

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MAY 17, 2011 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZE REQUEST FOR PROPOSALS — CIVIC CENTER PARK MASTER PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing a Request for Proposals (RFP) for the preparation of Park Master Plan for Civic Center Park.

FISCAL IMPACT

Funding has been budgeted in the CIP for FY 10/11, however it is anticipated that the majority of this funding will be carried over to the FY 11/12 budget with an additional allocation which has also been budgeted.

RECOMMENDATION

Approval.

BACKGROUND

In 2010, the City Council adopted *A Vision Plan for 84th Street* which included an extensive public process resulting in a master plan which identifies that the vision for 84th Street is the creation of a downtown for the community. One of the goals of the vision is to realize the full potential of the Thompson Creek basin as an identifiable gateway into La Vista. The plan proposes the transformation of the golf course into La Vista Civic Center Park which becomes the centerpiece of the redevelopment of 84th Street, and serves as the key incentive and amenity for future development along the corridor.

The preparation of a park master plan was identified in the vision plan as one of the next steps to advance the plan, stating “Identify desired elements to be included in the park, and prepare several conceptual park alternatives. Orchestrate a public involvement process to gather community input on the desired park elements and the alternatives. Refine the alternatives into a preferred master plan concept, and prepare a budgetary cost estimate for the park.”

A Request For Proposals (RFP) and Draft Scope of Services have been prepared and are intended to include techniques to engage a community members and elicit their input. The outcome should be a Park Master Plan that clearly articulates the community’s goals.

The proposed schedule for the RFP and consultant selection process is the following:

Advertise the RFP (publish and mail to firms)	May 20, 2011
Proposals Due	June 20, 2011
Interviews	July 11-15, 2011

**City Council Award Contract
Kick Off Meeting**

**August 2, 2011
August 22, 2011**

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RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,
NEBRASKA AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PREPARATION OF A
MASTER PLAN FOR CIVIC CENTER PARK.

WHEREAS, the City wishes to contract for consulting services to prepare a Park Master Plan for Civic Center Park; and

WHEREAS, the City has prepared a Request for Proposals (RFP) and draft Scope of Services for this work.

NOW, THEREFORE BE IT RESOLVED, that the City of La Vista hereby authorizes the advertisement of bids for the preparation of a Park Master Plan for Civic Center Park with a Request for Proposals (RFP) and draft Scope of Work prepared by City staff, which copies of said RFP may be obtained from the City Clerk and said proposals are to be submitted by 4:30 p.m. at La Vista City Hall, 8116 Park View Blvd., La Vista, Nebraska on June 20, 2011.

Advertise for Bids May 20, 2011

Proposals Due June 20, 2011

Tentative Award Date August 2, 2011

PASSED AND APPROVED THIS 17TH DAY OF MAY, 2011.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

REQUEST FOR PROPOSALS

Civic Center Park Master Plan (currently La Vista Falls Golf Course and Central Park)

Section 1: Background

About La Vista

The City of La Vista is situated southwest of the Omaha metropolitan area. The youngest city in Nebraska, La Vista is one of the fastest growing communities in the state and enjoys access from Interstate 80. La Vista borders Omaha, Bellevue, Papillion, and Ralston. As of 2010, the projected growth area for La Vista indicates the community will be home to over 38,000 residents. La Vista's commercial areas are developing quickly in the western portion of the city with nationally recognized companies, such as PayPal, Cabela's, and a new John Q. Hammons Embassy Suites and Marriott Courtyard Hotels and adjoining La Vista Conference Center.

Project History and Objectives

The Mayor and City Council have identified the revitalization of the 84th Street Corridor as one of their top priorities in the city's Strategic Plan.

