing additional services and deliverables with an agreed-upon additional fee. These services may include:

- Engagement Support in the form of attendance and participation in additional community events, public meetings, workshops, or focus groups beyond the initially agreed-upon scope.
- Creation of supplementary visualizations, graphics, or maps to enhance the understanding and communication of the data, themes, or projects.
- Detailed design, engineering, or permitting of recommended projects, including detailed schematic plans and construction drawings.

These out-of-scope services and deliverables are offered to support the decision-making process, enhance stakeholder engagement, and provide additional value to the project. The specific details, deliverables, and associated fees for any out-of-scope work will be determined through a separate agreement. The Consultant will work closely with the City to assess the feasibility and relevance of any requested out-of-scope work, ensuring that it aligns with project goals, available resources, and timeline constraints.

Parks Master Plan Tasks:	Total Consultant Labor Fees
<p>Task 1: Project Management</p> <ul style="list-style-type: none"> ▪ Project schedule ▪ Kick-off meeting ▪ Presentations ▪ Project administration, including subconsultant coordination ▪ Biweekly meetings internal meetings ▪ Biweekly City meetings ▪ Debrief meetings 	\$ 17,700
<p>Task 2: Existing Conditions & Baseline Analysis</p> <ul style="list-style-type: none"> ▪ Data collection and basemapping ▪ Demographics, trends & profile ▪ Park inventory and assessment 	\$ 10,050
<p>Task 3: Community Engagement</p> <ul style="list-style-type: none"> ▪ Public Outreach Plan ▪ Project Website ▪ Stakeholder interviews ▪ Survey ▪ Advisory Committee meetings ▪ Visioning Charrettes 	\$ 24,620
<p>Task 4: Community Needs Assessment</p> <ul style="list-style-type: none"> ▪ Community input analysis ▪ Needs identification ▪ Gap analysis, matrix, maps ▪ Technical memorandum 	\$10,450
<p>Task 5: Preliminary Plan Development</p> <ul style="list-style-type: none"> ▪ Parks Master Plan Report ▪ Strategies and recommendations ▪ Capital improvement plan ▪ Cost Estimates 	\$ 25,850 (\$8,090 for cost estimates)
<p>Task 6: Plan Review & Approval</p> <ul style="list-style-type: none"> ▪ Review meeting ▪ Preparation of Final Document 	\$ 9,720
<p>Total Fee</p>	\$ 98,390