

Resolution 2024-07

A RESOLUTION OF THE VINEYARD CITY COUNCIL TO PROVIDE APPROVING A TASK ORDER FOR PARKS AND RECREATION MASTERPLAN AWARDING THE BID TO CRSA

Whereas, the City of Vineyard ("City") recognizes the importance of developing a comprehensive Parks and Recreation Master Plan (PRMP) and Parks Impact Fee Study and Analysis to guide future development and enhancement of public spaces and recreational opportunities; and

Whereas, the city has solicited proposals from qualified consultants for the development of the PRMP and Parks Impact Fee Study and Analysis through a "Task Order Scope of Work" process; and

Whereas, after careful evaluation of the proposals received, CRSA has been identified as the most qualified consultant to undertake the task;

Now, therefore, be it resolved by the City Council of Vineyard:

Section 1: Award of Task Order the City Council hereby awards the Task Order for the Parks and Recreation Masterplan to CRSA.

Section 2: Authorization of Expenditure the City Council authorizes the expenditure of \$64,000 for the completion of the Task Order with CRSA.

Section 3: Implementation The City Manager is directed to take all necessary actions to implement this resolution, including executing any necessary documents and agreements with CRSA.

Section 4: Effective Date This resolution shall take effect immediately upon passage.

Passed and adopted by the City Council of Vineyard on this March 27, 2024.

ATTEST:

City Recorder

VINEYARD CITY, Mayor



PASSAGE BY MUNICIPAL COUNCIL
ROLL CALL VOTE

RESOLUTION NO 2024-07

**A RESOLUTION OF THE VINEYARD CITY COUNCIL TO PROVIDE APPROVING A
TASK ORDER FOR PARKS AND RECREATION MASTERPLAN AWARDDING THE
BID TO CRSA**

ROLL CALL VOTE:

MAYOR JULIE FULLMER

COUNCILMEMBER SARA CAMERON

COUNCILMEMBER JACOB HOLDAWAY

COUNCILMEMBER AMBER RASMUSSEN

COUNCILMEMBER MARDI SIFUENTES

MOTION	SECOND	AYES	NAYS	ABSENT
		X		
		X		
		X		
	X	X		
X		X		
		5		

TOTALS

This Resolution was passed by the City Council of Vineyard, Utah on the 27th day of March, 2024, by a roll call vote as described above.

CITY RECORDER'S CERTIFICATE AND ATTEST

This Resolution was recorded in the office of the Vineyard City Recorder on the 14th day of March, 2024.

I hereby certify and attest that the foregoing constitutes a true and accurate record of proceedings with respect to Resolution No. 2024-07.

ATTEST:



Vineyard City Recorder





CRSA

MGB+A
STUDIO

RESPONSE TO REQUEST FOR TASK ORDER SCOPE OF WORK FOR



PARKS & RECREATION MASTER PLAN & PARKS IMPACT FEE STUDY & ANALYSIS

THURSDAY, FEBRUARY 29TH, 2024



Proposal for Professional Design Services

Vineyard Parks & Recreation Master Plan

Vineyard City
125 South Main Street
Vineyard, Utah, 84059
08/15/2023

EXHIBIT A - SCOPE

SECTION 1 INTRODUCTION

1.0 PROJECT OVERVIEW & UNDERSTANDING

Dear Brian,

CRSA is pleased to submit a proposal for a partnering opportunity with Vineyard to support in the generation of a Parks and Recreation master plan.

CRSA & MGB+A are experienced in successfully designing and creating dynamic spaces, robust programming documentation, master planning, and generating scoping and financial analysis. We look forward to creating a lasting relationship with the city of Vineyard. Our Project Approach delineates how the project is proposed to be carried out with a detailed step-by-step process. Throughout this analysis we will provide a week-by-week schedule - which is updated as the project progresses. This schedule will ensure all parties time is respected and accounted for and guide us to a well-developed goal.

2.0 DEFINITIONS

Additional Services are professional services rendered other than the base services including, but not limited to, extra submittals and instruments of Service and meetings and presentations.

Authority Having Jurisdiction (AHJ)

- 1) Design Services: Are those authorities that have control over permitting an architectural design, landscape design, or engineering design.
- 2) Planning Services: Are those authorities, including Planning Director (or similar position), Planning Commission, or City Council that have control over permitting a proposed project by a 3rd party Owner within a Client's Municipal Limits

The terms **Owner** & **Client** are defined in the Overview.

The term **Concept Design** means a general idea or understanding of the potential of a structure, building, or landscape given its opportunities and constraints. Concepts are conveyed in narratives, diagrams, and renderings to show sources of inspiration, physical and social connections, and define goals and value propositions.

Design Sketch (DSK) is a sketch issued to clarify the Work often accompanying a RFI response.

Design Process is the logical execution of Professional Design Services beginning with Pre-Design (where selected) and continuing through Schematic Design, Design Development, Construction Documents (collectively Design Services), Bidding, through to Project Closeout.

- 1) The Term **Pre-Design** means the information gathering phase and development of a Concept Design that will be the foundation for the design phases to follow. The main goal during this phase is to learn everything possible about the project and develop a program, which describes all components for the project, their approximate sizes and any specific qualities or unique features. The other part of Pre-design phase is observing and documenting the existing conditions at the project site. This may entail a survey of the land to determine the property line locations and/or measurements of any existing structures.

The term **Limits of Work (LOW)** means the boundary of the Professional Services and limits of Contract Work.

- LLOW means the Landscape Limit of Work which may be different than the overall Limits of Work.
- PLOW means the geographic area within which planning services will be provided to the Client or Owner

Leadership in Energy and Environmental Design (LEED) certification is an environmental sustainability rating system for building created and operated by the United States Green Building Institute.

The **term General Conditions of the Contract for Construction** means a document with general conditions articles that are a part of the contract for construction between the Client and the General Contractor. These articles define responsibilities, time, payments and completion, insurance, and bond requirements.

The **term General Contractor (GC)** is the person or entity identified as such in the contract for construction and is responsible for performing the Work in accordance with the Contract Documents.

The term **Inspect** means to examine carefully and critically, especially for defects. This term is usually associated with a site visit to determine if the Work is substantially complete.

The **term Notice to Proceed (NTP)** is the written indication by the Client to CRSA to act and provide Services. The date of commencement is established by the notice to proceed.

The term **Observe** means perceive, notice, see and associate through periodic site visits to Observe Contract Work.

Planning Process is the logical execution of Professional Planning Services that are described in Section 2 of Exhibit A, Scope of Services.

The term **Professional Services (Design and/or Planning)** means the Basic Professional Services, or the components of the Process, and any Supplemental or Additional Services delivered by CRSA.

Supplemental Services means those Services known at the time that the project is scoped and proposed but are not a part of the Base Services or Fees. These Services may be authorized after the base Services begin as a Modification to the Professional Services Contract.

The term **Work** means the construction and services required by the Construction Documents to be fulfilled by the GC.

3.0 MEETINGS

- As Outlined in the Section 02 & Exhibit D.

SECTION 2 INCLUDED SERVICES

INITIAL PROJECT ORGANIZATION:

DEFINING ROLES AND RESPONSIBILITIES

- Identify key personnel, agencies, and individuals to develop communication and correspondence networks. Representative groups include Parks and Recreation staff, sports leagues, etc.
- Set up a Project Team with CRSA/MGB+A and Vineyard City representatives who are responsible for executing the work according to contract.
- Establish an Advisory Committee with the City that will help guide the Parks, Recreation and Trails Master Plan to its fruition. Committee members could include members of the City Council, Planning Commission, Mayor, parks, recreation, and trail enthusiasts, with interest in the Parks, Recreation, and Trails Master Plan.

PROJECT MANAGEMENT

- Patricia Beckert will be the project manager for the MGB+A team, coordinating the efforts of the consultant with the City, Vineyard Parks and Recreation Director and others as required throughout the progression of the project. The balance of our team will assist in the development and production of the master plan, including cost estimates, diagrams, and related information.
- Bi-weekly meetings with the Parks and Recreation Director will take place for a total of six meetings to complete this project.
 - Review timetable and milestones.
 - Assign roles and responsibilities.
 - Refine master plan approach and direction.
 - Review mission statement, goals, and objectives of the City relating to Leisure Services Comprehensive Parks, Recreation and Trails Master Plan activities.

Vineyard City tasks:

- Set up Advisory Committee by selecting and contacting members and convening the first meeting.
- Contact members to schedule and attend all Project Team meetings.
- Contact members to schedule and attend all Advisory Committee meetings.
- Act as liaison between City and Advisory Committee.

CRSA/MGB+A tasks:

- Advise on selection of Advisory Committee.
- Write meeting minutes and all materials establishing the committee, its goals, tasks, and schedule.

- Prepare agenda and take minutes for all Project Team meetings.
- Prepare agenda and take minutes for all Advisory Committee meetings.
- Act as Project Team leader.

TASK 1: COMMUNITY PARTICIPATION

During our first meeting with the Advisory Committee (AC) we will discuss and brainstorm important parks, recreation, and trails facilities and programs that exist, are needed in the community, or exist in other communities that would benefit the residents of Vineyard City.

- We will prioritize this list of parks and recreation elements according to the greatest need and develop a community needs and preference survey questionnaire (20 questions max) relating to the prioritized list to receive input from the community.
- We will draft the questionnaire and send it to the Advisory Committee for input. We will update the questionnaire then provide it to the City to post on their website. The questionnaire could also be included in the City's utility bill envelop, inviting the community to come to the public input workshop, or send it to the City Offices.

We will assist the Advisory Committee to conduct public input meetings. We will propose two public meetings to receive input and one open house to present results. Below is an example agenda:

- Meeting #1: Gather input from the neighbours, interest groups and other community members desiring to be part of the process to develop the Parks, Recreation, Community Arts and Trails Master Plan.
 - Prior to Meeting #1 we will meet with the AC to invite the appropriate staff and elected officials to the public input meetings.
 - We will also coordinate with the AC to advertise on the City's website, City email lists and utility bills.
- Meeting #2: Present and get feedback on proposed park locations, recreation programs, community arts and the trails master plan.
 - We recommend holding meetings at City Hall (or other venue as determined) so it is easy for neighbours to attend.

We will keep meetings concise and direct to ensure we are respectful of participants time. The CRSA/MGB+A team's experience in facilitating meetings and communicating with public will be an asset to the process. Sample agenda for each meeting below - this can be revised to meet project needs, as necessary.

