SCOPE OF WORK
City of La Center Parks, Recreation & Open Space Master Plan

1.0 Project Start-up (April -Early May 2007)

1.1 Attend an initial start-up meeting with the City to review goals, objectives, the scope of work, project budget and schedule, public participation program, identify key stakeholders, review anticipated products and discuss current and future levels of maintenance. As part of this meeting we will also review current funding opportunities, review the current and proposed urban growth boundaries and key meeting dates with the City and the Parks Advisory Committee.

**Products:** Meeting minutes

1.2 Information gathering: Compile necessary base information, plans, studies, and recreation needs study materials that will be used in the development of the Parks and Recreation Master Plan.

**Products:** Base mapping that will be used for master planning efforts.

1.3 Meet with the Parks Advisory Committee to discuss the project scope, schedule and anticipated products. Discuss current goals and objectives of the Parks, Recreation & Open Space Master Plan and solicit comments and recommendations.

**Products:** Meeting minutes, schedule for touring existing parks and open space.

1.4 Tour existing parks and open space within the City limits with the City and Parks Board. Document existing conditions, opportunities and constraints.

**Products:** Site analysis documents for each existing park site and public open space showing existing program elements, natural areas, and identifying opportunities and constraints.

1.5 Prepare for and conducts stakeholder interviews with key stakeholders identified by the City. This meeting would be held in one evening and we anticipate that four to six stakeholder groups would want to be interviewed.

**Products:** Meeting minutes

1.6 Prepare for and meet with Vancouver Clark Park and Recreation District to review existing and proposed County parks and trails within and around the City UGB. Identify existing and planned open space improvements such as trails and open space and incorporate this information into task 2.3.

**Products:** Meeting minutes

1.7 Prepare for and meet with the City of Ridgefield and the City of La Center Planning staff to discuss the urban growth boundaries and opportunities for a
common open space corridor between the two Cities.

**Products:** Meeting minutes.

1.8 Compile and develop as preliminary park, open space, and trail system analysis and graphic support information for a public open house.

**Products:** Overall existing park, recreation and open space plan. Analysis and park, recreation and open space opportunities and constraints plan, a summary of project meetings held to date along with supporting graphics.

1.9 Attend public open house number one and present materials developed. This meeting will be held in the evening over a two hour period. We anticipate breaking the meeting into three steps; a half hour open house period to review materials and meet with staff and the planning consultant, a twenty minute project presentation and question and answerer period by the consultant, then back to the open house format for the remainder of the time.

**Products:** Meeting minutes

1.10 Hold weekly meetings with the City for project updates. It is anticipated that the majority of these meetings will be done via phone or email. We plan on one monthly meeting at the City of La Center.

2.0 **Draft Parks, Recreation & Open Space Master Plan Development (Mid May June 2007)**

2.1 Identify the level of service for community and neighborhood parks and trails system, including the location, scale and scope of the proposed parks and trails.

**Products:** Draft memo and list of projects and program elements that depict the level of service for parks, recreation, open space and trail systems.

2.2 Develop draft trail standards for review by the City and Parks Advisory Committee.

**Products:** Draft of typical trail standards based on the appropriate level of service needed.

2.3 Develop draft conceptual design of parks and trails addressing the comprehensive plans goals and identify park amenities and programs.

**Products:** Draft individual conceptual master plans for existing parks. Identification of future park sites and open space within the UGB.

2.4 Develop a draft open space stewardship program that will guide in the development, use and maintenance required

**Products:** Draft memo describing open space stewardship program and maintenance requirements and levels that will then be integrated into the master planning effort.

2.5 Develop draft cost estimates for acquisition and development of parks, trails
and open space that has been identified. This would also include the development of a funding plan for the City.

**Products:** Draft cost estimates for identified acquisitions, park and trail development and recommendations for a six year funding plan including but not limited to PIF, REET, and IAC grants.

2.6 Produce a draft Parks and Recreation Master Plan for review by the City staff, the Parks Board, and the Planning Commission.

**Products:** Draft master planning text and supporting graphics that document the elements identified in task items 2.1 - 2.5.

2.7 Meet with the Parks Advisory Committee to review Draft Parks, Recreation & Open Space Master Plan. Take input and make necessary revisions to the Parks, Recreation & Open Space Master Plan prior to meeting with the Planning Commission.

**Products:** Meeting minutes & revised draft parks plan.

2.8 Using the material generated we would hold a second open house meeting to solicit input from the public. This material can also be provided for inclusion to the City's web site for public consumption.

**Products:** Meeting minutes

2.9 Attend Planning Commission meeting to present the draft Parks, Recreation & Open Space Master Plan in the first week of June 2007. Take input from the Commission for inclusion into the final Parks and Recreation Master Plan.

**Products:** Meeting minutes, 10 copies and one digital copy of the draft Parks, Recreation & Open Space Master Plan.

2.10 Assist the City in the SEPA documentation and notification to IOff”iee Community

**Products:** SEPA checklist.

2.11 Anticipate a one week review and comment period.

2.12 Hold weekly meetings with the City for project updates. It is anticipated that the majority of these meeting will be done via phone or email. We estimate the need for a monthly in person meetings at the City of La Center.

3.0 **Final Parks, Recreation & Open Space Master Plan Development (Mid June July 2007)**

3.1 Refine the Parks, Recreation & Open Space Master Plan document to include information gathered from the Planning Commission, Parks Advisory Committee, the second Open House and the City.

**Products:** Revised master planning text and supporting graphics.

3.2 Meet with the Parks Advisory Committee to present updates and get feedback.
**Products:** Meeting minutes

3.3 Incorporate any comments from the City, Parks Advisory Committee, City of Ridgefield, Clark County, Vancouver-Clark Parks and Recreation, and Washington State Office of Community Trade, and Economic Development into final report for presentation to City Council.

**Products:** Final master planning text and supporting graphics.

3.4 Present the final Parks, Recreation & Open Space Master Plan to the City Council. It is anticipated that the plan will be adopted in August of 2007.

**Products:** 10 hard copies and one digital copy of the final Parks, Recreation & Open Space Master Plan.

3.5 Anticipate a one week review and comment period.

3.6 Refine the Parks, Recreation & Open Space Master Plan as needed based on City Council comments.