

A PROPOSAL FOR A
**Park System
Master Plan and
Aquatore/Happy
Acres Master Plan**
for the City of Blaine





701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

March 14, 2018

Mr. Nate Monahan
Recreation Manager
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

Re: Proposal to Provide Professional Planning Services for the Park System Master Plan and Aquatore/Happy Acres Master Plans

Dear Mr. Monahan,

WSB & Associates is pleased to submit the following proposal to provide professional planning services for this exciting project! We have assembled a team of experts that is uniquely positioned to complete the project in a manner that is both fun and professional.

Our highly experienced team will be managed by Bob Slipka for continuity throughout the effort. Bob will be supported by myself and other team members that possess extensive specialized expertise in all aspects of park & recreation planning, trail planning, demographics, and public engagement. Together, WSB's team will deliver a comprehensive, and implementable, planning document informed by best practices in park and recreational planning that will help guide implementation of the needs and desires of the city and its residents. Rest assured that our past experience successfully completing similar projects for many communities in the region for decades will prove to be a great asset for this project. A list of some of our clients and recent projects is included in our proposal.

Having the opportunity to meet with you to discuss the City's vision and goals of this project effort and tour some of your park sites has strongly aided our team in the preparation of the attached proposal. Per the RFP, WSB has included all professional services necessary to complete the project. As we discussed at our meeting, we take great pride in our collaborative approach to working with clients and routinely receive positive feedback that reinforce this. While our proposal includes everything requested in your RFP, please know that we are also open to further refinement of the defined scope and related fee to best align with your needs.

Thank you again! We truly appreciate the opportunity to propose on this project and look forward to partnering with you and the City of Blaine. If you have any questions please feel free to contact me at (763) 231-4841, or Bob Slipka at (763) 231-4844.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jason Amberg", with a long, sweeping underline.

Jason L. Amberg, PLA, ASLA, MRPA
Principal / Landscape Architecture Group Manager

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Background



WSB & Associates, Inc. (WSB)

Early in their careers, the founders of WSB & Associates, Inc. (WSB) recognized that outstanding results are born from outstanding cultures. Since 1995, WSB has remained dedicated to creating a culture of relationship building, forward thinking, and collaboration that enables technically advanced and creative engineering and design solutions that build a legacy – your legacy.

In the last year, we welcomed over 70 new staff members to support the evolving needs of our government, commercial, and energy clients. The WSB staff of over 400 includes 29 Principals, 45 Associates, and 85 registered Professional Engineers. Our solid values, talented staff, and passion for the craft blend together to provide the innovative and technically excellent solutions you would expect from a national firm, while maintaining the trusting and meaningful relationships found in a local firm.

Project Team





Bob Slipka, PLA

Project Manager

Bob will be the Project Manager, overseeing the entire project and staff from initiation to completion. He has nearly 20 years of project experience in the upper Midwest with projects involving park and trail planning, master planning, sports and recreational facilities, streetscape and corridor enhancements, and site development. He is also responsible for developing construction documents and specifications, preparing costs and budgets, bidding, and construction administration. Recent system planning projects Bob has managed or been involved with include Crystal Park System Master Plan, North St. Paul Comprehensive Plan Update, West St. Paul Comprehensive Plan Update, and the Princeton Comprehensive Plan Update. Many of these projects are currently under construction following master plans prepared by WSB. Bob works closely with clients during the design phase to tailor amenities that best fit their needs and budgets.



Jason Amberg, PLA, ASLA

Principal

Jason is a Principal at WSB and leads the Landscape Architectural Group. He has more than 22 years of experience with park, athletic facility, natural resource, trail, and public space planning and design projects and has worked with municipal, county, and state clients as well as park boards and various public groups. His creative design solutions meet the goals of the project while respecting the diverse input of stakeholders. Additionally, Jason has presented on park and trail planning topics at a variety of conferences and universities including the MRPA, APA MN, LMC and Concoria University. As Principal on this project, Jason will be engaged with the planning team and ensure that our expert resources are available to deliver creative and implementable planning outcomes that will serve the City of Blaine for generations.



Bob Bierscheid, PLA

(Bierscheid Consulting LLC)
Planning/Design

With over 40 years of professional experience, Bob will provide specialty peer review for the system plan. Bob was the previous Director of Parks and Recreation with the City of St. Paul, City of Roseville, and City of Marshall. He also served with the MN Parks and Trails Legacy Funding Committee from 2012-13 and currently serves on the MN Parks and Trails Legacy Advisory Committee and the Greater Minnesota Parks and Trails E-Team as an Evaluation Consultant. Bob has extensive park and capitol development experience and facilitated construction and operation of dozens of parks, trails, camp grounds, golf courses and special facilities.



Steven Foss

Landscape Architecture Support

Steven is a landscape architect-in-training who has contributed on a wide range of projects including park system plans, streetscape design, trail corridors and athletic complex design. He recently assisted in the production of the Crystal Park and Recreation System Master Plan as well as the master planning of five individual parks. His role will be to support in the inventory and analysis of the city's parks, generation of system maps, public engagement, and the design development of the Master Plans for the city's parks.



Andy Hingeveld, AICP

Transportation Planner

Andy is a Senior Planner in the Transportation Group with over 12 years of parks and trails, land use, and transportation planning. His experience includes bicycle and pedestrian master plans, regional trail master plans, trail gap analysis, transportation system studies, policy and guiding documents, and project implementation at the regional, county, and city level. Most recently, Andy served as project manager for the City of Roseville Pathway Master Plan Update and for the City of Savage Pedestrian and Bicycle Master Plan. For the 2040 comprehensive planning cycle, Andy has worked with the Cities of Blaine, Mahtomedi, Osseo, Arden Hills, and Roseville to update the bicycle and pedestrian components of their transportation plans. For the Blaine transportation plan, Andy prepared the plan text, including the multi-modal sections and strategy recommendations.



Breanne Rothstein, AICP

Community Engagement Specialist

Breanne is a community planner and community engagement specialist with over 12 years of experience working directly with residents, agencies, and other stakeholders on a variety of plans, programs, and projects. She has managed the public involvement efforts for the City of Blaine Comprehensive Plan Update, City of Minnetrista Regional Trail Plan, City of Minneapolis Rev. Dr. Martin Luther King, Jr. Park, Lake Waconia Regional Park Plan, Bertram Chain of Lakes Athletic Complex, among others. She takes a proactive approach to engaging with the public early and often. For this project, Breanne will manage the dissemination of all pertinent information in online/website sources and social and print media. She will be responsible for planning framework for public meetings and community engagement.

Approach, Methodology, & Deliverables

Project Understanding

Our team has reviewed the RFP and met with City staff to discuss key issues and tour park locations to develop a solid understanding of this exciting project. This project will create the City's first Park and Recreation System Plan. In addition, a conceptual master plan will be prepared for Aquatore Park and Happy Acres Park incorporating the needs and desires of City staff, stakeholder groups, and the community. The opportunity to meet with Nate Monahan to discuss the RFP has given us further insight into the City's anticipated visions and goals from this master planning effort.

The master planning process will provide a "vision" for the City as well as guide the future development and redevelopment of the park system. As with any large-scale planning effort, community and stakeholder engagement will be critical to understand the community's program and project priorities. The priorities of the community and policy makers will guide the City with their decisions on which to implement based on available fiscal resources.

With an ever-changing population that is increasing in age and becoming more diverse, it is anticipated that continued re-evaluation is needed on how parks are used. Changes to park systems will be based on both current and projected needs and trends. The master plan development needs of Aquatore Park and Happy Acres Park are just two examples of known changes that are necessary to reconcile community needs within the context of an aging park system that was developed in a reactionary process rather than a visionary process.

Improvements to these parks, as well as others within the City's park system, must be considered during this master planning process to determine how system-wide modifications can maximize unique offerings and service availability to the community while minimizing overlap.

Our team appreciates and agrees with the commitment and approach of the City Council, Park Advisory Board, and Public Service/Parks and Recreation Department to prepare the first Park and Recreation Master Plan. Our past system plans are highly regarded by our clients and the general public as both visionary and realistic. This balance plays a critical role in improving the quality of a park system so it meets the contemporary demands of the public while maintaining fiscal responsibility and sustainability. Many of our system plans aided in obtaining bond referendums, tax levies, and/or grant funding.





Approach

WSB understands that the City seeks to maximize professional park planning expertise at a reasonable cost. WSB has extensive park planning and design experience and takes great pride in delivering customized services that provide the best product at a competitive fee. We have “on the ground” experience with City staff and the Blaine community resulting from several recent projects for the City, including a Comprehensive Plan Update and multiple transportation projects. WSB has provided high-level professional services with respect to monitoring overall project costs for system master plans we’ve completed for clients of similar size and complexity.

The following work plan details comprehensive services to fulfill the requirements of the RFP within the established budget. If, however, the City is interested in more, or less, involvement by our team, we are open and flexible to further expanding or decreasing the scope of services and related fees to best align with the City’s needs and values. This could include City staff facilitating some of the public engagement to decrease consulting fees or expanding the scope/fee to include concept master planning of another key park that becomes more apparent during the planning process.