Sample Public Input Meeting #1 – Brainstorming – Agenda:

- 7:00 PM Welcome – Introduce AC & consultant team. Explain the listening/brainstorming process.*
- 7:15 PM Introduce attendees to each other, the AC, and the consulting team.*
- *Explain brainstorming and objectives for the meeting.*
 - *Discuss and brainstorm a mission statement, vision, core values, goals, and objectives for the following categories: Parks, Recreation, Events, Trails, Open Spaces, and Parks & Rec Facilities.*
 - *Review all needs, wants and desires of the master plan with the group.*
 - *Encourage participants who haven't completed the community needs and preference survey questionnaires to complete it.*
 - *Other general issues as discovered during the general session.*
- 7:30 PM Breakout Groups (10-15 each) to receive individual input.*
- *Document needs, wants, and desires on a visible tablet of projector for everyone to view.*
 - *Display AC committee prioritized facility needs.*
 - *Review comments and brainstorm possibilities.*
 - *Create a prioritized list of parks, recreation, community art and trails need, wants and desires.*
- 8:00 PM Each group presents prioritised list to the overall group and receives input.*
- 8:30 PM Each participant marks elements they deem most important with stickers.*
- 8:45 PM Wrap up and announce next meetings. Adjourn.*

During the first meeting, we will gather input on what parks, recreation, and trails facilities that the community needs and wants.

- After the brainstorming meeting, we will review the documentation, and related information as it pertains to the development of the master plan.

From the information gathered in Meeting #1, we will produce a list of the highest priority elements needed for the community. We will review this list with the AC and refine and/or add elements for social media input (Survey Monkey). Social media input will allow our team to share the prioritised list, community needs and survey questionnaire online to gather further input from the community. *We typically receive ten times more input online than people who attend the public input meeting.*

- After accumulating information, for two weeks, we will review the social media and workshop results as well as existing documents, plans, programs, policies, and related information with the AC.

- Discuss findings with AC (meeting two).

Once a preliminary master plan draft (see Task 7 – Plan Adoption) we will assist the AC in hosting the second town hall meeting. Review the preliminary master plan and associated sketches, graphics, and cost estimates.

Sample Public Input Open House Meeting # 3 Agenda:

7:00 PM	<i>Welcome – Introduction to the Master Plan Process – Statement of Goals and Objectives for Meeting.</i>
7:15 PM	<i>Display and explain the maps, graphs, matrices, graphics, and costs.</i>
7:30 PM	<i>Obtain input from the participants. This could be an informal open house setting or other as requested by the AC.</i>
8:30 PM	<i>Wrap Up/Summary of input received and the City’s master plan adoption process.</i>
8:45 PM	<i>Adjourn.</i>

Next Steps:

Summarize comments from public input meeting #2 and review with the AC. We will use this information to refine the master plan and cost estimate as directed by the AC. This draft will also be posted on social media for two weeks. Once all input is received, we will review with the AC, incorporate the relevant input, and finalize the master plan (see Task 7 – Plan Adoption). Present final master plan and cost estimate to the AC for approval for Planning Commission and City Council for adoption.

Product(s)

- Site analysis plan showing existing and potential recreation sites.
- Create base maps with aerial photos and other layers of information as requested by CRSA/MGB+A
- Public input workshop and input summary.
- Social media input summary.
- Two Advisory Committee meetings.

Vineyard City tasks:

- Collect all applicable materials from City staff and coordinating agencies. Deliver to CRSA/MGB+A.
- Provide list and map of all existing recreational sites.
- Invite people to public workshop as advised by CRSA/MGB+A.
- Compile database of workshop invitees and attendees for future notification and/or involvement.
- Disseminate questionnaire (if a full public survey is desired) and use social media to distribute questionnaire.
- Compile and summarize questionnaire results (from workshop and/or public survey).

CRSA/MGB+A tasks:

- Advise on materials to collect.
- Prepare inventory and analysis of existing conditions.
- Develop questionnaire.
- Send out questionnaire via City's email list using social media (Survey Monkey or equal).
- Set agenda for public workshop, recruit facilitators, and conduct workshop.
- Summarize workshop results.
- Prepare recommendations for Conceptual Master Plan.

TASK 2 – INVENTORY AND EVALUATION OF EXISTING AND PROPOSED FACILITIES

- Collect information from Vineyard City, related agencies, individuals, and others to assemble base data.
 - Mapping including existing parks, proposed parks, undeveloped park land, recreation facilities, trails (by type and surface material) and related structures and facilities including bridges, underpasses, parking lots, trailheads, shared/joint use of facilities with other communities, evaluation of level of usage, open space, public school grounds, private facilities, public facilities, and recreation programs within the planning area.
- Vineyard City to compile and synthesize all relevant reports, studies, and other background data.
- After collecting the data from the City, the CRSA/MGB+A team will conduct an on-site inventory and analysis of existing recreational site and facilities to determine their condition and significance, particularly regarding phasing and life-cycle cost estimating. This will include:
 - Existing school facilities that are used for community recreation activities.
 - Existing City park and recreational facilities.
 - Road rights-of-way widths on major and collector roads (for trail use).
 - Canal rights-of-ways.
 - Vacant parcels accessible to the public.
 - Vacant parcels adjacent to recreational activities.
 - Vineyard City, Utah County, and surrounding cities regional trail system master plans.
 - Proposed sites as recommended by the City and Advisory Committee.
- Analyze information to determine constraints, opportunities, and needs.
- Gather population, characteristics, density, and demographic trends from the City.
- Brainstorming session with Advisory Committee about existing and potential parcels and their possible uses (meeting three).
- Prepare an analysis map and existing conditions plan for Vineyard.
 - Examine the existing uses and conditions of proposed and undeveloped parks, recreation, and trails facilities in the designated parks and trails area.
 - Define desired level of service, assuming build-out conditions for each regional, community, neighborhood, and mini park.
 - Define developed park land vs. unimproved park land (open space) and determine methods of achieving desired level of service.

- Compare (generally) existing Vineyard City recreational activities to the National Recreation and Park Association (NRPA) standards.
- Determine how Vineyard City population demographics compare to the NRPA standard demographics and adjust comparison ratios.
- Review National Sporting Goods Association (NSGA) to identify the latest parks, recreation, and trail use trends to determine what elements are most needed in the City.
- Assess the adequacy of all existing facilities to meet current and projected needs.
- To ensure uniformity and consistency in the data collection process, a standardized definition should be given for each type of recreational facility including public school grounds and private facilities.
- Recreational facilities and uses shall be identified and classified into distinct areas.

Product(s):

- Base map showing all existing parks, recreation, trails, and schools
- Roads plan and ROW width for roadside trails
- Drainages that can accommodate trails
- Proposed parcels that can accommodate parks, trails, etc.

Vineyard City tasks:

- Gather population characteristics

CRSA/MGB+A tasks:

- Analysis of existing facilities map
- Identify desired level of service
- NRPA standard comparison adjusted to Vineyard City
- NSGA data comparison to identify recreation trends
- Existing facility assessment
- GIS Mapping

TASK 3: NEEDS ASSESSMENT AND ANALYSIS

Information Synthesis

Synthesize information collected from the workshop, and the community needs and preference survey to identify City resident attitudes and opinions in regard to parks, trails, recreation facilities and programs.

- Tabulate and prepare relevant maps, charts, and matrices showing resident's attitudes and opinions.
- Project the necessary space and facility requirements for each class and type of park.
 - Determine deficiencies or excesses.

- Map other potential parks contiguous to neighborhood planning areas, which might offset deficiencies. School open space figures will be listed separately and not factored into the needs assessment.

Product(s):

- Synthesize community needs and preference survey

Vineyard City tasks:

- Gather community surveys mailed through utility billing and deliver to CRSA/MGB+A
- Assist in mapping of potential parks and facilities
- Identify existing deficiencies in parks and recreation programs

CRSA/MGB+A tasks:

- Community needs and preference survey synthesis.
- Mapping of potential parks and facilities – schools to be listed separately

TASK 4: TRAIL SYSTEM ANALYSIS

Analyze existing and proposed trails and how they may connect to other trails, jurisdictions, and various public recreational areas.

- Determine the most appropriate types of use for both the existing and proposed trails.
 - Categorize trails by safety, access to open space and parks, logistics (right of way, established facilities, construction concerns, future development, connectivity, etc.), circulation and opportunities for loop trails and likelihood of use.
 - Consider the natural pathways (creeks, irrigation canals and rights of way located throughout the City), and the role they may play in the trails master plan.

Product(s):

- Existing and proposed trail mapping categorized by safety, access, logistics, etc.
- Natural corridors consideration

Vineyard City tasks:

- Assist in existing and potential trail identification

CRSA/MGB+A tasks:

- Mapping and categorization of existing and proposed trails

TASK 5: PARK ACQUISITION, CONSTRUCTION AND MAINTENANCE COST

Prepare cost estimates for potential park acquisitions, construction, and maintenance.

Provide cost estimates for possible updates or remodels of existing parks and trails facilities.

Product(s):

- Park land acquisition, construction, and maintenance cost estimating
- Existing park and trails facilities updates/remodel cost estimating

Vineyard City tasks:

- Assist in providing typical acquisition land cost data
- Assist in identifying existing park facilities needing updating

CRSA/MGB+A tasks:

- Prepare cost estimating for land acquisition, construction, maintenance, existing facility updates and remodels

TASK 6: GOALS, OBJECTIVES AND POLICIES DEVELOPMENT

ACTION PLAN

- Prepare action plan for parks, recreation, community arts and trails components, including:
 - Trail corridors
 - Close current trail gaps and propose new trails.
 - Future parks
 - Acquisition of land and improvement implementation
 - Open space connections
 - Recreation programs
 - Existing program effectiveness
 - Other missing program creation as needed.
 - Cost estimates for parcel acquisition and facility construction.
 - Prioritize to acquire land in growth areas.
 - Recommend zoning changes for targeted properties
 - Phasing plan for recreation elements.
 - Acquisition and implementation timing with priority in growth areas.
 - Alternatives and recommendations for plan implementation.
 - Identify potential funding sources for construction, operation, and maintenance
- Review with Advisory Committee (meeting four) for comments and direction.

CONCEPT DESIGN

- Prepare schematic drawings, text, and charts in the form of a draft outline and Concept Master Plan.
- Review the Concept with the Advisory Committee, City, and others (meeting five)

Product(s):

- Draft Project Action Plan
- Conceptual Parks, Recreation, and Trails Master Plan
- Three Advisory Committee meetings

Vineyard City tasks:

- Collect demographic data. Deliver to CRSA/MGB+A.
- Prioritize and weigh factors to determine planning strategy.

CRSA/MGB+A tasks:

- Prepare comparisons of current City recreational opportunities to recommended standards.
- Prepare illustrations of existing recreation services.
- Prepare action plan.
- Prepare concept Master Plan with text, maps, and graphics.

TASK 7: PLAN ADOPTION

PRELIMINARY MASTER PLAN

CRSA/MGB+A will integrate comments received from the Concept Design review and refine the document into a Preliminary Master Plan for review. The Preliminary Master Plan gives greater definition to the Master Plan in the form of physical facilities, programs, phasing, costs, and items as determined in the data research and analysis phase of the project.

- Establish cost guidelines for park/trail construction.
- Review preliminary Master Plan in a joint City Council and Planning Commission work session for comments and input.
- Review preliminary Master Plan with Advisory Committee (meeting six).

Once complete we will conduct town hall meeting #2 (see Task 1 – Community Participation)

Product(s):

- Preliminary comprehensive Master Plan
- Advisory Committee meeting
- City Council/Planning Commission review meeting

Vineyard City tasks:

- Invite workshop participants to City review meeting.