In 2010, the city completed **A Vision Plan for 84th Street** which included an extensive public process and the adoption of a master plan which identifies that the vision for 84th Street is the creation of a downtown for the community. *"The 84th Street corridor will be the central city core, with a memorable and distinct identity, a vibrant mix of land uses, a sense of community and a high quality of life for residents. The existing golf course is transformed into La Vista Civic Center Park, the signature park for the community. The park provides a venue for a variety of community and leisure time activities. The park connects a new City Center with the existing civic campus to create a new downtown for La Vista."*

The vision plan identifies as one of the goals for the new 84th Street to **Realize the Full Potential of Thompson Creek Basin**. *"The Thompson Creek Basin, as a striking and readily identifiable gateway into La Vista, is an exceptional amenity than can be integrated with the redevelopment of 84th Street as part of a new heart for the community. The Thompson Creek Basin currently includes the La Vista Falls Golf Course, Central Park, the City swimming pool and Kelly McMahon Field. There is opportunity to create better transitions and connections between the commercial areas along the corridor to these green spaces, and to incorporate them as a central part of the redevelopment strategy for 84th Street. One way to accomplish this is to consider alternate uses for the basin other than a golf course. A large civic*

park in Thompson Creek Basin has broader appeal to more users, has potential to become the signature gathering space for the community, and can serve as a key incentive and amenity for future development along the corridor.”

The vision plan proposes that **“the transformation of the golf course into La Vista Civic Center Park is the centerpiece of the redevelopment of 84th Street.** As a unique and beautiful amenity located centrally within the city, the park serves as the primary catalyst for redevelopment to occur. Park elements may include a large lake, an amphitheater, trails, picnic areas, community gardens, a playground, and a civic green where community events can be held.

A new pedestrian underpass extends underneath 84th Street, providing safe passage underneath the street, connecting the east side of 84th to the west side. The existing detention basin within the golf course can be readily converted to a small lake, providing a recreational amenity for the entire community to enjoy. An amphitheater provides a venue for public events and performances, with potential to create a regional attraction for the community. Together, these elements create a unique and desirable gathering place for the community, and create an attractive catalyst for redevelopment to occur adjacent to the park.”

Ultimately, the City wants to revitalize the area to be more appealing to residents and visitors. In addition, La Vista would like to utilize the land more effectively. The purpose of this study is to prepare a **Park Master Plan for the La Vista Civic Center Park** through a highly community-interactive process.

Section 2: Qualifications

The City is sending this RFP to consulting firms for their park planning expertise. There are five primary areas in which the city is interested:

1. *Process:* Expertise in setting up and managing the overall structure of the project.
2. *Content:* A park plan that will be bold and imaginative, but based on a design program that is well thought out, carefully researched, and shows an understanding of how public spaces are used.
3. *Outreach:* Effectively connecting with a wide range of community members and other stakeholders.
4. *Facilitation:* Making sure meetings run fairly and efficiently, and helping to articulate the opinions of those unfamiliar with land use and government terminology.
5. *Planning:* Experience in park master planning or related fields.

The City will establish a project page on the City's website for the Civic Center Park Master Plan project, which will be available at the following address:

www.cityoflavista.org

In addition, the City will be including articles in the CityWise quarterly newsletter to notify community members about the project and describe the opportunities for involvement.

Section 3: Scope of Work

The output of this project will be a **Park Master Plan for the La Vista Civic Center Park** that builds upon a sense of place that is uniquely La Vista. The two main project goals are:

- 1. Commitment to design excellence.** The location offers the opportunity to design a park that creates a distinctive identity and symbol of the city. In its present form, the golf course is an expansive lawn that provides a pleasant view for golfers and passing motorists. The redesign should maintain what people like about it now – the open space and large expanse of lawn – but integrate it into a new plan that is bold, imaginative, and sets a new, and the most visible, standard of excellence for the city's parks. While distinctive and imaginative, the plan should also be timeless in design, providing a framework of open spaces that can accommodate changes in use while offering basic activities that people participate in year after year, in the same way Central Park in NYC has retained its original vision while adapting to new users.
- 2. Commitment to the creation of a functional public space.** The commitment to design excellence is accompanied by an equal commitment to the creation of a park that works as a public space. Park user groups are anticipated to be residents from adjacent neighborhoods as well as the entire community, day care providers, school children, residents of future multi-story mixed use buildings, employees from future office buildings, visitors to future shopping and dining establishments, and attendees of outdoor events or attractions. Because of its urban setting, focus should be placed on promoting conservation of resources and sustainability, active recreational uses, classes, programs, and events – the park will be the setting for many of the city's outdoor cultural events including the annual La Vista Daze community celebration. Additionally, the design should anticipate a new pedestrian underpass which will extend underneath 84th Street, connecting the east side of 84th to the west side and the City's swimming pool.

To summarize, the master plan must be bold and imaginative, but it is imperative that the plan be based on a design program that is well thought out, carefully researched, and based on an understanding of how public spaces are used.

