



To: Mayor and Town Council  
From: Mark C. Meyers, Town Manager  
Date: March 6, 2026  
Subject: Potential PROST Change Order – Concept Plans

### **Background**

The Town's parks plan consultant, SE Group, has proposed additional scope of work following their on-site and the PROST open house. It would involve more fleshed-out concept plans for up to five park locations. Here's the consultant's description:

*In addition to the services described in the Scope of Work for the Town of Virgin PROST Master Plan, SE Group can provide enhanced conceptual design services for up to five (5) park sites, which may include a combination of existing and/or proposed parks. This optional service, to be confirmed by will build upon the concept diagrams by advancing them into schematic site plans. These plans will provide more detailed and illustrative representations of proposed improvements to support decision-making, cost estimation, and communication with the community and stakeholders.*

#### **DELIVERABLES UNDER THIS SERVICE WILL INCLUDE:**

- *Schematic Site Plans – Plan view drawings for each selected park site illustrating the proposed layout, dimensions, materials, and functional relationships.*
- *Illustrative Sketches – Perspective or diagrammatic sketches highlighting key features and design intent.*
- *Feature Clarification – Depiction of key park elements such as parking, play areas, shade structures, trails, facilities, and programming spaces.*

*These enhanced designs will help convey the scale, character, and functionality of improvements, enabling a more complete understanding of opportunities and constraints for each site. The cost for this optional service is \$10,000 and will be authorized through a change order to the agreement.*

There is value in concept designs, particularly for two potential pocket parks as well as pedestrian connections throughout town. Funding is available through an impact fee balance.

Town Council discussed adding concept plans to the scope of the PROST at the February 17, 2026, regular meeting. Several comments and questions came up related to cost versus value and need for more explanation on deliverables. Council directed staff to ask the consultant for additional information related to cost and further explanation on what the concept plans would provide.

Mayor Kraus and I had a Zoom call with SE Group representatives on February 25<sup>th</sup>. The cost of three concept plans (versus 5) would be approximately \$8,000, a \$2,000 reduction. The concept plans would not be engineering drawings but would include location, description, design and illustration of improvements and materials. Please see the attached message and illustrations from SE Group explaining the difference between the current scope (concept bubble) versus proposed scope (concept plan).

Town Council discussed this matter at the March 4, 2026, special town council meeting. However, two council members were absent, and the item was deferred to the March 11, 2026, council work meeting for further discussion.

### **Recommendation**

Further discuss adding concept plans to the PROST plan.