1. Kickoff Meeting

- a. **Collect available information from City.**
 - Past plans/studies as noted in the RFP
 - Summary of changes to parks and programs since plans and studies were completed
- b. **Establish and confirm key leaders and stakeholders who possess insight into the park system at a general or specific level.**
- c. **Review and confirm work plan, schedule, and expectations of the system planning effort.**
- d. **Acquire city known issues/deficiencies in the park system.**
- e. **Provide meeting summary notes.**

2. Site Visits

We will visit each park, review existing information provided by City, and perform gap/overlap analysis.

- a. **Visit each park site and review/update inventory and facilities along with general assessment of current ADA compliance. This does not include an in-depth analysis or individual plans/maps of each park.**
 - Provide a summary of existing conditions and level of service analysis
- b. **Summarize gaps/overlaps in the system.**
- c. **Meet with City staff to review summary of gaps/overlaps.**
- d. **Review and interpret demographic trends within the City of Blaine as well as adjacent communities and compare to current national trends.**



3. Public Process

WSB will review and confirm the public process framework with City staff. An outline of our proposed process is included below. We are not naïve to the many ‘what if’ scenarios that may pop up during public engagement and understand that things may require refinement as we become more familiar with the unique nuances and perspectives of the key leaders and stakeholders.

a. Facilitate meetings with identified key leaders and stakeholder representatives as indicated below.

- Overall Park System – up to 10 meetings to gather input from key representatives of various groups. Groups may include, but not be limited to, City staff, athletic groups, seniors, realtors, boy/girl scouts, school district.
- Aquatore Park – up to two meetings to gather input from Parks and Recreation Staff, Blaine Festival Committee, Fogerty Arena Staff, Four Seasons Curling Staff, Senior Center, neighborhood representative.
- Happy Acres Park – up to two meetings to gather input from key representatives of groups such as, but not limited to, Parks and Recreation Staff, Hockey Association, Baseball Association, neighborhood representative.
- Meetings will be held ‘back to back’ in 30- to 45-minute sessions over the course of three separate days/afternoons. We propose the number of attendees be limited to 1 or 2 per meeting to focus specifically on that group’s specific interest.
- Provide meeting summary notes for each stakeholder meeting.

b. Public engagement at events in the parks.

- WSB staff will gather input from the community at up to five public and community functions, such as Family Fun Night, World Fest, Blaine Festival, and pop-up booths in the parks/trail system.

c. Public input surveys.

- Develop questions for community input sessions; review questions with City staff and Park Advisory Board.
- Refine questions as necessary, based on feedback
- Use ‘Social Pinpoint’, an online survey engagement and information tool, to collect broad-based community input. Setup and administer this system through the public engagement period of the planning study.
- Provide web address link for City staff to distribute via their media outlets or mailings to inform the public and solicit feedback.

d. Two public open houses.

- City staff will be responsible for invitations/ notifying the public of meetings.
- Each meeting will include WSB staff to facilitate four ‘Question & Answer Stations’ for conversation. Ipad ‘kiosks’ will also be available for the public to provide feedback using the online Social Pinpoint platform.
- Provide meeting summary notes based on input.

e. Park Advisory Board – Engage with and provide updates to the board at key points in the process as noted below. Assumed meetings include:

- Introduction/review goals and collect input.
- Initial park system gap/overlap analysis.
- Summary of public engagement/stakeholder engagement.
- Overview of parks ‘level of service’ assessments.
- Overview of draft recommendations and collection of feedback/discussion about priorities.
- Overview of final recommendations.

f. City Council – Engage with and provide updates to the City Council at key points in the process as noted below. Assumed meetings include:

- Introduction/review goals and collect input.
- Provide overview of gap/overlap analysis, public engagement feedback.
- Overview of parks ‘level of service’ assessments.
- Draft recommendations with Park Advisory Board feedback and collect City Council feedback.
- Final recommendation.



4. Draft park system master plan.

- a. **Prepare draft system plan based on information gathered through Task 3 public process along with our team's professional perspectives.**
 - Assess current facilities incorporating community input and national standards with strategies to improve service levels.
 - Include integration approaches in response to the aging and increasingly diverse community, including compatibility with current ADA requirements.
 - Recommend removal of obsolete facilities and addition of new facilities to better serve the community.
 - Identify potential partnerships to minimize duplication in the system and distribute amenities throughout the City.
 - Analyze the quantity and distribution of recreation amenities throughout the City.
- b. **Include goals, objectives, and policy statements with a clear vision and direction for Parks and Recreation in the City of Blaine, including trails, preservation areas, and public art.**
- c. **Present draft plan, highlighting main recommendations, to Park Advisory Board and City Council (assume this will be a single joint meeting).**
- d. **Present draft plan to general community for input.**
- e. **Provide meeting summary notes based on input along with PowerPoint presentation.**

5. Prepare master plan for Aquatore Park and Happy Acres Park.

- a. **Assess existing and proposed uses adjacent to and within each park and how these may impact future development.**
- b. **Prepare concept plans for redevelopment identifying proposed park improvements and modifications from input gathered during Task 3.**
- c. **Present concept plans to Park Advisory Board and City Council (meeting to be conducted at same time as client meeting in Task 4.c).**
- d. **Present concept plans to general community for input (meeting to be conducted at same time as community presentation of draft system plan in Task 4.d).**
- e. **Finalize master plan and cost estimate for each park, including phasing options highlighting a step-by-step implementation process.**
- f. **Provide a Capital Improvement Plan based on phasing plan.**
- g. **Present final plan to Park Advisory Board and City Council (meeting to be conducted at same time as client meeting in Task 6.a. and 6.b.).**
- h. **Following Council approval, WSB will prepare the final deliverables in hard copy and digital form as specified in the RFP.**

6. Final park master plan.

- a. **Prepare final plan update, making refinements per the collected feedback from Step 4.**
 - Develop recommendations to prioritize new parks, trails, open space, and recreation facilities.
 - A major park infrastructure repair and replacement schedule, considering potential changes in the existing infrastructure.
 - Create a 20-year Capital Investment Plan for park and trail improvements identifying potential grant opportunities with an emphasis on playgrounds, hard-surface courts, picnic shelters, and four-season buildings.
 - Identify priority projects to be included in the next upcoming budget.
- b. **Present final system plan to Park Advisory Board and City Council.**
- c. **Present final system plan to City Council for approval.**
- d. **Provide meeting summary notes based on input along with PowerPoint presentation.**
- e. **Following Council approval, WSB will prepare the final deliverables in hard copy and digital form as specified in the RFP.**



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													



References and Project Examples

CITY OF COON RAPIDS

Ryan Gunderson, Recreation Coordinator
Bus: (763) 767-6513
Email: rgunderson@coonrapidsmn.gov

or

Tim Himmer, Public Works Director
Bus: (763) 767-6494
Email: thimmer@coonrapidsmn.gov

Recent Projects:

- 2018 Lions Coon Creek Park (current)
- 2017 Crooked Lake Park
- 2017 Riverwind Park
- 2017 Boulevard Park
- 2015 Sand Creek Community Park
- 2014 Riverview Community Park
- 2012 Park & Trail System Plan
 - also prepared original system plan in 2002
 - provided assistance during city's referendum planning in 2012/2013, which was successful
- 2006 Prospect Park

CITY OF EDEN PRAIRIE

Jay Lotthammer, Director of Parks & Recreation
Bus: (952) 949-8440
Email: jlotthammer@edenprairie.org

Recent Projects:

- 2012 Round Lake Park
- 2017 Vista Lookout
- 2016 Staring Lake Park
- 2017 Lake Riley Park
- 2010 Miller Park Barrier Free Playground
- 2006 Edinbrook Conservation Area and Nature Trails / Boardwalks
- + numerous parks during Mr. Lotthammer's role as Recreation Director in Brooklyn Park, MN

CITY OF SOUTH ST. PAUL

Chris Esser, Director of Parks & Recreation
Bus: (651) 366-6202
Email: chris.esser@southstpaul.org

Recent Projects:

- 2017 McMorrow Park
- 2016 Kaposia Landing
 - Project spanned nearly 2 decades of planning, permitting, and reclamation of former landfill to ballfields, dog park, trails, concessions / restrooms, and other amenities along the Mississippi River
- 2013 Assistance during city's referendum planning, which was successful
- + numerous parks during Mr. Esser's role in Recreation Department in Prior Lake, MN

CITY OF CRYSTAL

John Elholm, Recreation Director
Bus: (763) 531-1150
Email: john.elholm@crystalmn.gov

Recent Projects:

- 2018 Becker Park
- 2018 Welcome Park
- 2017 Park & Trail System Plan
 - Included preparation of concept master plans for 5 parks
- + numerous regional parks during Mr. Elholm's role as Director of Parks in Washington County

WSB is confident that our list of references and projects above highlight our dedication and commitment to park planning and design expertise. We are happy to provide additional references upon request.