A draft **Scope of Work** has been prepared and is attached to act as a basis for the proposal. Proposals should describe in detail the techniques that

would be used, including but not limited to a combination of some or all of the elements listed below. Proposals should clearly articulate how the selected techniques achieve the overall project goals and meet the unique needs of La Vista. Additionally, proposals should address opportunities for modifications to the approach based on community input during the planning process.

- ***Kick-Off:*** Initial announcement to educate and energize community members about the overall park planning process and opportunities to participate.
- ***Stakeholder Interviews:*** Interviews with key stakeholders, such as: residents from adjacent neighborhoods, City staff, members of the Park Advisory Board, Planning Commission and City Council, intended to identify unique opportunities and challenges.
- ***Community Workshops:*** Interactive public events that help refine any preliminary findings (such as from the stakeholder interviews, site survey and storm water analysis) into specific alternatives. The workshops should help community members reach common ground.
- ***Working Group:*** An advisory group of residents, elected/appointed officials, staff, and other stakeholders to regularly review the progress of the planning process and provide input to the consultant and staff.
- ***Project Web Site:*** Expand or supplement the City's website to provide all relevant information about the project, including: reports, presentations, project schedule, and related documents.
- ***Newsletter:*** Quarterly articles in the CityWise newsletter to inform the community of the progress of the project, including opportunities for involvement.
- ***Planning Commission Meeting***
- ***City Council Meeting***
- ***Other Items:*** The consultant should include any additional tasks that would help achieve the goal of reaching out to and engaging a broad range of community members.

The final product will be a document that clearly and succinctly identifies the community's Park Master Plan for Civic Center Park, along with a complete description of the process by which the plan was created. The Park Master Plan should provide a foundation for the subsequent implementation of the park redevelopment.

Section 4: Proposal Content

Cover Letter

Please begin with a letter introducing your firm and summarizing your general qualifications and your specific approach to completing the planning process. This section should indicate the length of time for which the proposal is effective (minimum of 90 days).

Work Program

Please provide a detailed plan for the services to be provided. Identify any tasks that City staff are expected to complete.

Schedule

The proposal shall include a preliminary project schedule that identifies milestones and completion dates by task from the beginning through formal review and acceptance of the Park Master Plan by the City Council. Initial project work should commence in August 2011 and conclude within 10 to 12 months from the date of commencement.

Budget and Fees

The consultant should provide a fee estimate, on a task-by-task basis. The proposal shall include a spreadsheet identifying personnel, hourly rates, project responsibilities, and estimated amount of time expected for each task, expressed in person-hours. The proposed budget is to be presented as not-to-exceed, with all overhead/expenses included in the figure. The consultant should outline the terms of payment, based on monthly billings to the City.

Key Personnel

The consultant should provide the names of key personnel, their respective titles, experience, and periods of service with the firm. Please clearly identify the primary contact for the proposal. If sub-consultants will be used in any aspects of the plan, include details for these sub-consultants in this section.

Qualifications/Project List

Provide a synopsis of previous projects of a similar nature (*maximum of 10 examples*), focusing particularly on the five criteria listed in Section 2, along with relevant background information. For projects that were completed by a team of consultants, please clarify the specific contribution of your firm.

Availability

Provide a brief statement of the availability of key personnel of the firm to undertake the proposed project.

References

Names and contact information of persons whom the City can call for references regarding the firm's performance, preferably on similar projects.

Section 5: Selection Process

Please submit seven (7) bound copies, one (1) unbound, single-sided copy on standard-weight paper (no heavy-weight paper or tabbed dividers), and one (1) CD-R including a PDF copy of your proposal at your earliest convenience, but no later than June 20, 2011, at 4:30 p.m. to:

Pamela A. Buethe, City Clerk

City of La Vista
8116 Park View Blvd
La Vista, NE 68128

Proposals will be reviewed by an internal review committee. The review committee will conduct interviews during the week of July 11-15, 2011, with the intent of providing a single recommendation for the review and approval of the full City Council at a public meeting on August 2, 2011.

Section 6: Evaluation, Right to Reject, Etc.

