

March 28th, 2022

Proposal For:

Stephenville, Texas

**Parks, Recreation & Open Space
Master Plan**



vista 
Planning & Design



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Planning and Design

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March 28, 2022

City of Stephenville Parks and Recreation Department
Parks, Recreation & Open Space Master Plan

Project Schedule and Work Plan:

The Stephenville Parks, Recreation & Open Space Master Plan project will take a comprehensive look at the parks and recreation facilities and programs to develop a pathway forward for a new master plan to guide City planning and budgets for the improvements of the parks and recreation system over time. The process includes an extensive review of existing conditions, a broad public engagement process, and through the lens of best management practices, develop the master plan that best serves the community's expectations and the City's vision moving forward. Importantly, this plan integrates elements of the downtown master planning by incorporating elements and themes supported in that process. This includes work on the Courthouse Square and its importance to city recreation and leisure; City Park as well as the Healthy Care district as described in that report.

The project will be graphic heavy with site photography, maps articulating different opportunities or elements, and survey results with graphs. The graphics will be accompanied by extensive writing of observations and analysis, standards to strive for, survey results and their interpretation as well as final determination of projects and priorities. The implementation section will include these priorities and list them in a matrix with a timeline for anticipated accomplishment. The projects will also be tied to a matrix for the overall goals of the project to ensure balance and equity.

The plan will also identify important projects that could have an impact of economic development and tourism such as hike and bike trails or sports complex may generate. Strategies outlined in the Downtown Master Plan as well describe parks and recreation concepts and strategies that tie directly into the parks and recreation master plan.

| Overall Project & Tasks | Project Tasks | Department Lead | Project Team Lead | Priority Level | Cost | Funding Source | Economic Development | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|----------------------------------|---|--------------------|-------------------|----------------|-------------|----------------|----------------------|------|------|------|------|------|------|------|
| Overall Park System | | | | | | | | | | | | | | |
| Overall Park System | Develop and implement a comprehensive master plan for the city's parks and recreation system. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Overall Park System | Conduct a comprehensive audit of existing parks and recreation facilities. | Parks & Recreation | [Name] | Medium | \$200,000 | City | No | | | | | | | |
| Overall Park System | Develop a strategic plan for parks and recreation. | Parks & Recreation | [Name] | High | \$100,000 | City | Yes | | | | | | | |
| Overall Park System | Implement the strategic plan. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Overall Park System | Develop and implement a comprehensive master plan for the city's parks and recreation system. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Overall Park System | Conduct a comprehensive audit of existing parks and recreation facilities. | Parks & Recreation | [Name] | Medium | \$200,000 | City | No | | | | | | | |
| Overall Park System | Develop a strategic plan for parks and recreation. | Parks & Recreation | [Name] | High | \$100,000 | City | Yes | | | | | | | |
| Overall Park System | Implement the strategic plan. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Signature Projects | | | | | | | | | | | | | | |
| Sports Complex | Develop and implement a comprehensive master plan for the city's sports complex. | Parks & Recreation | [Name] | High | \$5,000,000 | City | Yes | | | | | | | |
| Deidrich to Houston Trail - 102 | Develop and implement a comprehensive master plan for the city's Deidrich to Houston Trail. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Community Recreation Center | Develop and implement a comprehensive master plan for the city's Community Recreation Center. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| 5 Mile Bike Route | Develop and implement a comprehensive master plan for the city's 5 Mile Bike Route. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| City Bike Lanes | Develop and implement a comprehensive master plan for the city's City Bike Lanes. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Castroville Regional Park | | | | | | | | | | | | | | |
| Castroville Regional Park | Develop and implement a comprehensive master plan for the city's Castroville Regional Park. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |
| Castroville Regional Park | Conduct a comprehensive audit of existing parks and recreation facilities. | Parks & Recreation | [Name] | Medium | \$200,000 | City | No | | | | | | | |
| Castroville Regional Park | Develop a strategic plan for parks and recreation. | Parks & Recreation | [Name] | High | \$100,000 | City | Yes | | | | | | | |
| Castroville Regional Park | Implement the strategic plan. | Parks & Recreation | [Name] | High | \$1,000,000 | City | Yes | | | | | | | |

Sample Project Priority Timeline

The Work Plan that follows delineates the specific phases and related tasks to be undertaken in the development of the project. This is an outline of the process that will be followed to develop a master plan and presentations, meeting the requirements of the client. Variations are sure to happen as the project unfolds but the fee will remain constant as long as the variations do not depart from the intent of this work plan.