Applicable System Planning Experience Matrix

Project	Owner	Community & Stakeholder Engagement	Inventory / Assessment	Planning	Cost estimates	Post Planning Design and Implementation	Grant Funding Assistance	Blue Cross Blue Shield Initiative	Sales Tax Levy or Referendum Assistance
Parks, Open Space, and Trail System Plan	Crystal, MN	●	●	●	●	●			
Park, Open Space, and Trail System Plan	Coon Rapids, MN	●	●	●	●	●	●		●
Parks, Open Space, and Trail System Plan	Bemidji, MN	●	●	●	●	●	●		●
Trail Planning, Design and Development Guidelines	Minnesota DNR			●					
Parks, Open Space and Trail System Plan	Lino Lakes, MN	●	●	●	●	●			
Parks, Open Space and Trail System Plan	Hastings, MN	●	●	●	●				
Regional Parks, Trails, and Open Space System Plan	Carver County, MN	●	●	●	●	●		●	
Parks, Open Space and Trail System Plan	Rogers, MN	●	●	●	●	●			
Parks, Open Space and Trail System Plan	Northfield, MN	●	●	●	●				
Park and Trail System Study	Oak Grove, MN	●	●	●	●				
Northwest Area Park-System Planning	Inver Grove Heights, MN	●	●	●	●				
Park, Open Space, and Trail System Plan	Maplewood, MN	●	●	●	●	●			
Park, Open Space, and Trail System Plan	Minnetonka, MN	●	●	●	●	●	●		●
Athletic Field Demand and Supply Study	Coon Rapids, MN	●	●	●	●	●			●
Parks and Trails System Plan	Falcon Heights, MN	●	●	●	●				
Miscellaneous park master plans	South St. Paul, MN	●	●	●	●	●			
Multiple community park master plans	Bemidji, MN	●	●	●	●	●	●		
Multiple park master plans	Brooklyn Park, MN	●	●	●	●	●	●		
Alternative Transportation Planning (Bike/Ped)	Bloomington, MN	●	●	●	●			●	
Omaha Suburban Park System Master Plan	Omaha, NE	●	●	●	●	●			
Council Bluffs Parks System and Recreational Facilities Master Plan	Council Bluffs, IA	●	●	●	●	●			
Comprehensive Parks and Recreation Plan	Waukegan, IA	●	●	●	●	●			

Project Examples

PARK AND RECREATION SYSTEM MASTER PLAN

Crystal, Minnesota

Project Overview:

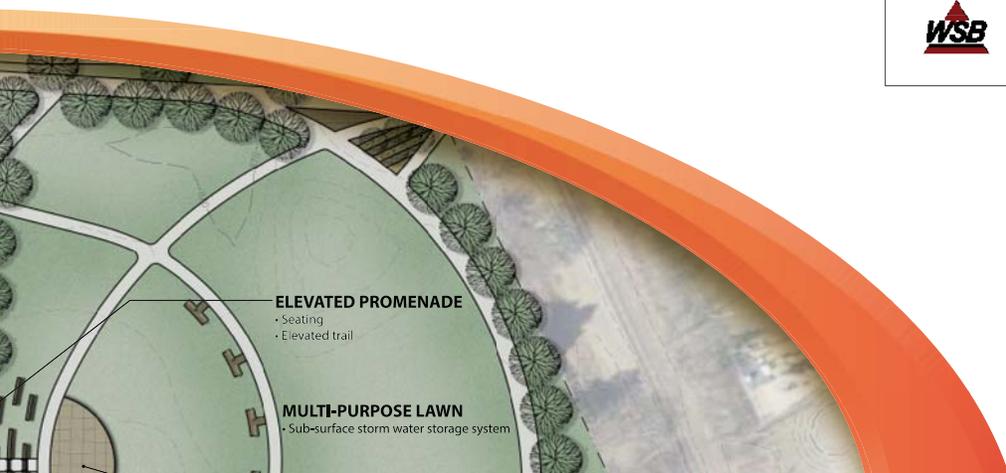
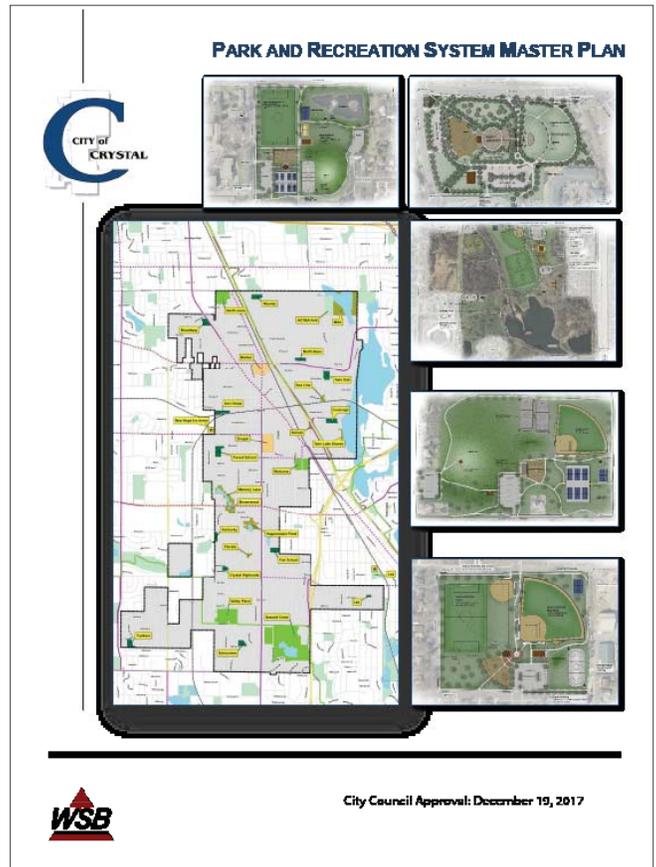
In late 2016, the City of Crystal retained WSB to work with the Parks and Recreation Commission, City Council, City Staff, and various community groups to complete the city's first Park and Recreation System Master Plan. The public engagement process and open communication with the community was vital in developing a 20-year vision for the city's parks, open spaces, and trails that will serve the needs of Crystal and neighboring communities. WSB also developed individual master plans for the Crystal's four community parks and one destination park implementing recommendations of the system plan.

Project Status:

The Park and Recreation System Master Plan was adopted by City Council in December 2017. Five Individual park master plans were also completed in 2017.

WSB Services:

- Inventory and survey program uses within each of the city's parks.
- Community engagement with community groups, stakeholders, and general public to gather information.
- Preparation of a park and trail system master plan
- Developing a phased implementation plan and 20-year CIP for the park system.
- Preparation of key individual park master plans and cost estimates from conceptual designs to final master plans.



2040 COMPREHENSIVE PLAN & PARK SYSTEM PLAN UPDATE

Mahtomedi, MN

Project Overview:

WSB was retained to complete a 2040 Comprehensive Plan to provide a vision for the City for the next 20 years along with a path to achieve that vision. The 2040 Comprehensive Plan will meet the Metropolitan Council requirements and will also include a Park System Plan update. The 2040 Comprehensive Plan will include the following sections:

- Community Profile (including population, housing, and employment projections)
- Land Use
- Housing
- Economic Development and Resiliency
- Water Resources
- Water Supply and Wastewater
- Transportation
- Sustainability

The Park System Plan update will include the following:

- Individual park and trail assessments.
- Community engagement, including a project steering committee, to determine a vision and goals.
- Determining priorities for future park and trail improvements.
- Identifying options for future funding.

Project Status:

The 2040 Comprehensive Plan and Park System Plan Update began in the spring of 2016 and is currently scheduled to be complete by the end of 2017.

WSB Services:

- Community involvement with stakeholders.
- Preparation of a park and trail system plan update.
- 2040 Comprehensive Plan update.



PARK IMPROVEMENT STUDY & PARK MASTER PLANS

Falcon Heights, MN

Project Overview:

WSB was retained to complete a comprehensive Park Improvement Study that was completed in 2014, which was followed up with individual master plans for each park site that correspond to the recommendations of the Park Improvement Study. Key project challenges included:

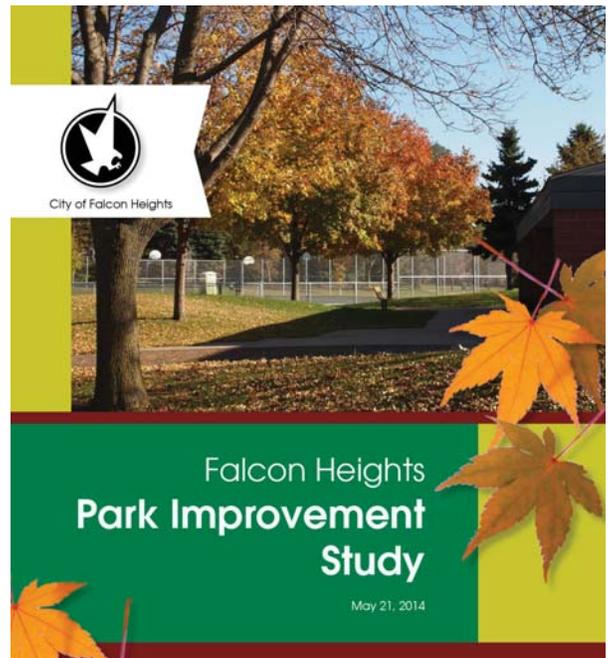
- Lack of City-owned parks.
- Lack of taxes within the community due to the majority of the land being owned by the University of Minnesota and the State of Minnesota (fairgrounds), which are tax exempt.
- Community that is primarily built out.
- Reviewing the entire park and trail system to determine how to adequately address the recreational needs of the community.

Project Status:

The Park Improvement Study report was completed in 2014, as well as the four individual Park Master Plans were completed in 2014.

WSB Services:

- Community involvement with stakeholders to gather information.
- Preparation of a Park and Trail System Improvement Study Plan.
- Preparation of individual Park Master Plans from conceptual designs to final master plans.



