



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-118) Agenda  
CITY OF PARKVILLE, MISSOURI  
Wednesday, October 14, 2015 7:00 pm  
City Hall Boardroom

### 1. CALL TO ORDER

#### A. Roll Call

- Michelle Flamm[ ] Laura Ozenberger[ ] Adam Zink[ ] Neil Davidson[ ]  
Linda Arnold[ ] Phil Wassmer[ ] William Gresham[ ] Susan Robb[ ]  
Bob Stuteville[ ] Marc Sportsman (Liaison) [ ]

### 2. CITIZEN INPUT

### 3. CONSENT AGENDA

- A. Approve the minutes for the September 9, 2015 regular meeting.

### 4. ACTION AGENDA

- A. CLARB 15-118-01: Recommend that the Board of Aldermen approve the ELP Restroom/Parks Storage Final Conceptual Design as presented by WSKF Architects.
- B. CLARK 15-118-02: Recommend that the Board of Aldermen select Vireo as the consultant for the Parks Master Plan.
- C. CLARB 15-118-03: Recommend that the Board of Aldermen approve the farming of the Wetlands via a 3 year lease agreement with local farmer.

### 5. NON-ACTION AGENDA

### 6. STAFF UPDATES ON ACTIVITIES

#### A. Parks

- Dog Parks Update
- Event Update

#### B. Public Works

- FEMA Grant update (Low water crossing)
- McKeon tree stump art – public voting

#### C. Nature Sanctuary

- Ghost Stories – 10/24

#### D. Administration

- Next CLARB Meeting 11/11(City Hall closed for Veteran's Day)

### 7. MISCELLANEOUS ITEMS FROM THE BOARD

### 8. ADJOURN



**COMMUNITY LAND AND RECREATION BOARD**

Regular Meeting (#15-117)

**MINUTES**

CITY OF PARKVILLE, MISSOURI

Wednesday, September 9, 2015 7:00 pm

City Hall Boardroom

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. Roll was called by Tom Barnard. Members present were: Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Linda Arnold, Phil Wassmer, and Bob Stuteville. Absent with notice were Susan Robb and Liaison Marc Sportsman. William Gresham joined the meeting at 7:02 p.m. Alysén Abel (Public Works Director), Tom Barnard (Parks Superintendent) and Jan Davis (Public Works Assistant) were present for the City. A quorum was present.

Michelle Flamm advised that Chris Cardwell had moved effective January 1, 2015 without realizing his new residence was outside of Parkville City limits. Upon realizing it, he subsequently resigned from CLARB. A review of CLARB voting as of January 1, 2015 revealed that while Cardwell made and seconded motions, without his vote a quorum still existed and all voting was unanimous. Flamm and CLARB members thanked Cardwell for his service and contributions to the Parkville community, and Flamm relayed Cardwell's desire to continue to participate in Parkville improvements.

Flamm introduced Bob Stuteville who will replace Cardwell on CLARB. Bob and Becky Stuteville have lived on Main Street in Parkville for 9 years. His background includes work as an industrial engineer for TWA and American Airlines for 20 years and contract engineering work for ATK and GM. CLARB members introduced themselves and welcomed Stuteville to CLARB.

**2. CITIZEN INPUT - None**

**3. CONSENT AGENDA**

A. Approve the minutes for the August 12, 2015 regular meeting.

**LAURA OZENBERGER MOTIONED TO APPROVE THE MINUTES FROM THE AUGUST 12<sup>TH</sup> REGULAR MEETING. LINDA ARNOLD SECONDED THE MOTION. MOTION APPROVED 8-0.**

**4. ACTION AGENDA**

A. CLARB 15-117-01 Recommend that the Board of Aldermen approve the ELP Restroom/Parks Storage Conceptual Design as presented by WSKF Architects.

Alysén Abel outlined the \$40,000 Outreach Grant from Platte County Parks and Recreation for the English Landing Park restroom improvements. In May, the City released a RFQ for Architectural Services for this project. In July, the Board of Aldermen approved a contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF). The 2015 Capital Improvements Program includes funding for the construction of a maintenance storage area for Parks. Staff recommended that the contract with WSKF be expanded to include the design of the Parks storage facility. CLARB is asked to review the options and make recommendations to the Board of Aldermen on Tuesday, 9/15. Final concept drawings will be presented at CLARB October meeting.

Abel introduced John Freshnock (WSKF Architects) who presented three conceptual design options for the ELP restrooms and Parks storage facility. Freshnock noted that the concept drawings provided were based upon elements discussed in a kick-off meeting with Abel, Barnard, WSKF and consultants. A site survey is scheduled for this week. He noted that to move the restroom from its current location would put a strain on the budget as it would require costly moving of utilities and a flood survey. The current basketball court location is in a known floodplain which would allow for a modified structure. The City is limited in location options for the Parks storage facility as the equipment would need to be under cover. The original budget for this facility was \$35,000 which precludes a finished shed and concrete slab. WSKF is exploring how to utilize the existing basketball court as a workable surface for the inside of the storage building. WSKF explored separate and combined designs for both structures. Construction of the roof can be shared and would result in a nicer looking building.

Drawing A1.01 is the separate scheme, placing the shed at the back of the buildable area. The storage yard would be shielded from Highway 9. The doors face south toward the Park.

Drawing A1.02 takes the structure and makes it one large roof, creating a porch on the side of the building where Park information could be posted and provides patrons with a waiting area and respite from the sun. The doors face away from the Market to the east.

Drawing A1.03 shifts the storage location and drive to a more remote location with the face of the restroom toward the Farmers Market leaving it more visible. The doors face west.

Zink asked the location of the drive to the storage yard. Freshnock replied that it would depend upon the plan. Approach from the west would be more difficult due to the grade and would require possible retaining walls. Wassmer asked if the drive would be paved. Freshnock replied that currently the plan was flexible. Barnard added that the storage facility would house smaller equipment. Zink asked if the slab was strong enough for the structure. Freshnock provided that the slab appeared to be in good shape. Zink asked if provisions had been made for a new basketball court and Flamm asked if funding for that was included in the 2016 budget. Abel responded that CIP budgeting for 2016 is underway and that could be a consideration. Freshnock provided that phasing could be a possibility. Ozenberger asked if costs for separate buildings would be more, and Freshnock confirmed. Option 2 would be the more expensive due to the more expansive roof. Option 3 would be the more cost effective option as it provides a minimum amount of storage. Arnold asked if Option 3 could be expanded at a later date. Freshnock confirmed. The use of a fencing product, up to 10 ft., that could be removed or washed in case of flood and integrated with the gabled roof line was discussed. Freshnock also provided that landscaping with trees and bushes sustainable in a flood prone area is a part of the design. Abel expressed a concern that Park Patrons would use the storage service drive for parking and thought WSKF might consider the use of gates, bollards or alternative drive materials. Freshnock stated that there may be ways to locate the drive further away from the restroom with access from the east. Barnard added that equipment leaving storage would exit on grass which might provide leeway for other driveable surfaces.

Abel asked CLARB to provide direction regarding the family restroom need and layout. Freshnock was asked where the conceptual design was with respect to budget. He replied that WSKF had allowed \$175,000 for the restroom and the additional \$35,000 budgeted for the Parks storage building. Abel provided that the City has allowed \$210,000 for the entire project. Freshnock noted that the family restroom would fit within the budget. Freshnock was asked about family restroom costs. He replied that it would require extra doors, walls and fixtures but the building area would remain the same. Use of the family restroom in winter was discussed. Barnard provided that the family restroom could remain open while the others were closed. Freshnock added that the family restroom could be the only heated space in the winter (50 degrees to avoid frozen pipes). Arnold asked if all of the restrooms could be heated and Freshnock replied that at this point in the design there can be gives and takes. There is a long, thin, heated mechanical room that would house the piping resulting in some residual heat to the other restrooms. Flamm asked about lighting and venting for the structure. Freshnock replied that ventilation would be accomplished with fans and while there would be some electric lighting,

natural light would be from the use of textured windows or skylights. Neil Davidson expressed concern about inappropriate behavior in the restrooms. City staff will discuss options for discouraging restroom misuse such as restroom hours, winter hours, outdoor cameras, etc.

**MICHELLE FLAMM MOTIONED TO RECOMMEND TO THE BOARD OF ALDERMEN OPTION 3 TO INCLUDE THE FAMILY RESTROOM AND HEATING IN ALL RESTROOMS. LAURA OZENBERGER SECONDED THE MOTION. MOTION APPROVED 7-1.**

- B. CLARB 15-117-02 Recommend that the Board of Aldermen approve the three (3) options for chain saw art for citizen selection on the City's website.

Staff has had a dead cottonwood tree (located behind McKeon Stage) cut down leaving 15 ft. of the trunk in order to affect some type of decorative sculpture. A suggestion was made that Parkville citizens should be afforded the chance to vote on their selection from three options which they feel represent the City. The work would be scheduled for late fall. Methods of soliciting citizen voting were discussed. Stuteville suggested that a Colonel Park likeness might be used for the pioneer silhouette.

**ADAM ZINK MOTIONED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE THREE OPTIONS FOR CHAIN SAW ART FOR CITIZEN SELECTION ON THE CITY'S WEBSITE. BILL GRESHAM SECONDED THE MOTION. MOTION APPROVED 8-0.**

- C. CLARB 15-117-03 Recommend that the Board of Aldermen approve the FEMA grant application for the low water crossing.

Due to recent storm damage in Platte County a federal disaster declaration allowed for the City to become eligible for a Hazard Mitigation Grant. In the spring, the City had to close access to English Landing Park twice due to rising water levels on White Alloe Creek. In one instance, the Park was completely closed. Based on topography, the low water crossing will flood before the Missouri River comes out of its banks. This issue has previously been discussed with CLARB, and the Board of Aldermen noted this as a priority. City staff plans to submit a grant application to SEMA to request funding to raise the low water crossing at White Alloe Creek. If approved, the grant will cover 75% of the total cost of the project. Zink asked about the total project estimate. Abel estimated it to be \$200,000 on the high side. The application is due 10/1. If CLARB approves the recommendation, the issue will be put before the Board of Aldermen next week.

**LAURA OZENBERGER MOTIONED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE FEMA GRANT APPLICATION FOR THE LOW WATER CROSSING. ADAM ZINK SECONDED THE MOTION. MOTION APPROVED 8-0.**

## **5. NON-ACTION AGENDA**

- A. CLARB 15-117-04: Review the Parks and Nature Sanctuary 2016 Budget Requests.

Abel outlined that the City is currently working on its 2016 budget. Abel presented a draft CIP for Parks and the Nature Sanctuary for discussion as CLARB is responsible to oversee all Parkville public land. The draft CIP notes priorities 1 through 3 as previously discussed by Staff and Board of Aldermen. Abel asked that CLARB review, discuss, rearrange, add or delete priorities. Abel asked if, in the opinion of CLARB, the projects accurately reflect future community needs, are in the right order, or are there priorities missing from the list.

Barnard was asked if he felt the line item for “maintenance and equipment storage facility” was inadequate at \$35,000. Barnard replied that he would like to see that increased to \$100,000. He went on to state that he would like to see the City lease two (2) zero turn mowers in 2016, and get new equipment every 4 years. He would like to see a brush hog for PLP maintenance replace the boom mower as a priority. Barnard thought a tractor could be leased for 9 months at a cost of \$4,350. CLARB asked about the Priority #1, \$120,000 line item for the Nature Sanctuary. This item would be for a shelter to store tables, chairs and other Sanctuary fixtures at the picnic area. It was discussed that the line item is generated 10% from the general fund and 90% through donations. CLARB collectively felt it should be more of a priority two (2).

CLARB determined by a show of hands that the first three items categorized as Priority #1 should be the tractor/tires, two (2) zero turn mowers, and a brush hog for PLP maintenance.

Priority #2 should be the Nature Sanctuary, 5K/10K markers and Park maps. Barnard stated that the Nature Sanctuary mowing could be accomplished utilizing one of his replacement mowers.

Barnard asked CLARB about their “wish list” for the Parks based on a \$35,000 budget, resulting in the following suggestions:

1. Tennis courts
2. Fishing pier or shelter house off the boat ramp area.
3. Basketball court relocation

Wassmer asked about trail lighting and Barnard replied that based on the extended date for the Corp project, it was thought that the Corp may consider lighting within the scope of that project.

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Parks**

1. Park Amenities Update:
  - A. Sand is being purchased for the volleyball courts
  - B. Concrete was added to a culvert at the dog park caused by erosion.
2. Dog Park closure:
  - A. The large park will be closed sometime this month for seeding for approximately 10 days or until such time as the seed germinates. The other park will be closed thereafter.
3. Parkville days:
  - A. Barnard relayed that the vendors did very well during Parkville Days and Main Street Parkville Association seemed to be pleased with the event. The effect of helicopter landings at Grigsby Field was discussed.
4. Events:
  - A. Liver Life Walk – September 12th
  - B. Paws in the Park – September 19th
  - C. YMCA Walk – September 18<sup>th</sup>
5. Big Muddy Cleanup. Zink noted that it was being advertised on 96.5. Davidson said that most of the debris had been washed downstream due to water levels. The event has been cancelled twice this year due to high water.
6. PLP Wetlands Maintenance. Barnard outlined that the Wetlands had recently been brush hogged by a farmer associated with the Sur-Gro Coop at a cost of \$1,900. Sur-Gro Coop will spray the Wetlands in a few weeks prior to the purchase of seed sometime in December. The seed is not in the 2015 budget. Barnard and the farmer have discussed farming options that would work with the Corp project. Barnard will update CLARB at the next meeting

**B. Public Works**

1. FEMA Grant update: The City is currently working on compiling invoices and costs related to the storm damage, the estimated cost is \$37,000.
2. Outreach Grant Update – The City requested an extension to early Spring 2016 for the ELP restrooms, but has had no response. Davidson thought Lauren Palmer had discussed the extension with Brian Nowotney who did not take issue with it as long as progress was being made. Davidson was concerned that CLARB attendance and lack of a voting quorum might delay ELP restroom decisions and slow progress thereby putting 2016 grant applications in jeopardy. Zink asked if the voting process could be expedited by e-mail voting but there was concern that Sunshine Laws would be violated and CLARB by-laws do not allow e-mail voting. Abel stated that progress could continue by proceeding directly to the Board of Aldermen for approvals should CLARB not have a voting quorum. Abel asked CLARB members to attend the October meeting in order to recommend a design to the Board of Aldermen.
3. 5K/10K Update: A recent race run by two runners who helped certify the courses resulted in some beneficial feedback on the course. Some of the concerns were:
  - A. Provide information to volunteers indicating volunteer stations and their role in traffic control.
  - B. Make course maps available prior to the race.
  - C. Provide temporary and permanent markers indicating course direction and mileage.
  - D. The recent race was not completed at the certified course finish line resulting in incorrect race times.
  - E. The 5K and 10K races should be started at the same time.Once housekeeping items are taken care of, the City will implement a marketing program, promoting the fact that these certified courses are among the fastest and most level courses in the area.
4. The Parkville Nature Sanctuary received non-profit status and a Memorandum of Understanding (MOU) is being prepared with the Friends of the Parkville Nature Sanctuary for mutual support. The non-profit status will allow them to apply for Grants without competing with grants filed on behalf of the Parks.

**7. MISCELLANEOUS ITEMS FROM THE BOARD**

- A. Zink asked about a hole at English Landing Park that was discovered by Parks employees trimming trees on Sunday. Barnard advised that the hole had been fixed.
- B. Flamm advised that 3 posters were added to the time capsule, one of the current ELP restrooms with grant information, the dog parks and the boat ramp. The time capsule will be buried on Thursday morning adjacent to the flagpole at City Hall.
- C. Gresham asked if the City had made formal inquiry into tear gas canisters exploded in the river by Kansas City, Kansas. Abel advised that the Chief had followed up on it as the Park was evacuated due to the gas.
- D. Adam Zink relayed that his wife had been diagnosed with Ovarian Cancer and his absences were due to her care. Mrs. Zink is currently doing well and scheduled for surgery in August before her next round of chemo. Zink explained that his wife's care may result in future absences from CLARB meetings as well. CLARB members expressed their support for the Zink family.