CRSA/MGB+A tasks:

- Print and distribute draft plan.
- Submit plans, prepare materials for, and attend City review meeting
- Prepare cost estimate for Master Plan elements as needed.
- Write final Master Plan and prepare related graphics and maps.
- Provide standard cost guidelines on parks/trails elements.
- Summarize comments from City review meetings.
- Provide digital copies of all Master Plan materials.
- Provide materials for City review meetings, as needed.

FINAL AND APPROVED MASTER PLAN

Refine the Preliminary Comprehensive Master Plan from corrections, suggestions and input received into a final comprehensive Master Plan.

- Prepare a rough cost estimate for improvements.
- Prioritize projects for funding and possible phasing.
- Submit for Planning Commission and City Council approval.
- Prepare documents in final format (digital and printed) and deliver to City.

Product(s):

- Final comprehensive Master Plan
- Completed City approvals

Vineyard City tasks:

- Invite public and previous workshop participants to City approval hearings.

CRSA/MGB+A tasks:

- Prepare maps for Master Plan.
- Print and distribute final Master Plans.
- Write final Master Plan text and provide related graphics as needed.
- Summarize comments from City approval hearing and include as addendum to final plan.
- Submit plans, prepare materials for, and attend City approval hearings.
- Provide digital copies of all Master Plan materials.
- Provide materials for City approval hearings, as needed.

SECTION 3 ADDITIONAL SERVICES**Phase: EXP-R**

Expenses may include travel labor and expenses for site visits noted. Travel Terms are outlined in Exhibit C of the Proposal.

Additional Services (AS-99)

CRSA and the Owner agree that the following services associated with this project are Additional Services and are not part of the Basic Design Services. CRSA will complete these services only upon written approval by the Owner and after amendment to the contract.

- Execution of services beyond the general schedule by phase noted in Section 2 that results in additional labor beyond what is anticipated to complete the scope of work.
- Non-Site Related Travel
- Planning Services
 - Transportation Planning
- Building and Facility Design and Planning beyond basic Element Identification

- This includes floor plan generation, building programming in excess of what is included in the scope referred to in Section 2.
- 3rd party sustainable certifications
- Federal Funding Acquisition - Planning Services
- Federal Funding Acquisition – Pursuit

SECTION 4 SCHEDULE

Detailed Schedule and Cost break down provided in Exhibit B.

Month	March				April					May				June				July				
Week	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Task 1 - Community Participation																						
Task 2 – Inventory and Evaluation of Existing and Proposed Facilities																						
Task 3 - Needs Assessment and Analysis																						
Task 4 - Trail System Analysis																						
Task 5 - Park Acquisition, Construction and Maintenance Cost																						
Task 6 - Goals, Objectives and Policies Development																						
Task 7 - Plan Adoption																						

SECTION 5 COMPENSATION TERMS

1.0 CONTRACT TERMS

Fixed Fee compensation terms are defined by AIA Agreement or other contract format agreed upon.

2.0 TRAVEL ASSUMPTIONS:

Travel Labor & Expenses:

Travel labor to the site is included in the overall fee proposal based on travel starting from a local office of CRSA (or equivalent). Each visit includes advance preparation, travel time, field time, and post site visit reports and documentation.

Expenses for travel to the Site are included in the Fixed Fee, up to the cap outlined. All travel expenses are included as part of the Expenses phase for tracking, rather than by project phase.

A site visit event is estimated at (4) hours in duration each. Estimated travel costs include the following:
(Where possible, expenses will be shared with others travelling from CRSA):

- Roundtrip Drive from SLC to Vineyard City
- Meals

Travel to other locations is considered Supplemental Services.

Reimbursable Travel Expenses:

\$1,760

3.0 FEE SCHEDULE

PROPOSED FEES: Vineyard Parks & Rec Master Plan				
Task		Consultant	Scope	Fees
Programming		CRSA	Architecture	\$ 17,850*
Cost Estimating		MGB+A	Landscape	\$ 30,390
Proposed Fee				\$ 48,240
Expenses (EXP-R)		The following expenses will be billed to the Owner in addition to the Fixed Fee Contract:		
		\$1,760		
Grand Total Base Fee:				\$ 50,000
Supplemental Services (SS-99)		The following services will be billed to the owner upon written request.		
		Items outlined in Exhibit C.		
	Task	Consultant	Scope	Fee
	IFFP	Zions Public Finance	Impact Fee Facility Plan	\$7,500
	IFA	Zions Public Finance	Impact Fee Analysis	\$6,500
	Total SS -			\$14,000

The Proposed Fee schedule is a summary of all services required to complete the work.

- Where applicable under additional services, current hourly rates may be apply for the completion of agreed upon tasks, available upon request.
- Work which extends the timeline of this schedule is subject to additional fee at the hourly rates provided below.

4.0 ASSUMPTIONS/EXCLUSIONS

- Additional consultant exclusions are outlined in their respective proposals - **Exhibit C.**
- The schedule outlined in Exhibit B is subject to change based on approval. Timeline provided is preliminary in nature and will be reassessed upon acquisition of NTP.



5.0 LIMITATION AND LIABILITY:

- CRSA and Vineyard City agree that CRSA will not be liable for changes in the construction cost due to unknown or undiscovered conditions or other concealed conditions discovered after delivery of the work product, which require additional work or changes in the work. The form of agreement will be AIA B212 Standard Form of Architect's Services: Regional or Urban Planning.
- We welcome the opportunity to discuss the proposal and underlying assumptions with you in detail. We look forward to our continued successful partnership with Vineyard City and thank you for the opportunity to do so. Feel free to contact us if you have any questions.

6.0 SIGNATURES

Upon approval of this proposal, CRSA will contract with the Owner using the AIA (or other as agreed upon) Standard Contract.

Kathy Wheadon

Senior Principal, CRSA

Signature, Vineyard City

Title, Vineyard City



EXHIBIT B – DETAILED SCHEDULE & FEE BREAKDOWN

VINEYARD CITY PARKS, RECREATION, AND TRAILS MASTER PLAN

Project Schedule and Cost

29-Feb-24



Task	Deliverable	Total Fee	March					April					May					June					July						CRSA	LS	PK	MGB+A	JB	PB	SB	SA	Total Fee	
Project Management Plan			Mondays																																			
Schedule monthly meetings	Meetings scheduled and reviewed	\$ 840																																				
Set up, review and update schedule	Refined project schedule adjusted monthly as needed.	\$ 505																																				
Review and refine detailed work plan	Final detailed work plan, adjusted as needed	\$ 505																																				
- Establish an Advisory Committee	Advisory Committee formed	\$ 505																																				
Meet with Advisory Committee monthly (3 meetings in Vineyard & 2 via conf call)	Minutes and project updates	\$ 6,265																																				
Subtotal		\$ 8,620																																				
Task 1 - Community Participation																																						
Meet and coordinate with Advisory Committee for Public Input	Advisory Committee meeting to coordinate public input	\$ 1,680																																				
- List parks and recreation elements according to greatest need	Prioritized parks and recreation elements list	\$ 840																																				
- Develop a community needs and preference survey	Community needs and preference survey	\$ 840																																				
Public Input Meeting #1	Public Input Meeting #1	\$ 1,360																																				
- Gather input from the community on needs, wants and desires		\$ 505																																				
- Break out groups to prioritize needs, wants and desires		\$ 505																																				
- Finalize and present final needs, wants and desires prioritized list	Input gathered from public	\$ 505																																				
- Encourage participant to fill out preference survey		\$ 505																																				
- Post meeting #1 results on line for 2 week period		\$ 665																																				
Public Input Meeting #2	Public Input Meeting #2	\$ 1,360																																				
- Review preliminary master plan and receive input		\$ 675																																				
- Post preliminary master plan on line to receive input	Input gathered from public	\$ 675																																				
- Synthesis input received		\$ 675																																				
Discuss findings with Advisory Committee	Data reviewed with Advisory Committee	\$ 595																																				
Subtotal		\$ 11,385																																				
Task 2 - Inventory and Evaluation of Existing and Proposed Facilities																																						
Collect base data/existing documents from Vineyard City and related agencies	Base information collected	\$ 505																																				
- Collect GIS mapping from City with all pertinent layers	GIS mapping collected	\$ 650																																				
- Collect existing master plans related to parks, recreation and trails	Documentation collected	\$ 330																																				
Conduct on site inventory and analysis of existing parks and open space	Walking audit/photographic reconnaissance	\$ 2,310																																				
Identify potential parcels for future parks and open space (City assist)	Potential parcels identified	\$ 985																																				
Analyze information to determining constraints, opportunities and needs	Constraints, opportunities and needs determined	\$ 745																																				
Identify existing park level of service and compare to NRPA standards	Parks level of service compared to NRPA standards	\$ 665																																				
Compare City demographics to NRPA standards and adjust comparison ratios	City Demographics compared to NRPA and ratios adjusted	\$ 665																																				
Prepare service area analysis		\$ 665																																				
- Vacant parcels according to size (regional, neighborhood, mini park)	Service area analysis mapped	\$ 325																																				
- Trial corridors connecting trails and parks to the community		\$ 325																																				
Assess adequacy of existing facilities (data from City)	Existing facility adequacy assessment	\$ 665																																				
Identify gaps in level of service compare to demand analysis	Level of service gaps identified and compared to demand	\$ 665																																				
Recommend facility upgrades	Facility upgrades and amenity guidelines recommendations	\$ 840																																				
Review with Advisory Committee and brainstorm proposed parcels	Advisory Committee meeting with minutes	\$ 680																																				
Subtotal		\$ 11,020																																				
Task 3 - Needs Assessment and Analysis																																						
Synthesis data gathered from workshop and social media site(s)	Data synthesized	\$ 335																																				
Prepare mapping, charts, matrixes and graphics showing attitudes and opinions	Mapping and documentation prepared	\$ 1,135																																				
Project necessary space needed to accommodate growth	Expansion area determined	\$ 840																																				
Map potential park space contiguous to neighborhoods	Park space adjacent to neighborhood identified	\$ 400																																				
Map potential connecting trails and proposed trails	Connecting trails and proposed trails identified	\$ 400																																				
Subtotal		\$ 3,110																																				
Task 4 - Trail System Analysis																																						
Analyze existing and proposed trails	Existing and proposed trails determined	\$ 840																																				
- Identify types and use	Trail type and use determined	\$ 505																																				
- Consider natural pathways (Coal Creek, irrigation canals, etc.)	Natural pathways for trails determined	\$ 505																																				
Review with Advisory Committee	Advisory Committee meeting with minutes	\$ 505																																				
Subtotal		\$ 2,355																																				
Task 5 - Park Acquisition, Construction and Maintenance Cost																																						
Acquisition, construction and maintenance cost estimate	Cost estimates and operational costs	\$ 850																																				
Existing facilities update/remodel cost estimate		\$ 1,015																																				
Review with Advisory Committee	Advisory Committee meeting with minutes	\$ 505																																				
Subtotal		\$ 2,370																																				
Task 6 - Goals, Objectives and Policies Development																																						
Develop draft report/action plan		\$ 505																																				
- Trail corridors		\$ 320																																				
- Future parks		\$ 320																																				
- Open space connections		\$ 165																																				
- Recreation programs		\$ 165																																				
- Cost estimates		\$ 340																																				
- Phasing plan		\$ 515																																				
- Plan implementation		\$ 340																																				
- Identify potential funding sources		\$ 500																																				
- Other information as needed		\$ 335																																				
Update draft and produce a preliminary master plan for Public Input #2	Final draft for review with public	\$ 660																																				
Review with Advisory Committee	Advisory Committee meeting with minutes	\$ 340																																				
Subtotal		\$ 4,505																																				
Task 7 - Plan Adoption																																						

EXHIBIT C - ZPFI SCOPE

SECTION 1 SCOPE & HISTORY

Zions First National Bank was founded in Salt Lake City in 1873 and continues its legacy of strength and stability as one of the oldest financial institutions in the Intermountain West. To bring value to individuals, small-to middle-market businesses, nonprofits, corporations, and institutions, Zions Bank provides a wide range of traditional banking and innovative services. Zions Bank is a division of ZB, N.A., which operates in nearly 500 local financial centers across 11 Western states: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Texas, Utah, Washington, and Wyoming. ZB, N.A.'s parent company is Zions Bancorporation, which is included in the S&P 500 and NASDAQ Financial 100 indices (NASDAQ: ZION).

