



21 June 2018

Ms. Jennifer Wills, Director
City of Longview Parks & Recreation Department
2920 Douglas Street
Longview, WA 98632

RE: Athletic Facility Complex Master Plan
Longview, Washington

Dear Ms. Wills,

Hough Beck & Baird Inc. (HBB) is pleased to submit this proposal for landscape architectural services to develop a park master plan for a new tournament quality athletic facility complex in Longview (AFCMP). Since we have been involved with other athletic facility master plan projects, we are confident that our office can provide the personal and professional services required to make your project a success. We understand this project will include an initial feasibility study of two sites, Roy Morse Park and the decommissioned sewer lagoon (the lagoon site). After the initial feasibility study is completed, a single site will be selected and a master plan prepared for that site. This project will also involve a collaborative and engaging public process to ensure the concepts developed for each site reflects your community's identity and the city's overall goals for a new athletic facility complex. The master planning process will generally include a review and analysis of the existing sites, a public process to gather input and feedback from initial feasibility through the final master plan, cost estimates on the preferred and final master plans, and associated phasing and funding strategies.

Optional additional services include an economic development analysis to support the design and site selection process, a statistically valid survey, a drone survey to supplement GIS data if needed (ie for topographic information if not available in current GIS data), and a programmatic SEPA or NEPA to support final adoption of the master plan.

Based upon our knowledge of this project and our discussions with you, we are proposing the following professional services for your consideration. Our proposed scope of work will easily permit modification as we progress through the design process. The tasks that we are proposing for your project include the following:

TASK 1 BACKGROUND INFORMATION

- 1.1 Base Maps. Prepare AutoCAD base maps of each site from information provided by the city (GIS, as-builts, aerial photography, etc.).
- 1.2 Project Work Plan. Meet with city staff and develop a work plan, project schedule, and public participation timeline.
- 1.3 Kick-Off Workshop. Facilitate a workshop with city staff and/or key stakeholders, including a site visit for each site, to identify potential opportunities or constraints within the existing site conditions.
- 1.4 Stakeholder Interviews and Survey. Identify potential stakeholders and user groups including, but not limited to, operations and maintenance staff, programming staff and other providers, athletic organizations, special events organizers, elected officials and board/commission members. Prepare and conduct an informal web-based survey with follow-up telephone interviews to include both sites. Survey and interviews will address overall vision and goals, current uses and limitation, potential programming, and other ideas relative to master planning. Assumes up to twenty (20) interviews will be conducted. All interviews will be via telephone conference call. Provide a summary of comments received.
- 1.5 Sensitive Areas. Perform one day of field reconnaissance to generally identify sensitive areas within the project sites. The reconnaissance will include mapping the approximate locations of interior (adjacent to project site) wetland boundaries and the OHWM of streams/rivers (formal delineation of features will not occur at this time). Applicable stream types and wetland ratings will be estimated in order to determine appropriate buffers for these features. Categorize wetlands, rivers, streams, and lakes based on existing information, supplemented with data from field analysis, to identify required critical areas and shoreline buffers and other regulatory restrictions for each site. Formal survey of environmental area limits is not included at this time.
- 1.6 Habitat Assessment. Generally, describe and characterize floodplain, sensitive area, and upland habitat for both sites to meet regulatory requirements based on existing information and field work. Provide a short memorandum, approximately 1-2 pages, summarizing results of the assessment and a hand-sketch locating any geographically unique habitat areas.

- 1.7 Site Analysis. Analyze existing conditions, background materials, site history, code requirements, opportunities and constraints of each site. Document site analysis in plan view. Opportunities and constraints will consider:
 - Pedestrian access and trails
 - Athletic facility layout and capacity
 - Other compatible recreation
 - Vehicular circulation and parking
 - Utility connections and infrastructure support
 - Flexibility for events and other programs
 - Habitat, mitigation and restoration
 - Vegetation management
- 1.8 Visioning Workshop. Prepare for and facilitate a workshop with key stakeholders, organizations or agencies, and city staff to review the results of the stakeholder interviews and site analysis and determine a vision, goals, and objectives for the project.
- 1.9 Vision, Goals & Objectives. Define an overall vision with supporting goals and objectives for the AFCMP based on comments received during the visioning workshop and stakeholder interviews.
- 1.10 Design Criteria. Establish a set of design criteria based on background information and interviews and survey. *Develop field templates for use as a baseline in pending design of alternatives, including lighting system components.*
- 1.11 Review Meetings. Prepare for and attend up to two (2) meetings with city staff and/or key stakeholders.

