

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 07 / 09 / 19

Date of meeting 07 / 17 / 19

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Kim - Parks and Rec

Address: City Hall - 1123 Lake St - Sandpoint, ID

Phone number and email address: 208-263-3674 kwoodruff@sandpointidaho.gov

Authorized by: Kim

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Additional Park Master Planning Services

Summary of what is being requested: Additional park master planning services for the City Beach

Park and downtown waterfront, War Memorial Field, Sports Complex, and City Watershed

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? \$89,998.00 associated fees

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Yes No

The root of the working plan is derived from public process

4. Is an enforcement plan needed? **Yes or No** Yes No Additional funds needed? **Yes or No** Yes No

5. Have all the affected departments been informed about this agenda item? **Yes or No** Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: July 9, 2019

TO: MAYOR AND CITY COUNCIL

FROM: Kim, Parks and Rec

SUBJECT: Additional park master planning services.

DESCRIPTION/BACKGROUND:

On March 20th City entered in an agreement with GreenPlay, LLC for Parks and Recreation Master Plan services. The overall intent is to gather public wants, needs, and expectations and balance that with available resources. Along with the “100,000 feet view” we also identified a few specific areas for more detailed long-term plan analysis, the results of which will greatly enhance our ability to prioritize and leverage existing resource with possible grants, foundation contributions, and donations. Those areas are: City Beach Park and Downtown Waterfront, War Memorial Field, Sports Complex, and City Watershed.

Because of the nebulous nature of the site-specific work the original agreement fee for services did not include detail work but did speak to options to add under Scope of Work – Item “F” (Site Specific Planning). That section specifically reads ... “detailed site specific plans for pre-construction and pro-forma needs will likely be done in later phases at an additional fee once costs and full magnitudes are known for each site”. We are at that point.

In negotiations with GreenPlay we present to you an option for added services that will result in a detailed long-term working and construction plan for investment of existing parks capital improvement funds as well as remaining 1% local option sales tax funds. By combining those processes with our current planning efforts we save roughly 25 to 30 percent by combining GreenPlay travel trips, engagement points, and other associated work. The discounted cost is \$89,995 with breakdown by site included in the attached proposed Additional Agreement document.

The proposed additional planned services (\$89,995) added to the original contract (\$120,000) will result in a total plan cost of \$209,995. Though a considerable investment our ability to prioritize, plan, and aggressively solicit partner funding will, in my opinion, pay huge in the long run.

STAFF RECOMMENDATION:

Approve

ACTION:

Authorize Mayor to sign the Agreement for additional park master planning services for the City Beach Park and Downtown Waterfront, War Memorial Park, Sports Complex (Travers, Centennial, Great Northern), and the City Watershed.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED?

With your authorization we have budget authority in the current fiscal year through project savings. We also propose to budget this expense next fiscal year (fy20) as project completion will extend past the fiscal year end in September. Proposed funding is 57% Parks Improvement Fund, 20% Rec Fund, and 23% Local Option Sales Tax (for field improvements).

ATTACHMENTS:

Council Agenda Request Form

Memorandum for Requested Additional Services – proposed agreement

No: 19-
Date: July 17, 2019

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ACCEPTANCE OF MEMORANDUM FROM GREENPLAY, LLC, FOR REQUESTED ADDITIONAL PARKS MASTER PLANNING SERVICES

WHEREAS: The City has contracted with GreenPlay, LLC, for parks and recreation master planning services;

WHEREAS: The City desires enhanced services specifically for City Beach Park, including the Downtown Waterfront aspects within the relevant planning area, War Memorial Field, Travers Park/Great Northern Sports Complex, and the City Watershed;

WHEREAS: While the master planning effort will focus on providing more general studies that prepare overall programming, confirm desired improvements and organization of park component adjacencies, and provide a rough order of magnitude costs, this additional scoping will address a more detailed planning effort specific to each of the park sites listed above, enhancing the City's ability to prioritize and leverage existing resources with possible grants, foundation contributions, and donations; and

WHEREAS: GreenPlay, LLC, along with Bernardo Wills Architects, intends to conduct separate public meetings for each of these parks in order to collect information and community input, resulting in additional services, as outlined in the Memorandum, at a cost of \$89,995.

NOW, THEREFORE, BE IT RESOLVED THAT: The Memorandum for Requested Additional Services, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved, and the City Administrator is authorized to sign on behalf of the City.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling



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303-439-8369
info@greenplayllc.com
www.greenplayllc.com

Memorandum for Requested Additional Services

TO: Jennifer Stapleton, City Administrator, City of Sandpoint, ID
CC: Kim Woodruff, Director Parks and Recreation
Submitted by email to: jstapleton@sandpointidaho.gov and
kwoodruff@sandpointidaho.gov

FROM: Teresa Penbrooke, PhD, CPRE, CEO, GreenPlay, LLC, 303-870-3884
CC: Tom Diehl, GreenPlay, Project Manager, 804-833-6994

DATE: June 10, 2019

RE: Additional Planning Services for the City of Sandpoint, ID

As per your request and subsequent discussions, we have explored and gathered materials and scope of work options to assist with the additional park site plans and the cultural/public art master planning services you would potentially like us to add to our contract. We have also added additional operational, economic impact, parking and circulation, business planning, and management analysis services for these site-specific planning services.