Our department, ZPFI, is comprised of a team of 23 professionals committed to providing unparalleled service to municipal entities, local districts, government agencies and private clients throughout Utah and the Intermountain West. We have two primary service areas: (1) financial advisory to assist governmental entities in the bonding and disclosure/reporting process; and (2) municipal consulting services focusing on economic development, planning, real estate development advisory, and fee-related services.

Our Municipal Consulting Group, an integral part of ZPFI, is well known and respected throughout the Intermountain Region for its leadership in economic development, redevelopment, market analysis, real estate development advisory, capital facility finance planning, feasibility studies, and fiscal/economic impacts analysis.

EXECUTIVE SUMMARY

The consultants will draft a Parks, Trails and Recreation Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) that meets all legal requirements of Utah Code 11-36a and that also reflects the unique characteristics and goals of Vineyard. We believe we can offer you superior service for the following reasons:

- ZPFI stays current on the issues surrounding impact fees in Utah, has been asked to testify before the Utah Legislature on impact fees, and can ensure that Vineyard's impact fees are defensible and in line with today's standards and the requirements of Utah Code 11-36a;
- Our experience with impact fees and rates ranges from small towns like Centerfield, to mid-size cities like Clearfield, to larger cities like Provo and Orem, to rapidly-growing cities like Saratoga Springs and Herriman, and to special service districts like the Snyderville Basin Special Recreation District. We understand that each community is unique, have seen a vast range of concerns over the years, and are prepared to work closely with you to meet your specific needs;
- We have worked closely with the Utah Valley Homebuilder's Association over the years and have established good relationships there as we have drafted impact fees for many cities in Utah County including: Saratoga Springs, Lindon, American Fork, Alpine, Highland, Provo, Orem, Springville, Cedar Hills and Payson.
- Our financial models are highly interactive. As part of the process, we sit down with our clients and show impacts to the calculations from varying assumptions, such as timing of capital projects, inflation, growth, etc.



RELEVANT PROJECTS – 2-3

Santaquin City Parks IFFP and IFA
Nibley City Parks IFFP and IFA
Saratoga Springs Parks IFFP and IFA

SCOPE OF WORK

The Impact Fee Facility Plan will provide the following information, as required by Utah Code 11-36a. This information will form the foundation of the Impact Fee Analysis.

- Identify the existing level of service (LOS) – i.e., park acres, trail miles
- A proposed level of service
- Identify any excess capacity to accommodate future growth
- Identify demands placed on existing public facilities by new development activity
- Identify the means by which the local political subdivision will meet those growth demands
- A general consideration of all potential revenue sources to finance the impacts on the system improvements.

Working from the IFFP, Zions will draft an Impact Fee Analysis (IFA) that includes the following components:

- *Incorporate Assumptions from the IFFP* – The IFA will be consistent with the IFFP in every way. The same growth projections, level of service, future capital projects, and other key assumptions used in the IFFP will be incorporated into the IFA.
- *Proportionate Share* – ZPFI will allocate the costs among the demand units, including costs for any existing capacity, as well as the proportionate share of new construction costs attributable to new development within the next 6-10 years.
- *Credits* – Credits must be made against the gross impact fee for outstanding bonds, as well as the portion of new facilities, if any, that will benefit existing development (i.e., cure existing deficiencies).

ZPFI will certify the IFFP and IFA as required by law.

We will present the IFA as a Word document, as well as in a PowerPoint format to staff, City Council, etc., as requested by the City and will be available to answer any questions at a public hearing.

BUDGET AND PRICING

Proposed fees are as follows:	IFFP	\$7,500
	IFA	\$6,500
	TOTAL Proposed	\$14,000

DELIVERABLES

IFFP

IFA

PowerPoint for presentation to City staff and Council as requested

SCHEDULE AND TIMELINE

The proposed schedule is approximately **6 weeks** for completion of the IFFP and IFA after the basic elements of the Master Plan are complete (i.e., inventory, service levels – existing and proposed, growth projections). Some work can be done simultaneously with the Master Plan, order to move the project forward more quickly, but the basic elements listed above need to be in place so that the IFFP and IFA are consistent with the Master Plan.

SECTION 2 IMPACT FEE EXPERIENCE

SAMPLE IMPACT FEE EXPERIENCE Entity	Water	PI	Storm	Sewer	Parks	Roads	Power	Police	Fire
Alpine	x	x							
American Fork	x	x	x	x	x	x		x	x
Ash Creek SSD				x					
Ash Creek SSD 2018				x					
Bear River Water	x								
Brian Head	x			x		x		x	
Brigham City	x		x	x	x	x	x		
Cedar Hills	x	x		x	x	x		x	x
City of Chubbuck, Idaho					x			x	x
Clearfield	x		x	x					
Clinton	x		x	x	x	x		x	x
Coalville	x	x	x	x	x	x			
Cottonwood Heights			x			x			
Eagle Mountain	x		x	x	x	x	x		
Enoch	x	x	x	x	x	x		x	x
Farmington City 2015			x		x	x			
Farmington City 2018			x			x			
Farmington City 2019	x		x			x			
Granger-Hunter Improvement District	x			x					
Grand County					x	x		x	x
Harrisville					x	x		x	
Heber Valley Sewer				x					
Herriman	x	x	x		x	x		x	x
Hi-Country Estates	x								
Highland	x	x		x	x	x		x	x
Hyrum	x	x		x	x	x			

SAMPLE IMPACT FEE EXPERIENCE Entity	Water	PI	Storm	Sewer	Parks	Roads	Power	Police	Fire
Jordanelle SSD 2015	x			x					
Jordanelle SSD 2018	x			x					
Ivins								x	x
Kooshareem	x								
Layton	x				x	x			
Lehi City 2015	x		x	x	x	x		x	x
Lehi City 2018	x	x	x	x	x	x	x	x	x
Lindon	x			x	x	x			
Marriott-Slaterville		x		x	x	x		x	
Manila	x			x					
Millcreek City					x				
Moab	x								
Morgan City				x			x		
Mountain Green Fire									x
Mountain Regional 2015	x								
Mountain Regional 2019	x								
North Davis Fire District									x
North Fork SSD	x								
North Summit Fire District									x
No. Tooele County Fire									x
North View Fire									x
North View Fire 2018									x
North Village SSD 2015	x			x					
North Village SSD 2018	x								
Orem	x		x	x	x	x		x	x
Park City	x								
Park City Fire District									x
Park City Fire District 2018									x
Payson								x	x
Perry City (Pointe Perry)	x	x	x		x			x	x
Plain City					x			x	
Pleasant Grove			x		x				
Pleasant View	x				x				
Powder Mountain 2016	x			x					
Powder Mountain 2018	x			x					
Providence						x			
Provo	x		x	x	x	x		x	x
Provo 2021				x					
Rexburg, ID					x	x		x	x
Riverton	x	x	x		x	x			x
Rockville Springdale Fire									x
Roy	x		x		x				

SAMPLE IMPACT FEE EXPERIENCE Entity	Water	PI	Storm	Sewer	Parks	Roads	Power	Police	Fire
Santaquin City	x	x		x		x		x	x
Saratoga Springs	x	x	x	x	x	x		x	x
Snyderville Basin Rec District					x				
South Davis Sewer District				x					
South Jordan	x		x		x	x		x	x
South Valley Sewer District 2013				x					
South Valley Sewer District 2015				x					
South Weber	x			x	x	x		x	x
Springville		x	x		x	x			
St. George	x	x	x	x	x	x	x	x	x
Stansbury Park Improvement District	x			x					
Summit County						x			
Syracuse		x	x			x		x	x
Taylorsville			x		x				x
Taylorsville-Bennion 2013	x		x						
Taylorsville-Bennion 2014	x		x						
Timpanogos SSD				x					
Timber Lakes Water SSD	x								
Tremonton City	x		x	x	x			x	x
Unified Fire Service Area									x
Unified Fire Service Area 2019									x
Washington Co. Water	x	x							
Washington Terrace	x		x	x	x				x
Wasatch County					x	x		x	x
Weber County			x	x	x	x			



ARCHITECTURE • PLANNING • INTERIORS

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EXHIBIT D – RESUMES

Kathy Wheadon, AIA, NCARB, LEED® AP ↴

Principal in Charge, CRSA



Education

Master of Architecture, North Carolina State University, 2001

Bachelor of Architectural Studies, University of Washington, 1989

Licenses & Certifications

Architect: Utah, #12287819-0301

LEED® Accreditation, 2003

NCARB Certificate #107724

Professional Affiliations

Capitol Improvement Program Board, Salt Lake City, Mayoral Appointment, 2002–2005

American Institute of Architects (AIA), Associate

AIA Utah Fellowship and Honors Committee

Kathy has focused her career on creating innovative built environments for educational and civic clients. Her design leadership is strengthened by her ability as a keen listener, as well as her strong project management, verbal and graphic communication skills. She works regionally on civic and academic projects, all with the same attention to design, and high performing sustainable buildings and landscapes. She is a skilled facilitator, designer, and programmer, with over 25 years of professional experience. She is a member of the Lac Courte Oreilles Band of the Lake Superior Chippewa Indians.