8. **ADJOURN**

**NEIL DAVIDSON MADE A MOTION TO ADJOURN AT 8:48 P.M. LAURA OZENBERGER SECONDED THE MOTION. MOTION APPROVED 8-0.**

## **CITY OF PARKVILLE Policy Report**

Date: October 6, 2015

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

ISSUE:

Review the proposed final concept drawings and recommend completion of construction documents for the English Landing Park restrooms and Parks storage facility.

BACKGROUND:

The 2015 Capital Improvements Program (CIP) includes funding for the construction of a maintenance storage area for the Parks Division. In March, the City of Parkville received an Outreach Grant from Platte County Parks and Recreation for the improvements to the English Landing Park restrooms. In May, the City released a Request for Qualifications (RFQ) for Architectural Services for the restroom project. The City received three responses to the bid request. On July 21, 2015, the Board of Aldermen approved the professional services contract with Williams, Spurgeon, Kuhl & Freshnock (WSKF). Additionally, staff recommended that the contract scope with WSKF be expanded to also include the architectural design of the Parks storage facility.

At the September 9, 2015 CLARB meeting, John Freshnock with WSKF presented three preliminary concept drawings for the restroom and storage facility. Based on the discussion and direction by CLARB, John has prepared final concept drawings for consideration, the drawings and cost estimates are attached. If approved by CLARB tonight, the final concept drawings will be presented to the Board of Aldermen for their consideration. Once approved by the Board, the architect will proceed with preparing construction documents for bidding.

BUDGET IMPACT:

The 2015 Capital Improvements Program (CIP) includes \$200,000 for the construction of the English Landing Restroom, with the following funding sources: \$15,000 – Parks Donations Fund; \$30,000 Outreach Grant, and \$155,000 Fewson Fund Loan. Although the City budgeted \$30,000, we received \$40,000 from the County's Outreach Grant program, so the available project budget is now \$210,000.

The CIP includes \$35,000 in the 2015 budget for the construction of a storage and shop area to protect maintenance equipment.

The proposed architectural fee for the restroom and storage area is \$45,956, which includes design, bidding, and construction observation services which will be used to aid in the design and construction costs of the restroom facility and the and Parks storage facility.

The cost estimate for the proposed final concept is included in Attachment 6. The total budget available for the ELP restroom and Parks storage facility is \$245,000. The total cost estimate to construct the ELP restroom and Parks storage facility is \$192,548. At a total estimated project amount of \$238,504 for design and construction, the project appears to be within the anticipated total budget of \$245,000. The construction cost estimate includes a 10% contingency.

## **ITEM 4A**

*For 10-14-15*

*Community Land and Recreation Board*

### ALTERNATIVES:

1. Review the proposed final concept drawings and recommend completion of construction documents for the ELP restroom and Park storage facility.
2. Direct the architect to modify the final concept drawings.
3. Do not approve the final concept drawings.
4. Postpone the item.

### STAFF RECOMMENDATION:

Staff recommends that CLARB review the proposed final concept drawings and recommend completion of construction documents for the ELP restroom and Park storage facility.

### POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

### SUGGESTED MOTION:

I recommend that this item moves forward to the Board of Aldermen for review of the final concept drawings so that the architect can proceed with the completion of the construction documents for the ELP restroom and Parks storage building.

### ATTACHMENTS:

1. Rendering Drawing
2. Site Plan
3. Floor Plan
4. Landscape Plan
5. Landscaping Details
6. Cost Estimate

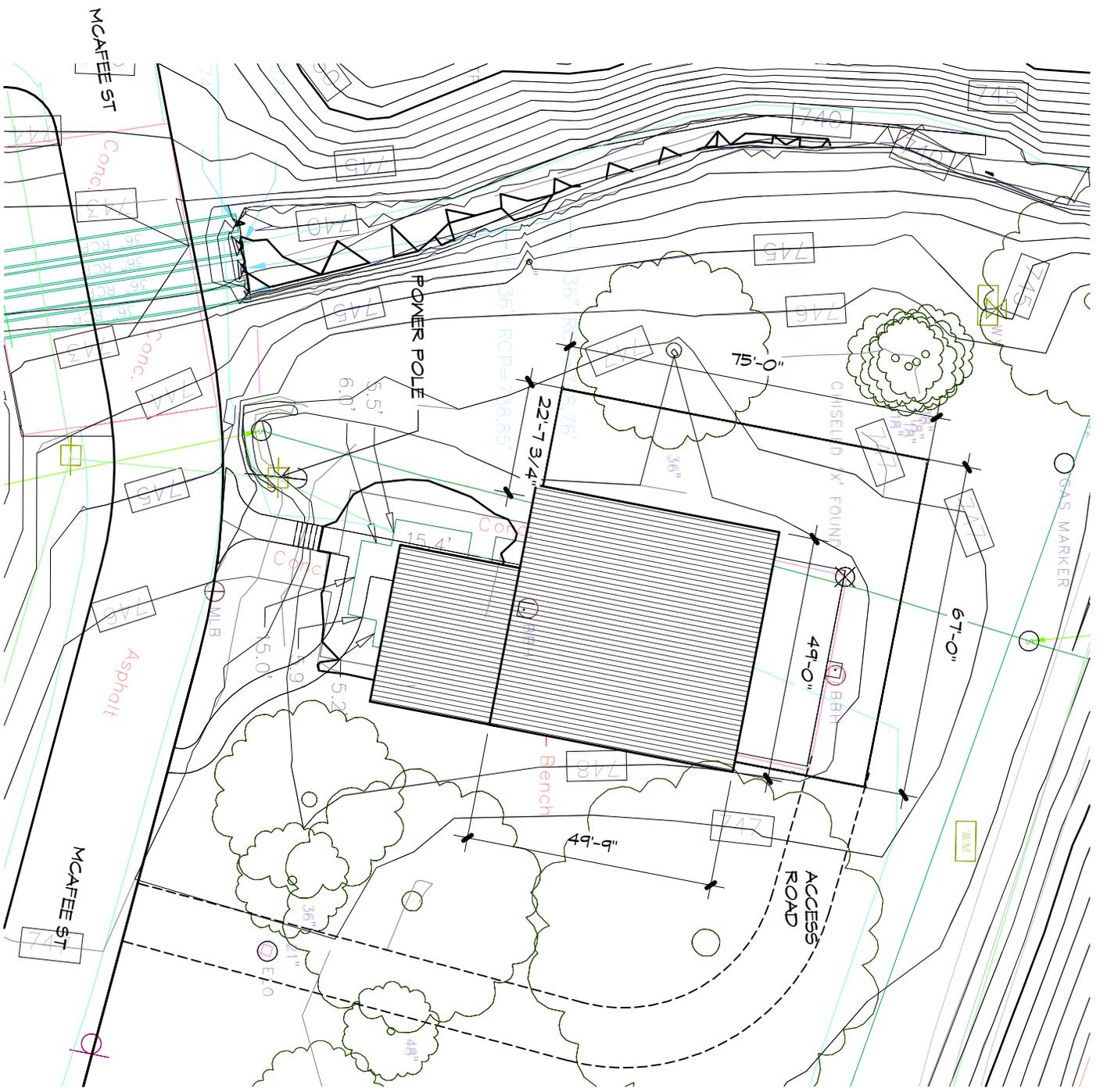




Parkville



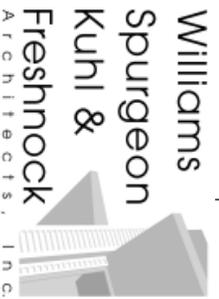
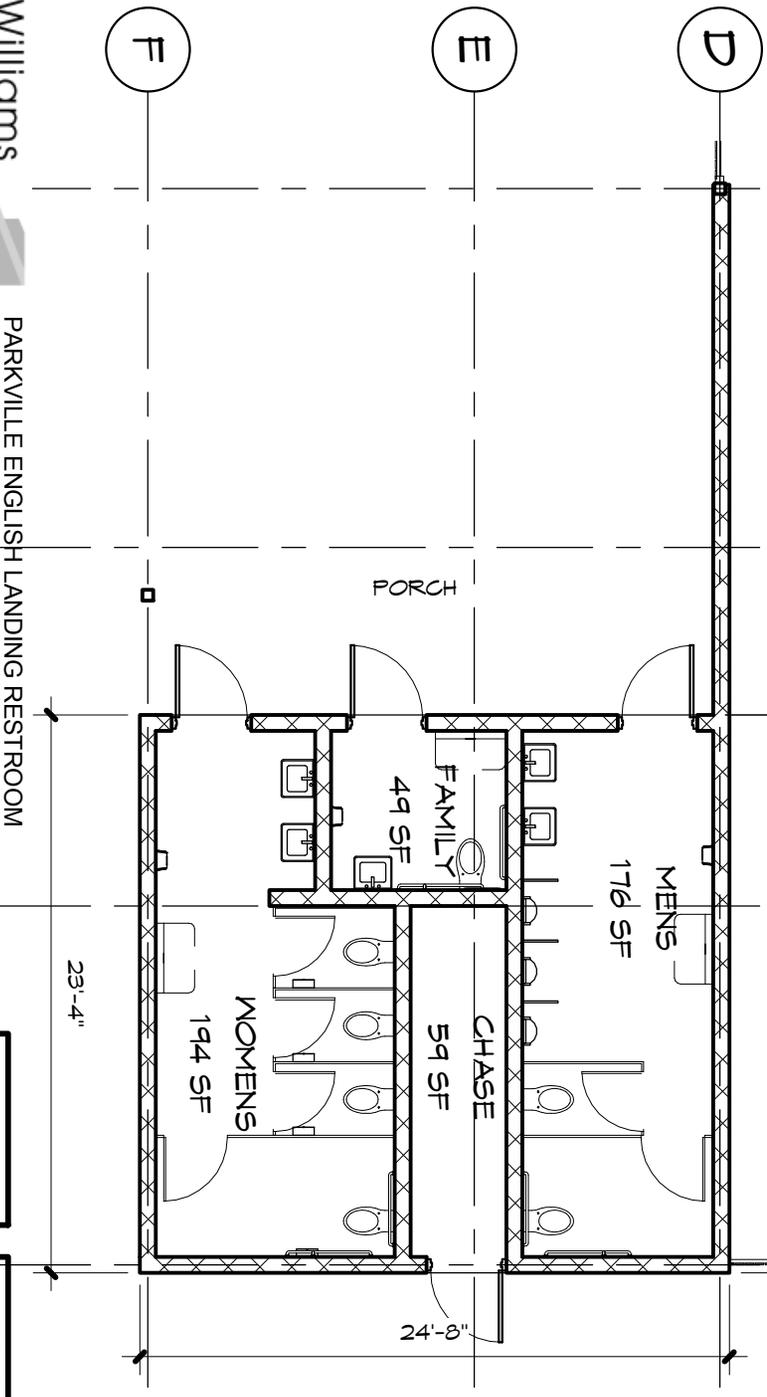
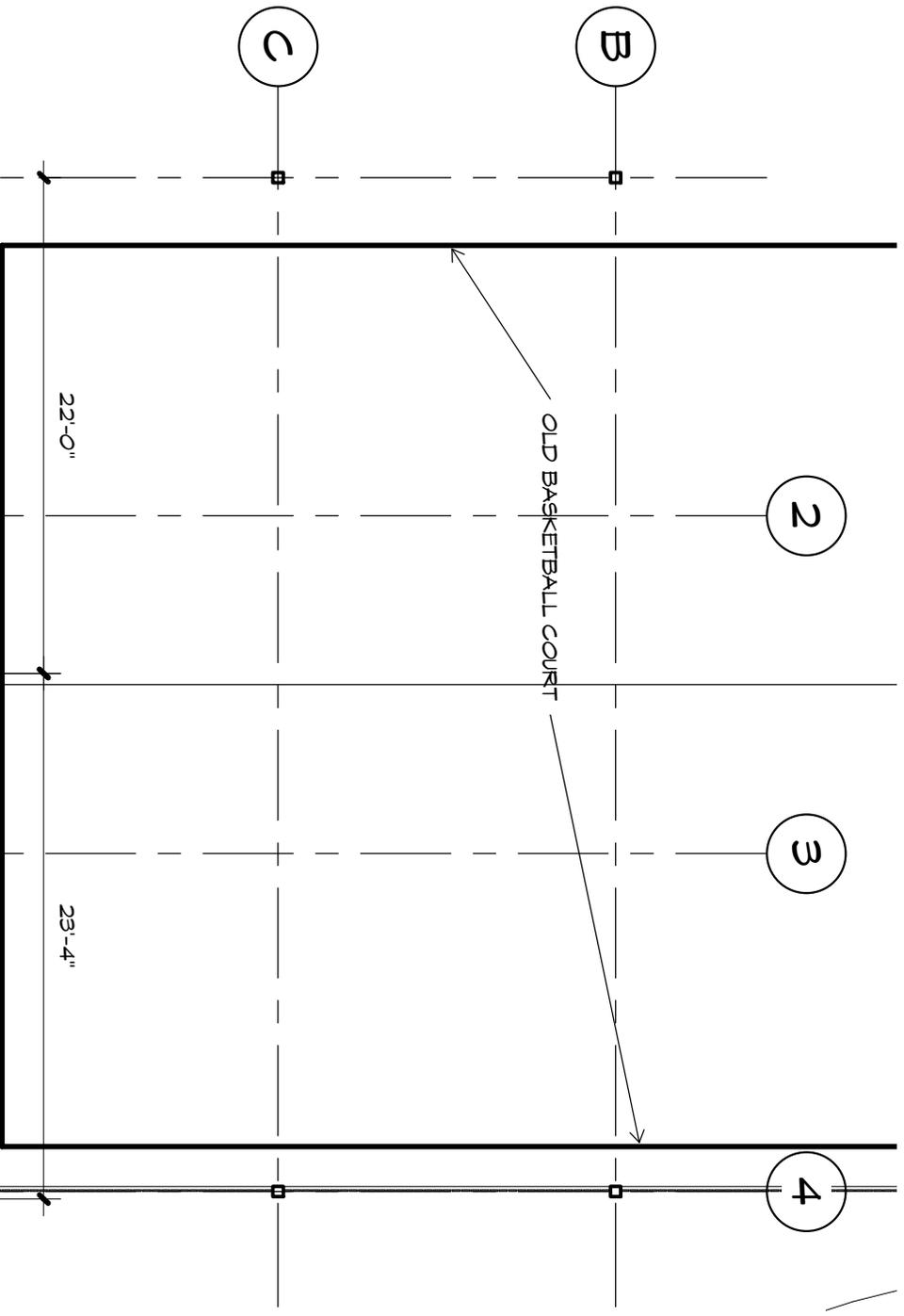
Parkville



PARKVILLE ENGLISH LANDING RESTROOM  
STREET ADDRESS  
CITY, ST ZIP CODE  
110 Armour Road North Kansas City, Missouri 64116  
Tel. 816.300.4101 Fax 816.300.4102

RE:  
REV. NO:

JOB NO:  
DATE:  
SP1.01



Williams  
Spurgeon  
Kuhl &  
Freshnock  
Architects, Inc.