Due to the nature of the services sought, evaluation of proposals will in large part be subjective. Award of a contract will be based on a number of factors, and may or may not be on the basis of lowest cost to the City. The City reserves the right to accept any proposal in whole or in part and to reject any and all proposals, to waive irregularities and to negotiate and revise terms with proposers without notice to other proposers.

Section 7: Enclosures/Reference Material

- A Vision Plan for 84th Street – (<http://www.cityoflavista.org/index.aspx?nid=704>)
- La Vista Falls Golf Course and Central Park – Map of Study Area

If you have any questions during the preparation of your proposal, please contact Pam Buethe, City Clerk, at (402) 331-4343.



Map of Study Area

Civic Center Park Master Plan

May 12, 2011
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WORK SCOPE, COSTS AND SCHEDULE

Civic Center Park Master Plan

Section 1: Draft Scope of Services

Task A. Project Start-Up

In this task, the consultant will work with City staff to initiate the project and gain an understanding of the Study Area.

1. Survey of Park Site¹

The City has established a boundary for the Study Area (La Vista Falls Golf Course and Central Park survey). The City will provide field survey work to include locating all public utility lines (above ground and below ground) within the Study Area. Topography will also be provided from Sarpy County 2010 GIS LiDAR data. The City will conduct a title search on the Study Area and plot all recorded easements.

2. Storm Water Concept Plan²

The City will consult with the Nebraska Department of Natural Resources (DNR) to discuss how modification of storm water detention volumes within the dry dam structure need to be documented in order to maintain compliance with the regulations related to the dry dam structure. This would occur after initial park concepts, including proposed grading changes, are presented to the City. After discussion with the DNR the City will arrange for an engineering feasibility review to verify that storm water detention and routing of flows will be in compliance with the criteria pertaining to the Class C, High Hazard Thompson Creek Dry Dam Structure (criteria established by the DNR). The results of the analysis and discussions with the DNR will be provided to the consultant to use in preparing a final concept for the Civic Center Park.

3. Project Start-Up Meeting

The consultant will attend a meeting with City staff to identify concerns and issues, review information provided by the City and discuss expectations for the process and products. During this meeting, key stakeholders and staff that are important to the development of the Park Master Plan will be identified in preparation for the Stakeholder Meetings, Task B.1. In addition, any necessary scope and schedule refinements will be identified in preparation for Task A.5.

4. Study Area Tour

Following the project start-up meeting, the consultant will tour the Study Area with City staff to discuss issues and opportunities related to the Thompson Creek

¹ Not part of this contract.

² Not part of this contract.

Basin, proposed 84th Street underpass, and the City's swimming pool. The consultant will take digital photographs of key locations and the surrounding context to document the Study Area's characteristics.

5. Scope Refinement

If necessary, the consultant will refine the project scope of work or schedule to reflect the discussion held with City staff during the Project Start-Up Meeting. If necessary, the scope of work for this project can be modified as the planning process proceeds. The consultant will work with City staff to determine when substitutions may be made during the process and how to keep these changes within the existing project budget.

6. Review Provided Information

The consultant will review information being provided by the City related to the site survey, storm water analysis, swimming pool and any other plans for projects within the Study Area. In addition, the consultant will review A Vision Plan for 84th Street, as well as the results of the community survey conducted as part of the Vision Plan.

7. Establish Working Group

The City will establish the Working Group for the Park Master Plan. Given the level of interest in this project, it is anticipated that members of the City Council, Planning Commission, Park and Recreation Advisory Board, Metropolitan Area Planning Agency, and City staff will be included. The Working Group will be appointed through a process as directed by the City Council. The consultant will prepare brief summaries of each Working Group meeting.

It is expected that the members of the Working Group can provide a connection to other community members who might participate in other portions of the work, such as the Community Workshops. The Working Group meetings will be publicly accessible and will include a period for public comment.

8. Base Map Preparation

The consultant should use ArcView 10.x compatible shapefiles and/or geodatabases provided by the City/County for the development of a detailed base map and subsequent thematic maps to be used throughout the planning process. The base map will show the Study Area boundary and surrounding areas for context, parcel boundaries, and other relevant features. After creating the initial base map, the consultant will provide a copy to the City for review and approval prior to use in subsequent phases of the project.

At the conclusion of the project, a CD will be provided to the City containing all original data as well as project-specific data layers modified or created by the consultant.