TASK 2 SITE PROGRAMMING & ALTERNATIVES

- 2.1 Programming Alternatives. Prepare up to three (3) alternatives for each site. Alternatives will consider vehicular access and parking; stormwater, site grading, and utilities; field layout, size, quality, and support facilities (seating, dugouts, concessions/restrooms/fencing, etc.); pedestrian and vehicular connections to nearby trails, businesses and residential areas; and space allocation to other supporting uses. Supporting uses may include RV/camping, picnic areas, off-leash area, play area, trails, and space for additional passive or active uses.
- 2.2 Utilities & Infrastructure. Evaluate and determine feasibility of bringing utilities and/or upgrading utilities as needed for each site to support the long-term vision and programming anticipated. Determine additional infrastructure needs at each site to support the proposed programming. Traffic impact analysis is not included. City to provide list of anticipated intersections and roadways to be impacted for use in planning process.
- 2.3 Environmental Analysis. Identify environmental / habitat preservation, enhancement and mitigation opportunities and constraints, as well as potential funding sources for future environmental improvements at each site. Provide a list of funding sources and general funding criteria in a matrix format. Provide bulleted list of habitat improvement concepts for use in developing alternatives. Provide general mitigation concepts based on site observations, bulleted list of example mitigation with short written summary. Detailed alternatives mitigation review is not included.
- 2.4 Alternative Analysis Matrix. Provide a written summary of each concept and develop a matrix to compare each alternative against the vision, goals and objectives and the design criteria established above.
- 2.5 ROM Cost Estimate. Prepare one (1) rough-order-of-magnitude cost estimate for each site based on concepts developed. Provide O&M costs for general field maintenance. No quantity take-offs will be prepared, costs will be conceptual level only.
- 2.6 Open House. Prepare for and facilitate a public open house (online and in-person) to present background information and programming alternatives and to solicit feedback and determine a preferred site for the athletic facility complex. Prepare meeting notice flyer, sign-in sheet, comment card / survey, and presentation materials in support of the open house. Summarize comments received.
- 2.7 Park & Recreation Advisory Board and City Council. Translate materials presented into a PDF or PPT for presentation with the Park & Recreation Advisory Board and City Council to review the results of site programming and alternatives at each site and determine a preferred site. The same presentation will be used for both meetings with little to no revisions anticipated between meetings.
- 2.8 Review Meetings. Prepare for and attend up to three (3) meetings with city staff and/or key stakeholders.

TASK 3 PREFERRED & FINAL MASTER PLAN

- 3.1 Pop-Up Studio Day 1 – Prepare for and facilitate an exhibit and engagement to be displayed, activated, and staffed at a location to be determined. Develop up to three master plan concept alternatives for the preferred site during the pop-up studio. Review master plan concept alternatives with participants, including city and regulatory agency staff, and revise concepts based on feedback received throughout the exhibit. Master plan alternatives will be a hand-sketch plan over

base map with digital or hard copy photo examples of similar facilities. Invite participants to review the concepts developed during Day 1 at an open house event that evening and determine a preferred concept. Develop ROM cost estimate for each alternative.

- 3.2 Pop-Up Studio Day 2 – Prepare for and facilitate an exhibit and engagement to be displayed, activated, and staffed at a location to be determined. Develop and refine the preferred master plan concept alternative based on results of Day 1 and feedback received throughout the Day 2. Invite participants to review the results of Day 2 at an open house event that evening.
- 3.3 Online Open House. Develop content to support an online open house summarizing the information presented during the pop-up and storefront studio and solicit additional feedback (via informal survey) on concepts and alternatives developed.
- 3.4 Park & Recreation Advisory Board and City Council. Translate materials presented into a PDF or PPT for presentation with the Park & Recreation Advisory Board and City Council to review the results of public engagement process, master plan alternatives, preferred alternative and proposed direction for a Final Master Plan. The same presentation will be used for both meetings with little to no revisions anticipated between meetings.
- 3.5 Review Meetings. Prepare for and attend up to two (2) meetings with city staff and/or key stakeholders.
- 3.6 Final Master Plan. Prepare a final master plan based on comments received. Update the implementation plan and cost estimates, including O&M costs, to reflect the Final Master Plan.
- 3.7 Implementation Plan. Document phasing and funding opportunities in a plan diagram based on the Final Master Plan.
- 3.8 Permit Analysis. Identify potential permit and regulatory agencies, permit requirements, and triggers for the Final Master Plan, include federal, state and local permitting requirements in matrix format.
- 3.9 Cost Estimate. Develop detailed cost estimate based on Final Master Plan.
- 3.10 Park & Recreation Advisory Board and City Council. Prepare for and attend up to two (2) meetings with the Park & Recreation Advisory Board and City Council to review preferred alternative and revise materials as needed based on comments received.
- 3.11 Review Meetings. Prepare for and attend up to three (3) meetings with city staff to review preferred and final master plan.