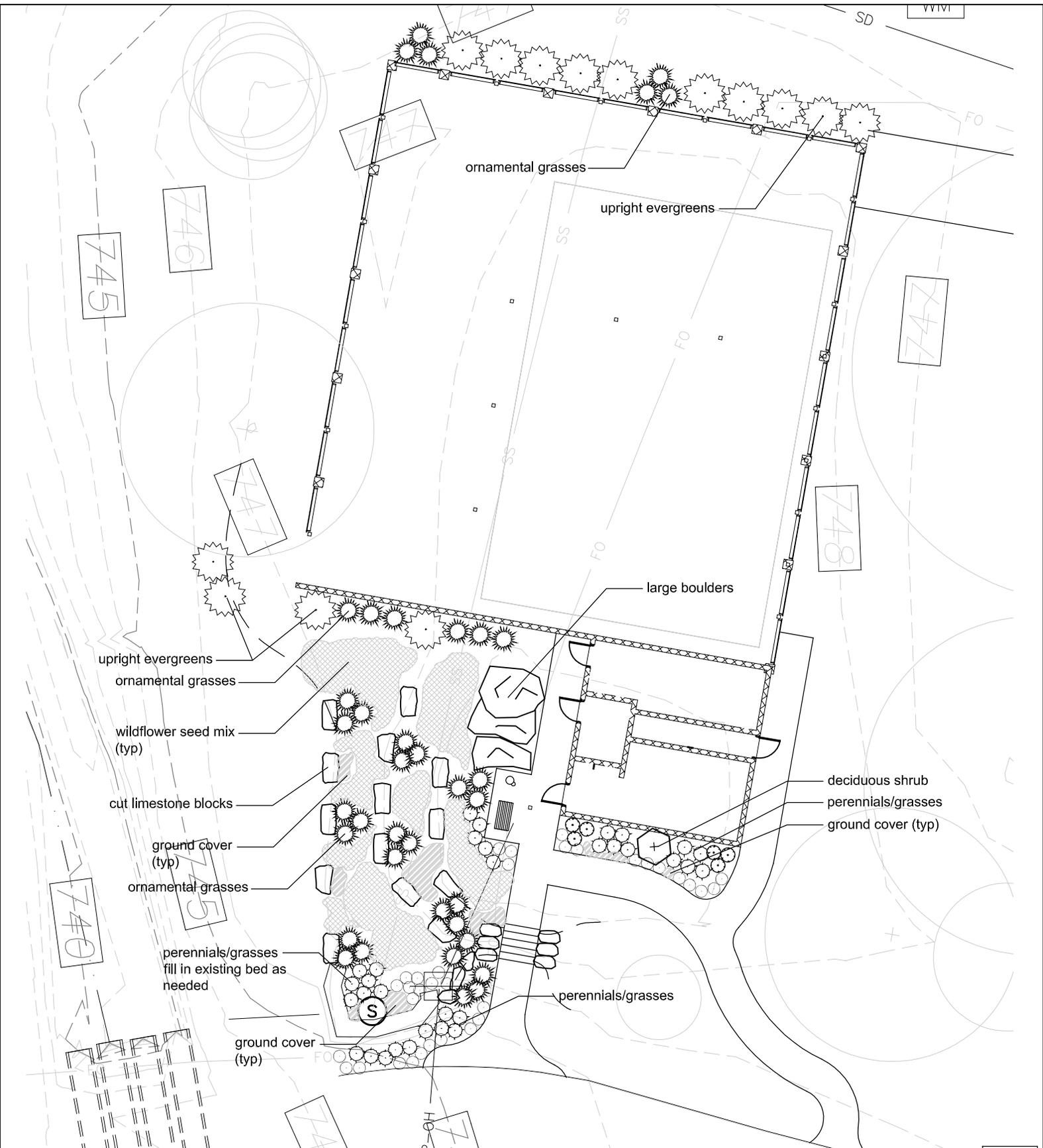
PARKVILLE ENGLISH LANDING RESTROOM  
STREET ADDRESS  
CITY, ST ZIP CODE

110 Armour Road North Kansas City, Missouri 64116  
Tel. 816.300.4101 Fax 816.300.4102

RE:  
REV. NO:

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15049  
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A1.01

Williams Spurgeon  
Kuhl & Freshnock  
Architects, Inc. © 2015



- ornamental grasses
- upright evergreens
- large boulders
- upright evergreens
- ornamental grasses
- wildflower seed mix (typ)
- cut limestone blocks
- ground cover (typ)
- ornamental grasses
- perennials/grasses fill in existing bed as needed
- ground cover (typ)
- perennials/grasses
- deciduous shrub
- perennials/grasses
- ground cover (typ)



PARKVILLE ENGLISH LANDING RESTROOM  
DESCRIPTION

# 1 Landscape Plan



110 Armour Road North Kansas City, Missouri 64116  
Tel. 816.300.4101 Fax 816.300.4102

Williams Spurgeon  
Kuhl & Freshnock  
Architects, Inc. © 2015



upright evergreen

ornamental grasses



perennials



perennials

ground cover

deciduous shrub



boulders

ledge stone

**English Landing Park - Restroom/Storage Building**  
**Estimate of Probable Cost**

**Restroom Preliminary Design**

<b>Div.</b>	<b>Item/Material</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Item Total</b>	<b>Comments</b>	<b>Subtotals &amp; Totals</b>
<b>1 - GENERAL REQUIREMENTS</b>						
	General Conditions	\$5,600	1	\$ 5,600	5% Supervision, Insur., Constr. Utilities, Etc.	\$ 5,600
<b>3 - CONCRETE</b>						
	Footings Load Bearing	\$100.00	118	\$ 11,800	Footings for CMU, column footings; LF	
	4" Concrete Slab	\$5.00	575	\$ 2,875	Interior	
	Sealer	\$3.00	575	\$ 1,725	Restrooms	\$ 16,400
<b>4 - MASONRY</b>						
	8" CMU walls, sq. ft.	\$15.00	1032.5	\$ 15,488	Split-face conc. block w/integral color	
	8" CMU partitions, sq. ft.	\$10.00	490	\$ 4,900	Smooth-face conc. block painted	\$ 20,388
<b>5 - METALS</b>						
	Metal ceiling	\$4.50	868	\$ 3,906	Restrooms and chase	
	Structural Steel Columns	\$1,000.00	1	\$ 1,000	Porch	\$ 4,906
<b>6 - WOOD, PLASTICS &amp; COMPOSITES</b>						
	Truss roof	\$6.00	868	\$ 5,208	Roof Framing	
	Structural Wood Roof Members	\$500	2	\$ 1,000	misc. beams	\$ 6,208
<b>7 - THERMAL &amp; MOISTURE PROTECTION</b>						
	Thermal Insulation	\$2.50	575	\$ 1,438	Above restrooms & chase	
	Metal roofing	\$10.00	868	\$ 8,680	Roofing	
	Siding	\$10.00	400	\$ 4,000		
	Joint Sealants	\$500	1	\$ 500	General caulking	\$ 14,618
<b>8 - OPENINGS</b>						
	Flood doors	\$200.00	6	\$ 1,200	Stainless steel	
	Hollow Metal Doors	\$1,500.00	4	\$ 6,000	Restrooms and chase	\$ 7,200
<b>9 - FINISHES</b>						
	Painting	\$2.00	1248	\$ 2,496	Doors/Frames, Steel, Siding, Etc.	\$ 2,496
<b>10 - SPECIALTIES</b>						
	Toilet and Bath Accessories	\$300	7	\$ 2,100	TP Holders, Mirrors, Grab Bars, Etc.	
	Dimensional Letter Signage	\$400	1	\$ 400	Exterior building signs (Men's, Women's, Etc)	\$ 2,500
<b>22 - PLUMBING</b>						
	Wall Mounted Toilets	\$1,800.00	7	\$ 12,600	porcelain wall mounted on carrier	
	Urinals	\$1,500.00	3	\$ 4,500	porcelain	
	Wall Mounted Lavatories	\$1,500.00	5	\$ 7,500	porcelain	
	Freeze Proof Drinking Fountain	\$3,300.00	1	\$ 3,300	Pedestal HI/Low Fixture, with dog bowl	
	General Plumbing	\$3,000.00	1	\$ 3,000	Water heater, piping	\$ 30,900
<b>23 - HEATING VENTILATING &amp; AIR CONDITIONING</b>						
	HVAC	\$12,500	1	\$ 12,500	1 Heater in plumbing chase, 4 exhaust fans	\$ 12,500
<b>26 - ELECTRICAL</b>						
	Lighting and Electrical	\$7,500	1	\$ 7,500	Building electrical	\$ 7,500
<b>31 - EARTHWORK</b>						
	Erosion control	\$1,500	1	\$ 1,500		
	Staking	\$1,500	1	\$ 1,500		
	Earthwork	\$3,000	1	\$ 3,000	Rough & fine grading	\$ 6,000
<b>32 - EXTERIOR IMPROVEMENTS</b>						
	Concrete Paving	\$5.00	740	\$ 3,700	Exterior pad, sidewalk	
	Concrete Sealer	\$1.00	740	\$ 740	Cure & Seal	
	Landscaping	\$13,000.00	1	\$ 13,000	Tress, Plants, boulders and Seed	\$ 17,440

**English Landing Park - Restroom/Storage Building**  
**Estimate of Probable Cost**

<b>33 - UTILITIES</b>						
Gravity Sewer +Connection	\$1,200.00	1	\$	1,200	Reconnect to existing sewer	
Electrical	\$4,500.00	1	\$	4,500	Reconnect existing service	
Water	\$2,340.00	1.00	\$	2,340	Reconnect existing water	\$ 8,040
<b>Subtotals</b>						
Subtotal						\$ 162,695
Builder's Fee	\$9,761.70	1	\$	9,762	6%	\$ 9,762
						\$ 172,457
Performance & Payment Bonding	\$2,586.85	1	\$	2,587	1.5%	\$ 2,587
						\$ 175,044
Contingency	\$17,504.36	1	\$	17,504	10.0%	\$ 17,504
<b>Total Estimated Cost</b>						<b>\$ 192,548</b>
cost per sf	\$ 221.83					

## **CITY OF PARKVILLE Policy Report**

Date: Sunday, October 4, 2015

Prepared By:  
Lauren Palmer  
City Administrator

Reviewed By:  
Alysen Abel  
Public Works Director

ISSUE:

Recommend a professional services agreement with Vireo for the 2008 Parkville Parks Plan Update.

BACKGROUND:

On August 12, 2015, the Community Land and Recreation Board (CLARB) recommended that staff release a request for proposals (RFP) to identify a consultant team to lead an update of the Parkville Parks Plan (P3), with particular emphasis on the riverfront parks corridor (see Attachment 1). Three proposals were received on September 11, 2015. The selection committee comprised of Alysen Abel, Public Works Director; Tom Barnard, Parks Superintendent; Lauren Palmer, City Administrator; Phil Wassmer, CLARB; and Doug Wylie, Ward 3 Alderman; reviewed proposals and decided to interview the top two firms.

Following interviews on September 22, 2015, the selection committee recommends entering into a professional services agreement with Vireo (see Attachment 2). Vireo offered the most competitive cost proposal and has the deepest background of experience with other parks master plans (see Attachment 3). The team assembled for this project is the same team that completed the Phase 1 design for Platte Landing Park. Although Platte County declined to appoint a representative to the selection committee, Platte County Parks and Recreation Director Brian Nowotny recommended Vireo for this project. The team demonstrated a solid understanding of the project objectives and designed an approach to efficiently deliver the desired outcomes.

At the CLARB meeting on August 12, 2015, there was considerable discussion about the timing of this project. Platte County stated its participation in the project is dependent on the feasibility report for the Section 1135 wetland restoration project planned for Platte Landing Park. The report should be available this fall, which coincides well with the schedule to kick-off the master plan shortly after the first of the year. However, the wetland restoration report has been delayed several times, so the timetable is uncertain. The professional services agreement gives the City discretion to delay the notice to proceed for up to six months following execution of the agreement to better coordinate the master planning process with the wetland restoration project schedule.

BUDGET IMPACT:

The total consulting fee per the agreement is \$52,000. The City budgeted \$40,000 in the 2015 Capital Improvement Program (10-560-52-50-00) for this project. Staff requested financial support from Platte County to assist with the components of the project related to Platte Landing Park. County participation is subject to review and approval during the 2016 budget process, so any funding would not be available until after January 1, 2016. Additional city funding may need to be budgeted in 2016 depending on the level of participation from Platte County.

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**ALTERNATIVES:**

1. Approve the professional services agreement with Vireo for the 2008 Parkville Parks Update.
2. Approve the professional services agreement, subject to changes requested by CLARB.
3. Do not approve the agreement and provide alternative direction to staff.
4. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that CLARB recommend that the Board of Aldermen execute a professional services agreement with Vireo for the 2008 Parkville Parks Update.

**POLICY:**

Section 150.050.B. of the Parkville Municipal Code gives CLARB the responsibility to review matters of park planning or other issues brought before the Board. The RFP designates CLARB as the steering committee for the master planning process.

**SUGGESTED MOTION:**

I move to recommend that the Board of Aldermen execute a professional services agreement with Vireo for the 2008 Parkville Parks Update.

**ATTACHMENTS:**

1. RFP – Parkville Parks Plan Update (attachments available upon request)
  2. Professional Services Agreement and Scope of Work
  3. Vireo Proposal
-



## Request for Proposals: Update the 2008 Parkville Parks Plan

The City of Parkville, Missouri ("City") is pleased to issue this Request for Proposal ("RFP") to select a qualified professional planning firm or consultant to facilitate a community planning process that culminates in an update of the 2008 Parkville Parks Plan (P3), **with specific emphasis on the riverfront parks corridor, notably the intersection of Platte Landing Park and the western portion of English Landing Park.** The selected consultant will facilitate the public outreach efforts, develop conceptual elements based on the input received through public participation, and prepare recommendations for location, design, and features of park and recreation elements.

### 1. INTRODUCTION

The City of Parkville is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville was 5,554 at the 2010 census. Parkville is home to Park University, Parkville Commons, English Landing Park, Platte Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area. The City of Parkville has approximately 40 permanent employees supplemented by various contracted, seasonal, and intern employees. The City offers a full range of municipal services including street maintenance, public parks, sewer utility, community development, police, and municipal court. The 2015 City Budget and 2013 Audit are available online: <http://parkvillemo.gov/financialdocuments/>. The City does not currently offer recreation programming.

The RFP is being issued in cooperation with the Platte County Parks and Recreation Department. In 2000, Platte County completed its first Park System Master plan. As a result, in August 2000, citizens voted in favor of a parks sales tax initiative, and the Platte County Parks & Recreation Department was established in 2001. In 2009, voters once again approved a half-cent sales tax for another 10 years and a new master plan was also adopted. The County used sales tax proceeds to purchase the land and constructed the first phase of Platte Landing Park in Parkville. In September 2013 the City and County entered into a Cooperative Agreement (see Attachment 1) for the development, operation, and management of Platte Landing Park. The park was opened to the public in June 2014.

### 2. PROJECT OVERVIEW

The proposed project entails the update of the existing parks master plan **with specific emphasis on the riverfront parks corridor, notably the intersection of Platte Landing Park and the western portion of English Landing Park.** The 2008 Parkville Parks Plan (Attachment 2), commonly referred to as P3 or the P3 Plan, was drafted in-house by the City of Parkville following direction by the Board of Aldermen in 2005. The Community Land and Recreation Board (CLARB) is an appointed citizen advisory board (similar to the park board in many communities) that led the 2008 planning process. CLARB will serve as the steering committee to oversee this project.

P3 was intended to provide a road map for the utilization, development and expansion of Parkville's current and future park system. Since the adoption of P3, much has evolved in the Parkville parks system. Many of the objectives of P3 were accomplished. Notably, the parks and open space along the Missouri River corridor more than doubled with the opening of Platte Landing Park, which includes a new boat ramp, off-leash dog park, and recreational trail. Progress is being made to connect the trail network between Riverside and English Landing Park. The Platte County South

Community Center (YMCA) recently opened a new expansion and upgrade. The City is completing a Route 9 Corridor Study with a key priority to design a sidewalk/trail connection between Route 45 and downtown Parkville. Vision Downtown Parkville, a master planning report adopted in 2014, calls for the reconfiguration of the Parkville Farmers Market and downtown parking areas to better serve downtown and park uses. The Sullivan Nature Sanctuary was expanded due to a private land donation. The final phase of the Route 45 expansion, including a multi-modal trail connection from Route K to I-435, is fully funded and scheduled for construction in 2016. The City has a project in progress to upgrade the permanent restroom facility in English Landing Park.

On the other hand, many other recommendations found in P3 have not been addressed since 2008. The permanent staffing and organizational chart for the parks division of the Public Works Department has not changed, despite significant increases in parks land and maintenance obligations. The City has not added to its inventory of neighborhood parks though there has been considerable population growth, particularly on the western boundary of the city limits. Little progress has been made to support recreational sports either through programming or facilities.