9. Project Website³

The city will post the project on the City's website. The City will provide ongoing updates, including information about upcoming meetings and concept plans, which the City will post on the main project page.

10. Newsletter #1⁴

City staff will introduce the project in the CityWise quarterly newsletter and describe opportunities for public involvement, such as the Community Workshop meetings. The consultant will assist with content if requested by staff. This and any subsequent newsletters will use the same format for project identification and will be posted on the project website.

Task B. Preliminary Park Concept Development

In this task, the consultant will work with the community to develop preliminary park concepts that will ultimately become the plan.

1. Stakeholder Meetings

The consultant will conduct interviews with key stakeholders, such as residents from adjacent neighborhoods, City staff, developers, Metro Area Transit, members of the Park Advisory Board, Planning Commission and City Council. The meetings could be with one person or with a group of people with similar interests. The interviews are intended to spark useful discussion and identify unique opportunities and challenges. The consultant will produce a memorandum summarizing the information gathered in the Stakeholder Meetings.

2. Assemble Park Element Examples

The consultant will assemble a list of potential program elements for the park, accompanied by photographs or plans from other parks. This list of preliminary park elements will be assembled based upon ideas already suggested by the community in the Vision Plan, as well as other recommendations from staff, the stakeholder interviews, and the consultant.

3. Working Group Meeting #1

At the Working Group's first meeting, an overview of the park planning process will be provided and the Working Group's role in that process will be explained. The consultant should also present information on the study area, including issues associated with the site survey, storm water analysis (Tasks A.1 and A.2), and the relationship/status of the underpass and swimming pool projects. This will allow the Working Group to immediately begin delving into the issues associated with the site. The consultant will also review and discuss the park element examples (Task B.2) in preparation for Community Workshop #1.

³ Not part of this contract.

⁴ Not part of this contract.

4. Community Workshop #1

The first Community Workshop will be conducted as an open house to solicit input from the community regarding the preferred program elements to be included in the park, as well as to present case studies that illustrate the economic benefits of a park in the context of the redevelopment of 84th Street. The consultant will utilize the Sketch-Up model developed during the Vision Plan process or other 3-D visualization or modeling software to illustrate the park site potential, as well as present the preliminary park element examples (Task B2). Attendees will have an opportunity to indicate their preferences and suggest other elements not proposed.

5. Revise Park Element Examples

Based on input from the stakeholder interviews, the Working Group, and attendees at the Community Workshop, the consultant will assemble a revised list of park elements. This will be used in the development of park alternatives.

Task C. Prepare a Park Master Plan

In this task the information from Task A and input that was received in Task B will be taken and formed into alternative park concepts and ultimately a Park Master Plan.

1. Prepare Alternative Park Concept Diagrams

The consultant will prepare three conceptual diagrams for the park that identify locations for proposed elements and identify pros and cons for each of the diagrams. The diagrams will be discussed with staff and revised if necessary prior to being presented to the Working Group.

2. Prepare Alternatives for Park Interface with City Center

The consultant will prepare two conceptual designs of the interface of the park with the City Center redevelopment area (see Vision Plan). The relationship between the two is central to the success of the park. Illustrations should include both plan views and cross-section views, and any other sketches needed to distinguish between the two alternatives. Cost estimates for each of the alternatives should also be provided. The alternatives will be discussed with staff and revised if necessary prior to being presented to the Working Group.

3. Prepare Preferred 84th Street Underpass Location

The consultant will prepare a conceptual design of the location of a new pedestrian underpass to be extended underneath 84th Street, connecting the east side to the west side (see Vision Plan). The underpass will provide safe passage for pedestrians as well as an important connection between the park and the City's swimming pool. Illustrations should include both plan views and cross-section views, and any other sketches needed to understand how this was concluded to be the preferred location. The location will be discussed with staff and revised if necessary prior to being presented to the Working Group.

4. Working Group Meeting #2

The Working Group will review the results of Community Workshop #1. The consultant will present the three alternative conceptual diagrams of the park, and identify pros and cons of each. At this meeting, the park diagrams will be analyzed to determine which concepts should be refined further as part of the park alternatives. The Working Group will also review the two City Center/Civic Park interface alternatives and the preferred underpass location.