TASK 4 ADOPTION

- 4.1. Executive Summary. Provide a graphic flyer / handout (generally 11x17 double-sided and folded) that summarizes the Final Master Plan and describes the public process, including any phasing and implementation plan. Provide one reproducible hard copy and PDF of the Executive Summary.
- 4.2. Master Plan Report. Prepare a draft and final Master Plan Report to document overall process and Final Master Plan in detail. Report will include finalized graphics and renderings, phasing and implementation plan, detailed cost estimate with O&M costs, funding opportunities and schedules. Provide one reproducible hard copy and PDF of final Master Plan Report.
- 4.3. Park & Recreation Advisory Board and City Council. Prepare for and attend up to two (2) meetings with the Park Board and City Council to review Master Plan Report and revise materials as needed based on comments received.
- 4.4. Review Meetings. Prepare for and attend up to two (2) meetings with city staff to review draft and final summary. Revise report based on comments received.

In consideration of the above services, we are proposing the following estimated fee (see Exhibits):

TASK 1. Background Information	\$ 68,003.00
TASK 2. Site Programming & Alternatives	\$ 94,164.00
TASK 3. Preferred & Final Master Plan	\$ 64,387.00
TASK 4. Adoption	\$ 20,771.00
Expenses (artist renderings)	\$ 5,000.00
Expenses (transportation, reproduction, etc.)	<u>\$ 8,550.00</u>
PROJECT TOTAL – BASIC SERVICES	\$ 260,875.00

OPTIONAL TASKS

TASK 5. Economic Development Analysis	\$ 15,000.00
TASK 6. Statistically Valid Survey (based on voting residents)	\$ 30,000.00
TASK 7. SEPA / NEPA Documentation	\$ 8,500.00
TASK 8. Drone Survey (to supplement topo data if not on GIS)	\$ 9,500.00
TASK 9. Field Lighting Plan & Load Calculations	<u>\$ 3,500.00</u>

PROJECT TOTAL (Including Optional Services) \$ 327,375.00

The above fee is an estimate of how we expect to allocate our time. We reserve the right to move time between phases, consultants, and tasks as needed to accomplish the overall goals of the project. The above fee is also based on the following assumptions:

- Meeting locations, public notice, mailing, and copies of any handouts will be provided by the city. HBB will be responsible for PowerPoint or PDF presentations and large format boards for each event.
- City will provide tent or other weather protection, tables, chairs, refreshments, and other set-up material needed to support the pop-up events if held outside, including rental of a space if the pop-up is held in a downtown storefront or other rented location.
- Translation services, if needed, for public outreach materials will be provided by the city.
- Traffic analysis, architecture, geotechnical engineering and arboricultural services are not included at this time.
- Sensitive areas assessment does not include quantitative assessment of habitat features (e.g., stream habitat surveys) or biological studies to determine fish and wildlife presence (e.g., electrofishing).
- City will provide existing GIS data layers in AutoCAD compatible format (.dxt files).
- If the lagoon site is selected as a preferred site, additional environmental documentation, agency coordination, documentation and analysis may be required and is not included at this time.
- All GIS data is available in AutoCAD format including ex utilities, topo, and stormwater management/conveyance features.
- Traffic impact analysis to be provided by city.
- Geotech analysis, if needed, will be provided by the city.

We are very excited about working with you on this project, and we are prepared to negotiate any adjustments in design services and/or fees to meet the requirements of the project. If you have any questions regarding the above proposal, please call.