- American Fork City Hall Feasibility Study, American Fork, UT
- Bridal Veil Falls Feasibility Study, Provo, UT
- Clearfield Health Department/Senior Center, Clearfield, UT
- Davis County Civic Campus Master Plan, Farmington, UT
- Davis County Memorial Courthouse, Farmington, UT
- Garfield County Courthouse, Panguitch, Utah
- Granite School District Earthquake Mitigation, Salt Lake City, UT
- Idaho Falls Event Center, Idaho Falls, ID
- Kaysville City Municipal Operations Center, Kaysville, UT
- Kaysville Public Works Campus Master Plan, Kaysville, UT
- Magna Library, Magna, UT
- Moab City Hall & City Center, Moab, UT
- Murray Theater Renovation, Murray, UT
- North Logan Community Center, North Logan, UT
- Rio Grande Depot Seismic Upgrade, Salt Lake City, UT
- Santaquin Cultural Center, Santaquin, UT
- Saratoga Public Works Master Plan, Saratoga Springs, UT
- Springville City Hall, Springville, UT
- Springville Library, Springville, UT
- State Division of Emergency Management, Salt Lake City, UT
- State of Utah Statewide Space Utilization Study
- Taylorsville State Office Building, Taylorsville, UT
- University of Utah, Kennecott Mechanical Engineering Building Phase 3, Salt Lake City, UT
- University of Utah, Mobility Hub, Salt Lake City, UT
- University of Utah Public Safety Building Design, SLC, UT
- Utah Valley University, Athletics Feasibility Study, Orem, UT
- Utah Valley University, Pope Science Building Infill, Orem, UT
- Utah Valley University Master Plan, Orem, UT
- West Bountiful Public Works Facility, West Bountiful, UT
- West Jordan Cultural Arts Center, West Jordan, UT

Paul Kenney, NCARB ↴

Project Manager, CRSA



Education

Bachelor of Architecture,
Louisiana State University,
2016

Licenses & Certifications

Architect: Texas & Utah
#13802861-0301

NCARB Certificate #107028

Paul's experience has been primarily in the construction administration and project management portion of the practice. Prior to living in Utah, his focus was on K-12, District Master Planning, and industrial/manufacturing facilities. He has a keen eye for detail, and a strong desire to ensure client and team member resources are used effectively

Relevant Experience ↴

- Vineyard Fire Station, Vineyard, UT
- Vineyard FS Site Analysis, Vineyard, UT
- Print Center Building, Salt Lake City, UT
- Austin Independent School District 2019 Facilities Master Plan, Austin, TX
- Soundwell Night Club & Bar Tenant Improvement, Salt Lake City, UT
- The OSLO Remodel, Santa Fe, NM
- The OSLO Remodel, Orlando, FL
- Higher Ground Montessori Remodel, Dublin, OH
- NBISD Security Upgrades, New Braunfels, TX
- Frito Lay, Jonesboro, AR
- Flex, FDA Medical Device Manufacturer Renovation, Austin, TX
- Travis Middle School Addition & Remodel, Temple, TX
- Lamar Middle School, Administration, Cafeteria and Library Addition & Interior Remodel, Temple, TX
- Hays High School, New Band Hall, Hays, TX

Laura Smith, AIA, LEED® AP, BD+C, WELL AP ↴

Architect, CRSA



Laura Smith is an architect and urban designer who brings insight and passion into the way the built-world shapes our communities. She is highly experienced in reaching design solutions that improve health and well-being while also identifying ways to reduce energy use and impacts on natural resources. Through her work, Laura strives to address environmental issues as well as long-term social, and economic vitality. Her expertise lies in the intersectionality of urban design and architecture. This allows her to identify and implement best-practice principles of accessibility, diversity, compatibility, adaptability, and identify items which are critical to thriving environments.

Relevant Experience ↴

Education

Master of Architecture,
Urban Planning Certificate,
University of Utah, 2009

Bachelor of Arts in
Architecture, Clemson
University, 2005

Licenses & Certifications

Architect: Utah, 2015,
#9605511-0301

LEED: 10566856-AP-BD+C

WELL-AP-0000063795

Professional Affiliations

Co-Chair, Urban Design Utah

AIA Committee on the
Environment

Urban Land Institute

APA Utah

- Vineyard Commuter Rail Platform and Station Area Master Plan, Vineyard, UT
- Vineyard Fire Station, Vineyard, UT
- Vineyard FS Site Analysis, Vineyard, UT
- UTA 650 South Main TRAX Station, Salt Lake City, UT
- Pickle Co. Building Adaptive Reuse Community Event Center, Salt Lake City, UT
- Hides Building Adaptive Reuse Co-Working Space, Salt Lake City, UT
- Safe Harbor Lifeline Crisis Prevention Center, Layton, UT
- North Logan Community Center, North Logan, UT
- Parallel on State, Salt Lake City, UT
- Mountain American Massing/Daylighting/Site Selection Analysis, Salt Lake City, UT
- Salt Lake County District Attorney's Office Concept Design, (Living Building Challenge), Salt Lake City, UT
- Ogden Exchange Building Adaptive Reuse Sustainability Manager (LEED v4/WELL), Ogden, UT
- City Center Plaza + Intermodal Hub, (LEED Silver), Boise, ID
- Santaquin Cultural Center, Santaquin, UT
- Utah Film + Media Arts Center Conceptual Design, Salt Lake City, UT
- Liberty Crest Urban Infill Housing, Salt Lake City, UT
- BYU Intramural Fields, Hawaii
- Folsom Corridor Daylighting Master Plan

JAY BOLLWINKEL, ASLA, PLA, AICP, LEED ND

Principal

Landscape Architecture License 108570-5301



Mr. Bollwinkel frequently leads planning processes for specific planning projects as well as proposed community developments for public and private sector clients throughout the western United States. He is an effective group facilitator in public workshops, neighborhood groups, and with community leaders. He has helped lead complicated, often controversial projects through to implementation. Among his areas of expertise are parks and Recreation Master Plans, brownfield redevelopment, open space conservation, transit-oriented development, and economic development.

PROFESSIONAL AFFILIATION

American Planning Association
American Society of
Landscape Architects
Utah State University
Landscape Architecture
Advancement Board Co-Chair
Murray MCCD Design Review
Committee
Exchange Club of Murray

AWARDS

Distinguished Alumni Award,
Utah State University: College
of Landscape Architecture
and Environmental Planning



EDUCATION

Bachelor of Landscape Architecture and Environmental
Planning
Utah State University | Logan, Utah 1987
Associates of Arts and Sciences
Ricks College | Rexburg, Idaho 1984



CERTIFICATIONS

Licensed Landscape Architect (UT, CA, AZ, ID, NV, MO, HI)
American Institute of Certified Planners



RELEVANT PROJECT EXPERIENCE

Elko Parks & Recreation Open Space, Elko City, Nevada
Nibley Parks & Recreation Master Plan, Nibley, Utah
Rexburg Parks Master Plan, Rexburg, Idaho
Stansbury Parks Recreation & Trails Master Plan, Stansbury,
Utah
Holladay Canal Trails Master Plan, Holladay, Utah
Tech Ridge Parks & Trails Master Plan, St. George, Utah

PATRICIA BECKERT, ASLA Landscape Designer



Ms. Beckert graduated Utah State University with a Master's degree in landscape architecture, focused in urban planning and design. Her experience encompasses a wide range of projects, including urban planning and parks and recreation. She is committed to making a positive impact on communities and the environment. Her passion lies in creating walkable, sustainable, and well-designed cities that provide an improved quality of life to its citizens. She believes that a network of parks and open spaces creates a sense of place in the community. Through course work and hands-on learning, Ms. Beckert has gained practical experience in planning and design. She is driven to leverage her skills and knowledge in order to tackle real-world challenges and create inclusive, resilient, and aesthetically pleasing spaces for all to enjoy.

PROFESSIONAL AFFILIATION

LEED Green Associate
Permaculture Certification
ASLA Utah Chapter

AWARDS

Legacy of Utah State Award
Dean's List at Utah State University
Outstanding Sophomore
Utah ASLA Memorial Scholarship

+ EDUCATION

Bachelor's in Landscape Architecture
Utah State University | Logan, Utah 2021
Master's in Landscape Architecture
Utah State University | Logan, Utah 2023

+ RELEVANT PROJECT EXPERIENCE

Nibley City Parks and Recreation Master Plan, Nibley, Utah
Elko City Parks and Recreation Master Plan, Elko, Nevada
Historic Downtown Streetscape Plan, Price City, Utah (Thesis Work)
Riverton City 2050 Vision Project - Urban Theory, Systems, and Design Class
Zion Mountain Ranch - Recreation/Open Space Class

EXHIBIT E – EXPERIENCE

Vineyard Commuter Rail Station

Vineyard City, Utah

CRSA



CRSA was retained by the Utah Department of Transportation to prepare a plan and construction documents for a new platform on the UTA FrontRunner Commuter Rail system in Vineyard, Utah. The process included a robust station planning exercise with Vineyard City and Anderson Development to site the park and ride facility within the private property adjacent to the UTA station platform location. The CRSA team developed design drawings to complete the station platform (footings constructed prior) and to construct the bus facility and park and ride lot. CRSA proposed and investigated new technology to build the rail platform without disrupting UTA FrontRunner operations.

Client	UTA and UDOT
Contact	Aaron Pinkerton, Project Manager, UTA, 801-669-1477
Firm Role	Station Planning, Station Design/ Construction Documents for 600 Foot Rail Platform with Canopy, & 300 Stall Park & Ride/Bus Facilities
Timeline	2020
Budget	\$4,000,000



Utah Valley University Facilities Master Plan

Orem, UT

CRSA



The UVU Master Plan designs a green-network framework as the organizing structure for the future 110-acre Vineyard Campus. A combination of large, central public spaces smaller/distributed plazas, and a robust, hierarchical green-street network with linear green space integrated into surround development creates the framework and backbone for the future campus.

Client	Utah Valley University
Contact	Frank Young, Vice President, Facilities Planning, 801-863-7202
Firm Role	Master plan, wayfinding