5. Community Workshop #2

At this second workshop, the consultant will present the range of alternatives developed in Tasks C.1, C.2, C.3 and C.4. The consultant and City staff will work with the community to gather their feedback on these alternatives, including whether there are additional alternatives that should be considered and their preferences for each alternative presented. The consultant will be asked to summarize the results, including whether there is a preference for a particular set of alternatives.

6. City Council Meeting/Workshop #1⁵

The City Council will have the opportunity to study the Park Concept Diagrams, the Alternatives for Park Interface with City Center, and the Preferred 84th Street Underpass Location, and will hear a summary of the process from which they resulted. The Council members will also hear a summary of recommendations from the Working Group and will be asked to give the consultant direction regarding preparation of a final Vision Plan, with any modifications requested by the City Council. The consultant will attend and make the presentation at this meeting.

7. Alternate: City Council Meeting/Workshop #2

If the City Council needs additional time to study the information presented in Task C.6 prior to making a recommendation to the consultant, an additional meeting will be scheduled. This meeting should be listed in the fee estimate as an alternate.

8. Prepare a Preferred Park Master Plan Concept and Cost Estimate

Based on preferences from the Working Group, attendees at the Community Workshop and direction from the City Council, the consultant will prepare a final concept for Civic Center Park. The plan should include diagrams, sketches, photographs and other drawings to illustrate the scale and character of the park elements. The consultant will also prepare a preliminary park cost estimate and phasing plan. The plans will be discussed with staff and revised if necessary prior to being presented to a joint workshop meeting of the Parks and Recreation Advisory Committee, Planning Commission and City Council.

⁵ The City will initiate the preparation of the storm water concept plan after this meeting (see Task A.2).

9. Parks and Recreation Advisory Committee, Planning Commission and City Council Joint Workshop

The consultant will make a presentation at a joint workshop meeting. The presentation will summarize the process which resulted in the proposed final concept for Civic Center Park. The format as a workshop will enable the members to view the maps and diagrams, review the process and understand the results. The members will be asked for detailed feedback and any recommendations for modification.

Task D. Adoption of Park Master Plan

In this task the consultant will prepare the documents for adoption of a Park Master Plan for Civic Center Park.

1. Prepare Administrative Draft of Plan

The consultant will prepare an Administrative Draft of the Park Master Plan for Civic Center Park for City staff review. It will include the following components:

♦ Introduction and Summary of Process. This section will set the stage for the remainder of the document, summarizing why the plan was undertaken and the process that led up to the final concept for Civic Center Park.

♦ Conceptual Plan. The Conceptual Plan will graphically illustrate Civic Center Park, including plan views, cross-section views, photographs, diagrams or other illustrations.

♦ Cost Estimates and Phasing. The final section of the Park Plan will include an estimate of construction costs and a phasing plan. The phasing plan will take into consideration the proposed 84th Street underpass and the status of the City's swimming pool. The Park Plan should provide a foundation for the subsequent implementation of the park redevelopment.

2. Prepare Final Documents

Once City staff has reviewed the administrative draft and provided comments, the consultant will prepare a Final Park Master Plan for Civic Center Park for publication.

3. Newsletter #2⁶

This article in the CityWise newsletter will summarize the information in the Final Park Master Plan, indicate how interested readers can get a copy and explain what will happen next as the City works toward the implementation of the Park Master Plan for Civic Center Park within the wider context of the Vision Plan for 84th Street. The consultant will assist with content if requested by staff.

4. Alternate: Parks and Recreation Advisory Committee Public Hearing

The Parks and Recreation Advisory Committee will conduct a public hearing on the Final Park Master Plan for Civic Center Park. After receiving public

⁶ Not part of this contract.

testimony, the Parks Committee will be asked to give detailed feedback on the Plan. This information, and any recommendations for modification, will be forwarded to the Planning Commission. The consultant will make a presentation at this hearing. This meeting should be listed in the fee estimate as an alternate.

5. Alternate: Planning Commission Public Hearing

The Planning Commission will conduct a public hearing on the Final Park Master Plan for Civic Center Park and will hear a summary of recommendations from the Parks and Recreation Advisory Committee. After receiving public testimony, the Planning Commission will be asked to give detailed feedback on the Plan. This information, and any recommendations for modification, will be forwarded to the City Council. The consultant will make a presentation at this hearing. This meeting should be listed in the fee estimate as an alternate.

