
MEMO

To: Eric Hanson, City Administrator

From: Linda Bruer, Director of Parks and Recreation

Date: May 4, 2018

RE: Parks Master Plan

A Request for Qualifications (RFQ) process was used to solicit proposals for the preparation of a parks master plan. Seven firms submitted statements of qualifications and the four most qualified firms were selected for an interview by a panel of city employees. Following the interview process, the two preferred firms were asked to submit a refined scope of services and a price to complete the master plan.

DG2 Design	\$84,000
Eureka, Missouri	

SWT Design	\$89,650
Webster Groves, Missouri	

Based on qualifications, experience, and price staff is recommending award of a contract to DG2 Design to complete a parks and recreation master plan for the city. As you know, DG2 is currently the landscape architect of record on the new city hall project and has successfully completed projects for the cities of Eureka and Wildwood as well extensive work with Forest Park Forever and the Great Rivers Greenway. They have assembled a qualified team to complete a thorough plan for all facilities including The Pointe, North Pointe and the golf course by including Hastings and Chivetta Architects, Ballard-King & Associates recreation facility consultants, and Cooper Construction Estimating. \$100,000 was budgeted for this project in 2018 Capital Budget.

The schedule for the project will include several public meetings and other forms of public engagement with an anticipated completion date of November 1, 2018.

DG2 Design, LLC
4835 MO 109, Suite 102
Eureka, MO 63025
636-549-9007



DG2 Design
Landscape Architecture

Proposal and Agreement for Landscape Architectural Services

Project Name: City of Ballwin: Master Plan of the City's Parks and Recreation facilities.
Project Number: TBD

Client: City of Ballwin
Client Contact: Linda Bruer
Client Address: lbruer@ballwin.mo.us

Principal: Kristy DeGuire
Project Leader: Kristy DeGuire

This Agreement is made and entered into as of this _____ day of _____ 20_____, between DG2 Design, LLC ("DG2"), a Missouri limited liability company, 4835 MO-109, Suite 102, Eureka, MO 63025 and the City of Ballwin (Owner) for the following project: Master Plan of Ballwin's Parks and Recreation facilities. ("Project").

Design Approach:

The DG2 Design team's approach to the planning and design process for this project will be aimed at providing the City of Ballwin and its residents with a City-wide parks master plan that reflects the character of the community and the region and instills a sense of pride in those that use the parks. The master plan will address the safety, functionality, aesthetics, economic viability and desirability of Ballwin's park system. In addition, the plan will focus on providing recommendations to facilities that meet the current and future needs of the community. Our planning approach will focus on taking the steps necessary to produce such a result.

The principles of low-impact, sustainable site design will be an integral part of the team's design process, including such elements as: alternative storm water management, native landscaping, preservation of open space, trails, recreation and community elements / amenities.

Upon selection, the design process would begin with preliminary programming meetings with the City and data gathering. The scope of services is understood to include the preparation of a custom city-wide park master plan, including initial assessment, city, stakeholder and public engagement, suggested preliminary design updates, probable cost estimates, probable operational impact, implementation plan, funding opportunities and a final document (including plans/recommendations and written analysis).

Scope of Services:

Phase 1

- 1.1 Project Kick-Off and Inventory Analysis: The DG2 team will meet with City staff in a kickoff meeting to develop / confirm the master plan project goals / objectives, establish committees, define project schedule and request / review available background information for the master plan. DG2 anticipates using available base maps/ information from the City, USGS topographic information and St. Louis County GIS.

- 1.2 Conduct interviews with City's Park and Recreation staff to discuss specifics on each park site.
- 1.3 Physical Assessment: The team will visit each of the sites to assess the existing facilities (buildings and site), analyze the park's facilities and conditions to identify document opportunities and constraints for developing the master plan update. DG2 will develop a summary narrative and site analysis plans.
- 1.4 Financial Assessment & Demographic Assessment: The DG2 team, will work with Ballard King (B*K) to analyze the financial, demographic and physical assessment portion of the process. The first step is understanding the demographic characteristics of the community and surrounding area. Knowing this information allows the team to better understand the current and future needs as it relates to activities and amenities. B*K will provide statistical data to the City using a variety of sources including; ESRI, National Sporting Goods Association and Americans for the Arts. This statistical information can be cross referenced during the financial assessment, during which the team will examine overall cost recovery of the department, staffing levels, fee structures, programs, membership and capital improvement plan. As facility planners, B*K will take part in the physical assessment of the current facilities in the inventory. During which time the team will approach the facility from the standpoint of use, appeal and ease of staffing/maintenance.
- 1.5 Community (and beyond) Web-based Survey: Community input is a vital component to the Master Plan process, and citizen input is one of the most important considerations in making decisions to move forward. A survey will be sent to identified user groups within the community and nearby. Citizens will also have the opportunity to offer feedback and information in the form of an online convenience survey.
- 1.6 City Workshop: The DG2 team will work with the City and identified stakeholder groups to review a summary of completed surveys and discuss the park system.
- 1.7 Deliverables of Phase 1: A summary of the interviews and analysis. A map of the key points of the site analysis/ natural systems, demographic data, program review and facility assessment / investigations. (1) One document 8.5 x 11" w/ 11x17" inserts and Digital Copy (pdf).

Phase 2

- 2.1 Internal City Review
- 2.2 Public Meeting #1: The DG2 team will lead a public meeting to present our findings and solicit input regarding the existing park system and open space. The public meeting will be in the format of an open house with short presentation of our initial findings. We anticipate this to be 1.5 – 2 hour evening session that will include: PowerPoint / display images of the program assessment and site analysis. A sign-in sheet as well as comment forms will be provided to allow citizens to share their feedback.
- 2.3 DG2 team will summarize the findings for the City leadership.
- 2.4 Deliverables of Phase 2: A summary of the public engagement meeting and feedback. (1) One document 8.5 x 11" w/ 11x17" inserts and Digital Copy (pdf).