WSB
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COON RAPIDS PARK, OPEN SPACE, & TRAIL PLAN AND DEVELOPMENT GUIDE UPDATE

Coon Rapids, MN

Project Overview:

WSB completed the original system plan in 2000, and was commissioned for the update of the Plan which was a joint planning effort between the City of Coon Rapids and WSB. The project began in the spring of 2012 and reached completion in the fall of 2012. The project focused on assessing the current facilities and needs within the City and updating the 2001 Comprehensive Parks, Open Space, and Trail System Plan for the City. This project led to a successful over \$17 million bond referendum which is currently funding park and trail improvements throughout the City. The planning process took the following issues into consideration:

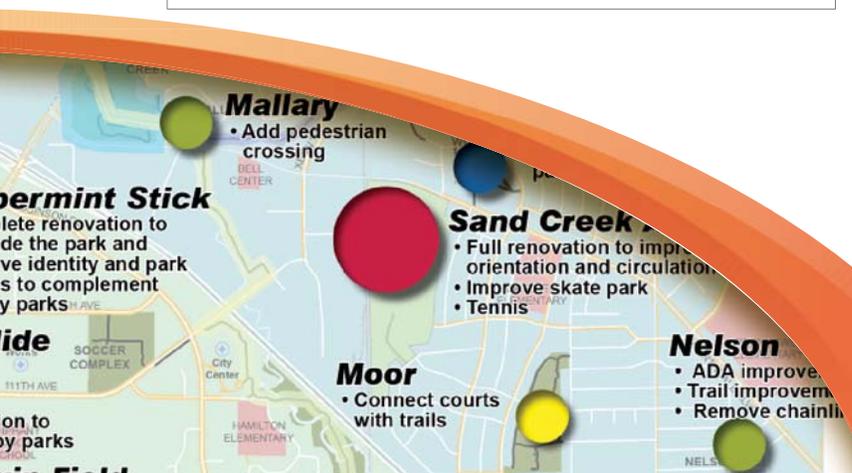
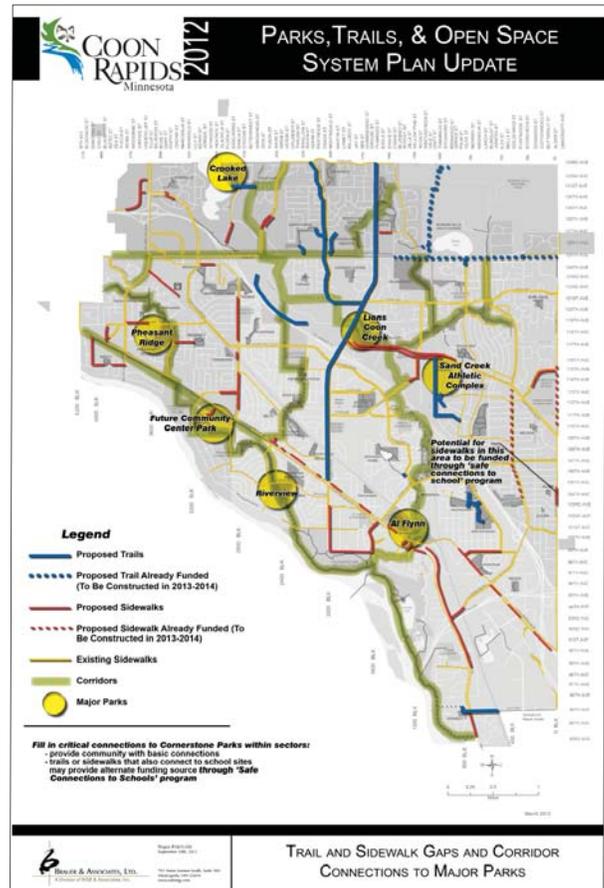
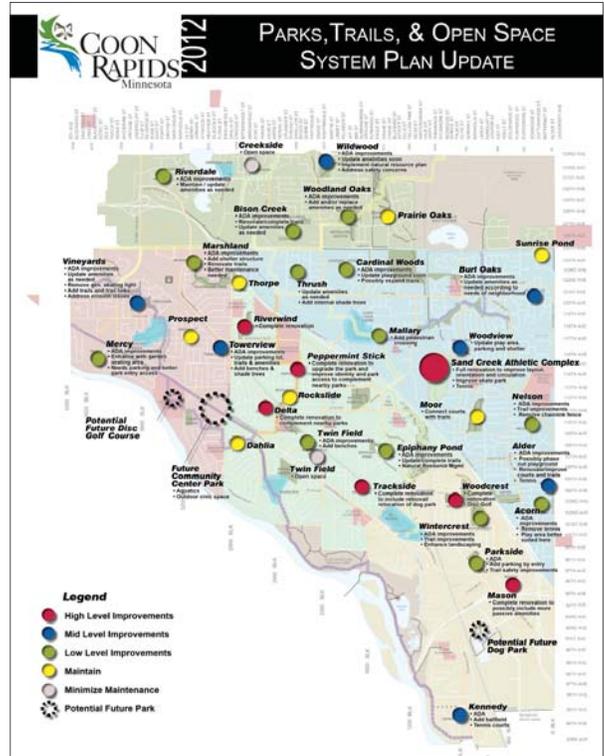
- Past history of the park system.
- Past planning studies and reports from multiple agencies and groups.
- Ensuring the City's trail network connected and supported (in some cases) the regional trail system provided by other government agencies.
- Community setting.
- Needs and desired of the citizens.
- Recreation programs from all providers.

Project Status:

The system plan was completed in November of 2012. We have implemented numerous development/redevelopment projects following the original system plan and system plan update.

WSB Services:

- Extensive community involvement through focus groups, interviews, and forums with stakeholders to gather information and build relationships to foster stronger community ties and enhance the Park Board and staff's understanding of needs.
- Presentation of alternative conceptual Park and Trail System Plans.
- Preparation of a comprehensive Park and Trail System Plan.



BEMIDJI PARKS, OPEN SPACE, & TRAIL SYSTEM PLAN UPDATE

Bemidji, MN

Project Overview:

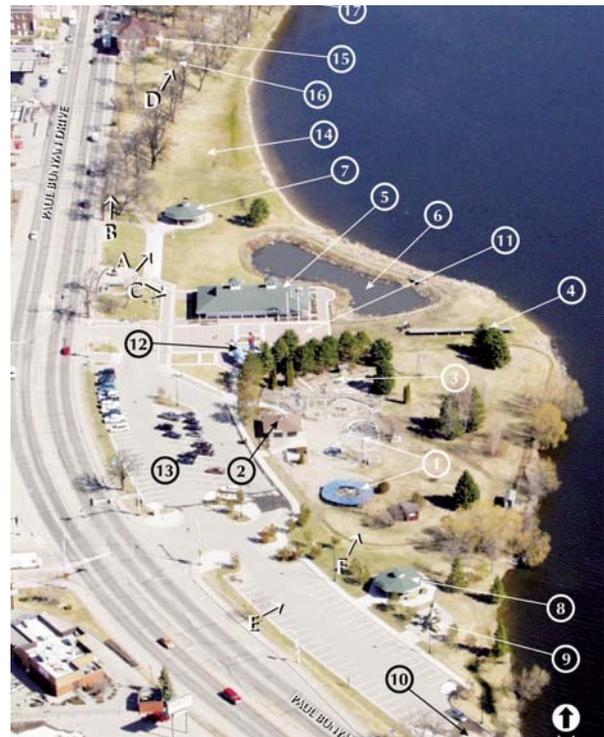
In the spring of 2011, the City of Bemidji retained WSB's Landscape Architecture Group staff members (as Brauer & Associates, later acquired by WSB) to work with the Parks and Recreation Commission, City Council, and City staff to complete an update to their 2001 Comprehensive Parks, Open Space, and Trail System Plan. This was completed by the same staff and led to a successful tax levy that continues to fund parks and trail development projects. The 2011 project was in part funded by the NW Minnesota Foundation and Active Living of Bemidji. The extensive public process and open communication with citizens was instrumental in shaping a strong and common vision for parks, open spaces, and trails to serve the needs of Bemidji and the larger region. The system-led plan led to a successful \$10 million tax levy, and the planning of the project also led to Legacy Grant funding. We also completed the original system plan in 2001, and since the update of the plan have implemented numerous park development/redevelopments of the system plan.

Key Underpinnings of the Vision Included:

- Fostering the “city as a park” concept, whereby the parks and open spaces serve as primary factors in shaping the character of the community and creating a quality and desirable place to live, work, and recreate.
- Fostering an integrated system of trails and pedestrian-ways that connect the community together and to the larger region.
- Preserving and protecting the natural resource amenities within the community and make them accessible for human appreciation in a responsible way.
- Servicing neighborhood, community, and regional recreation needs by providing a balanced set of recreation facilities and amenities for both passive and active uses.
- Promote regional tourism and economic development.

