

SCOPE OF WORK

The Scope of Work describes the work and deliverables the Team will provide. Our assumptions about the role of the City and contributions by Staff are noted. In person meetings and travel to Fresno by out of town consultants are also noted. Meeting by phone (e.g. conference calls and screen sharing) are not specified but are assumed to occur twice monthly.

I: Project Initiation

WRT will hold an initiation meeting with City staff in order to review the project requirements, exchange information and clarify roles and responsibilities of all parties. The meeting will connect key City goals with the scope of work. Schedule and milestones will be established. Any outstanding data needs will be reviewed. Coordination with other City initiatives such as the Alternative Transportation Plan (ATP) will be discussed. The City will assign representatives from various City departments who will be part of the Parks Master Plan Project Team. The City may invite other community representatives to participate in this meeting including:

- Fresno, Clovis and Central Unified School Districts
- Various Community Based Organizations (e.g., Boys and Girls Club)
- Fresno Metropolitan Flood Control District
- Building Neighborhood Capacity Program (BNCP)

Accomplishments at this first meeting will include the following:

- Establish a tentative schedule for Project Team meetings.
- Confirm the scope of services.
- Confirm expectations and roles of participants.
- Develop a list of contacts and community stakeholders needed to facilitate additional data collection.

Meetings/Trips: Kick Off; ATP Coordination / 1 trip

WRT Deliverables: Meeting Agenda; Schedule; Meeting Notes; Meeting Exhibits

II: Data Collection

Data collection will be conducted using electronic GIS and mapping information analysis, review of records provided by the City, and on-the-ground site visits to selected parks. WRT will lead mapping and the analysis of geospatial information using primarily GIS software. Precision will organize our site visits and participating team members. PROS will evaluate management and operations.

WRT, with input from the team, will prepare a Microsoft-based evaluation tool for on the ground site visits. This is envisioned as a one to two page electronic check list form that easily records park and facility conditions and site observations. Each park will

be documented with a scaled aerial photo base map (Precision). WRT will create a master list of all parks. If the information is provided by the City, basic information such as name, acreage, general condition, and facilities will be noted.

The WRT Team, with local organizational leadership by Precision Engineers, will collect data on site amenities to include:

- Geographic location of the park within the city (Precision, WRT using GIS)
- Natural features including topography, geology, surface hydrology, site ecology, flooding and erosion, sources of pollution and scenic resources. Stormwater treatment and groundwater recharge potential will be noted. (Precision)
- Local and regional context of the park including demographics, tourist impact and business impact (WRT)
- Existing developmental controls for the area including land ownership pattern, existing zoning, permits and approvals necessary for new pedestrian/bike facilities, trails and required rights-of-way (WRT)
- Existing utilities serving the park (water, sewer, solid waste, electricity, wireless internet access capacity, etc.) (Precision)
- Existing transportation infrastructure within and adjacent to the park including trails, roads, bike lanes, and public transportation services (WRT)
- Accessibility per ADA requirements, at a high level (e.g., to determine system-wide programmatic action) without specifying exact remedies recommending a CASP assessment as properties become ready for repair/rehab/reconstruction. (Precision)
- Historic, cultural, or environmental resources within the park. (Note: The Development and Resource Management Department will provide historic assessments for the parks. (WRT)
- Recreational resources, including facilities: condition, capacity and standards for each existing recreation facility; range of population using each facility; types of available passive and active recreational activities and recreation programs, and the population for which they are designed. (WRT)
- Management, operation and lifecycle costs of the park facilities (Note: Parks, After School, Recreation and Community Services (PARCS) shall provide the budgeted appropriations for the overall parks maintenance; however, Public Works budget includes landscape maintenance and tree maintenance. Due to the budget constraints, parks are maintained at a minimum level and capital improvements have been deferred. Lifecycle costs of the existing park facilities are not available. PROS will compare the existing park conditions with national industry standard.) (PROS)
- Existing funding sources for parks operations, maintenance, and capital improvements and/or replacement: actual expenditures by park for the past two fiscal years shall be provided. Current funding sources shall be provided. (PROS)
- Summary of existing plans and projects influencing the City's park system, history, development and improvements (WRT)
- Existing park amenities/features and their condition, including an assessment of park buildings, pools, amphitheaters, lighting, landscape, irrigation, etc. relative to structural, mechanical and electrical condition. Anticipated general level of review is "high level" and for MEP/Structural systems is a "basic assessment" of each system in each of the designated park facilities. (Precision, WRT, Team)
- Analysis of site constraints, needs and opportunities for each park facility will be recorded on specialized survey forms utilized for the database. A digital photographic inventory of all parks will be provided. The level of effort will vary depending upon the type and number of structures, facilities and amenities that exist at each site, and the amount of current information available for each facility. Upon completion of the site visits, the base maps will be annotated and