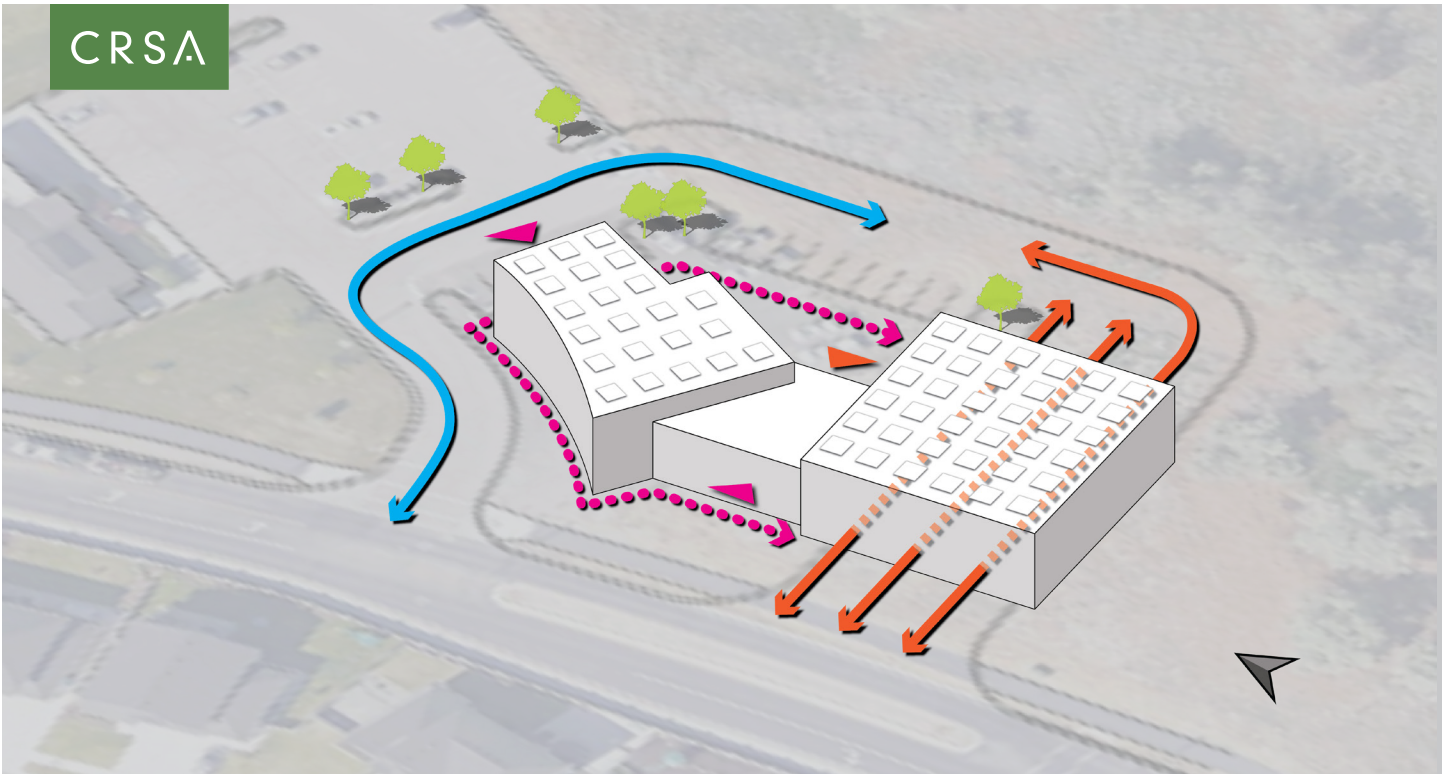
Vineyard Fire Station Feasibility Study

Vineyard City, Utah

CRSA was retained by Vineyard City to study two potential sites for a future Fire Station that would transform existing properties owned by the City into this new use. The process included a robust investigation with Vineyard City and the Orem Fire Department to further define determine needs, goals, constraints, and opportunities within the two existing buildings. The CRSA team developed concept level Fire Station designs and provided cost estimation services for each scenario. Schedule, functionality, and impacts on other municipal services were considered for both site and illustrated in a final document that was delivered to Vineyard City to help facilitate decisions on next steps for the Fire Station and the two sites.

Client	Vineyard City
Contact	Morgan Brim, Community Development Director 358-248-7029, morganb@vineyardutah.org
Scope of Services	Existing Building Analysis, Programming, Schematic Design, Visualization, Cost Estimation Services
Construction Cost	N/A
Completion Date	2024





Vineyard Fire Station Site Analysis

Vineyard City, Utah

CRSA was retained by Vineyard City to study four potential sites for a future Fire Station that would serve the existing and future population of Vineyard. The process included a robust investigation with Vineyard City and the Orem Fire Department to determine needs, goals, constraints, and opportunities within the available sites. The CRSA team developed concept level site and station designs and to provide a comprehensive document illustrating the feasibility of each site for a future Fire Station. Cost, schedule, functionality, and impacts on the surrounding community were considered with each site and captured in a final document delivered to Vineyard City to help facilitate decisions on next steps for providing these essential services.

Client	Vineyard City
Contact	Morgan Brim, Community Development Director 358-248-7029, morganb@vineyardutah.org
Scope of Services	Site Analysis, Circulation Study, Traffic Analysis, Programming, Schematic Design, Visualization, Cost Estimate, Funding Investigation
Construction Cost	N/A
Completion Date	2024



NIBLEY CITY PARKS, RECREATION, & OPEN SPACE MASTER PLAN

PARKS MASTER PLAN PUBLIC INPUT FINDINGS



1,906 ✓
TOTAL RESPONSES

Over 24% of the population of Nibley City participated in the online survey and the demographics of the respondents correlated closely to the city's overall demographics. This makes the results statistically significant and highly indicative of the preferences of the larger community.

MOST USED AMENITIES (STAYING IN NIBLEY)

63% WALKING/NATURE TRAIL
61% PLAYGROUND
57% PICNIC TABLE
32% SOCCER FIELD
31% PAVILION
19% RIVER ACCESS
13% BASEBALL DIAMOND

MOST USED AMENITIES (LEAVING NIBLEY)

SWIMMING POOL 80%
HIKING TRAILS 88%
SPLASH PAD 82%
FISHING POND/STREAM 30%
MOUNTAIN BIKE TRAILS 29%
HOOGE GROUNDS 25%
GOLF COURSE 17%

84%
REC CENTER

An overwhelming majority of Nibley residents (84%) showed support the creation of an indoor recreation facility both in this public input session and in years previous.

TOP INDOOR AMENITIES

77% SWIMMING POOL
53% INDOOR GYM
44% INDOOR TRACK
43% PICKLEBALL
39% ROCK CLIMBING WALL
38% BASKETBALL/VOLLEYBALL
38% INDOOR SOCCER

NEW PARKS

Nibley currently maintains 78 acres of developed park land. Due to rapid population growth, Nibley City would have to develop **77+ acres** of new park land by the year 2040 to maintain its current level of service.

REC PROGRAM USERSHIP

65% of Nibley residents are currently participating in either city or private recreation programs and an additional 13% (78% total) would participate in new recreation programs if offered by the city.

MOST REQUESTED NEW REC PROGRAMS

1 ADULT RECREATION PROGRAMS (14%)
2 ALTERNATE RECREATION PROGRAMS (9%)
3 SWIM TEAM / WATER RECREATION (8%)
4 PICKLEBALL (8%)
5 YOUTH BASKETBALL (8%)
6 INDOOR / WINTER PROGRAMS (8%)

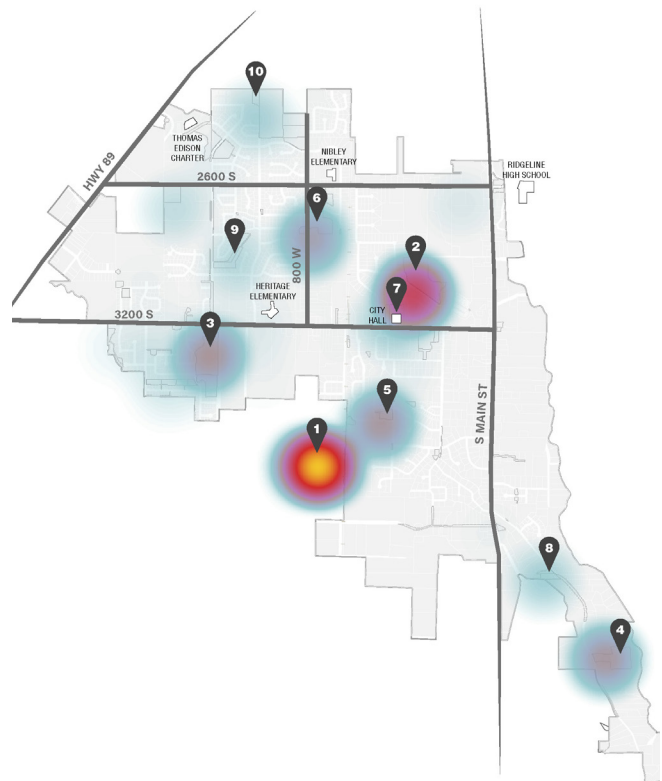
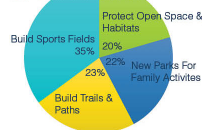
Adult programs included basketball, soccer, volleyball, softball, and ultimate. Alternate programs included art classes, music programs, summer camps, etc.

TAX SUPPORT



88% of the community is supportive of raising monthly taxes for parks and recreation, and 40% of them are amenable to an increase of **\$1-\$25/mo**.

PRIORITIZATION OF CITY FUNDS



Master Planning

LOCATION - Nibley, Utah

CONTACT - Levi Roberts,
City Planner | 435.752.0431

CLIENT - Nibley City

SCOPE - Parks, Recreation,
and Open Space Master
Plan

COMPLETION - Ongoing

Nibley City is experiencing growth and wants to update their parks, recreation and open space master plan to identify parks and open space parcels in growth areas that can be preserved for future recreation activities. Nibley City has also wants to preserve sensitive land (river corridors and wet land areas) for future passive recreation activities. MGB+A was awarded the master plan update and is working with City leadership to complete this plan. MGB+A will identify future parks and prepare conceptual designs and costs for each so that City can budget and construct the parks in the future.