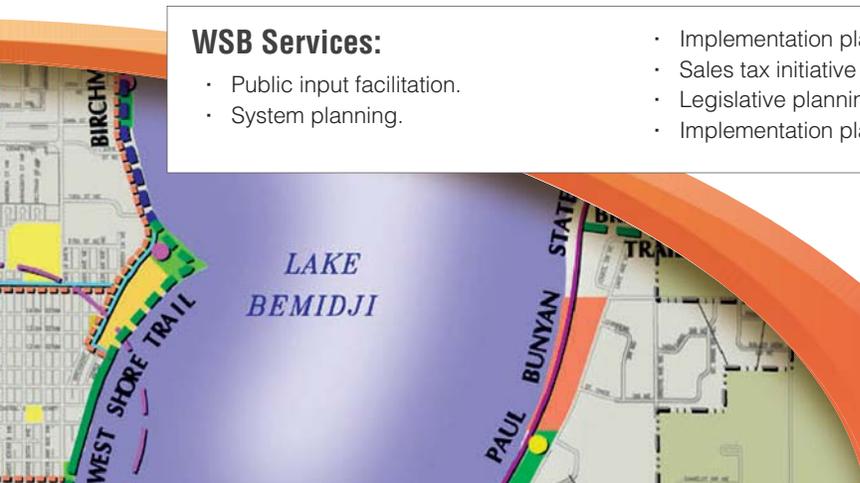
Project Status:

The report and plan were approved by the City Council in November of 2011.



WSB Services:

- Public input facilitation.
- System planning.
- Implementation planning.
- Sales tax initiative planning.
- Legislative planning.
- Implementation planning.
- Sales tax initiative planning.
- Legislative planning.



MINNETONKA OPEN SPACE & TRAIL SYSTEM PLAN DEVELOPMENT GUIDE

Minnetonka, MN

Project Overview:

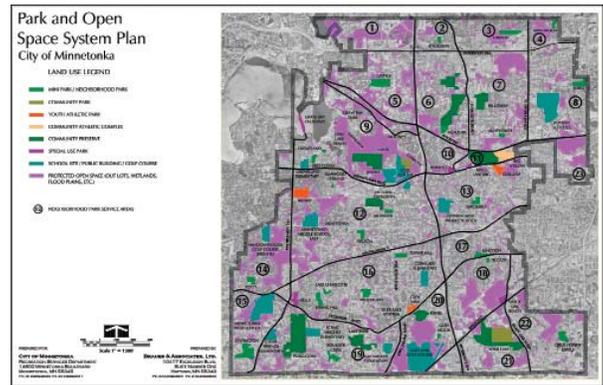
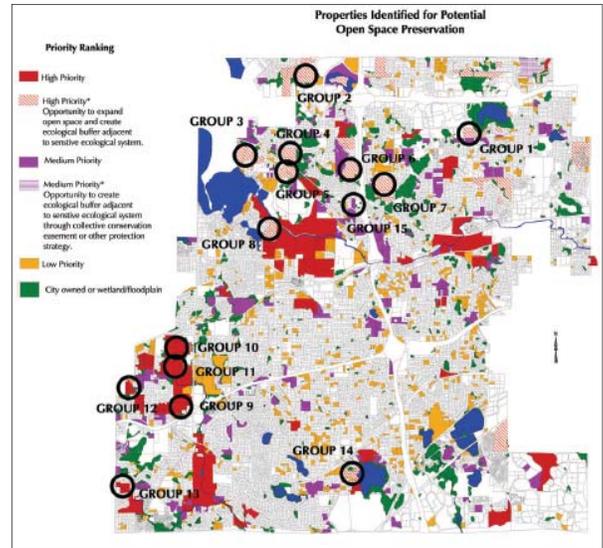
WSB was commissioned in the fall of 1999 to work closely with City staff to complete a comprehensive review of the park, opens space, and trail system in Minnetonka. The system plan led to a successful \$20 million bond referendum. WSB has also implemented numerous park and trail development/ redevelopment projects.

Key Planning Aspects:

- Tying together a variety of planning initiatives that were undertaken over the last several years, as well as a number of existing plans, into one comprehensive plan.
- Extensive community involvement through focus groups, interviews, and forums with stakeholders to gather information and build relationships to foster stronger community ties and enhance the park.
- Board's and City staff's understands of needs.
- Building flexibility into the system to allow the city to respond to changing community needs, reorienting neighborhood parks back toward neighborhood uses, and increasing emphasis on natural resource protection and stewardship.

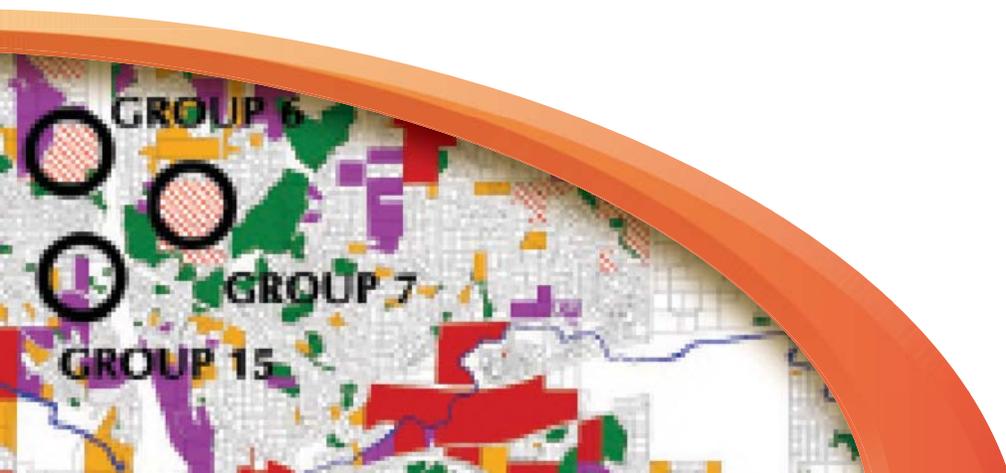
Project Status:

The plan was completed in 2000.



WSB Services:

- Facilitation of Park and Recreation Advisory Commission discussion of program and priorities for park planning.
- Preparation of alternative conceptual park and trail system plans.
- Facilitation of public process.
- Preparation of a comprehensive park, open space, and trail system plan.



HASTINGS PARK SYSTEM PLAN

Hastings, MN

Project Overview:

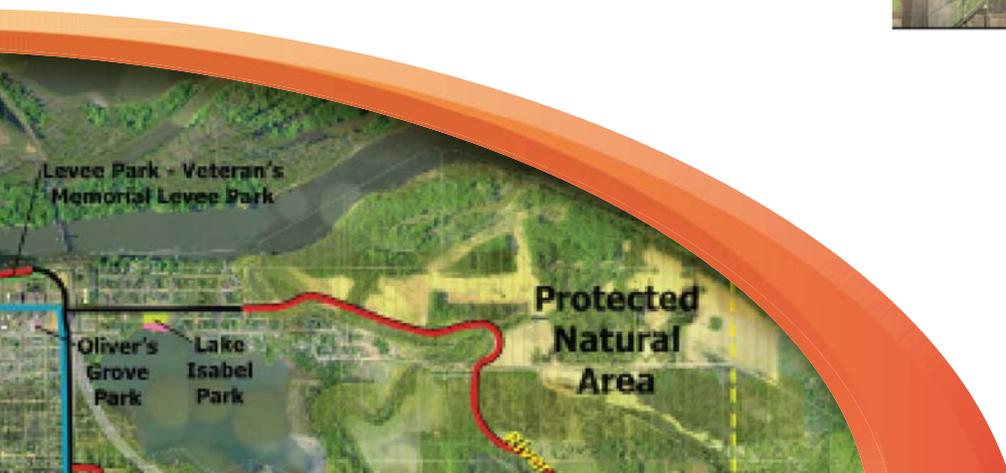
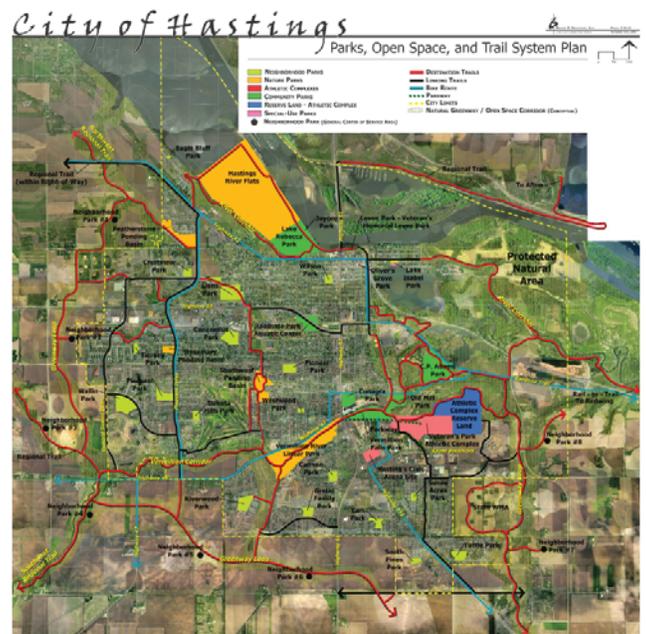
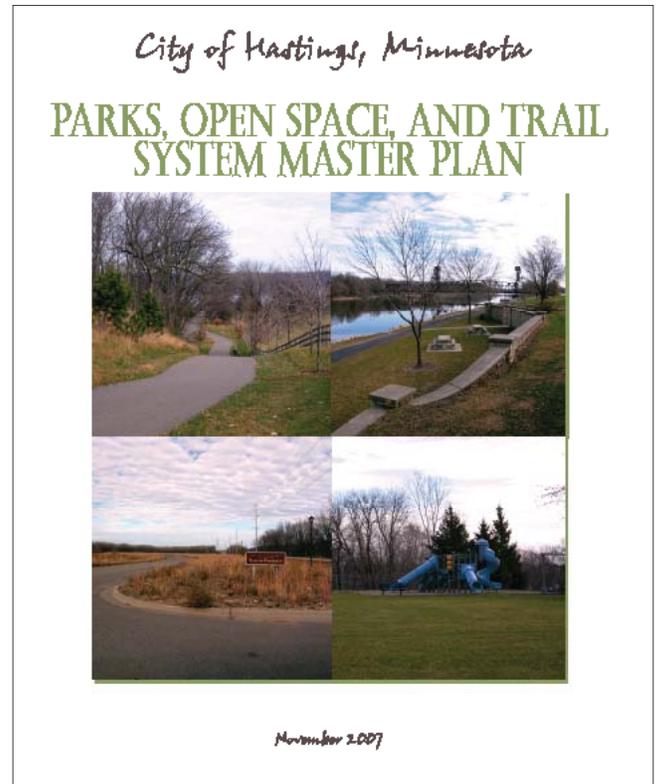
In the winter of 2007, Hastings commissioned WSB's Landscape Architecture Group staff members (as Brauer & Associates, later acquired by WSB) and established a citizen task force to oversee the preparation of a comprehensive parks, open space, and trail system plan for the City. The first step of the process was understanding the needs of the community. Through the public process, citizens and their local representatives on the Task Force, NRRC, and City Council had a variety of opportunities to provide input and perspectives on planning issues. Through these interactions, a strong and consistent public statement has been made: Preserve the sense of place and livability of the community while accommodating growth and evolving recreational and social trends. These values were extensively reflected in the System Plan.