updated electronically to be used during the planning and design tasks. The base maps, as well as pertinent digital photos taken during the site visits, will become part of the database. (Precision, Team)

WRT/Team will conduct individual site visits to parks. The WRT team will assess a total of 24 sites to allow for strategic prioritization of key parks – a strategy that can be developed as a part of the public engagement process.

For the remaining parks and joint use facilities, WRT will coordinate with City staff and designated volunteers to orient them for assessment activities in the remaining parks.

This task will conclude with an analysis and summary of the inventory and general conditions of the parks, trails, and corresponding amenities, which will be organized into a report including photos and other findings including, but not limited to current and future operating and lifecycle related costs. This summary will also provide a “base year” assessment of conditions.

WRT Deliverables: Draft and Final Evaluation Tool; Park System Overview, Inventory, and Site Conditions Memo; Data Needs Memo

Meetings/Trips: Two Staff coordination meetings; Meeting with parks and maintenance Staff; Site visits as described / Two trips

Assumptions:

- The City will provide GIS and other data as identified in the Data Needs Memo.
- The City will provide the names and data for the 24 parks to be evaluated. WRT will assist with the selection.
- The City will make facilities available by opening buildings, directing staff to meet with us on site, etc.

III: Community Needs Assessment

WRT will identify a base level of service using the results and data collected from the previous task. To inform the needs assessment, WRT will review the city’s current park classification system and recommend either confirmation of or update to their park classification system, which would inform level of service.

WRT will perform access and connectivity GIS analyses to help assess system needs.

WRT will use the findings of the Community Needs Assessment to assess indicators of recreational demand and recommend improvements to the City’s park system.

To validate our Community Needs Assessment, WRT will conduct a series of events over a targeted two-to-three day period. This may include up to eight (8) stakeholder meetings and a pop-up event at a park. Local team members will attend. WRT will prepare a one page questionnaire hand out to record direct feedback. During our visit, WRT will also attend a special event of park patrons, planned and hosted by others. If scheduled, WRT will present a current update and describe our aspirations for Fresno’s parks. WRT will provide a paragraph project summary for use on the City managed website, newsletters, or social media. This outreach will guide and prioritize the development of the Vision Plan and subsequent Parks Master Plan update.

While the final participants will be determined during the kick off meeting, WRT has identified the following groups for potential engagement:

- Elected Officials (e.g. Mayor, City Councilmembers, supervisors)
- City Staff (e.g. City Manager, Planning Department, PARCS, Public Works Department)
- Business (e.g. Chamber, development associations, Community Development Financial Institution (CDFI), Wells Fargo, Fresno Economic Opportunities Commission (EOC))
- Civic Groups (e.g. Rotary, League of Women Voters, Sierra Club, CSU Fresno, Community Foundation)
- Community Advocacy/Health (e.g., Building Healthy Communities, Community Hospital, Tree Fresno, Shifting Gears, Cultiva La Saluda)
- Neighborhood Groups (e.g., 41 and North, Fig, Porter Tract, SW, Downtown)

WRT Deliverables: Draft Needs and Opportunities Assessment Memorandum; Outreach Presentation; Questionnaire; Meeting Notes

Meetings/Trips: Stakeholder meetings as described; Two Staff coordination meetings / Two trips

Assumptions:

- For meetings scheduled outside of the travel event window, our local team members will conduct additional outreach meetings as budgeted.
- Attendance at the park patron event is optional. This is envisioned as a private event planned and hosted by others in the evening, but timed to coincide with WRT's visit.