ELKO CITY PARKS, RECREATION, & OPEN SPACE MASTER PLAN



Master Planning

LOCATION - Elko, Nevada

SIZE - 17.85 square miles

CONTACT - James Wiley
775.777.7266

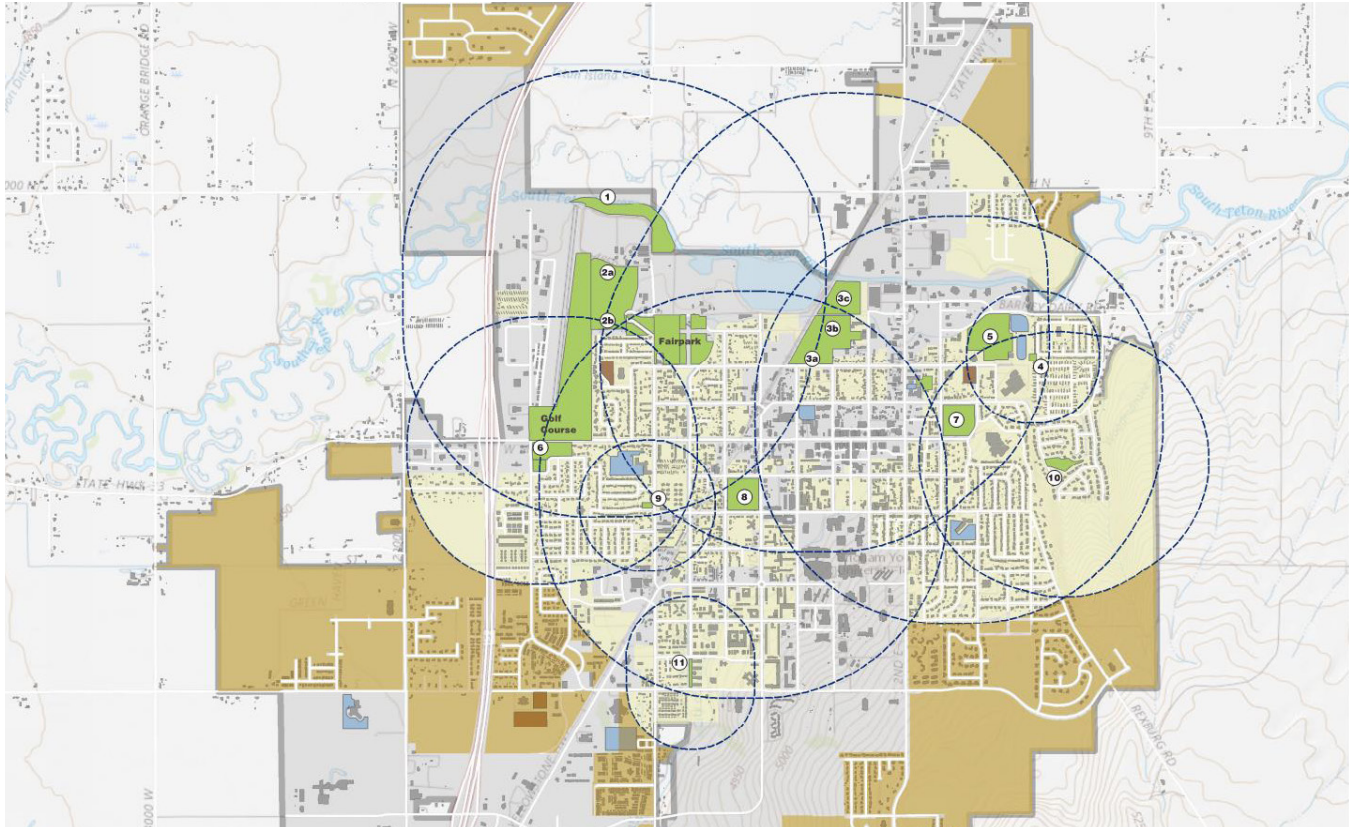
CLIENT - Elko City

SCOPE - Parks, Recreation,
and Open Space Master
Planning

COMPLETION - Ongoing

Elko City, Nevada is adding a new community center where Kump Field is located. This high school baseball field is being relocated to the Elko Sports Complex. To accommodate this change, it has become necessary to update the parks, recreation, and open space section of the Elko Master Plan. MGB+A is exploring trends like pickleball and interactive water features, while working with the City to find future parks and existing parks where these amenities can be added.

REXBURG CITY PARKS & RECREATION MASTER PLAN



Land Planning | Landscape Architecture

LOCATION - Rexburg, Idaho

SIZE - 9.85 Square Miles

CONTACT - Dan Torres,
Assistant Economic
Development
208.372.2333

CLIENT - Rexburg City

SCOPE - City's first Parks &
Recreation Master Plan

COMPLETION - June 2001

MGB+A was awarded the opportunity to prepare Rexburg City's first parks and recreation master plan. Rexburg City has a rich heritage of quality parks and recreational opportunities that are being impacted by accelerated student growth from BYU-I. MGB+A is working with the City to identify parks and trails in undeveloped areas so that they can be set aside as development occurs. A trails master plan is also included, closing gaps between trail sections and extending trails to the community as it expands.

STANSBURY PARKS, RECREATION, & TRAILS MASTER PLAN



Land Planning | Landscape Architecture

LOCATION - Stansbury, Utah

SIZE - 6 Square Miles

CONTACT - Neil Smart
801.372.0881

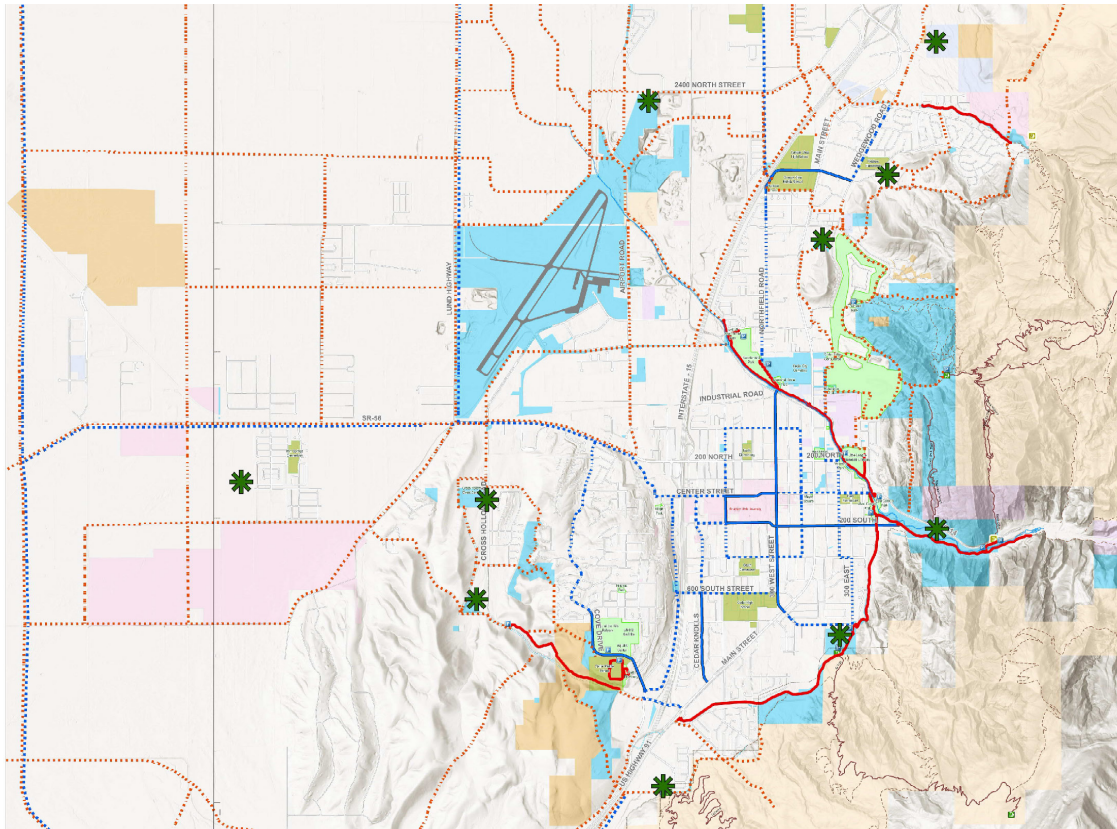
CLIENT - Stansbury Service
Agency

SCOPE - City Parks &
Recreation Master Plan

COMPLETION - Fall 2018

Stansbury Park is a 6 square mile community that is governed by a service agency founded to supply water and recreation to the Stansbury Park Community. Even though Stansbury Park supplies parks and recreation elements to northern Tooele County, the community has never had a master plan to guide parks, recreation, and trails. MGB+A, teamed with Zions Public Finance, competed and was awarded the opportunity to prepare this plan. We created the first digital mapping for the community and conducted public input meetings and online surveys to discover the desires of the citizens, along with the Service Board to develop a master plan showing where parks should be located, trails extending, and recreation programs strengthened in the community. The culmination of this plan is establishing a boundary for Stansbury Park that the Tooele County Commission can approve so that park impact fees can fund parks and trails expansion.

CEDAR CITY PARKS, RECREATION, & TRAILS MASTER PLAN



Master Planning

LOCATION - Cedar City,
Utah

SIZE - 35 Square Miles

CONTACT - Bryan
Dangerfield | 702.274.9903

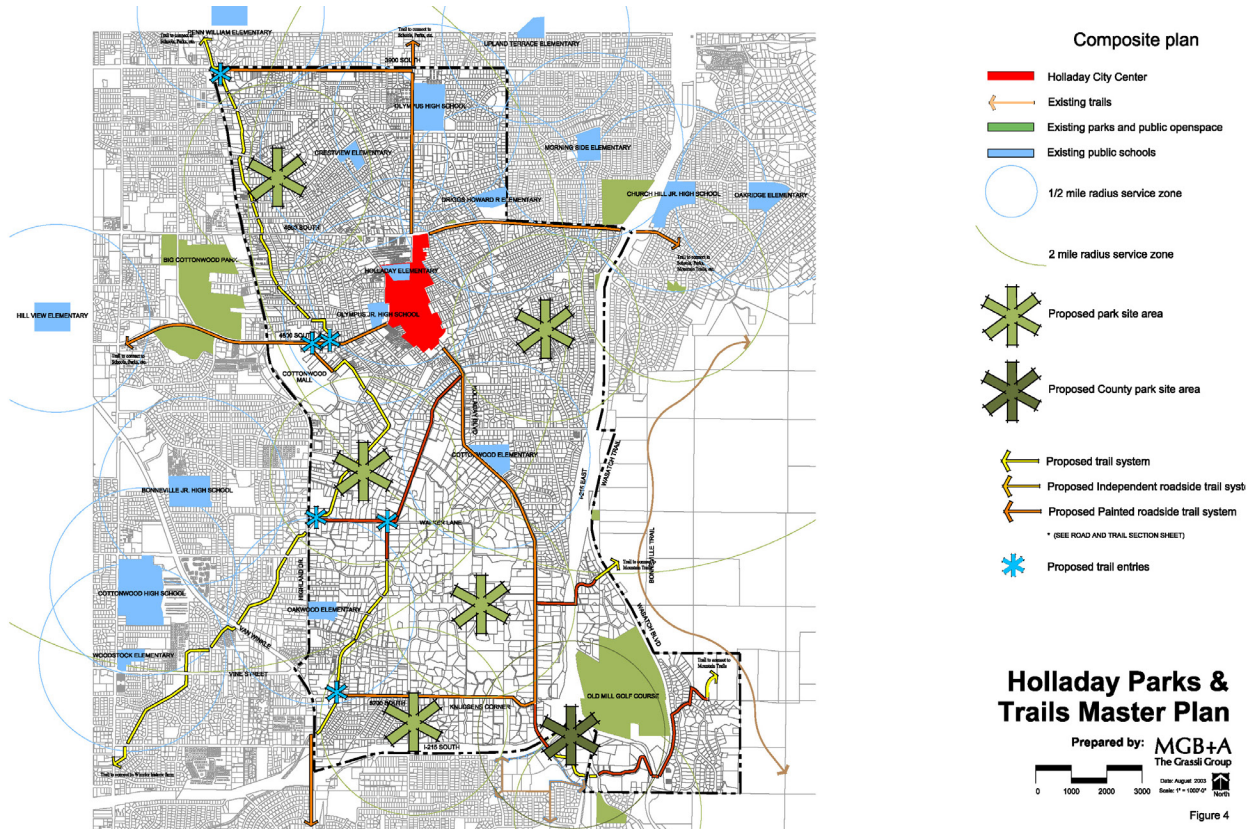
CLIENT - Cedar City

SCOPE - Parks & Recreation
Master Plan Preparation

COMPLETION - June 2017

Cedar City needed and update to their existing Parks, Recreation, and Trail Master Plan prepared by MGB+A in 1999 due to the proposal of several new parks and trails. MGB+A conducted public input meetings, using an input survey and mapping that was also posted on social media. There were over 1,000 surveys collected representing over 10% of the community. Existing and new parks and trails were mapped, and a document was prepared to guide the City Council as trails and parks continue to expand.