Project Status:

Completed in November 2007.

WSB Services:

- Review of existing City park standards, proposed land use, natural resource inventory, etc.
- Facilitation of Park and Recreation Advisory Commission discussion of program and priorities for park planning.
- Preparation of alternative conceptual park and trail system plans.
- Facilitation of public.
- Legislative planning.



ROGERS PARKS, OPEN SPACE, & TRAIL SYSTEM PLAN

Rogers, MN

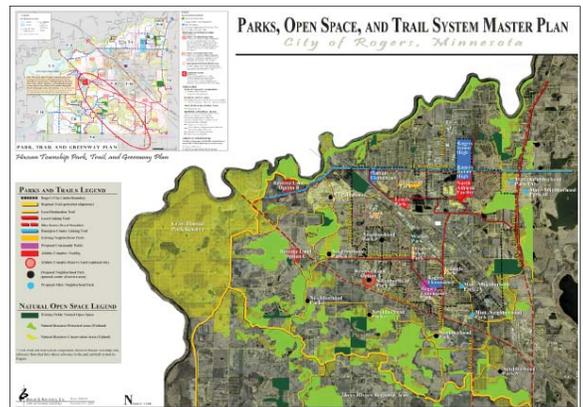
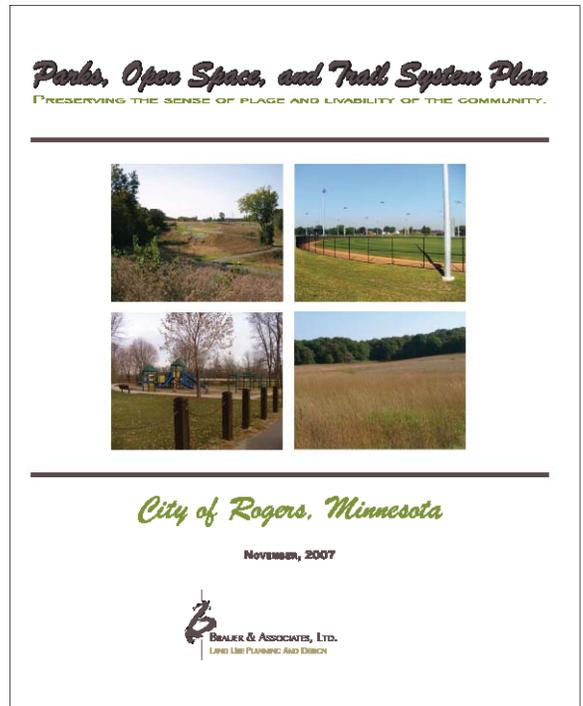
Project Overview:

In the fall of 2006, Rogers commissioned WSB's Landscape Architecture Group staff members (as Brauer & Associates, later acquired by WSB) and established a joint citizen task force to oversee the preparation of a comprehensive parks, open space, and trail system plan for the City of Rogers. The public process was instrumental in creating a common vision for the community. A key underpinning of this vision is fostering a high quality of life through the provision of parks, open spaces, athletic facilities, and trails within the context of responsible land stewardship, long-term sustainability, and economic viability. A mission statement was created through this process and is reflected in the System Plan.

"Promote a high quality of life in Rogers by providing a balanced and sustainable system of parks, natural open spaces, athletic facilities, and trails consistent with the sense of place in the community."

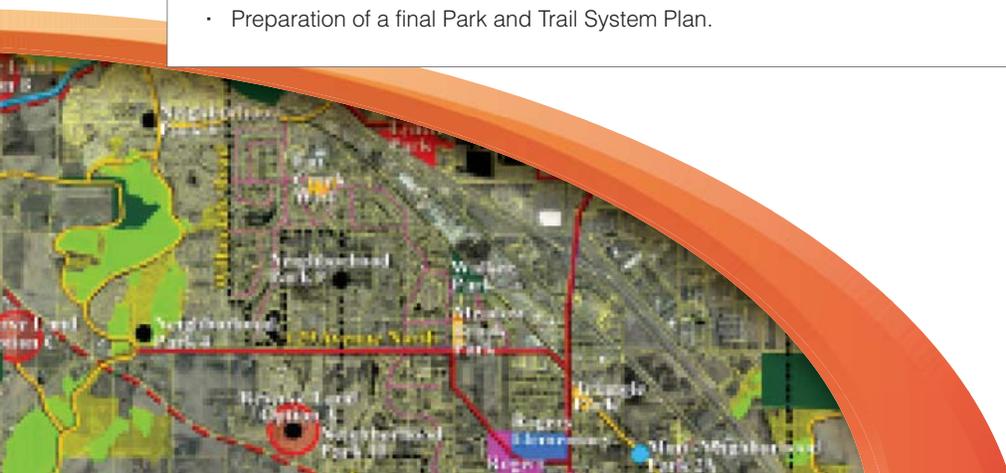
Project Status:

The planning process was completed in December of 2007. WSB continues to implement park and trail development projects for the City as funding becomes available.



WSB Services:

- Review of existing City park standards, proposed land use, storm water drainage and utility plans, natural resource inventory, etc.
- Facilitation of Park and Recreation Advisory Commission discussion of program and priorities for park planning.
- Preparation of alternative conceptual park and trail system plans.
- Facilitation of public open house meetings.
- Preparation of a final Park and Trail System Plan.



NORTHFIELD PARKS, OPEN SPACE, & TRAIL SYSTEM PLAN

Northfield, MN

Project Overview:

The System Plan consists of parks, athletic facilities, open spaces, and trails serving a wide variety of active and passive recreational needs. The plan is intrinsically interconnected with School District properties, especially as it relates to athletic facilities. Continued collaboration in shared use of facilities is necessary to effectively and efficiently serve local needs. The mission statement created for the System Plan reflects the community sentiment:

“Promote a high quality of life in Northfield by providing a balanced and sustainable system of parks, natural open spaces, athletic facilities, and trails consistent with the historic sense of place in the community.”

Key Plan Highlights and Objectives Include:

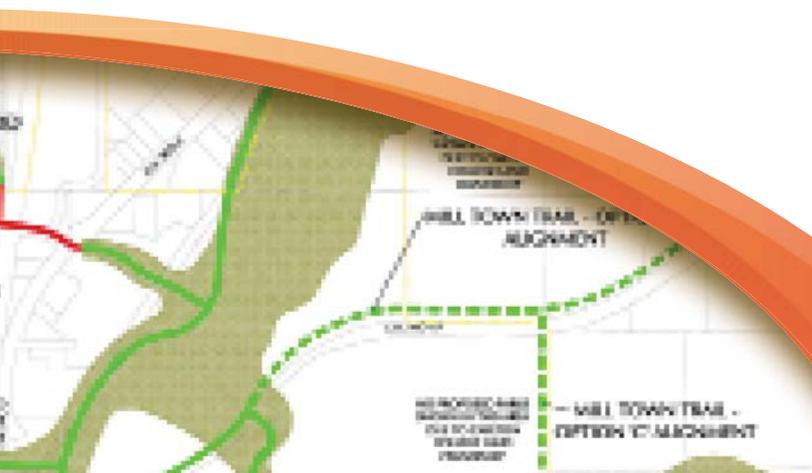
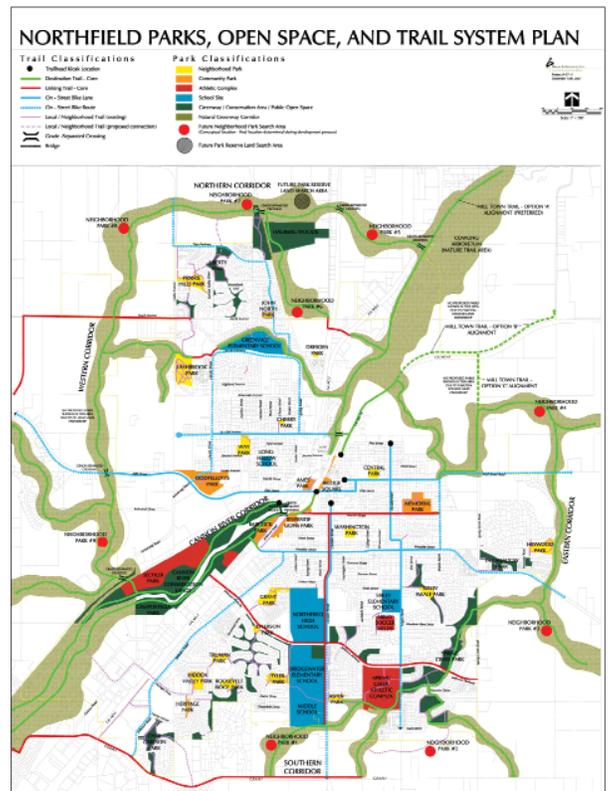
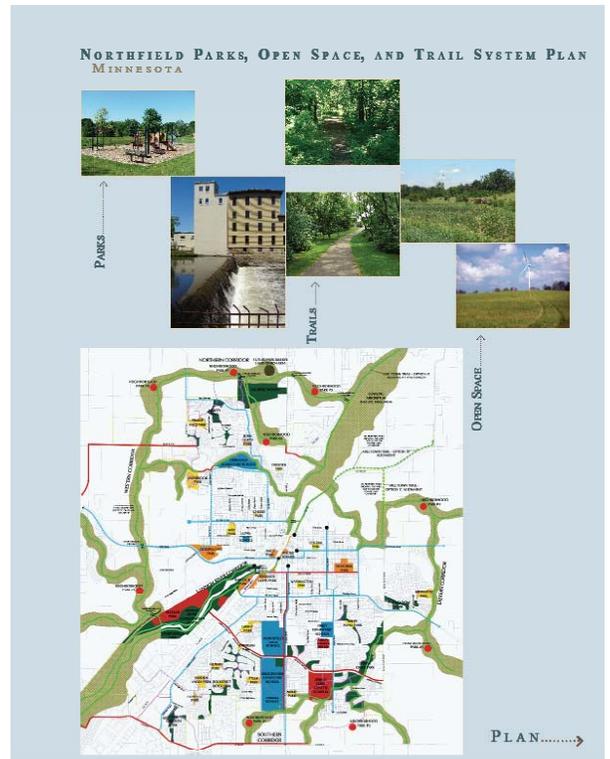
- A system that is balanced, diverse and flexible enough to adjust to ever-changing needs of the community and should provide a seamless system of parks with good connections via greenways, trails and walkways.
- Quality is as, or more, important than quantity for encouraging use of parks, trails and recreation facilities so emphasis should be placed on proper design and maintenance.
- Other values of parks, open spaces and trails also need to be maximized, ranging from increasing the economic value of properties adjacent to or near the spaces, to improving the overall aesthetic of the community through park beautification efforts and proper maintenance.

Project Status:

Planning process was completed in December of 2007.

WSB Services:

- Public input facilitation.
- System planning.
- Implementation planning.



“Signature Parks” Master Plan Project Examples

HILDE PERFORMANCE CENTER Plymouth, MN

Project Overview:

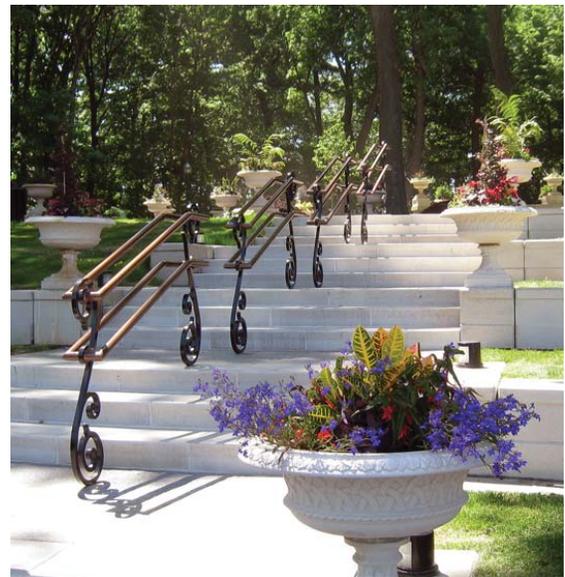
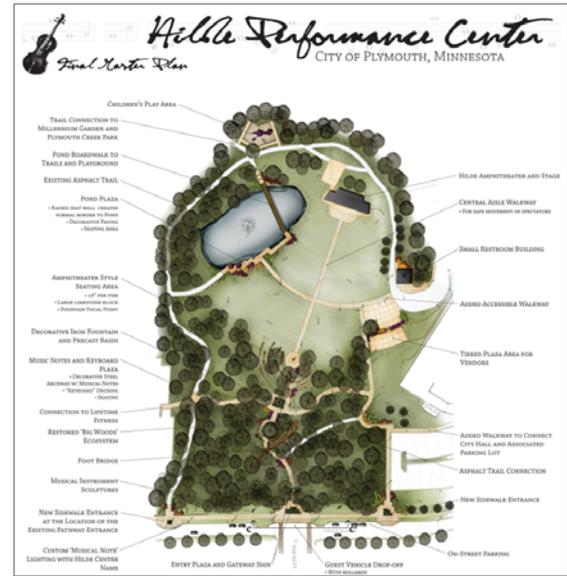
The Hilde Performance Center is home to the renowned Music in Plymouth Celebration that occurs every July in the City of Plymouth. The performance stage is positioned between City Hall, Millennium Gardens, Lifetime Fitness, and Plymouth’s main retail center. Despite its great location, there were no identifying features or entrance points that indicated to visitors or passersby where to enter the site or what the site offers. This project focused on not only solving this issue, but also enhancing the overall concert and park experience. The master plan for this park included creating a main entrance plaza along Plymouth Boulevard and highlighting key secondary entrance points. It also creates space for vendors, restrooms, enhanced spectator seating, a small play area, and improved circulation. All of the sculptures, ornamental fencing, light standards, play equipment, paving patterns, etc. are all music and performance-themed.

Project Status:

Master planning was completed in June 2008. Construction was completed in time for the concert in the summer of 2011.

WSB Services:

- Schematic design.
- Master planning.
- Construction documents.
- Construction observation.



BECKER PARK

Crystal, MN

Project Overview:

The City of Crystal hired WSB to prepare the City's Park and Trail System Master Plan. The system study concluded that Becker Park would be ideal for a community destination park. WSB was retained to conduct a Park Master Plan for Becker Park as part of the Park System Master Plan. WSB facilitated meetings and public engagement opportunities to obtain feedback from City staff and the community on amenities for the park. It was determined that a space for large community events was a key element lacking within Crystal. Providing a space for large social events, farmers markets, and community activities was key. In addition to a multipurpose plaza, a new restroom building which will also provide a community room is proposed, a destination play area, covered skating plaza, picnic spaces, walking trails, amphitheater / performance lawn, gateway monuments, and interactive fountains are all proposed park elements.

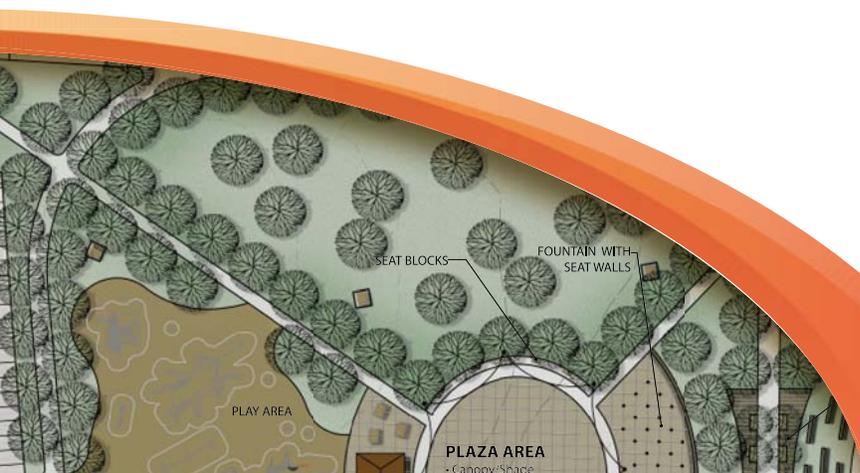
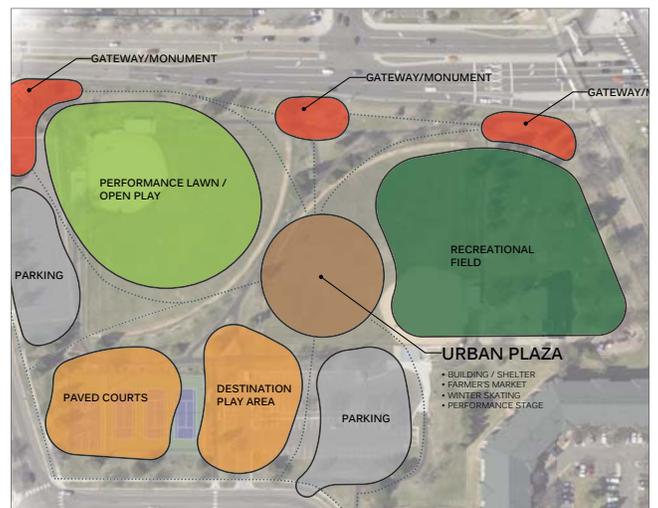
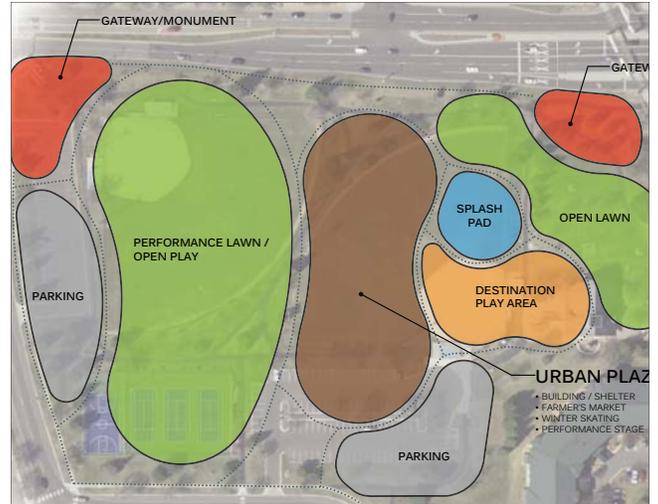
A separate project facilitated by the watershed district will create an underground storm water infiltration system which will occupy the eastern half of the park. Funding was secured to construct the underground storm system and Phase 1 of the proposed park improvements including trails, play area, picnic area, plaza, performance lawn, and interactive fountains.