IV: Recommended Capital Improvements and Funding Sources

WRT/Team will identify capital improvement recommendations based on the findings of the previous tasks. These will take the form of high level standards as well as site-specific written recommendations. For a select number of park facilities (8, depending on available budget), WRT will develop graphic conceptual design recommendations for landscape design features. This could also include new parks. Graphics will include plans and rendered perspectives from a birds-eye view or ground level.

WRT will provide a list of potential funding sources that may be available to fund specific short-term and long-term projects. These sources will consider, at a minimum, the following:

- Various state and federal grants, including matching requirements and eligible uses
- Local funding, including park impact fees and various transportation and air quality grants
- Naming rights
- Community Benefit Districts or other similar types of financing structures

Work on this task will be completed in two phases: first, to propose preliminary recommendations to be incorporated into the Vision Plan; second, to provide more detail as described and budgeted as part of the Draft Master Plan Update task.

WRT Deliverables: Draft Capital and Funding Assessment; Graphic products prepared under this task will be delivered as part of the Vision Plan and Parks Master Plan, described elsewhere.

Meetings/Trips: None

Assumptions: The City will provide input on the funding strategies and assist in the selection of the 8 park sites for conceptual improvement.

V: Vision Plan

The Vision Plan will describe the aspirational goals for Fresno’s park system in a concise, illustrative booklet format. The brief booklet will summarize the condition of parks, the needs assessment, preliminary recommendations, and initial order of magnitude costs for parks that include repair, total cost of ownership, improvement, and future expansion; these will be presented in “buckets” described as critical/lifecycle costs, sustainable/system improvement costs, and visionary/building new estimates. The Vision Plan will be presented to City Council.

WRT Deliverables: Draft Vision Plan; Final Vision Plan; PowerPoint presentation

Meetings/Trips: Staff coordination meeting; City Council presentation (One trip)

Assumptions:

- The Vision Plan is intended to be integrated into the Master Plan as a vision chapter or executive summary.
- The City will provide a single set of comments and with WRT’s assistance, lead the resolution of conflicting input.

VI: Draft Parks Master Plan Update

The ultimate goal of this task is to provide the City with one concise document for parks and recreation planning that sets forth findings, management policies, and programming and recommendations to address current and future needs. The updated information provided for this task will also be useful in updating other City planning efforts, thereby providing for consistency in the City’s overall parks and recreation planning.

WRT shall, in consultation with the Project Team, prepare a preliminary Updated Parks Master Plan incorporating the results of the Data Collection/Facilities Report, the Draft Community Needs Assessment and the Draft Capital and Funding Assessment. The document layout will be produced using Adobe Creative Suite software (not Microsoft Word). The report will be formatted to facilitate updates/additions in the likely case a phased approach is taken for park development. The Updated Parks Master Plan shall include, but not be limited to:

- Proposed recommendations, strategies and actions to meet the identified needs - based on the Needs and Opportunities Assessment Report.
- Individual preliminary park capital plans, to better convey to municipal leaders and the public the proposed recommendations, will be prepared, including graphics and other illustrative materials (listed below). This work is further described under Task D: Recommended Capital Improvements and Funding Sources.

