

Timeline

Task	2018										2019		
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
1 Kickoff meeting with City staff													
2 Site Visits													
3 Public Process													
4 Draft Park System Master Plan Report													
5 Prepare Aquatore Park and Happy Acres Park Master Plan													
6 Final Park System Master Plan Report													



Project Cost

TASK	DESCRIPTION	HOURS BY STAFF							FEE	
		Jason Amberg	Bob Slipka	Steve Foss	Support Staff	Olivia Dorow Hovland	Andy Hingevold	Breanne Rollstein		Administrative Staff
		\$163	\$130	\$101	\$86	\$68	\$130	\$156		\$80
1	Kickoff meeting with City staff	4	12	6	1	0	0	0	0	\$2,904
	a. Collect available information from city	4	5	4	0					
	b. Confirm primary city staff contact and key community / stakeholder groups		1							
	c. Review schedule and key dates		1							
	d. Acquire city known issues/deficiencies in the park system		2							
	e. Review base map information in conjunction with existing visions and goals for Aquatore Park and Happy Acres Park		2	1	1					
	f. Provide meeting summary notes		1	1						
2	Observe each City park / review existing information provided by city and perform gap / overlap analysis based on city provided matrix updates	6	60	55	11	26	2	0	0	\$17,307
	a. Update the City's Park Inventory by making visual observations and inventory of each City park and included amenities along with compatibility with current ADA requirements.	3	45	45						
	b. Summarize gaps / overlaps in the system	2	10	6	10		2			
	c. Meet with city staff to review summary of gaps/overlaps		3	3						
	d. Review and interpret demographic trends within the City of Blaine as well as adjacent communities and compare to current national trends.	1	1			24				
	e. Provide meeting summary notes		1	1	1	2				
3	a. Facilitate key leader and stakeholder meetings	0	28	28	3	0	0	0	0	\$6,726
	Overall Park System - Up to 10 stakeholder meetings		10	10						
	Aquatore Park - 2 meetings		8	8						
	Happy Acres Park - 2 meetings		8	8						
	Provide meeting summary notes for each stakeholder meeting		2	2	3					
	b. Facilitate a pop-up booth in the park / at an event	0	25	12	33	0	0	0	0	\$7,300
	Conduct pop-up booth at select parks / events - Up to 5 occurrences		20	10	30					
	Provide meeting summary notes for each event		5	2	3					
	c. Public Input Surveys	0	2	1	3	36	0	12	0	\$4,939
	Utilize 'social pinpoint' to broad based community input		1		1	36		12		
	Provide summary notes		1	1	2					
	d. Facilitate public forum meetings for general community input	2	17	17	22	0	0	8	0	\$7,393
	City staff will be responsible for invitations/notifying the public of the meeting									
	Prepare plan graphics and powerpoint as necessary	2	8	8	12					
	Facilitate public forum meeting - 2 open houses		8	8	8			8		
	Provide meeting summary notes based on input		1	1	2					
	e. Park Advisory Board	0	20	0	3	0	0	0	0	\$2,858
	Provide update at key points in the process - up to 6 meetings		18							
	Provide summary notes		2		3					
	f. City Council	0	20	0	3	0	0	0	0	\$2,858
Provide update at key points in the process - up to 6 meetings		18								
Provide summary notes		2		3						

Project Cost continued on page 31.

Project Cost Continued

TASK	DESCRIPTION	HOURS BY STAFF							FEE	
		Jason Amberg	Bob Slipka	Steve Foss	Support Staff	Olivia Dorow Howland	Andy Hingeveid	Breanne Rothstein		Administrative Staff
		\$163	\$130	\$101	\$86	\$68	\$130	\$156		\$80
4	Draft Park System Master Plan Report	4	21	21	71	0	8	0	6	\$13,129
	a. Prepare draft system plan	3	20	20	70		8		6	
	b. Present draft plan, highlighting main recommendations, to community, Park Advisory Board, and City Council (included in Task 6, 7, and 8)									
	c. Provide meeting summary notes based on input along with PowerPoint presentation	1	1	1	1					
5	Prepare Aquatore Park and Happy Acres Park Master Plan	4	22	25	72	0	0	0	2	\$12,389
	a. Assess existing and proposed uses adjacent to and within the parks and how they may impact future development	1	2	2	4					
	b. Conduct meeting with City staff, Park Advisory Board to review findings and explore visions and / or goals for redevelopment of the park (meeting to be conducted at same time as client meetings in Task 3)									
	c. Prepare concept plans for redevelopment	2	10	10	25					
	d. Present concept plans to Park Advisory Board and City Council (meeting to be conducted at same time as meetings in Task 7 and 8)									
	e. Present concept plans to general community for input (meeting to be conducted at same time as general community input events in Task 6)									
	f. Finalize Park Master Plans and cost estimate including phasing options highlighting a step-by-step implementation process	1	8	10	40				2	
	g. Provide a Capital Improvement Plan based on phasing plan		1	2	1					
	h. Present final plan to Park Advisory Board and City Council (meeting to be conducted at same time as client meeting in Task 11)									
	i. Following council approval, WSB will prepare and deliver the final deliverables in hard copy and digital form as specified in the RFP		1	1	2					
6	Final Park System Master Plan Report	4	24	18	23	0	5	0	12	\$9,178
	a. Prepare final plan update, making refinements from the collected feedback	4	16	16	20		5		12	
	b. Present final system plan to Park Advisory Board		3							
	c. Present final plan update to City Council for approval		3							
	d. Provide meeting summary notes based on input along with PowerPoint presentation		1	1	1					
	e. Following council approval, WSB will prepare and deliver the final deliverables in hard copy and digital form as specified in the RFP		1	1	2					
	Peer Review									\$3,000
TOTAL NOT TO EXCEED FEE:										\$89,981