Work Plan Outline

1. Initial Project Setup

To launch the project, the team consisting of Vista and select leaders will meet to discuss schedules, timelines, scope, and set milestones and meeting dates. A group consisting of residents with strong interest in parks will comprise a Steering Committee and will be identified in the beginning for team meetings moving forward. The Steering Committee should include the parks director and one city council member. The process for public engagement will be discussed and decided upon including what stakeholder groups would be included for focused topics meetings. Scheduling an online survey open to all residents of Stephenville will be discussed along with a process of outreach.

2. Existing Conditions & Base Data Compilation

To begin, Vista will need all available data on the sites. Information needed will be topographic information, preferably in digital form (LIDAR) if available. All mapping that shows parks, roads, sidewalks, trails, existing facilities, city-owned property, and any places that are not official parks but function as parks. Once assimilated into Vista's formatting then additional data can be input such as high resolution aerial photography. With maps in hand, Vista anticipates trips to the City to photograph, drone fly, and inventory the parks while working on mapping key areas and concepts.

This front end activity is considered Vista's Parks 101 analysis and is comprised of extensive notes on existing conditions and potential opportunities.

3. Public Engagement

One of the most important phases in the project will be the public engagement. In the project beginning, Vista with the Steering Committee will identify several groups that have a little higher stake in the parks and recreation planning than the general citizens. Among the stakeholders maybe groups like sports leagues, river enthusiasts, educators, service organizations, or EMS and City personnel. The list will be determined with the Steering Committee. The fees listed anticipate a series of a maximum of 5 stakeholder meetings, each meeting with no more than about 8 people over a two day period. These meetings will have representatives of different organizations or groups to voice their opinion about the uses and planning of the parks. Meetings will be grouped by similar interests such as all representatives of the different sports leagues, or informal groups like cycling and running clubs. Another would be City personnel; maintenance, public works, EMS or police. Maps will be available showing the planning to date to keep the conversation focused on the topics central to that particular group.

Separately an online survey will be conducted. Vista will write the questions and the City will post on the official City website or Facebook page and advertise the survey through appropriate



outlets. The survey should be conducted with Survey Monkey or other quality online tool so that analytics can be generated for the results.

With public meetings a powerpoint will be shown to talk about the issues with the parks system and Mentimeter for short polls during the presentation which will show real time results during the meeting. Vista will report on the findings and dialog from stakeholders, online survey and public meetings in a report that will be a summary of all public engagement process.

4. Conceptual Master Plan

The largest park, City Park, is an important space and if a redesign of this park is important, then Vista would suggest a workshop format where ideas are presented up front and discussed in a forum, then concepts worked on as a group and a new concept presented. Many large investment features are existing in the park and so sensitivity to these will be important.

Another area of interest was an overall trails masterplan and an overall cycling plan. Although discussed, it has been decided that these efforts would be best served to delay to a future point in time. Comments that tie directly into the intersections of the downtown plan and the parks plan may be made as concepts emerge through site research or discussions.

Vista has been informed that a wetland creation project is anticipated south of the City. As with the cycling and trails planning, this area of interest will be deferred to a later date but commentary may be included based on research and discussions.

5. Vision, Goals, Priorities, Timeline and Implementation

This section of the project extends throughout the process of the project starting with the first Steering Committee meeting when we seek to learn what Stephenville's true vision for parks and recreation is. The goals that come out of this process eventually will have projects tied to each one. All projects identified through the process will be assigned to one or more goals as a check on being true to the vision and goals. Through the public survey and stakeholder process, there will be a lot of knowledge about what is needed and most important in projects or programming. These will be assigned a priority status and a timing over a 5-10 year period. The implementation will address funding sources and responsibilities so that twice a year, a checkup at council will be held and the status of each will be reviewed. The information regarding funding sources and responsibilities will be in concert with the staff and steering committee as they will be more aware of which department is capable of taking the lead. Funding sources will likely vary over time but a first round of suggestions might be assigned.

6. Report Writing, Council Updates and Final Approval Process

Report writing starts near the beginning of the project, as certain phases or tasks are worked on, notes and reports are generated. Vista uses InDesign for the final report production of the project so that written material and graphics can be inserted with ease. The format of the report will be presented early, likely with the first steering committee meeting. This will include a table



of contents written as a general outline. Changes to the organization will be discussed at that presentation to set the style and organization up front. The final deliverable will be a high resolution digital version of the report that can be published inhouse or at a local service provider.

The fee schedule accounts for three Council updates and a final presentation for approval. This way the Council will have confidence that the work on the project, is going as expected but also to give valuable feedback on the various elements and results.