HOLLADAY PARKS, RECREATION, & TRAILS MASTER PLAN



LOCATION - Holladay, Utah

SIZE - 4,000 Acres

CONTACT - Paul Allred
801.272.9450

CLIENT - Holladay City

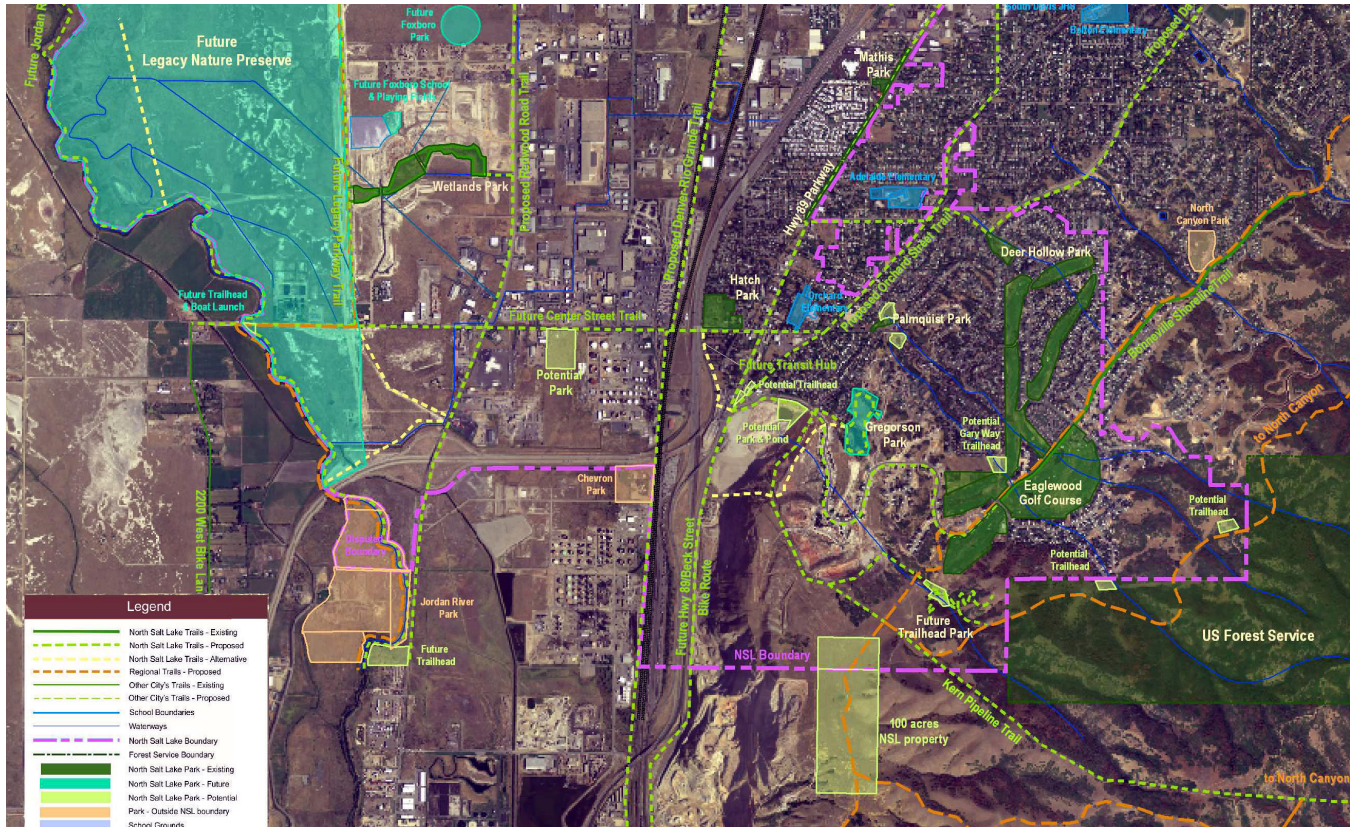
SCOPE - Site Analysis,
Public Input, Master Plan
Preparation

COMPLETION - August 2003

MGB+A was awarded this Park, Recreation, and Trails Master Plan for the City of Holladay, the newest City in Utah at the time. Because of its newness, parks, recreation, and trails had not been integrated fully into the community. MGB+A conducted research, held public meetings, and assisted the City in preparing a parks, recreation, and trails plan that will help guide the City Council in purchasing parks into the future. The project was unique in that the City is already established. Acquiring park land will be difficult with little land available. Trails were easier to integrate by establishing them along existing canal corridors connecting the City to the Wasatch Front.

Land Planning

NORTH SALT LAKE CITY PARKS, RECREATION, & TRAILS MASTER PLAN



Master Planning

LOCATION - North Salt Lake City, Utah

SIZE - 8.5 Square Miles

CONTACT - Paul Ottoson,
City Engineer | 801.936.1122

CLIENT - North Salt Lake City

SCOPE - Parks, Recreation,
& Trails Master Planning

COMPLETION - November
2005

After working together with MGB+A on several grant proposals for parks and trails, North Salt Lake City hired MGB+A to draft a comprehensive recreation plan to organize their future efforts. With the assistance of MGB+A, the City convened its first Recreation Advisory Board, who began meeting on a regular basis to determine the course of the planning project and get citizens involved in the process. After a dozen advisory board meetings, a public workshop, and a public survey, a plan was crafted that reflected the unique geography of this city (foothills to shore lands) and its changing population. The plan incorporates many new trails, including a major regional connection along Center Street that will be funded in part by a \$400,000 Transportation Enhancement grant secured with MGB+A's assistance. The plan also brought in potential project partners from Salt Lake City, the US Forest Service, Bountiful, and Davis County trails advocates.

TASK ORDER SCOPE OF WORK

The City of Vineyard (“City”) hereby issues this “Task Order Scope of Work” to Vineyard Planning Services consultants for the purposes of submitting proposals regarding a future Parks and Recreation Master Plan (PRMP) and Parks Impact Fee Study and Analysis. Following a complete submission addressing the items listed in this scope of work, city staff will review submissions and conduct interviews. The selection of the consultant will be decided based upon applicable experience, quality of past work, project fee, and proposed timeline. The consultants shall provide at least three similar projects they have completed. If chosen for this project, the city will issue an official task order for signature and to initiate consulting services.

Consultants shall submit a complete proposal by 5pm on Thursday, February 29th, 2024. Proposals shall be submitted digitally to Brian Vawdrey at brianv@vineyardutah.org

1. **Project Title:** Parks and Recreation Master Plan (PRMP) and Parks Impact Fee Study and Analysis
2. **Project Description:** The purpose of this project is to create a Parks and Recreation Master Plan for Vineyard City and perform a Parks Impact Fee Study and Analysis. These plans will be a guide to the city to properly plan, budget, maintain public space, and develop recreational programming for the community.
3. **City Project Lead:** Brian Vawdrey, brianv@vineyardutah.org, 385-240-6096, Vineyard City Parks & Rec Director
4. **Description of Services to be Performed by Consultant under this Task Order:**

Consultant will perform the following services:

A) Objectives and Inventory

- I. Establish a mission statement, vision, core values, goals, and objectives for the following categories: Parks, Recreation, Events, Trails, Open Spaces, and Parks & Rec Facilities.
- II. Review existing plans related to a Parks and Recreation Master Plan including the Central Corridor Plan, Waterfront Master Plan, Downtown Plan, The Forge Plan, General Plan, Zoning Map, and Active Transportation Plan.
- III. Collect an inventory and assessment of the existing parks, trails, open space, sports fields, facilities, nearby recreation resources, City-owned land designated for Parks, and City-owned land that could potentially be designated for Parks. Data available from the city includes existing land use/ zoning, general plan, and active transportation plan.
- IV. Assess the future needs and level of services for parks, trails, open space, sports fields, and facilities. The analysis will require the consideration of the location, size, and number of facilities by type and use. The analysis should

also include the need for land acquisition, parking, equipment, storage space, office space, and rec development and programming.

- V. Recommend priorities for implementation and a timeline (short, medium, and long-range goals). Develop schedules, guidelines, and proactive plans that focus on preserving and/or improving assets.
- VI. Provide cost estimates for future projects.
- VII. Identify possible funding sources for identified projects.
- VIII. Meet with a steering committee at key points throughout the project. The steering committee shall include staff, various members of City Commissions and City Council, key residents, and other stakeholders. A minimum of 2 in-person steering committee meetings shall be held. The consultant will be required to meet monthly with the steering committee. Most of these meetings may be held electronically.
- IX. Public Participation Process: Lead and organize activities regarding public outreach including:
 - i. 1 in-person public open house
 - ii. 1 virtual public open house
 - iii. 1 Planning Commission meeting
 - iv. 1 City Council meeting
 - v. Meetings with stakeholders including major landowners/developers, UVU, Utah Lake Authority and others as needed.
 - vi. Outline the cost of attending additional public meetings, in-person and virtually.
 - vii. Consultant will prepare multiple alternatives for the public to rank and comment regarding programming priorities, park and trail amenities, recreation facilities, and funding options.
- X. Deliver a digital copy to Vineyard City Staff in a PDF format of the final report. Provide applicable information in GIS format.
- XI. Deliver other plans and other files in a modifiable format to Vineyard City Staff and allow for the city to modify plans.
- XII. OPTIONAL: GIS maps of Parks and Recreation assets and locations.

B) Impact Fee Study and Analysis

- I. Perform an impact fee study and analysis. Obtain financial data from Vineyard City including existing bond payments, existing parks and recreation impact fee account balances, asset list, and current fee schedules. Analyze IFFP projects to identify what proportion of each project is impact fee eligible. Identify which projects will be paid for with cash and which will be financed. Calculate the required impact fee necessary to meet future development infrastructure needs.
- II. Create a Parks and Recreation Impact Fee. Identify and prioritize parks and recreation projects that are projected to be constructed within the next 10 years that are eligible for impact fee funding. Create a map illustrating the IFFP projects as well as projects needed to cure existing deficiencies. Prepare and certify the IFFP as required by Chapter 11-36a of the Utah Code.

C) Facilities Plan

- I. Create strategies for adding more parks, open space, and trails on the east side of the railroad in Vineyard City.
- II. Identify future transportation and parking needs for parks and recreational uses.
- III. Determine the size of facility needed for a potential Rec/Community Center at Vineyard City full buildout.

D) Demographic Study

- I. Determine the projected number of rec program registrants at Vineyard City full buildout.

E) Staffing Plan

- I. Determine level of service to acreage in parks per full-time parks employee.
- II. Identify office space and equipment storage needs for the Parks & Rec Department at Vineyard City full buildout.

F) Materials

- I. Upon project completion, all materials for the final document and supporting information shall be submitted to Brian Vawdrey at brianv@vineyardutah.org in an editable document. The format shall be determined during the course of the project.
- II. The consultant shall authorize Vineyard City to make changes and to post all information in the completed document.

5. Time for Completion of Services to be Performed under this Task Order:

The consultant shall propose a timeline for the service to be performed and completed. The City would like a finalized master plan on or about December 2024.

6. Compensation for Services Completed under this Task Order:

The consultant shall propose a budget for this task order. The budget shall include line items and hourly charges for the project team.