Project Status:

Construction will begin in 2019.

WSB Services:

- Master planning
- Development of construction plans
- Bidding assistance
- Construction administration



ROUND LAKE PARK

Eden Prairie, MN

Project Overview:

The City of Eden Prairie hired Brauer/WSB team to redevelop a community park that was in need of improvements to meet the current recreational demands of the community. The Master Plan includes reorganization of some of the existing amenities to allow for a larger playground component within the park, including a splash pad. Our team worked with the client and equipment manufacturer on the planning and design of the splash pad, with a recirculating water treatment system, to complement the beach and new playground area activities. Additional improvements include a new skate park, reorganized ballfields and parking lots, and improvements to the water quality of the existing lake, while ensuring the loop trail system around the lake is maintained.

Project Status:

The master plan was finalized in 2011 and construction of phase one was completed in 2012 for a construction cost of \$1.6 million.

WSB Services:

- Facilitation of public involvement.
- Master planning.
- Construction documents.
- Bidding and construction observation.



KAPOSIA LANDING ATHLETIC COMPLEX

South St. Paul, MN

Project Overview:

This project involved converting a construction landfill into a useful public amenity with direct access to the Mississippi River. The master planning phase of the project began in 2000 with design and construction of Phase 1 occurring in 2015-2016.

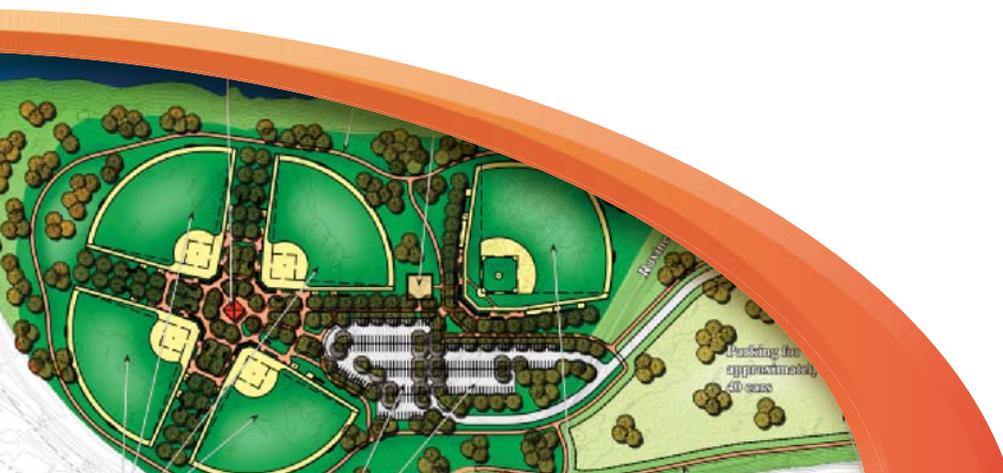
Phase 1 of the master plan developed the ballfields and related support facilities at the north end of the park. Construction costs for Phase 1 were approximately \$5.5 million, not including a predevelopment project which included capping the landfill, a loop trail, and park drive.

Project Status:

Phase 1 of the master plan was constructed which involved development of the ballfields and related support facilities at the north end of the park. Construction costs for Phase 1 was approximately \$5.5 million, not including a predevelopment project which included capping the landfill, a loop trail, and park drive.

WSB Services:

- Master planning
- Final design - Phase 1
- Construction observation/contract administration - Phase 1, completed in 2017



BOULEVARD PARK

Coon Rapids, MN

Project Overview:

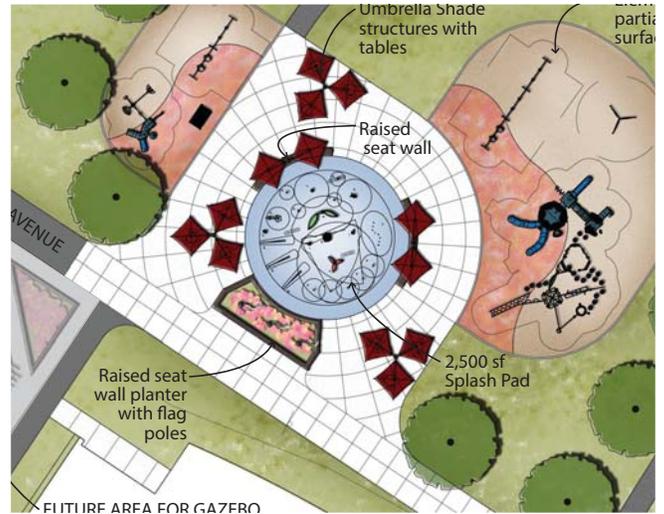
The City of Coon Rapids commissioned WSB to explore this site as a potential destination play area and splash pad as part of a comprehensive city-wide parks and trails master planning project. It is considered a prime location in the City due to its visibility along Coon Rapids Boulevard, proximity to the recently constructed ice arena, and the site of the future community center. In 2016, the City of Coon Rapids asked our team to develop alternative concept master plans to consider ways the site could serve the needs of the community for their annual carnival and other large special events, such as the 4th of July fireworks display, concerts, general open space, seating areas, shade, and the splash pad and play area. The master plan adopted by the city council identified the desired location of all elements. The city council elected to develop the play area and splash pad in the first phase of improvements. Our team continued with final design, bidding, and construction administration of these improvements.

Project Status:

Construction will be completed in spring 2018.

WSB Services:

- Master planning
- Development of construction plans
- Bidding assistance
- Construction administration



MARTHALER PARK

West St. Paul, MN

Project Overview:

West St. Paul commissioned WSB to conduct a Master Plan Update for a key park serving the community. The park is located adjacent to City Hall and the City Police Station. The park was recently designated as a trail head for Dakota County's River to River Greenway Regional Trail. The park was in need of updating and improvements. A public engagement process gathered input from residents about the park program features they desired.

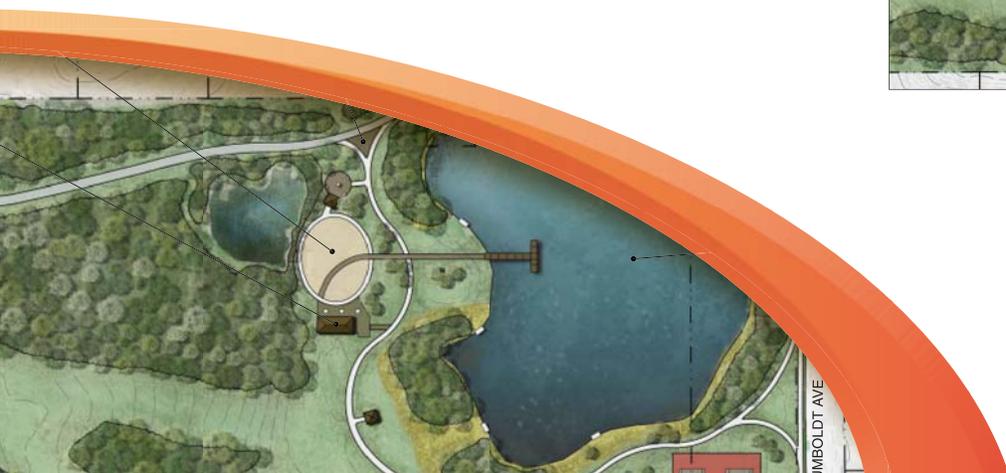
The final plan incorporated a regional trail segment, trailhead and modern restrooms, playground, picnic areas, sledding hill improvements, hard court play areas, park trails, fishing dock, park trails, and plant restorations. Following the master planning process, a cost estimate and phasing options were developed.

Project Status:

WSB prepared construction plans for Phase 1, scheduled for Summer, 2019.

WSB Services:

- Master planning services
- Development of construction plans
- Bidding assistance
- Construction administration



Project Cost

TASK	DESCRIPTION	HOURS BY STAFF							FEE	
		Jason Amberg	Bob Slipka	Steve Foss	Support Staff	Olivia Dorow Howland	Andy Hingeveld	Breanne Rothstein		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 Hingeveld	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