The Cooperative Agreement for Platte Landing Park (adopted September 2013) references Platte County's adopted Platte Landing Park Master Plan (Exhibit C within Attachment 1). The final design and construction of Phase 1 of Platte Landing Park deviates considerably from the master plan, which raises questions about if/how to implement future plan phases. There is some concern among Parkville city officials that the adopted plan does not reflect current community desires and priorities. In addition, the master plan calls for changes to the western portion of English Landing Park (west and south of Rush Creek, east of Main St.) to better integrate with Platte Landing Park for a seamless riverfront. Phases 2 and 3 include a concept for reuse of the recreational field just north of Rush Creek (ball field #1) that is in conflict with the vision for this area outlined in Vision Downtown Parkville (adopted August 2014). **The primary goal of this project will be to re-examine community priorities for the riverfront parks and document a long-term strategy for park development that has mutual support from the City and County.**

The City and County have been cooperating with the Army Corps of Engineers since 2010 on a wetland ecosystem restoration project for Platte Landing Park. The consultant team for that project is currently finalizing the integrated feasibility study in order to pursue funding under Section 1135 of the Water Resources Development Act (WDRA). The conceptual restoration plan seeks to restore approximately 60 acres of wetland and riparian habitat. Design is underway that would incorporate transport, grading, and seeding for site disposal work that would make fill dirt available to raise adjacent land for recreational sports fields. There are numerous potential implications associated with this project that influence parks priorities and warrant further review such as: future maintenance demands for wetlands; local match funding for the Section 1135 grant; feasibility of constructing adjacent fields with wetland fill; funding/construction of support elements such as parking, access roads, etc.

### **3. SCOPE OF SERVICES**

*Following the selection process, a scoping meeting will be held to negotiate the final scope of work and a contract for services. Therefore, the City reserves the right to make revisions.*

#### **A. BASE SERVICES – Riverfront Parks Corridor Plan**

- a. Complete an assessment and prioritization of the recreational needs of Platte Landing Park and the western portion of English Landing Park (south and west of Rush Creek, east of Main St.)
  - i. Community Profile

1. Research and identify unique qualities, geography, demographics, and trends specific to the Parkville and southern Platte County community that will affect riverfront parks corridor plan considerations for the future.
  2. Review and incorporate into the plan all relevant public input, goals and policies of local planning studies (P3, Platte County Parks Master Plan, Livable Communities Study, Vision Downtown Parkville, Parkville Master Plan, and KC Metro Green Plan).
- ii. Public Input
1. Work with CLARB as the project steering committee to define a community input process that acknowledges and builds upon prior planning work while creating an opportunity for residents to confirm or correct stated recreational needs and priorities. The process should include a robust website and social media presence.
  2. Coordinate with private support groups including Friends of Parkville Parks and Friends of Platte County Parks to understand which priorities have the highest potential for private fundraising.
  3. Engage the Platte County Park Board, Parkville Board of Aldermen, and Platte County Commission as needed in the public input process and at key project milestones to ensure mutual buy-in of project outcomes by the City and County.
- b. Complete all site survey and utility locate work necessary to determine feasibility and location of recommended assets and improvements for the riverfront parks corridor.
- c. Evaluate the current management and operations practices of the riverfront parks and make recommendations pertinent to future implementation of the corridor plan. Project cost-effective funding levels necessary to adequately sustain recommended levels of maintenance and service for anticipated parks development. National Recreation and Parks Association (NRPA) "levels of maintenance standards" or some similar measure of best practices should be used to help define these recommendations.
- d. Deliverables
- i. Preparation of a preferred conceptual design for the riverfront parks corridor that includes the location and configuration of all site elements.
  - ii. Preparation of a preliminary phasing plan for the riverfront parks corridor that includes logical phase development and designates the park and recreation amenities that will be included in each phase.
  - iii. Preparation of a cost estimate for each phase in the preliminary phasing plan.
  - iv. Presentations (number to be determined based on final scope) and recommendation of adoption of the final report to the Parkville Board of Aldermen and Platte County Commission.
  - v. Ten (10) hard copies and one (1) electronic copy of a final written report to summarize all findings.

B. ALTERNATE SERVICES – Update the 2008 Parkville Parks Plan (citywide)

*The following alternate services are intended to be provided **in addition to**, not in lieu of, the base services. Proposers should anticipate seamlessly coordinating and delivering the base and alternate services if alternate services are approved for this project.*

- a. Expand on sub-items 3.A.a. through 3.A.c. to incorporate the entire City of Parkville parks system (not just the riverfront corridor).
- b. Update the 2008 Parkville Parks Plan
  - i. Update the inventory and conditions of existing parklands and other open spaces or recreational facilities in Parkville.
  - ii. Update the Community Needs Analysis section of the P3 Plan to reflect new information gathered through the public input process.

- iii. Update the Parks Index Map and sub maps for individual parks and open spaces.
- iv. Update the master plan objectives and recommendations for improvements within existing parks, development and build-out of undeveloped open spaces, and acquisition and development of future park sites and related facilities.
- c. Draft and recommend a policy for park land acquisition which defines acquisition priorities, satisfies the long range maintenance objectives, and accomplishes parks system master plan goals within the fiscal limitations of the community.
- d. Review Parkville's planning and development ordinances pertinent to parks development issues; propose amendments and/or new ordinances as needed to accomplish master plan goals.
- e. Deliverables
  - i. Preparation of an updated P3 report with a succinct executive summary of major conclusions. This report should incorporate all recommendations and deliverables for both base and alternate services.
  - ii. Recommend a 10-year Capital Improvement Plan (CIP) and implementation schedule including immediate and long-range budget projections. This should include projections of all costs associated with capital improvements and equipment needs within existing parks, development and build-out of undeveloped parks, and acquisition of future parks sites and related facilities.

#### C. PROJECT SCHEDULE

The City anticipates a study timeframe of approximately six months, contingent upon negotiation of a final schedule and scope of services.

### 4. PROPOSAL AND EVALUATION CRITERIA

#### A. **Instructions to Applicants:**

1. The response to this RFP should be delivered as follows: Ten (10) hard copies plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Lauren Palmer and must be received at the address below by 5:00 PM Central Time on September 11, 2015.

City of Parkville  
 Attn: Lauren Palmer  
 P3 Plan Update RFP  
 City Administrator  
 8880 Clark Ave.  
 Parkville, MO 64152

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
4. Communication (other than through the process described herein) with the City, County, CLARB, the selection committee, or the general public relative to this project prior to the announcement of a selection is strictly prohibited.
5. The City reserves the right to request a change in any proposed sub-consultants, if applicable.

6. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm submitting a proposal.
7. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
8. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

## **B. Proposal Requirements and Evaluation Criteria**

The following are the contents that all proposals must include. All the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

### 1. Interest and Proposals:

- a. A brief description of the lead consultant firm, including firm location, years in the business, history, and philosophy. Include an outline of the firm's officers and executive management.
- b. A statement of interest for the scope of services including a narrative describing the respondent's capabilities.

### 2. Related Experience and References:

Proposal shall include the name, address and telephone number of three to five clients for whom services similar to those described in this Request for Proposals have been performed. Proposal shall also include a description of the past services provided for each reference.

### 3. Team and Availability

- a. Proposal shall include a description of the proposed consultant team. Proposal shall identify all key personnel as well as any sub-consultants, if applicable. Proposal shall outline roles, responsibilities and reporting relationships. Proposal shall identify key contact person for communicating with the City on all project-related matters.
- b. Proposal shall include a statement on the availability and commitment of the respondent and assigned professional who will undertake the scope of services.
- c. Proposal shall include resumes for all the key personnel including educational background/training, experience and detailed descriptions of roles played on past projects.

### 4. Understanding and Approach to the Work

Proposal shall describe the approach to the scope of work described in Section 3 of this RFP, including process and schedule. Proposers are encouraged to make suggestions to amend the scope of work to achieve the City's goals. This criterion will be evaluated based on the proposer's understanding of the City's objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes. Creativity is encouraged.

5. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. Consultant shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

6. Adherence to Contract

The City's standard Professional Services Agreement is included as Attachment 3. Respondent shall thoroughly review the agreement and state an ability to comply with its terms and/or state any terms for which it will request re-negotiation.

7. Fee

Proposal shall include separate fee proposals for the Base Services and Alternate Services (including any proposed scope revisions) described in Section 3: Scope of Services of the RFP. Proposals should clearly state basis for the proposed fees (hourly, lump sum, other) and the method for billing additional services beyond the negotiated scope of work. The fee proposals shall itemize the methodology for billing reimbursable expenses such as travel, production of documents, purchase of data, etc. The City reserves the right to negotiate a final fee and scope of work as part of contract negotiations following the selection process.

**4. PROPOSED PROCESS AND TIMELINE (subject to change)**

- August 14, 2015 RFP issued and posted on the City of Parkville website.
- August 27, 2015 A non-mandatory, pre-proposal conference will be held from 1:00 p.m. to 2:00 p.m. at City Hall (8880 Clark Ave.). Respondents are invited to ask questions of City and County staff to clarify project background and objectives.
- September 11, 2015 Receipt of proposals due by 5:00 PM Central Time.
- September 14 - 18 A selection committee comprised of city and county officials will evaluate the proposals and select a preferred team to begin contract negotiations. If multiple firms have exceptional Proposals, the selection committee will select a short-listed group of finalists for interviews.
- September 21 - 25 Short-listed firms are interviewed (at City's option).
- September 28, 2015 Preferred firm is notified of selection and contract negotiations.
- October 14, 2015 CLARB takes action on recommended contract and scope of work.
- October 26, 2015 Finance Committee takes action on recommended contract.
- November 3, 2015 Board of Aldermen takes action on recommended contract.
- November 4, 2015 Notice to Proceed.

By submitting a proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the selection committee and the City. Thank you in advance for your interest in the City of Parkville.

ATTACHMENTS

1. Platte Landing Park Cooperative Agreement
2. 2008 Parkville Parks Plan
3. Draft Professional Services Agreement

END OF REQUEST FOR PROPOSALS

## PARKS MASTER PLANNING PROFESSIONAL SERVICES AGREEMENT

THIS SERVICE AGREEMENT, entered into on this 4<sup>th</sup> day of November 2015, by and between the CITY OF PARKVILLE, MISSOURI (“City”) and Vireo (“Service Provider”).

WHEREAS, the City requires a planning services consultant to facilitate a community planning process that culminates in the update of the 2008 Parkville Parks Plan, with specific emphasis on the riverfront parks corridor, notably the intersection of Platte Landing Park and the western portion of English Landing Park (“Project”); and

WHEREAS, Service Provider was chosen through a qualifications and fee based selection process and has demonstrated the necessary expertise, experience, and personnel to complete the Project.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants and agreements set forth herein, the parties mutually agree as follows:

### **I. SCOPE OF SERVICES**

- A. The term “Services” when used in this Agreement shall mean any and all community parks planning services provided by the Service Provider in accordance with this Agreement.
- B. The City agrees to retain Service Provider and Service Provider agrees to perform and complete the Services described in the Exhibit A – Work Plan, attached hereto and incorporated by reference.
- C. The City reserves the right to direct revision of the Services at the City’s discretion. Service Provider shall advise the City of additional costs and time delays, if any, in performing the revision, before Service Provider performs the revised services.
- D. Service Provider shall provide Additional Services under this Agreement only upon written request of the City and only to the extent defined and required by the City. Any additional services or materials provided by the Service Provider without the City’s prior written consent shall be at the Service Provider’s own risk, cost, and expense, and Service Provider shall not make a claim for compensation from the City for such work.

### **II. STANDARD OF CARE**

- A. Service Provider shall exercise the same degree of care, skill, and diligence in the performance of all Services to the City that is ordinarily possessed and exercised by reasonable, prudent, and experienced professionals under similar circumstances.
- B. Service Provider represents it has all necessary licenses, permits, knowledge, and certifications required to perform the Services described herein.

### **III. COMPENSATION**

- A. As consideration for providing the Services, the City shall pay Service Provider as follows:
  - a. Services will be billed in a lump sum amount of \$52,000 in incremental amounts among completion of specified tasks as outlined in Exhibit A.
  - b. Service Provider is not eligible for reimbursement for miscellaneous expenses including travel, transportation, postage, etc.
- B. Service Provider shall submit an itemized invoice to the City on the first day of each month that details the Services that were provided in the month immediately prior, as well as any other charges or reimbursements to which the Service Provider is entitled by this Agreement. The City agrees to pay the balance of an approved invoice, or undisputed

portions of a disputed invoice, within 30 days of the date of receipt by the City. In the event of a dispute, and prior to the invoice's due date, City shall pay the undisputed portion of the invoice and notify Service Provider of the nature of the dispute regarding the balance.

- C. Service Provider shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the City to assure proper accounting for all funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the City.

#### **IV. SCHEDULE**

- A. Service Provider shall commence performance of the Services following execution of this Agreement and upon receipt of a written notice to proceed from the City. The notice to proceed may be issued at any time within six (6) months of the execution of this Agreement.
- B. Services shall be completed within six (6) months of receiving the notice to proceed.
- C. Neither the City nor the Service Provider shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party.
- D. If Service Provider's performance is delayed due to delays caused by the City, Service Provider shall have no claim against the City for damages or payment adjustment other than an extension of time to perform the Services.

#### **V. LIABILITY AND INDEMNIFICATION**

- A. Service Provider shall indemnify, defend and hold harmless the City and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, damages, and injuries (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with Service Providers' negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Service Provider's employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials related to materials Service Provider creates or supplies to the City, except to the extent that such claims arise from materials created or supplied by the City.
- B. Service Provider's obligation to indemnify and hold harmless shall remain in effect and shall be binding on Service Provider whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

#### **VI. INSURANCE**

- A. The Service Provider shall secure and maintain, at its expense, through the duration of this Agreement Commercial General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate coverage. Service Provider shall also secure and maintain Worker's Compensation and Employer's Liability Insurance, when applicable, at the limits required by state and/or federal law. The City will only accept coverage from an insurance carrier that offers proof that it :
  - a. Is licensed to do business in the State of Missouri;
  - b. Carries a Best's policy holder rating of A or better; and
  - c. Carries at least a Class X financial rating.
- B. Service Provider shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Service Provider shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with at least 30 days advance notice of cancellation. Service Provider shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of any services on City property.

**VII. ASSIGNMENT OF AND RESPONSIBILITY FOR PERSONNEL**

- A. Service Provider's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.
- B. While upon City premises, the Service Provider's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

**VIII. OWNERSHIP OF WORK PRODUCT**

Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City. Accordingly, Service Provider hereby assigns to the City all of its right title and interest in and to such Works.

**IX. RELATIONSHIP OF THE PARTIES**

- A. Service Provider represents that it has, or will secure at Service Provider's own expense, all personnel required in performing the Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
- B. All of the Services required hereunder will be performed by the Service Provider or under Service Provider's supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

**X. NOTICES**

- A. All notices required by this Agreement shall be in writing, and unless otherwise directed by this Agreement, shall be sent to the addresses as set forth in this Section:
- B. Notices sent by Service Provider shall be sent to:
  - City of Parkville
  - Attn: City Administrator
  - 8880 Clark Ave.
  - Parkville, MO 64152
  - [lpalmer@parkvillemo.gov](mailto:lpalmer@parkvillemo.gov)
- C. Notices sent by the City shall be sent to:
  - Attn: Stephen B. Rhoades
  - VIREO
  - 929 Walnut, Suite 700
  - Kansas City, Missouri 64106
  - [steve@bevireo.com](mailto:steve@bevireo.com)

## **XI. TERM AND TERMINATION**

- A. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.
- B. The term of this Agreement shall be until all Services are satisfactorily completed and accepted by the City.
- C. Notwithstanding Article XI, Paragraph B, the City reserves the right and may elect to terminate this Agreement at any time, with or without cause, by giving at least ten (10) days written notice to the Service Provider. The City shall compensate Service Provider for the Services that have been completed to the City's satisfaction as of the date of termination. Service Provider shall perform no activities other than reasonable wrap-up activities after receipt of notice of termination.