1. Excluded Items from this Proposal

The following items **are not** included in this project scope and fee proposal and can be added as additional services and billed at \$140.00 per hour or with a lump sum proposal. With some of the services below, Vista would be outsourcing the work due to expertise or seal and therefore the project would be subject to the fee proposal generated by that sub:

- Wetland concepts
- Cycling trail concepts
- Trail master planning concepts
- Significant formatting changes to the report
- Construction document level of information
- Geotech or soils investigations, dam analysis or any structural /engineering analysis or design
- Site surveying
- Slopes or detailed ADA analysis
- Site layout (dimensioning) of any conceptual features
- Reproduction, materials cost or time
- Additional site concepts after conceptual plan is produced
- Engineering or architecture as defined by seal
- Sketchup 3D models, perspectives and rendering
- Educational interpretation other than indicating features worthy of this effort
- Revisions as a result of political changes, elections, or influence by interest groups

2. Summary of Fees and Reimbursements

Proposed project fees are based on an estimated amount of time of tasks performed by Mitch Wright. Mr. Wright's fee is set at \$140.00 per hour and includes an averaging of time accumulated for the full range of actions (project administration, CAD or Photoshop work, public and client meetings, and design expertise) required for accomplishing the tasks as listed in the scope of services above. Driving time is included at \$50/hour as it is routine to make notes pre and post trip. The fee listed below represents a ceiling not to exceed without written confirmation of additional services. The ceiling is for the overall fee, not the individual tasks.

| | |
|--|--------------|
| Project Initiation + Existing Conditions & Base Data _____ | \$ 13,340.00 |
| Public Engagement _____ | \$ 13,740.00 |
| Conceptual Design _____ | \$ 7,110.00 |
| Goals, Priorities, Timeline, Implementation _____ | \$ 5,320.00 |
| Report Writing _____ | \$ 5,040.00 |
| Council Presentations and Final Approval _____ | \$ 5,200.00 |



TOTAL FEE _____ \$ 49,750.00
Receipt of the signed contract will be required to initiate the contract.

Reimbursable Expenses:

Reproduction costs _____ cost plus 10%
Travel per IRS _____ \$.56/mile
Hotel costs limited to 5 nights (Super 8 south of park is fine)

Invoices will be billed monthly based on percentage of work completed. Terms are thirty (30) days upon receipt of invoice by the client. Payments beyond that date are subject to a 4% per month additional charge. In the event of any additional consultation required of Vista Planning & Design and its sub-consultants for unforeseen or protracted developments in the project, work will be billed at the specified hourly rate as an addition to the specified contract fee. An estimate of time and fee will be provided to the client for approval prior to commencement of work and will be added as Addenda to the main contract.

If any errors occur during the project process that are the responsibility or oversight of Vista Planning & Design, then Vista Planning & Design reserves the right to address and correct this work without a formal legal process. Mr. Wright and Vista Planning & Design is a landscape architecture and certified land planning firm and though elements of a design may represent engineering or architectural related elements, We do not perform engineering or architecture tasks as regulated by the state and no work from Vista Planning & Design is to be misconstrued to be certified engineering or architectural work.

We would like to thank you for the opportunity to submit this proposal for master planning services for this project. We look forward to working with you and earning your work in the future. We would be happy to meet with you to discuss any items outlined above at your convenience and are ready to proceed immediately with all necessary resources to meet your overall schedule.

Accepting this proposal:

Kelli Votypka or City Representative

Date

Submitted By:


E. Mitchell Wright
Vista Planning & Design

Potential Preliminary Schedule

| | | Month 1 | | | | Month 2 | | | | Month 3 | | | | Month 4 | | | | Month 5 | | | | Month 6 | | | |
|---|--|---------|-----|-----|-----|---------|-----|-----|-----|---------|-----|-----|-----|---------|-----|-----|-----|---------|-----|-----|-----|---------|-----|-----|-----|
| | Monday week dates | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 |
| B | Initial project setup | | | | | | | | | | | | | | | | | | | | | | | | |
| C | Existing Conditions & Base Data Compilations | | | | | | | | | | | | | | | | | | | | | | | | |
| D | Public Engagement | | | | | | | | | | | | | | | | | | | | | | | | |
| E | Conceptual Design | | | | | | | | | | | | | | | | | | | | | | | | |
| F | Goals, Priorities, Timeline, Implementation | | | | | | | | | | | | | | | | | | | | | | | | |
| G | Report Writing | | | | | | | | | | | | | | | | | | | | | | | | |
| H | Council Updates and final Approval Process | | | | | | | | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | | | | | | | | | | | | | | | | | |
| J | | | | | | | | | | | | | | | | | | | | | | | | | |

The preliminary schedule is dependent on several factors including City scheduling and holidays

Below is a sample concept developed for the City of Alpine's most significant park that was included in the City of Alpine Parks and Recreation Master Plan

Kokernot Park Concepts