- A park system map that depicts the existing and proposed parks, and a companion map of urban design contextual elements that support the parks, including relevant other open spaces, connectivity features (e.g., complete and green streets, greenways, canals/walks, major transit features, green infrastructure components (e.g., urban forest, stormwater, other municipal and natural hydrologic features). (WRT)
- Illustrative perspective view such as an aerial view that conveys the urban design integration of the system of major parks, natural features and urban design components of the City. (WRT)
- Design standards/guidelines that will be used to establish aesthetic standards for improvements in City parks and provide a unified look for the parks and trails system. The design guidelines may include:
 - architectural styles and details. (WRT, Vernal)
 - way-finding signs (WRT)
 - type of recreational facilities and programming (e.g., sports facilities, water features, picnic pavilions) (WRT, Precision)
 - type of benches, lighting, planters, bicycle racks, trash receptacles and other landscape amenities (WRT)
 - types of plantings – e.g., trees, shrubs, flowering plants or groundcover - native plants or plants that have proven to be non-invasive in the region (WRT, Precision)
 - stormwater and groundwater recharge opportunities (Precision)
 - type of irrigation systems and controllers (Precision)
- Order of magnitude cost estimates needed to support the proposed plan and the possible public and private funding sources. (Precision, WRT)
- Proposed implementation schedule and methods of implementation. (WRT, PROS, Precision)
- Identified federal, state and local regulatory requirements – permits and approvals. (Precision)
- Proposed alternative managerial and operational structure(s). (PROS)

WRT Deliverables: Initial Draft PDF of the Master Plan; Administrative Draft Plan PDF; Comment/Response tracking tool

Meetings/Trips: Staff coordination meeting / One trip

VII: Presentation of the Draft Parks Master Plan Update

WRT will conduct two city-wide public information meetings to present the results of this project and a Draft Updated Parks Master Plan to the community. The materials will include a PowerPoint presentation and graphic presentation boards for residents to review before and after the presentation. WRT will produce a flyer and paragraph narrative for use by the City to invite the broader community. WRT/Urban Diversity Design (UDD) will invite key stakeholders and participants in our first round of meetings. WRT will rely on these individuals and organizations to in turn invite their constituents to the meetings. WRT will contract with a local translation firm to provide language translation services at the meeting.

Information shall be made available by WRT to the City in English, Spanish and Hmong for its use in posting on the City's website as well as through various social media platforms such as Facebook, Twitter, etc.

WRT Deliverables: Meeting Flyer; Community Meeting Exhibits; Community Meeting Notes**Meetings/Trips: Staff coordination meeting; Community presentations / One trip**

Assumptions: The City will lead identification of venue, rental, audio, and refreshments.

VIII: Final Draft Parks Master Plan Update

WRT and Project Team will conduct a meeting with the City of Fresno Mayor and City Manager to present a draft Updated Parks Master Plan. Based on comments received at that time, WRT will finalize the Updated Parks Master Plan, including the estimated cost of probable operating, maintenance, construction and lifecycle costs for each short and long-term recommendations.

WRT Deliverables: Administrative Draft #2; PowerPoint presentation of the Plan; Updated Comment/Response tracking tool**Meetings/Trips: Staff coordination meeting; Presentation / One trip**

Assumptions:

- The Plan will naturally evolve and become more defined as WRT progresses through the scope of work. WRT has not budgeted for making changes in direction based on new City leadership, policy direction, and other causes for change.
- The City will provide a single set of comments and with WRT's assistance, lead the resolution of conflicting input.

IX: Presentation and Adoption of Parks Master Plan Update

WRT will provide final deliverables based on additional input received by the community workshop. WRT and the Project Team will review the final comments and refinements gathered during the course of the public information meetings and present this information to the Mayor and City Manager, who will provide WRT with further direction if warranted.

WRT will then make a formal presentation to the Fresno City Council requesting acceptance and adoption of the Plan.

WRT will conduct a maximum of two (2) meetings for this task, ideally during a single trip.

WRT Deliverables: Final Parks Master Plan PDF; Updated Comment/Response tracking tool**Meetings/Trips: Staff coordination meeting; Presentation / One trip**

Assumptions: WRT will provide a digital file of the plan. Printing shall be undertaken at the client's expense.