## **XII. MISCELLANEOUS PROVISIONS**

- A. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Missouri.
- B. Assignability. Service Provider shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or invitation), without the prior written consent of the City thereto. Provided, however, that the claims for money by Service Provider from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
- C. Media Announcements. Service Provider shall not be authorized to make statements to the media or otherwise on behalf of the City without express direction and consent of the City
- D. Compliance with Local Laws. Service provider shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- E. Equal Employment Opportunity. During the performance of this Agreement, Service Provider agrees as follows:
  - i. Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, or sex. Service Provider will take affirmative action to ensure that applicants are employed, and

that employees are treated during employment, without regard to their race, creed, color, national origin, religion, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- ii. Service Provider will, in all solicitation or advertisements for employees placed by or on behalf of Service Provider, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, or sex.
  - iii. Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- F. Authorized Employees. Service Provider acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. Service Provider therefore covenants that it will not knowingly be in violation of subsection 1 of Section 285.530, RSMo, and that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform Services related to this Agreement, and that its employees can lawfully to work in the United States.
- G. Interest of Members of a City. No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement, and Service Provider shall take appropriate steps to assure compliance.
- H. Interest of Service Provider and Employees. Service Provider covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the scope of work associated with this Agreement or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. Service Provider further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- I. Entire Agreement. This Agreement represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals, or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be signed by the City and Service Provider, and attached hereto.
- J. Severability. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms, and provisions shall remain in full force and effect.
- K. Waiver. The failure of either party to require performance of this Agreement shall not affect such party's right to enforce the same. A waiver by either party of any provision of breach of this Agreement shall be in writing. A written waiver shall not affect the waiving party's rights with respect to any other provision or breach.
- L. Third Parties. The Services to be performed by the Service Provider are intended solely for the benefit for the City. Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any person or entity not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI

By: \_\_\_\_\_

Nanette K. Johnston, Mayor

ATTEST:

\_\_\_\_\_

Melissa McChesney, City Clerk

VIREO

By: \_\_\_\_\_

Linda deFlon  
Business Manager

## EXHIBIT A

### SCOPE OF WORK AND FEE SCHEDULE

*Note: For purposes of this scope, the term Service Provider is used interchangeably with consultant(s) and consulting team.*

#### TASK 1: DISCOVERY

##### **1.1. Kick Off Meeting**

The Consultant will meet with City Staff prior to the Kick-off meeting to review topics covered at this meeting. This on-site meeting will initiate the process to confirm project goals, objectives, expectations, opportunities and constraints. This meeting will include members of the consulting team and appropriate Parkville city staff and CLARB members. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed
- Opportunities and Constraints – discuss existing opportunities and constraints
- Outcome – Discuss expectations and customer requirements for the process and completed project
- Communications – Confirmation on lines of communication, point of contact, level of involvement by staff, and other related project management details
- Public Input – clarify level of public input desired and begin plan for public engagement process
- Timeline – Review of timeline and important milestones
- Staff input – Review of logistics, schedule, format, and questions
- Mapping – Review aerial photos and base mapping of the property to identify major attributes and areas to investigate during a tour of the property.

*DELIVERABLE: Meeting Minutes*

##### **1.2. Tour Parkville's Riverfront Parks**

As part of the kick-off meeting, the consulting team will walk Parkville's two riverfront parks to discuss existing conditions and opportunities. Special attention will be paid to the connections between the two and the western portion of English Landing Park. This will be a first look at the park land, with a more detailed tour in the opportunities and constraints assessment phase of this project.

##### **1.3. Data Review**

A variety of documents will be reviewed in order to better understand the 2008 plan, other (even informal) planning efforts to date for the area and the park system as a whole. Vireo created the design for the recent Platte Landing Park improvements and has assigned the same team to the current project. The documents will include existing City and County plans and policies, as well as the following documents:

- 2008 Parkville Parks Plan (P3)
- Platte County Parks Master Plan
- Livable Communities Study
- Vision Downtown Parkville
- Parkville Master Plan
- KC Metro Green Plan

##### **1.4. Demographics and Trends**

The team will identify key demographics and trends in the area, relying heavily on Platte County GIS data and census data for a compilation of population growth projections, adjacent land use plans and the possibilities of new development along the south end of downtown. Particular attention will be paid to the growth along the western boundary of the city.

This analysis will assist in formulating future decisions and will include household income, ethnicity, gender, age, and other demographic information. Also included will be a trends analysis outlining local, regional, and national recreational trends with a particular emphasis on unmet needs in southern Platte County. The team will not only identify key trends but will also apply the trends to the future positioning of the riverfront parks. The consultant will inventory and map other service providers in the area.

*DELIVERABLE: Demographics and Trends Memo*

The consulting team will prepare a data request form for staff, if any additional info is required.

## **TASK 2: OPPORTUNITIES AND CONSTRAINTS ASSESSMENT**

### **2.1. Evaluation of Riverfront Attributes and Condition**

The team will complete a more thorough site assessment with staff to evaluate existing resources within the parks. We will utilize GIS mapping that will include the most recent version of the MARC Natural Resource Inventory (NRI) data and county GIS data (parcels, contours, centerlines, parks and trails and aerials imagery) and NeapMap Data. We will assess the unique qualities, geography, and the character of the Parkville/southern Platte County communities, as well as the condition of the vegetation, topography, water resources, connectivity and any existing amenities. We will also study potential connection points between the two riverfront parks, downtown Parkville and other points of interest in town.

*DELIVERABLE: GIS basemapping*

### **2.2. Opportunities and Constraints Analysis**

The team will utilize the information gathered during the kickoff meeting and the site assessment to identify and analyze issues, opportunities, and constraints within the parks. GIS data will be used to conduct a service area analysis for specific park elements, open space, trails, facilities, and future elements. This includes mapping major amenities by type. This process, along with the standards analysis, will form the basis for identifying gaps in service and potential opportunities for future facility development and capital planning.

*DELIVERABLE: Parkland and Amenity Maps*

## **TASK 3: OUTREACH**

### **3.1. Engage the Residents of Parkville**

The team will work with CLARB to create a comprehensive strategy for engaging larger community groups as well as individual residents of Parkville in the process. This will include a visible presence at community events and downtown. We will use our Digate mobile survey tool to collect feedback during the community open house events and for additional comments after the meeting.

*Employee Interview Meetings* – It is always worthwhile to get staff immediately engaged in the process.

The meetings will include a brief overview of the process and a question and answer session about the future direction related to acquisitions, facility development, maintenance needs and other areas of concern for the City.

*Key Leader Interviews* – The consulting team will facilitate up to four key leader interviews. The goal is to gain perspective of others' visions and ideas about the parks' future direction in an intimate setting. Key leaders may include the Mayor, the Board of Aldermen, County Commissioners, school administrators, corporate leaders and others the City chooses to include.

*Focus Groups* – Approximately four focus groups will be facilitated with approximately 10 individuals per group and can include groups such as Friends of Parkville Parks, Friends of Platte County Parks, Platte County Park Board, Parkville Board of Aldermen, Platte County Commission and City staff.

*Community Open House* – We propose holding two public meetings throughout the process to understand the community's desires and to solicit feedback on the recommendations. The format will include an open house setting in which interactive stations will be developed.

*Online Engagement* – Our team will employ the use of Digicate, a Vireo-designed, experience-based public meeting tool that offers a fresh and innovative way to interact with and record feedback from residents, public officials, and other stakeholders. Digicate displays real-time total results of the responses it gathers, thereby allowing both you and the respondents to gauge the experience in the survey deployment area.

*MySidewalk* - The MySidewalk (formerly MindMixer) web platform is also an option for community engagement. MySidewalk operates as a safe, easy-to-use area where citizens can participate in community projects from the comfort of their home – a virtual "town hall." Users generate ideas, and ultimately vote and prioritize the best ideas.

### *Community Survey*

Vireo will set up a project-specific survey site through MySidewalk (formerly MindMixer) to determine recreational needs of the community. This site will allow for sharing information, collecting comments and allowing for discussion as the project progresses.

*DELIVERABLE: The Team will provide a summary from the meetings and online engagement tools.*

## **TASK 4 – Vision and Goals**

### **4.1 Vision and Goals**

Vireo will work with CLARB to develop a vision for the City of Parkville's parks system and conceptual alternatives for the riverfront parks.

The visioning session will include members of CLARB and city staff for the purpose of: setting high-level objectives to be accomplished within the system; verifying information and data for each park; identifying areas of concern and their issues. As Platte Landing Park is currently undergoing redevelopment and a crucial part of the study area, workshops will also include a member of the Platte County Parks staff to provide planning input. Having all major parties at the table in the visioning and design process will be invaluable in creating a plan that both the City and County can support.

Long-range planning and current infrastructure in place, as well as any park development needs and requirements.

This information will all be compared to the P3 goals and objectives. A new version of the Parkville Parks System Vision and Goals will be created. This will then be applied to the planning for both English Landing and Platte Landing Parks.

*DELIVERABLE: Revised vision and goals for the parks system*

## **TASK 5 – Park System Operations Analysis**

### **5.1 Park System Operations Analysis**

Evaluate current and projected management and operations.

Vireo will work with CLARB and City staff to analyze current staffing, maintenance, management and operations using NRPA maintenance standards as a guide. We will also recommend any additional funding we see as necessary to effectively maintain the two riverfront parks.

## **TASK 6 – PARK MASTER PLAN for RIVERFRONT PARKS**

### **6.1. Develop a Conceptual Master Plan, Site Plan and Related Documents for Each Riverfront Park**

The Consultant Team will prepare the Master Plan and layout of the riverfront parks, using current plans for the parks to determine future development within a system-wide vision. The plan shall include, but not be limited to:

- Park theme narrative
- Location of park resources and amenities
- Location of structures, roads, bridges, trails, parking lots, etc.
- Location of park entrance
- Location of park utilities (water, electric, sanitary sewer, etc.)
- Recommendations for use of existing structures to compliment the site's natural and historical aspects
- Landscape (native to the region)
- Selection of new site amenities (benches, picnic tables, water fountains, lighting, etc)

### **6.2. Develop an Implementation Phasing Plan and Cost Estimate**

- Provide cost estimates for potential park/recreation amenities.
- Prepare conceptual plans with associated cost estimates.
- Identify future funding sources.

### **6.3. Reaffirm Maintenance and Operations Goals**

- Does additional staff and equipment need to be added to manage the parks as new elements are added?
- What is the cost to the City?

### **6.4. Recommend City Policies Regarding the Riverfront Parks**

- Provide a framework for evaluation of future phase development proposals.
- Evaluate and prioritize the expenditure of public funds for development and maintenance.
- Establish short-term plans for long-term success.
- Study operational costs vs. projected revenue.

### **6.5. Present the Draft Plan for Riverfront Parks to:**

- City of Parkville staff
- CLARB
- Parkville Board of Aldermen

- Platte County Board of Commissioners

#### **6.6. Revisions to the Master Plan, Phasing Plan and Cost Estimates for Riverfront Parks**

- Integrate input from the staff, CLARB and Board of Aldermen into the draft plan.
- Revise to create the final plan document.

#### **6.7. Present the Final Master Plan, Site Plan and Related Documents to Board of Aldermen**

- Compile and provide all documents and executive summary in PDF format.
- Provide full-color final presentation display board and copy of high resolution digital artwork.
- 

*DELIVERABLE: Final master plan, site plan documents and high-resolution images delivered digitally.*

### **TASK 7 – Apply Vision and Goals to the remaining Parks**

Vireo will work with CLARB to apply the overall system-wide vision, goals and recreational needs from the public input process to other parks and open spaces within the system.

#### **Determine Level of Service**

Vireo will perform a Level of Service analysis for the remaining parks in the system. Particular attention will be paid to the distribution of parks throughout Parkville and what may be required to create green spaces near newer residential development.

#### **Assess and prioritize recreation needs for the remaining Parks**

- Use previous phase information for demographics and unique qualities
- Incorporate other plans
- Use previous public input into the entire system plan
- Review maintenance and operational procedures for other parks
- Update P3 Plan Community Needs Analysis to reflect new input

#### **Develop Park System Master Plan for Remaining Parks, Undeveloped Areas and Any Future Parks**

- Update park maps
- Create park improvement plans for the remaining parks and undeveloped parcels
- Recommend policy for park land acquisition identifying priorities, maintenance goals and fiscal goals
- Propose amendments to city development ordinances related to parks.

#### **Recommend City Policies Regarding Parks, Recreation, Open Space and Trails.**

- Evaluate and prioritize the expenditure of public funds for development and maintenance.
- Establish short-term plans for long-term success.
- Study operational costs vs. projected revenue.

#### **Develop Draft Plan for Entire Park System**

- Update P3 plan for the park system
- 10-year capital improvement plan with short-term and long-term goals

**FEES FOR SERVICES**

Fees will be billed monthly on a lump sum basis per Task.

Task 1- Discovery	\$4,000
Task 2 – Opportunities and Constraints	\$3,000
Task 3 – Outreach	\$14,000
Task 4 – Vision and Goals	\$3,000
Task 5 – Operations Analysis	\$4,000
Task 6 – Park Master Plan	\$15,000
<u>Task 7 – Remaining Parks</u>	<u>\$9,000</u>
TOTAL FOR ALL TASKS	\$52,000



# Parkville Parks Plan Update

Parkville, Missouri    September 11, 2015

The logo for vireo, featuring the word "vireo" in a white, lowercase, sans-serif font. The letter "o" is stylized with a circular arrow around it, indicating a video or refresh function. A large, bright green arrow graphic points towards the logo from the bottom left.

September 11, 2015

Lauren Palmer  
City Administrator  
8880 Clark Avenue  
Parkville, Missouri 64152

RE: Parkville Parks Plan (P3) Update

vireo

Dear Ms. Palmer,

More than 175 years after George Park and David English started to carve out a piece of the frontier for themselves along the banks of the Missouri River, the people of Parkville are still very much tied to the river. It's not the lifeblood of the economy anymore, but it is still at the heart of the city in many ways and it's easy to see the role English Landing Park and Platte Landing Park play in that.

We see tremendous opportunity in your riverfront parks and are looking forward to helping you make them all they can be. We've already been working with Platte County on Platte Landing Park for two years and see ways the two parks can better connect, combine their resources and create one seamless riverfront treasure. That's going to take some effort in reaching out to the people who care about the places in their lives, though.

[www.bevireo.com](http://www.bevireo.com) Vireo has built a very highly qualified team of park planners, natural resource specialists and public engagement experts. Our team is uniquely qualified to help you reach out to the people of Parkville and southern Platte County to address a rapidly growing community and create a plan for what is really a magnificent, yet challenging, resource in your riverfront parks.

Kansas City  
929 Walnut St.  
Suite 700  
Kansas City, MO 64106  
816.756.5690

We're also ready to help you look beyond the riverfront and address the growing demand for first-class parks throughout the city. Parkville's population has more than doubled in the last two decades and that's an issue we're prepared to help you address. Working with our clients to help them make their communities' parks, trails and open spaces all they can be – that's what we do. We'd be more than happy to put all our resources to work for you.

Omaha  
1111 N. 13th St.  
Suite 116  
Omaha, NE 68102  
402.553.5485

Sincerely,



Steve Rhoades, PLA  
Principal / Landscape Architect  
816.777.3004 [steve@bevireo.com](mailto:steve@bevireo.com)



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A 20-year history of successful park planning projects.

More than 150 park and trail master plans to date.

Innovative and cost-effective public engagement strategies.

Deep experience with design and planning Parkville's riverfront parks.

Close working relationships with Platte County Parks and USACE

Conservation expertise second to none.



Landscape Architecture | Parks &amp; Recreation

Vireo is in the business of planning and building enduring, quality places. The firm anchors its designs to a sustainable, ecologically sound foundation and uses a participatory process to generate solutions that increase our connections to nature while allowing us to live healthier lives and serve as better stewards of the environment. The firm's experience ranges from policy development and master planning, through site analysis, design, construction, and implementation.

Our work for each city, park and institution incorporates healthy design principles, ensuring an added layer of benefit to the community's green spaces and helping them enhance their brand as a healthy place to live. By doing so we begin to integrate solutions that remove potential barriers and create better opportunities for achieving a healthier community.

Vireo knows how to integrate policy, design, and development at all levels. Our portfolio includes natural resource planning, transit supportive development planning; traditional neighborhood design; urban and streetscape design; park and trail planning; environmentally sensitive site design; public process management and project management.