The following sections provide an overview of the proposed additional services. Additional materials are available for review on the Dropbox folder created for this project. For your reference, we have included some general examples of park site-specific master plans that would be generated as part of our base services and examples of master planning equitable to our added services. Sample site plans are available at: https://www.dropbox.com/sh/772srjs1d3mtzg0/AAAqVjUG1X-2-WOuaOHyks5_a?dl=0

1) Additional Park Master Planning Services for City Beach Park and the Downtown Waterfront, War Memorial Field, Travers Park/Great Northern Sports Complex, and the City Watershed

GreenPlay, LLC and Bernardo Wills Architects (BWA) will prepared enhanced master planning services and for City Beach Park (including the Downtown Waterfront aspects within the relevant planning area), War Memorial Field, Travers Park/Great Northern Sports Complex, and the City Watershed.

It is our understanding that we should be addressing each of these parks in a general way as part of the system-wide parks master plan effort. Those efforts, however, will focus on providing more general master plan studies that prepare overall programing, confirm desired improvements, organization of park component adjacencies (bubble diagram level), and providing rough order of magnitude costs. This additional scope addresses a more detailed planning effort specific to each of the following park sites:

1. City Beach Park and Downtown Waterfront
2. War Memorial Field
3. Travers Park/Great Northern Sports Complex
4. City Watershed

GreenPlay and BWA intends to conduct separate public meetings for each park to collect information and community input. BWA will manage the scheduling of these if they cannot be scheduled to coincide while the entire team is in Sandpoint. From these meetings and information gathered from the City, we will provide the following additional services for each park:

- Conduct public input meeting and charrette studies
- Provide in-depth inventory and site analysis
- Refine park programming, identify space requirements, locate elements in scaled relationships
- Identify existing park components to remain for integration with improvements
- Prepare schematic level master plan. Review with City for adjustments or changes
- Prepare Concept Master Plan
- Analyze programming, revenue, and economic analysis, including management and operational business planning pro-forma for all site plans
- Prepare Preliminary opinion of probable capital costs for future construction budgeting
- Identify potential construction phasing relative to funding realities
- Prepare final proposed Site Master Plans for each site, with executive summary

Budget for Site-Specific Planning Services

GreenPlay and BWA will provide the additional services for firm-fixed fees corresponding to each park (*note these fees apply only if the services are provided together and in alignment with the current master planning project timeline*)

Additional Budget Sandpoint ID Site-Specific Plans			
TASKS	GreenPlay	BWA	Total
1. City Beach Park and Downtown Waterfront	\$ 13,650	\$ 13,000	\$ 26,650
2. War Memorial Field	\$ 6,300	\$ 11,700	\$ 18,000
3. Travers Park/Great Northern Sports Complex	\$ 7,875	\$ 9,000	\$ 16,875
4. City Watershed	\$ 6,300	\$ 9,000	\$ 15,300
Development of Final Plans and Supporting Materials	\$ 10,670	\$ 2,500	\$ 13,170
Totals	\$ 44,795	\$ 45,200	\$ 89,995

Total fee for park site-specific planning - including travel and preparation = **\$89,995**

2) Cultural Art / Public Art Master Plan

We understand that the City desires the creation of a stand-alone **Cultural Art / Public Art Master Plan**. We will also address these elements in a broad conceptual way within the overall master planning process, but to generate a full stand-alone plan, we will add **Todd Bressi** to our team as a specialized consultant. Todd is an independent consultant whose focus is public art, creative placemaking, cultural planning and city design. He will work with our master planning team for this important element under contract for GreenPlay.

Additional materials for Todd have also been made available on Dropbox, including a couple of sample plans that indicate the level of detail that can be included, and his resume/qualifications. The link for those materials is: https://www.dropbox.com/sh/772srjs1d3mtzg0/AAQVjUG1X-2-WOuaOHyks5_a?dl=0

Fees for the Cultural and Public Art Master Plan can range from around **\$17,000 to over \$50,000** depending on how many meetings and review trips need to be included. As we are not fully aware of your desired scope for this plan, the first step will be to set up a conference call to discuss the desired process and detail for the plan, and then a final firm-fixed fee based on tasks can be provided for an Additional Scope Acceptance letter. There can be cost savings if we can combine some of the meetings with our current master planning process, so moving forward quickly to allow that can help.

When the City is ready to move forward on the Cultural Art / Public Art Master Plan, we will schedule a call and create an additional addendum for scope, schedule, and budget for this additional scope item.

Signatures of Acceptance – Additional Scope for Sandpoint, ID Site-Specific Master Plans

 6/10/19

Name

Title
City of Sandpoint, ID

Teresa L. Penbrooke, PhD, CPRE DATE
CEO and Founding Managing Member
GreenPlay, LLC