6. Alternate: City Council Public Hearing and Adoption of Park Master Plan

The City Council will conduct a public hearing on the Final Park Master Plan for Civic Center Park and will hear a summary of recommendations from the Parks and Recreation Advisory Committee and Planning Commission. After receiving public testimony, the City Council will make a recommendation for adoption, with any modifications if necessary. The consultant will make a presentation at this hearing. This meeting should be listed in the fee estimate as an alternate.

Section 2: Cost

The estimated cost to complete this scope of work must be provided. The consultant will complete this scope of work for a fixed fee not to exceed this amount. The billing rates for each team member must be included in a table.

A. Cost Guarantee

A statement regarding a guarantee that the firm will complete a contracted scope of work for the contracted cost must be provided. Any in-contract cost overruns are absorbed by the firm and are not passed on to the client. The consultant will submit their standard contract for review if selected for the project.

B. Assumptions

This scope of work and cost estimate assumes that:

- ♦ Billing rates for this project are guaranteed through (date).
- ♦ City staff will act as a clearinghouse for comments on all draft documents and will provide the consultant with a single, internally reconciled set of comments on each draft.
- ♦ There will be a comprehensive staff review process for each of the draft documents. If City staff feels that review of additional drafts is needed based on the revisions, submission of additional draft documents will be required.
- ♦ The consultant will use ArcView 10.x compatible shapefiles and/or geodatabases from City/County staff for the development of the project's base map and subsequent thematic maps. All files delivered by City staff are assumed

to be current, spatially accurate and aligned with one another, and referenced to a common coordinate system appropriate for the area. Each shapefile will arrive with the appropriate coordinate system definitions (i.e. .PRJ files); likewise, the coordinate system of geodatabases, if applicable, will contain proper coordinate system definitions. This scope assumes that the City's/County's existing GIS information, including attribute data, are essentially complete and that any needed adjustments by the consultant will be minor. A maximum of 8 hours will be allotted for data quality control procedures. Additionally, the consultant will expect metadata documentation for each shapefile and/or geodatabase submitted for this project including, but not limited to, data author and description, data creation date, attribute field definitions, and frequency of data updates.

- ♦ After creating the initial base map, the consultant will provide a copy to City staff for review and approval prior to use for subsequent mapping work. At the conclusion of the project, the consultant will provide a CD to City staff containing all original data as well as project-specific data layers modified or created by the consultant along with pertinent metadata documentation.
- ♦ All products will be submitted to City staff in electronic (PDF) format, except for printed copies that are specifically identified in Section 3.
- ♦ This project will include an allowance for printing shown in Section 3 below. This is an allowance only, based on the numbers of products and copies shown in Section 3.
- ♦ City staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations, meeting room set-up and take-down, and refreshments.
- ♦ The consultant will provide two facilitators for the Community Workshops. Additional facilitators will be drawn from City staff or the Working Group members. The consultant will provide training for facilitators immediately before each workshop.
- ♦ City staff will be responsible for designing notices for Community Workshops, and will handle the printing and mailing, or posting in other manners.

Section 3: Products

- ♦ Digital Photos (Task A.4)
- ♦ Detailed Base Map (Task A.8)
- ♦ Stakeholder Meeting Summary (Task B.1)
- ♦ Park Element Examples (Task B.2 and B.5)
- ♦ Working Group Meeting #1 Summary (Task B.3)
- ♦ Case Studies (Task B.4)
- ♦ 3-D Visualization (Task B.4)
- ♦ Park Concept Diagrams (Task C.1)
- ♦ City Center/Civic Park Interface Alternatives (Task C.2)
- ♦ Preferred 84th Street Underpass Location (Task C.3)
- ♦ Working Group Meeting #2 Summary (Task C.4)
- ♦ Preferred Park Master Plan Concept, Cost Estimate, Phasing Plan (Task C.8)
- ♦ Administrative Draft of Park Master Plan (Task D.1)

- ◆ Final Park Master Plan (Task D.2)
 - 1 screencheck version in Word and PDF format
 - 2 color printed copies
 - 1 camera-ready, unbound, printed color copy
 - 1 version in Word on writable CD
 - 1 PDF version on CD
 - geodatabase containing feature classes and associated data tables for ArcView 10.x

Section 4: Schedule

The schedule for the work will be graphically presented in a figure.