Vireo has completed over 1,200 contracts during the last 20 years and our clients include regional planning councils, counties, cities, institutions, and private developers.

929 Walnut, Suite 700  
Kansas City, Missouri  
(816) 756-5690

Firm is National  
Founded in Kansas City in 1995

Steve Rhoades, Principal  
Steve@BeVireo.com  
(816) 777-3004

Landscape Architects

Ecologists

Environmental Planners

Public Engagement Specialists

Graphic Designers



## Firm Profile



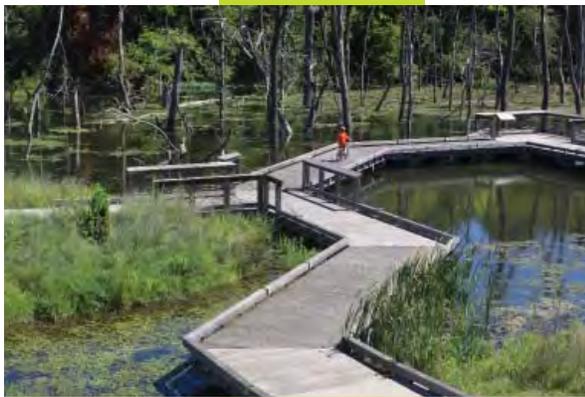
Vireo is in the business of creating healthy places for people and we've built the firm on the design of environments that are attractive, livable, vibrant and sustainable – places that people want to be.

Vireo has worked on **more than 150 park and trail master plans around the region**. We've also been working on design and implementation at Platte Landing Park for more than two years now and would welcome the opportunity to help you build on that design to connect and invigorate both Platte Landing and English Landing Parks even further.

By focusing on three key areas of placemaking – **healthy communities; parks, trails and greenways; and natural resources** – we are able to make a real impact, bringing life to public spaces and contributing to both the livability and economic success of our communities. Combining those three elements will be essential along the Missouri River in Parkville.

Whether it's large-scale planning for the future or starting with small-scale improvements, **we listen to the people who care about the places in their lives**. We create ways to make those places more vibrant, welcoming, inclusive and a reflection of the people who live and work there and that's what we'll do for you.

Our staff of 22 includes landscape architects, community planners, natural resource planners, community engagement specialists, architects, ecologists and graphic designers. By combining our talents, we can provide our clients with the ability to reach out to people, to plan for the future and to create sustainable solutions that beautify, engage and grow the community in all respects.



### Parks and Park Master Plans

- Omaha Riverfront Park - Omaha, Nebraska
- Berkley Riverfront Park - Kansas City, Missouri
- Platte Purchase Park - Kansas City, Missouri
- Platte Landing Park - Parkville, Missouri
- Fort Scott Riverfront Park - Fort Scott, Kansas
- Moore Park System Master Plan - Moore, Oklahoma
- Independence Park System Master Plan - Independence, Missouri
- Gardner Park System Master Plan Update - Gardner, Kansas
- Black Hoof Park / Lake Lenexa - Lenexa, Kansas
- Liberty Parks and Open Space Master Plan - Liberty, Missouri
- Penn Valley Park - Kansas City, Missouri
- Hodge Park - Kansas City, Missouri
- Fassnacht Park - Springfield, Missouri
- Matson Hill Park - St. Charles County, Missouri
- Saddlebrook Park - Omaha, Nebraska
- Meadowmere Destination Playground - Grandview, Missouri
- City & McCalment Parks - Unionville, Missouri
- Fort Scott Riverfront Park - Fort Scott, Kansas
- Manchester Park - Lenexa, Kansas
- Hidden Woods Park - Lenexa, Kansas
- Thomas S. Stoll Park - Johnson County KS Parks & Recreation
- Centennial Park / Lake of the Prairie - Lenexa, Kansas
- Amity Woods Nature Park - Kansas City, Missouri
- Close Park - Springfield, Missouri
- Sequoiata Park - Springfield, Missouri
- Upland Park - Omaha, Nebraska
- Veterans Park - Papillion, Nebraska
- Elmwood Park - Omaha, Nebraska
- Fontenelle Park - Omaha, Nebraska
- Adams Park - Omaha, Nebraska



**Client**

Platte County Parks & Recreation  
 415 Third Street  
 Platte City, Missouri

Brian Nowotny, Director  
 816.858.3541  
 parkguy@co.platte.mo.us

## Platte Landing Park and Ecosystem Restoration

Platte County and Parkville, Missouri



For several years, Vireo has been leading a team of planners, landscape architects, engineers, and ecologists to create a new riverfront park along the Missouri River and restore over 60 acres of floodplain habitat in Parkville.

The new Platte Landing Park, adjacent to the city's more formal English Landing Park, provides users with several new opportunities to enjoy nature through a boat ramp onto the Missouri River, two miles of new bike/pedestrian trails, a boardwalk over a restored wetland area, open play space and two fenced dog parks. The new trails ringing the park, tied into the Missouri Riverfront Trail and crossing the wetlands, also provide excellent opportunities for bird watching.

Vireo also conducted a site inventory, wetland delineation, and wildlife habitat appraisal. Multiple potential habitat types are all being considered for restoration and enhancement at this site.

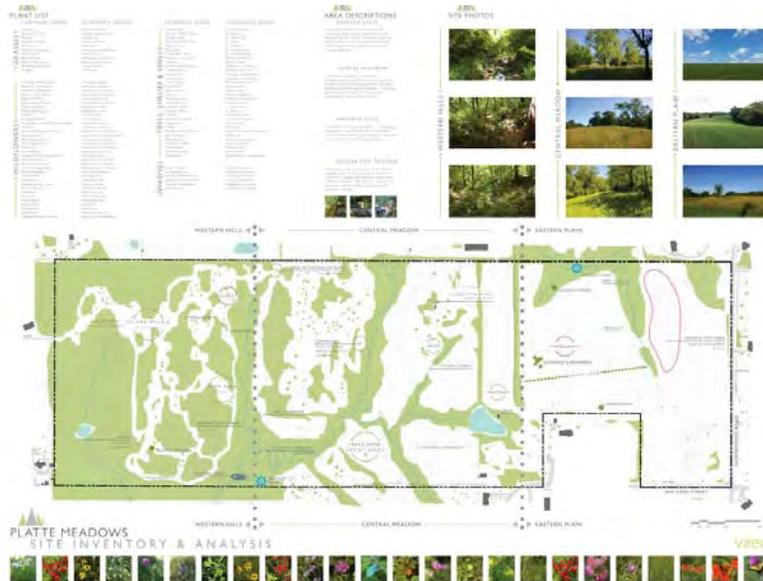
Vireo is also helping to facilitate public input into both the restoration and park master plans. Vireo will prepare 90% construction documents for the selected restoration design, which will enhance environmental benefits and the park experience.



## Firm Experience



## Platte County Park Planning Platte County, Missouri



Vireo is currently working with the Platte County Parks and Recreation Department to plan and design a new park near Northwood Road and 52nd Street.

The new 100-acre park is being envisioned as a regional park and a wilderness in the suburbs, maintaining its heavily-wooded character while directly surrounded by neighborhoods.

Elements being considered for the park include: a playground, terraced lawn with stage, open play areas, a challenge course, a mountain bike challenge course, ecological interpretive stations and camping sites.



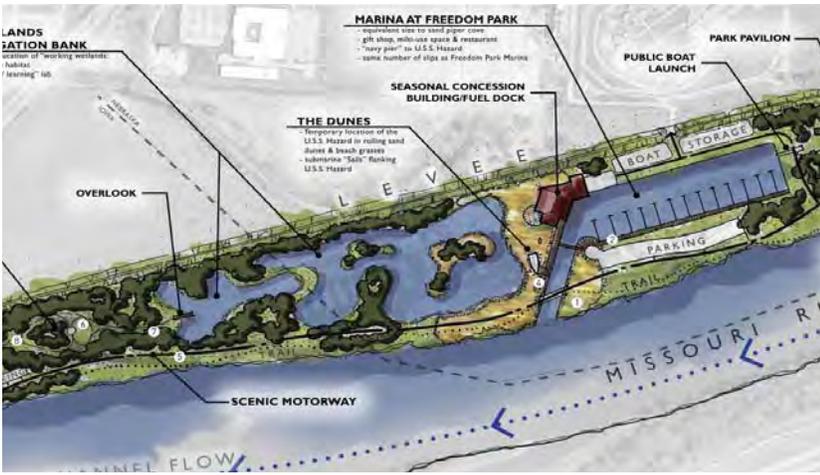
vireo

**Client**

City of Omaha, NE  
Omaha | Nebraska

John Williams, Park Planner II  
john.williams@ci.omaha.ne.us  
(402) 444-5943

**Omaha Riverfront Park Master Plan**  
Omaha, Nebraska



After the floods of 2011, Omaha needed to make some very important changes and repairs to their riverfront southeast of downtown. Vireo was hired to prepare a master plan which included Freedom Park - a "living history" of the US Navy, a public marina, an eco-learning park, an outdoor theater, an area called "The Dunes" which turns the vast amount of sand that was deposited with the floods into a site amenity, and picnic areas. All of which are connected by a riverfront scenic motorway and trails, making the park a place users can enjoy for years to come.



**Client**

City of Kansas City  
Parks & Recreation  
4600 East 63rd Street  
Kansas City, Missouri

Jimmi Lossing  
816.513.7627  
jimmi\_lossing@kcmo.org

## Penn Valley Park - Lake & Drive Renovation

Kansas City, Missouri



Vireo lead a multidisciplinary consulting team to implement the 2004 Penn Valley Park Master Plan. The Plan presents a vision for the park emphasizing multi-use solutions where recreational, “green”, stormwater and roadway solutions can be accomplished with the same dollar.

The Vireo team has woven together site conditions, community aspirations, and recommended improvements identified through a creatively intense public engagement process, using inventory information to set realistic expectations for site improvements.

The Vireo team also created a wet weather solution for Penn Valley Lake, using a treatment train approach that includes structural controls, wetlands, rain gardens, or bioretention areas that will remove nutrients, bacteria, and sediment.

In the spirit of Kessler’s Historic Boulevard System for Kansas City, the Vireo team has restored Penn Valley Drive to a parkway through the Park by minimizing traffic lane widths & numbers; reducing shoulder pavement width; and installing streetscape elements.



**Client**

Platte County Parks and Recreation  
415 Third Street  
Platte City, Missouri

Brian Nowotny  
816.858.3541  
parkguy@co.platte.mo.us

## Missouri Riverfront Trail Master Plan

Platte County, Missouri

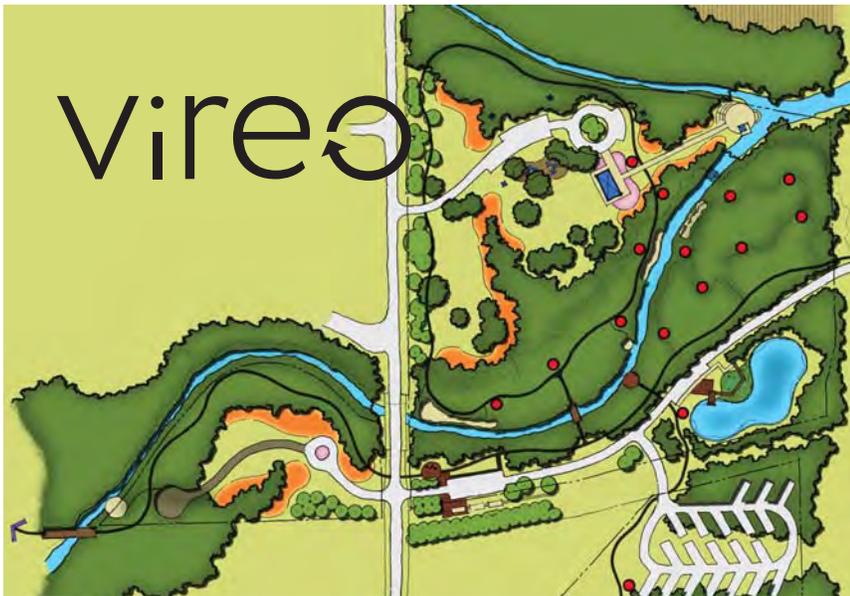


Vireo provided master planning for an 11-mile trail along the Missouri River Corridor from Riverside to Interstate 435. The Master Plan involved coordination and negotiations with the Riverside/Quindaro Bend Levee District and the US Army Corps of Engineers to incorporate a multi-use trail on top of the Federal L-385 Levee.

Negotiations with property owners, including Burlington Northern Santa Fe Railroad, occurred during the process that was critical to the plan's development. The trail is planned to be both limestone screenings and asphalt, 10' wide, and be located on top of and adjacent to the levee. Trailheads including parking, shelters, signage, and landscaping are also planned.

After completion of the Master Plan, Vireo developed construction documents for phase one of the trail (approx. 5 miles). This phase includes one trailhead with parking, shelter, signage, and landscaping; trail sections on top of the levee as well as on the river side; and a pedestrian bridge over Burlington Creek.

During the process, Vireo worked closely with the Levee District and USACE's to obtain approval of the documents.



# vireo

### Client

Bourbon County Riverfront Authority  
Box 899  
c/o Citizens Bank  
Ft Scott, Kansas

Dean Mann  
deanmann@citizensbankna.com  
620.768.2362

## Riverfront Park Master Plan Ft Scott, Kansas

**Riverfront Park  
Fort Scott, Kansas**

*The past meets the future*

**“Enriching Fort Scott’s culture by telling stories of our Past to the children of our Future.”**

**“A place that welcomes visitors to the Community, has a program of Inviting activities, is physically and visually Accessible, and emphasizes the cultural and environmental Assets of Fort Scott.”**

**The Vision**

- A park with regional appeal
- A park for active users
- A park that is accessible and visually appealing
- A park that is environmentally sensitive
- A park that is aesthetically pleasing

**The Goals**

- Enhance the Riverfront Park and its natural setting
- Provide a variety of park uses
- Provide a variety of park amenities
- Create a park that is accessible and visually appealing
- Provide a park that is environmentally sensitive
- Provide a park that is aesthetically pleasing

**Potential Funding Opportunities**

- State of Kansas
- Federal Government
- Local Government
- Private Industry
- Foundations
- Non-Profit Organizations
- Community Foundations
- Foundations of the State of Kansas
- Foundations of the City of Fort Scott
- Foundations of the County of Bourbon
- Foundations of the State of Missouri
- Foundations of the State of Arkansas
- Foundations of the State of Oklahoma
- Foundations of the State of Texas
- Foundations of the State of Louisiana
- Foundations of the State of Mississippi
- Foundations of the State of Alabama
- Foundations of the State of Georgia
- Foundations of the State of Florida
- Foundations of the State of South Carolina
- Foundations of the State of North Carolina
- Foundations of the State of Virginia
- Foundations of the State of West Virginia
- Foundations of the State of Kentucky
- Foundations of the State of Tennessee
- Foundations of the State of Mississippi
- Foundations of the State of Alabama
- Foundations of the State of Georgia
- Foundations of the State of Florida
- Foundations of the State of South Carolina
- Foundations of the State of North Carolina
- Foundations of the State of Virginia
- Foundations of the State of West Virginia
- Foundations of the State of Kentucky
- Foundations of the State of Tennessee

Vireo assisted the Bourbon County Riverfront Authority with development of a Master Plan for a future park located near the Marmaton River, north of downtown. The Park Master Plan will help inform the overall park improvements including park programming, Marmaton River improvement concepts, historic elements, trail alignment, and public access to the river.

The Riverfront Park Master Plan promotes the environment and how the Marmaton River has helped shape Ft. Scott; the importance of understanding the waters that drain into the Marmaton River; the history of Ft. Scott; and cultural, historical, and environmental education.

Vireo also prepared a grant application for funding through the Kansas Department of Wildlife and Parks' Recreational Trails Program to initiate implementation of the Park Master Plan.



**Client**

City of Moore  
301 North Broadway  
Moore, Oklahoma

Todd Jensen  
405.793.5090  
TJensen@cityofmoore.com

## Park System Master Plan

Moore, Oklahoma



Vireo led a national team to complete the first Park System Master Plan for the City of Moore, Oklahoma. Moore is one of the fastest-growing communities and the 7th largest city in the State of Oklahoma. The park system includes neighborhood and community parks, sports complex and arboretum encompassing 230 acres.