Phase 3

- 3.1 Identify services, amenities and open space requirements that are lacking within the park system.

- 3.2 Develop concepts for the existing parks, golf course and complexes: Develop a preliminary concept recommendation for each existing park / complex, including architectural and site related items.
- 3.3 Develop concepts for potential additions to the existing park system: The DG2 team will look at existing open space within the City that might not currently be part of the City park system but might be an opportunity to connect or develop a linear park system, such as HOA (home owner associations') open space.
- 3.4 Develop concepts for potential regional connections: The DG2 team will look at existing open space and parks and how they might be connected to regional opportunities such as the Meramec Greenway.
- 3.5 Preliminary Cost Estimating: The DG2 team will work with our cost estimator to develop preliminary cost estimates for each of our concepts.
- 3.6 Operational Impact: As a part of the overall implementation plan, the team will also provide operational impact ranges. The ranges will focus on future expenses (staffing being one), revenue potential, capital improvement requirements, and potential economic impact if applicable. The operational ranges provided are done in a conservative fashion so that the City can maximize their opportunities and be flexible with their programming.
- 3.7 City Review: These documents will be reviewed with the City prior a second public meeting to solicit input and confirm that the proposed Preliminary Master Plan meets the City's expectations, priorities and requirements. The concepts will be revised and/ or refined prior to the second public meeting.
- 3.8 Public Meeting #2: The DG2 team will lead a public meeting to present our findings and concepts. The public meeting will be in the format of an open house with short presentation of our findings and proposed concepts. We anticipate this to be 1.5 – 2 hour evening session that will include: PowerPoint / display images of the findings, concepts and recommendations. A sign-in sheet as well as comment forms will be provided to allow citizens to submit written comments.
- 3.9 DG2 team will summarize the findings for the City leadership.
- 3.10 The DG2 team will meet with the City and stakeholder groups to review the input received during the second public meeting and confirm the direction and input to be included in the final parks master plan.

Phase 4

- 4.1 Revise and finalize the final Master Plan: Based on the direction received, DG2 will revise the materials into the final Parks Master Plan (including an overall parks system layout, conceptual site plans, architectural recommendations, cost estimates, operational enhancements, summary descriptions, written analysis and recommendations.
- 4.2 With the statistical information gathered in hand, combined with the input from City staff and the public, the DG2 team will begin to make recommendations to the City. The recommendations will reflect all information gathered and provide the City a roadmap to implementation, so as to be fiscally and environmentally friendly.
- 4.3 Presentation to Mayor and Board of Alderman.
- 4.4 Deliverables of phase 3 and final parks master plan (10) ten 8.5x11" (with 11x17" inserts) parks master plan report and digital copy (pdf).

Schedule

Schedule: The DG2 team will coordinate with City to develop a mutually agreeable schedule. Below is our initial recommendation:

- Phase 1: May 14 - June 29
- Phase 2: June 29 – July 20
- Phase 3: July 20 – September 21
- Phase 4: September 21 – October 26, 2018

Not included:

- Surveying
- Construction Documents
- Engineering

If extra services are performed by DG2, Owner shall compensate DG2 for same at DG2's standard hourly rates and for its reimbursables as set forth herein, unless otherwise specifically agreed to in writing.

Compensation: *(Place "X" in appropriate box.)*

- The above listed Scope of Work, exclusive of extras, if any, shall be provided for a lump sum fee of **\$84,000.00 (eighty four thousand dollars) (fee includes reimbursable expenses)**, as set forth below.
- The above listed Scope of Work, including extras, if any, shall be provided on an hourly basis not to exceed: \$x (x thousand dollars), (unless written approval is obtained from the Owner) at the following hourly rates plus expenses.

Principal/ Landscape Architect III / PM	\$155
Landscape Architect II	\$115
Landscape Architect I	\$95
Landscape Designer	\$ 60
Administrative	\$50

Rates are subject to review at the end of each DG2 fiscal year.

The compensation due to DG2 from Owner shall be billed by DG2 on a monthly basis and payment for same shall be made to DG2 within ten (10) days of Owner's receipt of DG2's invoice.

If the Owner fails to make payment when due, DG2 may upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by DG2 within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, DG2 shall have no liability to the Owner for delay or damage caused to Owner

because of such suspension of services. Failure of Owner to make any payment to DG2 in accordance with this Agreement shall be considered substantial nonperformance and a material breach of this Agreement and cause for termination.

Reimbursable Expenses:

Reimbursable Expenses are in addition to Compensation set forth above and include expenses incurred by DG2 and DG2's employees and consultants in the interest of the Project, as identified in the following Clauses:

- Expense of transportation in connection with the Project; expenses in connection with authorized out of town travel; long distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.
- Expense of reproductions, printing for Owner's use, delivery service, postage and handling of Drawings, Specification and other documents.

Use of DG2's Drawings, Specifications and Other Documents:

The Drawings, Specifications and other documents prepared by DG2 for the Project are instruments of DG2's service for use solely with respect to this Project and, unless otherwise provided, DG2 shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of DG2's Drawings, Specifications and other documents for information and reference in connection with DG2's use and occupancy of the Project. DG2's Drawings, Specifications or other documents shall not be used by Owners or others on other projects, for additions to this Project or for completion of this Project by others, unless DG2 is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to DG2.

This Proposal/Agreement shall serve as a binding contract between the Parties when executed by the Parties below. "This proposal is good through May 15, 2018 11:59 pm".

DG2 DESIGN, LLC

OWNER

By: _____
(Signature)

By: _____
(Signature)

Print Name: _____

Print Name: _____

Title: _____

Title: _____