The public engagement process included City staff, stakeholder, and recreational league interviews, several public forums and a statistically valid citizen survey. Vireo lead an assessment of the city's park sites, recreational facilities and programs and special use facilities to determine how the public needs are being met. Recommendations included GIS maps for each park, improvements list with cost estimates, potential funding sources, maintenance/management plan, and a concept for a new 60-acre community park.

In November of 2012, voters unanimously approved 2 park measures:

- A \$25.1 Million general obligation bond to fund a major destination park, new community center, aquatic center, farmer's market, outdoor amphitheater and a 2 mile trail in Central Moore.
- A temporary 4 year sales tax for improvements to existing parks within the City.



**Stephen Rhoades | PLA Principal / Project Manager**

Steve is Vireo's single most experienced park planner and will be leading our project team. For the last two years, Steve has been working with Platte County on creating solutions for Platte Landing Park and his relationships with Brian Nowotny and the Corps of Engineers will be extremely valuable in exploring all possibilities for design, funding and delivering value for Parkville's plan.

**Craig Rhodes | PLA Principal | Landscape Architect**

Craig is the one person we turn to when ensuring each project is documented and delivered to the best of our ability, a role he will fill on the Parkville Park Master Plan. While he is a principal in the firm, he is more than willing to immerse himself in the details of any project and ensure the highest quality product is delivered on time and within the budget.

**Laurie Brown Conservation Ecologist**

Laurie is our resident expert on wetlands, ecosystems and natural resource protection and will serve in a crucial engagement, design and delivery role. She has been the lead designer of wetlands proposed for Platte Landing Park and has been working closely with the Corps of Engineers to make sure the project gets implemented.

**Brett Spangler | PLA Landscape Architect**

Brett is a landscape architect with 15 years experience and a hand in creating an environmentally sensitive design for Platte Landing Park. He'll be the team's lead landscape architect and his broad experience with parks, trails and campus design will be invaluable in exploring a wide range of options for the riverfront parks.

**Dick Horton | Planning, Maintenance and Operations**

Dick is a parks professional and recreation specialist with more than 25 years of industry experience and leadership. He has led parks and recreation departments in three states and served as a consultant to departments in more than 20 more. Dick will take a prominent role in the evaluation of maintenance, departmental operations and in the system planning aspects of the project.

**Nathan Hladky | PE Civil Engineering**

Nathan is a transportation design engineer with more than a decade of professional experience and will be the project's lead civil engineer. He was an integral part of the Platte Landing Park project team, designing the new roadway, parking lots and boat ramp into the Missouri River. Nathan also coordinated with utility companies and is very familiar with the civil conditions along the riverfront.

*Upon consideration of any potential work, Vireo evaluates whether or not each proposed staff member will be able to commit the energy and resources necessary to produce a quality product with the highest level of service. By proposing on this work, Vireo certifies our staff members will be available and capable of exceeding project expectations.*



## Team and Availability



### **Stephen Rhoades | PLA** Principal / Project Manager



With more than 20 years of professional experience in public space design, Steve Rhoades has become a recognized leader in the field. His design expertise includes urban planning and design; national, regional and local parks; and greenway and trail systems. Steve is active in community groups and professional organizations, putting him in the position to help shape the built environment. Above all, he is committed to creating project solutions that are environmentally sound and embody the principles of Smart Growth and Livable Communities.

#### Education

Bachelor of Landscape Architecture | Kansas State University | 1993

Charrette Planner Certification

-National Charrette Institute February 2006

#### Registration

RLA KS 619  
RLA OK 379  
RLA IA 556  
RLA MO 219  
RLA NE 241  
RLA CO 470

#### Experience

14 Years with Vireo  
6 Years Prior

#### Award

Distinguished Partner Award

-Trails Head Chapter of the Oregon-California Trails Association  
November 2010

**Platte Landing Park** | Platte County, Missouri  
Client: U.S. Army Corps of Engineers / Platte County

**Platte County Park Planning** | Platte County, Missouri  
Client: Platte County

**Liberty Parks and Open Space Master Plan** | Liberty, Missouri  
Client: City of Liberty Parks & Recreation

**Moore Parks System Master Plan** | Moore, Oklahoma  
Client: City of Moore, Oklahoma

**Independence Park System Master Plan** | Independence, Missouri  
Client: City of Independence, Missouri

**Meadowmere Park** | Grandview, Missouri  
Client: City of Grandview, Missouri

**Emporia Park System Amenity Inventory** | Emporia, Kansas  
Client: City of Emporia, Kansas

**Gardner Park Master Plan Update** | Gardner, Kansas  
Client: City of Gardner, Kansas

**Odessa Parks and Recreation Master Plan** | Odessa, Missouri  
Client: City of Odessa, Kansas

**MetroGreen - Greenway and Trail Planning** | Kansas City, Missouri  
Client: Mid-America Regional Council

**Amity Woods Nature Park Master Plan** | Kansas City, Missouri  
Client: City of Kansas City Parks & Recreation

**Meadowmere Park** | Grandview, Missouri  
Client: City of Grandview, Missouri

**Penn Valley Park Lake and Drive** | Kansas City, Missouri  
Client: City of Kansas City, Missouri

**Thomas S. Stoll Park Master Plan** | Overland Park, Kansas  
Client: Johnson County Park & Recreation District



**Craig Rhodes | PLA**  
Principal | Landscape Architect



Craig Rhodes has more than 20 years of professional experience in landscape architecture. As a principal of Vireo, he strives to ensure projects are on-time, within budget, and meet Vireo's high standards. Craig is also skilled in communication and coordination with clients and coordination with multi-disciplinary teams and government agencies.

Craig's experience includes a wide variety of project types including park master planning and design; campus planning and design; best management practices; streetscapes; community and residential planning; commercial and retail development; sports and recreation complexes; and bicycle and pedestrian trail planning and design.

**Education**

Bachelor of Landscape Architecture | Kansas State University | 1993

**Registration**

PLA - KS - 620  
PLA - MO - 1999140495

**Experience**

14 Years with Vireo  
8 Years Prior

**Continued Ed**

30 PDH |2014  
Smart Growth Conference | 2013  
National Creating Whole Communities Think Tank | Denver | 2012

**Platte Landing Park Ecosystem Restoration Plan** | Platte County, Missouri  
Client: U.S. Army Corps of Engineers

**Lake Lenexa and Black Hoof Park** | Lenexa, Kansas  
Client: City of Lenexa

**Hidden Woods Park** | Lenexa, Kansas  
Client: City of Lenexa

**Manchester Park** | Lenexa, Kansas  
Client: City of Lenexa

**Lenexa Interpretive Signage** | Lenexa, Kansas  
Client: City of Lenexa

**18Broadway Urban Demonstration Project** | Kansas City, Missouri  
Client: DST Realty, Inc.

**Berkley Park Master Plan** | Kansas City, Missouri  
Client: Kansas City Port Authority

**Meadowmere Park** | Grandview, Missouri  
Client: City of Grandview

**Centennial Park at Lake of the Prairie Master Plan** | Lenexa, Kansas  
Client: City of Lenexa

**Coon Creek Trail** | Lenexa, Kansas  
Client: KDOT, City of Lenexa

**Penn Valley Park Improvements** | Kansas City, Missouri  
Client: City of Kansas City MO Parks and Recreation

**Oakridge Farm @ Shawnee Mission Park Master Plan** | Shawnee, Kansas  
Client: Johnson County Park & Recreation District

**Thomas S. Stoll Park Master Plan** | Overland Park, Kansas  
Client: Johnson County Park & Recreation District



## Team and Availability



### Laurie Brown Conservation Ecologist



Laurie Brown is an ecologist with professional experience in natural resource, ecological and urban planning, design and public policy. She is involved in natural resources related projects including ecosystem and cultural landscape restoration, natural resource inventories, and native landscaping in Kansas, Missouri, and Nebraska. Ms. Brown has extensive experience in conducting biological surveys and environmental assessments, stream asset inventories, stream stabilization and restoration, and wetland design and construction. She is involved in regional and local green infrastructure planning and design, wetland delineations, environmental permitting, and native landscaping of development sites for municipalities and counties. She has helped numerous communities evaluate and develop watershed plans and programs. Prior to joining Vireo, Ms. Brown was the Urban Wildlife Biologist for the Missouri Department of Conservation's Kansas City region for 8 years.

#### Education

Master of Community and Regional Planning | Iowa State University-Ames | 2010  
Veterinary Science-Graduate School | University of Wisconsin-Madison | 1992  
Bachelor of Science in Zoology | University of Washington-Seattle | 1987  
| NEPA Compliance | 2012  
| Rosgen Level I | 2009  
| NEPA Compliance | 2012

#### Registration

LEED AP

#### Experience

12 Years with Vireo  
10 Years Prior

#### Publications

Kansas City Stream Setback Ordinance: A Case Study on the Benefits of Stream Buffers in Urban Areas  
-Environmental and Water Resources (EWRI) World Congress  
May 2009

**Platte Landing Park Ecosystem Restoration Plan** | Platte County, Missouri  
Client: U.S. Army Corps of Engineers

**Kansas City Regional Natural Resource Inventory** | KC Region, Missouri/Kansas  
Client: Mid-America Regional Council

**Fort Scott National Historic Site CLR** | Fort Scott, Kansas  
Client: National Park Service

**Wanamaker Wetlands Feasibility Study** | Topeka, Kansas  
Client: Kansas Department of Wildlife and Parks

**Platte Landing Ecosystem Restoration** | Platte County, Missouri  
Client: Platte County, Missouri

**Middle Blue River Basin Green Solutions** | Kansas City, Missouri  
Client: KC Water Services

**Amity Woods Nature Park** | Kansas City, Missouri  
Client: City of Kansas City

**Close Park Master Plan & Lake Renovation** | Springfield, Missouri  
Client: City of Springfield

**Fassnacht Creek Stormwater Improvements and Park Master Plan** | Springfield, Missouri  
Client: City of Springfield

**Hidden Valley Park Stream and Trail Improvements** | Kansas City, Missouri  
Client: City of Kansas City Parks and Recreation



## Brett Spangler | PLA Landscape Architect

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Brett Spangler's experience encompasses both the public and private sectors, with a focus on engaging landscape design and an encyclopedic knowledge of plant species. He has served in lead roles on large-scale office projects, streetscapes, innovative stormwater management projects, trail designs and several park projects. His responsibilities have included small-scale site design, irrigation design, planting design, graphic presentation, construction drawings, specifications and construction observation.

### Education

Bachelor of Landscape  
Architecture | Kansas State  
University | 2000  
Minor in Theatre | Kansas  
State University | 2001

### Registration

LEED AP  
PLA - MO - 2011005102

### Experience

12 Years with Vireo

**Platte Landing Park Ecosystem Restoration Plan** | Platte County, Missouri  
Client: U.S. Army Corps of Engineers

**Missouri Riverfront Trail Master Plan** | Platte County, Missouri  
Client: Platte County

**Kansas City Parkway and Boulevard Standards** | Kansas City, Missouri  
Client: City of Kansas City, Missouri Parks and Recreation

**Little Blue River Trail** | Kansas City, Missouri  
Client: City of Kansas City, Missouri

**Brumble's Forest Destination Playground at Meadowmere Park** | Kansas City, Missouri  
Client: City of Kansas City, Missouri

**18Broadway Urban Demonstration Project** | Kansas City, Missouri  
Client: DST

**Platte Purchase Park** | Kansas City, Missouri  
Client: City of Kansas City, Missouri

**Lake Lenexa and Black Hoof Park** | Lenexa, Kansas  
Client: City of Lenexa

**Coon Creek Trail** | Lenexa, Kansas  
Client: City of Lenexa

**Middle Blue River Basin Green Solutions** | Kansas City, Missouri  
Client: City of Kansas City, Missouri

**Cerner Continuous Campus** | Kansas City, Kansas  
Client: Cerner Corporation / Gould Evans

**Cerner Trails Campus** | Kansas City, Missouri  
Client: Cerner Corporation / Gould Evans



## Team and Availability



### **Nathan Hladky** | PE, PTOE Civil Engineer



Mr. Hladky is a design engineer located in the Kansas City, Missouri office. During his 10 year career Mr. Hladky has experience on several roadway engineering projects. He has been a team member in a wide range of transportation related projects.

**Platte Landing Park** | Platte County, Missouri

**RM 1826 Safety Improvements Project** Texas Department of Transportation

**I-435 and Route 210 Diverging Diamond Interchange** Kansas City, Missouri

**I-35 and Pleasant Valley Road Interchange** Kansas City, Missouri

**Sterling Avenue Improvements** Sugar Creek, Missouri

**Gilt Edge Superfund Site (OUI)** Deadwood, South Dakota

**I-70 Second Tier Environmental Impact Study (SEIS)** Kansas City, Missouri

**Wentzville Parkway South Extension** City of Wentzville, Missouri

**Lewis & Clark Expressway** Sugar Creek, Missouri

**53rd Street Corridor Safety Study** Park City, Kansas

**North Independence Street Town Creek Bridge Replacement** Harrisonville, Missouri

**Strategic Regional Arterial Study IL-176** Illinois

### Education

B.S. - Civil Engineering |  
Kansas State University

### Registration

Professional Engineer -  
Missouri, Kansas, Nebraska,  
South Dakota

Professional Traffic  
Operations Engineer

### Experience

10 years with CDM Smith

### Honors / Awards

2011 Missouri-ACEC  
Emerging Leader's Program  
Graduate

2012 Kansas-ACEC  
Emerging Leader's Program  
Graduate

APWA Emerging Leader's  
Academy V member (2012)

### About CDM Smith

CDM Smith provides lasting and integrated solutions in water, environment, transportation, energy and facilities to public and private clients worldwide. In transportation planning specifically, we offer full consulting services ranging from traffic capacity analysis and simulation to pedestrian, bicycle, transit, and multipurpose transportation corridor studies. Our philosophy is simply to first LISTEN and THINK, and then DELIVER the best option. Our pragmatic solutions for a multimodal transportation network demonstrate vast experience with safety issues and needs, congestion management, roadway throughput, signal warrant criteria, and more. Our portfolio includes technically-challenging, successful projects that have consistently placed us among the most globally-recognized firms in the industry.

Master Planning analysis requires an understanding of intricate interactions between individual choices and the resulting impact on the entire network. With an estimated 100 planning professionals strategically located, we work with clients to link infrastructure and quality of life elements to enhance neighborhoods and the environment. CDM Smith's master planning services include services in integrated planning, air quality, sustainability and climate control, access road design, environmental planning, and economic impact and economic development. In addition, a successful master plan must have community support, and we are well versed in leading community meetings and gaining consensus between stakeholders, the community, and officials. From design to construction site quality control, CDM Smith has experience in all facets of master planning.



## Dick Horton

### Parks and Recreation Planner

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Mr. Horton has worked in the parks and recreation profession for over 25 years. In that time, he has served as a director of parks and recreation in Missouri, Kansas and New Mexico; as a regional director for the NRPA and as a national consultant for cities and counties in over 20 states.

He has excelled in the profession during that time by serving in a leadership role in nearly every capacity; e.g. president of two state associations, outstanding professional in one state, president of the NRPA Council of Affiliate Presidents, and graduate of several NRPA schools including the executive development school and the revenue and management school. Innovative tools that Dick uses in his consulting practice include Unique Level of Service Analysis, Unique Recreation Program Analysis, Unique Pricing Strategies, and Unique public involvement tools that quantify citizen input.

#### Education

Master of Science - Physical Education | Pittsburg State University

Bachelor of Science - Recreation Administration | Pittsburg State University

#### Awards/Certs

Fellow, American Academy for Park and Recreation Administration (AAPRA)

Certified Planner (AICP) through the American Planning Association; 2000 – Certification #016292

Service Award from Western Region Service Center of the National Recreation and Park Association

Graduate of National Executive Development School of the National Recreation and Park Association

"Outstanding Professional" in the State of New Mexico

Graduate of Western Revenue Sources Management School of the National Recreation and Park Association  
Certified Parks and Recreation Professional (CPRP) by the National Recreation and Park Association

#### PRIOR EXPERIENCE

##### Director of Parks & Recreation - Los Alamos, NM; Pittsburg, KS and Hannibal, MO

- Responsible for all aspects of employee recruitment, training, management, evaluation, and discipline that has led to termination.
- Experiences with employee discipline that has led to arbitration and eventual termination.
- Have hired hundreds of employees over the years.
- Facility and park management experience with an auditorium and convention center; historic sites, forestry, noxious weeds, snow removal, ice rink, golf course, equestrian facilities, indoor and outdoor aquatic centers, community buildings, park maintenance, athletic fields, conservation areas, trails, and open spaces.
- Management experience with strategic planning, master planning, site specific planning, feasibility studies, dealing with difficult people, large budgets, funding referendums for planned improvements, consensus building, public facilitation, and professional presentations around the country.

##### Director of Western Region of the United States - NRPA

- Provided leadership, motivation, and educational training to delegates from an 11-state area in the Midwest and Southwest.
- Represented professionals in the 11-state area of the NRPA

#### PROFESSIONAL SERVICES

- park system master planning and strategic planning
- organizational assessment
- maintenance assessments: park systems
- all things revenue: pricing, revenue generation options
- trends and best practices
- visioning
- exceptional and outcome-based meeting facilitation
- sports tourism studies
- staff & board training
- educational presentations
- feasibility studies
- recreation program analysis
- problem solving



## TASK 1: DISCOVERY

### 1.1. Kick Off Meeting

This on-site meeting will initiate the process to confirm project goals, objectives, expectations, opportunities and constraints. This meeting will include members of the consulting team and appropriate Parkville city staff and CLARB members. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed
- Opportunities and Constraints – discuss existing opportunities and constraints
- Outcome – Discuss expectations and customer requirements for the process and completed project
- Communications – Confirmation on lines of communication, point of contact, level of involvement by staff, and other related project management details
- Public Input – clarify level of public input desired and begin plan for public engagement process
- Timeline – Review of timeline and important milestones
- Staff input – Review of logistics, schedule, format, and questions
- Mapping – Review aerial photos and base mapping of the property to identify major attributes and areas to investigate during a tour of the property

*DELIVERABLE: Meeting Minutes*

### 1.2. Tour Parkville's Riverfront Parks

As part of the kick-off meeting, the consulting team will walk Parkville's two riverfront parks to discuss existing conditions and opportunities. Special attention will be paid to the connections between the two and the western portion of English Landing Park. This will be a first look at the park land, with a more detailed tour in the opportunities and constraints assessment phase of this project.

### 1.3. Data Review

A variety of documents will be reviewed in order to better understand the 2008 plan, other (even informal) planning efforts to date for the area and the park system as a whole. Vireo created the design for the recent Platte Landing Park improvements and has assigned the same team to the current project. The documents will include existing City and County plans and policies, as well as the following documents:

- 2008 Parkville Parks Plan (P3)
- Platte County Parks Master Plan
- Livable Communities Study
- Vision Downtown Parkville
- Parkville Master Plan
- KC Metro Green Plan

### 1.4. Demographics and Trends

The team will identify key demographics and trends in the area, relying heavily on Platte County GIS data and census data for a compilation of population growth projections, adjacent land use plans and the possibilities of new development along the south end of downtown. Particular attention will be paid to the growth along the western boundary of the city.

This analysis will assist in formulating future decisions and will include household income, ethnicity, gender, age, and other demographic information. Also included will be a trends analysis outlining local, regional, and national recreational trends. The team will not only identify key trends but will also apply the trends to the future positioning of the riverfront parks.

*DELIVERABLE: Demographics and Trend Memo*

The consulting team will prepare a data request form for staff, if any additional info is required.

## TASK 2: OPPORTUNITIES AND CONSTRAINTS ASSESSMENT

### 2.1. Evaluation of Riverfront Attributes and Condition

The team will complete a more thorough site assessment with staff to evaluate existing resources within the parks. We will utilize GIS mapping that will include the most recent version of the MARC Natural Resource Inventory (NRI) data and county GIS data. We will assess the unique qualities, geography, and the character of the Parkville/



## Approach to the Scope of Work

southern Platte County communities, as well as the condition of the vegetation, topography, water resources, connectivity and any existing amenities. We will also study potential connection points between the two riverfront parks, downtown Parkville and other points of interest in town.

*DELIVERABLE: GIS base mapping*

### 2.2. Opportunities and Constraints Analysis

The team will utilize the information gathered during the kickoff meeting and the site assessment to identify and analyze issues, opportunities, and constraints within the parks. GIS data will be used to conduct a service area analysis for specific park elements, open space, trails, facilities, and future elements. This includes mapping major amenities by type. This process, along with the standards analysis, will form the basis for identifying gaps in service and potential opportunities for future facility development and capital planning.

*DELIVERABLE: Parkland and Amenity Maps*

## TASK 3: OUTREACH

**3.1. Engage the Residents of Parkville and Platte County:** The team will work with CLARB to create a comprehensive strategy for engaging larger community groups as well as individual residents of Parkville in the process. This will include a visible presence at community events and downtown. We could also use our Digicate mobile survey tool to reach individuals at any regular gathering points including the parks, grocery stores, school athletic events and activities in English Landing Park, especially, to reach a wide cross-section of the residents of Parkville.

*Employee Interview Meetings* – It is always worthwhile to get staff immediately engaged in the process. The meetings will include a brief overview of the process and a question and answer session about the future direction related to acquisitions, facility development, maintenance needs and other areas of concern for the City.

*Key Leader Interviews* – The consulting team will facilitate key leader interviews with up to four key leaders. The goal is to gain perspective of others' visions and ideas about the parks' future direction in an intimate setting. Key leaders include Lauren Palmer, Alysen Abel, Mayor Nan Johnston, the Board of Aldermen, school administrators, corporate leaders and others the City chooses to include.

*Focus Groups* – Approximately four focus groups will be facilitated with approximately 10 individuals per group and can include groups such as Friends of Parkville Parks, Friends of Platte County Parks, Platte County Park Board, Parkville Board of Aldermen, Platte County Commission and City staff.

*Community Open House* – We propose holding two public meetings throughout the process to understand the community's desires and to solicit feedback on the recommendations. The format will include an open house setting in which interactive stations will be developed.

*Online Engagement* – Our team could employ the use of Digicate, a Vireo-designed, experience-based public meeting tool that offers a fresh and innovative way to interact with and record feedback from residents, public officials, and other stakeholders. Digicate displays real-time total results of the responses it gathers, thereby allowing both you and the respondents to gauge the experience in the survey deployment area.

*MySidewalk* - The MySidewalk (formerly MindMixer) web platform is also an option for community engagement. MySidewalk operates as a safe, easy-to-use area where citizens can participate in community projects from the comfort of their home – a virtual “town hall.” Users generate ideas, and ultimately vote and prioritize the best ideas.

*Community Survey*

Vireo will set up a project-specific survey site through MySidewalk (formerly MindMixer) to determine recreational needs of the community. This site will allow for sharing information, collecting comments and allowing



for discussion as the project progresses.

*DELIVERABLE: The Team will provide a summary from the meetings and online engagement tools.*

### **TASK 4 – Vision and Goals**

#### **4.1 Vireo will work with CLARB to develop a vision for the City of Parkville’s parks system and conceptual alternatives for the riverfront parks.**

The visioning session will include members of CLARB and city staff for the purpose of: setting high-level objectives to be accomplished within the system; verifying information and data for each park; identifying areas of concern and their issues. As Platte Landing Park is currently undergoing redevelopment and a crucial part of the study area, workshops will also include a member of the Platte County Parks staff to provide planning input. Having all major parties at the table in the visioning and design process will be invaluable in creating a plan that both the City and County can support.

Long-range planning and current infrastructure in place, as well as any park development needs and requirements.

This information will all be compared to the P3 goals and objectives. A new version of the Parkville Parks System Vision and Goals will be created. This will then be applied to the planning for both English Landing and Platte Landing Parks.

*DELIVERABLE: Revised vision and goals for the parks system*

### **TASK 5 – Park System Operations Analysis**

#### **5.1 Evaluate current and projected management and operations.**

Vireo will work with CLARB and City staff to analyze current staffing, maintenance, management and operations using NRPA maintenance standards as a guide. We will also recommend any additional funding we see as necessary to effectively maintain the two riverfront parks.

### **TASK 6 – PARK MASTER PLAN for RIVERFRONT PARKS**

#### **6.1. Develop a Conceptual Master Plan, Site Plan and Related Documents for Each Riverfront Park**

The Consultant Team will prepare the Master Plan and layout of the riverfront parks, using current plans for the parks to determine future development within a system-wide vision. The plan shall include, but not be limited to:

- Park theme narrative
- Location of park resources and amenities
- Location of structures, roads, bridges, trails, parking lots, etc.
- Location of park entrance
- Location of park utilities (water, electric, sanitary sewer, etc.)
- Recommendations for use of existing structures to compliment the site’s natural and historical aspects
- Landscape (native to the region)
- Selection of new site amenities (benches, picnic tables, water fountains, lighting, etc)

#### **6.2. Develop an Implementation Phasing Plan and Cost Estimate**

- Provide cost estimates for potential park/recreation amenities.
- Prepare conceptual plans with associated cost estimates.
- Identify future funding sources.

#### **6.3. Reaffirm Maintenance and Operations Goals.**

- Does additional staff need to be added to manage the parks as new elements are added?
- What is the cost to the City?



## Approach to the Scope of Work

### 6.4. Recommend City Policies Regarding the Riverfront Parks

- Provide a framework for evaluation of future phase development proposals.
- Evaluate and prioritize the expenditure of public funds for development and maintenance.
- Establish short-term plans for long-term success.
- Study operational costs vs. projected revenue.

### 6.5. Present the Draft Plan for Riverfront Parks to:

- City of Parkville staff
- CLARB
- Parkville Board of Aldermen

### 6.6. Revisions to the Master Plan, Phasing Plan and Cost Estimates for Riverfront Parks

- Integrate input from the staff, CLARB and Board of Aldermen into the draft plan.
- Revise to create the final plan document.

### 6.7. Present the Final Master Plan, Site Plan and Related Documents to Board of Aldermen

- Compile and provide all documents and executive summary in PDF format.
- Provide full-color final presentation display board and copy of high resolution digital artwork.

*DELIVERABLE: Final master plan, site plan documents and high-resolution images delivered digitally.*

## PROPOSED SCOPE AMENDMENTS

### Apply vision and goals to the larger system

Vireo will work with CLARB to apply the overall system-wide vision, goals and recreational needs from the public input process to other parks and open spaces within the system.

### Determine Level of Service

Vireo will perform a Level of Service analysis for the remaining parks in the system. Particular attention will be paid to the distribution of parks throughout Parkville and what may be required to create green spaces near newer residential development.

### Create a dynamic digital inventory of all parks and amenities

The inventory will be completed using Vireo's state-of-the-art Park Capture mobile application. Park Capture is a cloud-based inventory application that will be used to document the park's resources and amenities. It uses the mapping power of GIS, to identify and geo-locate park resources and record their condition. After the data is loaded into the application, City staff will have the option to use Park Capture to create an annual condition assessment of the park's resources and amenities and project long-term capital maintenance needs.

alternate package A1

### Assess and prioritize recreation needs for the remaining parks

- Use previous phase information for demographics and unique qualities
- Incorporate other plans
- Use previous public input into the entire system plan
- Review maintenance and operational procedures for other parks
- Update P3 Plan Community Needs Analysis to reflect new input

alternate package A2



alternate package A3

**Develop Park System Master Plan for Remaining Parks, Undeveloped Areas and Any Future Parks**

- Update park maps
- Create park improvement plans for the remaining parks and undeveloped parcels
- Recommend policy for park land acquisition identifying priorities, maintenance goals and fiscal goals
- Propose amendments to city development ordinances related to parks

**Recommend City Policies Regarding Parks, Recreation, Open Space and Trails.**

- Evaluate and prioritize the expenditure of public funds for development and maintenance.
- Establish short-term plans for long-term success.
- Study operational costs vs. projected revenue.

alternate package A4

**Develop Draft Plan for Entire Park System**

- Update P3 plan for the park system
- 10-year capital improvement plan with short-term and long-term goals

alternate package A5

**Present Draft Plan for Entire Park System to:**

- City of Parkville staff
- CLARB
- Parkville Board of Aldermen

**Revisions to the Master Plan, Phasing Plan and Cost Estimates for Entire System**

- Integrate input from the staff, CLARB and Board of Aldermen into the draft plan.
- Revise to create the final plan document.

**Present the Final Master Plan, Site Plan and Related Documents to Board of Aldermen**

- Compile and provide all documents and executive summary in PDF format.
- Provide full-color final presentation display board and copy of high resolution digital artwork.

**DECLARATIVE STATEMENTS**

Patti Banks Associates (DBA Vireo) certifies we have no conflicts that would impede us from performing the task at hand faithfully and thoroughly. We also certify we are able to sign the City's standard contract and comply with it fully.

**BASIC SERVICES**

Task 1 - Discovery	\$4,000
Task 2 - Opportunities and Constraints	\$3,000
Task 3 - Outreach	\$14,000
Task 4 - Vision and Goals	\$3,000
Task 5 - Operations Analysis	\$4,000
Task 6 - Park Master Plan	<u>\$15,000</u>
	<b>\$43,000</b>

**ALTERNATE SERVICES**

Alternate Package A1	\$3,000
Alternate Package A2	\$2,000
Alternate Package A3	\$4,000
Alternate Package A4	\$3,000
Alternate Package A5	<u>\$2,000</u>
	<b>\$14,000</b>

**TOTAL FOR ALL PROPOSED SERVICES**                      **\$52,000\***

\* efficiencies exist if all basic and alternate services contracted together



vireo

929 Walnut, Suite 700 Kansas City, Missouri 64106 816. 756. 5690

## **CITY OF PARKVILLE Policy Report**

Date: October 7, 2015

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Tom Barnard  
Parks Superintendent

ISSUE:

Request to approve the farming of the Platte Landing Park native vegetation area.

BACKGROUND:

Platte Landing Park is owned by Platte County, but the City of Parkville is responsible for the maintenance of the park, including the mitigated wetland and native vegetation area. The wetland and native vegetation area includes approximately 100 acres. The City and County signed a Cooperative Agreement addressing the maintenance of Platte Landing Park, allowing the City to determine the best course of action for maintenance of the park area.

On August 20, 2015, the City Administrator approved the work authorization for Vince Roberts to mow the 100 acre native vegetation area. On August 24, 2015, the Finance committee approved the work authorization for Sur-Gro to apply roundup by sprayer to the native vegetation area. The work associated with both work authorizations has been completed.

Since completing the work, Mr. Roberts expressed an interest in farming the 100 acres until the Corps project has been completed; the estimated timeline is about 3 years. The City staff previously reached out to local farmers about planting alfalfa in the native vegetation area but it was not economically feasible for the 3 year timeframe. Mr. Roberts would like to plant crops other than alfalfa in the area.

Based on the renewed interest, City staff will again reach out to local farmers to get information about their intended use. Once a farmer has been selected, the City will draft a Lease Agreement with the farmer.

BUDGET IMPACT:

There would be no cost associated with leasing the native vegetation area to a local farmer. This will have a positive effect on the budget since the City will not be responsible for the cost associated with maintaining the area. There is cost savings in mowing, spraying and seeding the native vegetation area. That money could be applied elsewhere to the City's budget.

ALTERNATIVES:

1. Authorize staff to solicit proposals from local farmers and recommend that the Board of Aldermen authorize a Lease Agreement for farming in the native vegetation area.
2. Do not authorize staff to solicit proposals for farming.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB authorize soliciting proposals from local farmers for a 3-year lease agreement to farm the native vegetation area. Once a farmer has been selected, staff will present the Lease Agreement to the Board of Aldermen for approval

## **ITEM 4C**

*For 10-14-15*

*Community Land and Recreation Board*

### POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

### SUGGESTED MOTION:

I move to authorize staff to solicit proposals from local farmers and recommend that the Board of Aldermen authorize a Lease Agreement for the farming of the native vegetation area.