Best regards,
HOUGH BECK & BAIRD INC.



Juliet Hong, ASLA, LEED AP
President

Exhibit A. HBB Fee Proposal

Exhibit B. Skillings Connolly Inc. Fee Proposal

Exhibit C. D. A. Hogan & Associates, Inc. Fee Proposal

Project: Athletic Facility Complex Master Plan
Client: City of Longview
Firm: HBB Landscape Architecture
Date: 6/21/2018

Scope of Work	Principal	PM / LA	Design	Comp./ Tech	Contracts Admin	Admin.	TASK SUBTOTAL
	\$ 180.00	\$ 160.00	\$ 135.00	\$ 115.00	\$ 108.00	\$ 85.00	

TASK 1. Background Information	3	40	41	50	2	0	\$18,441.00
1.1 Base maps			2	8			
1.2 Project work plan		2	1		2		
1.3 Kick-off workshop		8	8	4			
1.4 Stakeholder interviews and survey	2	4	8	12			
1.5 Sensitive area		4					
1.6 Habitat assessment		4					
1.7 Site analysis	1	6	8	24			
1.8 Visioning workshop		8	8				
1.9 Vision, goals, and objectives		1	2	1			
1.10 Design criteria		1	2	1			
1.11 Review meetings with city staff		2	2				

TASK 2. Site Programming & Alternatives	3	62	77	146	0	0	\$37,645.00
2.1 Programming alternatives	2	12	24	132			
2.2 Utilities and infrastructure		8					
2.3 Environmental analysis		4					
2.5 Alternative analysis matrix	1	2	6	2			
2.6 ROM cost estimate		1	24	4			
2.7 Open house		8	8				
2.8 P&R Advisory Board and City Council Meetings		12		8			
2.9 Review meetings with city staff		15	15				

TASK 3. Preferred and Final Master Plan	3	75	80	132	0	0	\$38,520.00
3.1 Pop-up studio day 1		12	12	8			
3.2 Pop-up studio day 2		12	12	8			
3.3 Online open house		1	4	12			
3.4 P&R Advisory Board and City Council Meetings		12		4			
3.5 Review meetings with city staff		6	6				
3.6 Final master plan	2	6	12	36			
3.7 Implementation plan		2	4	12			
3.8 Permit analysis		4					
3.9 Cost estimate	1	2	24	48			
3.10 P&R Advisory Board and City Council Meetings		12		4			
3.11 Review meetings with city staff		6	6				

TASK 4. Adoption	5	24	20	74	0	0	\$15,950.00
4.1 Executive summary	1	2	6	24			
4.2 Master plan report	4	8	12	46			
4.3 P&R Advisory Board and City Council meetings		12		4			
4.4 Review meetings with city staff		2	2				

Total Hours	14	201	218	402	2	0	
Total Cost	\$2,520.00	\$32,160.00	\$29,430.00	\$46,230.00	\$216.00	\$0.00	\$110,556.00

Reimbursable Expenses (artist renderings)	\$ 5,000.00
Reimbursable Expenses	\$ 5,700.00
TOTAL COST OF SERVICES	\$ 121,256.00

Project: **Athletic Facility Complex Master Plan**
 Client: **City of Longview**
 Firm: **Skillings Connolly Inc.**
 Date: **6/21/2018**

Scope of Work	Principal	Project Manager	Engineer/ Environmental	Environmental Manager	Traffic Engineer Mgr	Project Admin.	
	\$ 207.89	\$ 149.90	\$ 109.89	\$ 175.84	\$ 148.50	\$ 95.36	TASK SUBTOTAL
TASK 1. Background Information	12	53	76	104	11	0	\$38,711.88
1.1 Base maps		2	24				
1.2 Project work plan		1		1			
1.3 Kick-off workshop	10	14		10			
1.4 Stakeholder interviews and survey			6	24			
1.5 Sensitive area			16	32			
1.6 Habitat assessment				16			
1.7 Site analysis	2	15	19	17	11		
1.8 Visioning workshop		6	6				
1.9 Vision, goals, and objectives		1	1				
1.10 Design criteria		4	4				
1.11 Review meetings with city staff		10		4			
TASK 2. Site Programming & Alternatives	11	92	157	24	34	0	\$42,599.48
2.1 Programming alternatives	5	48	111		6		
2.2 Utilities and infrastructure	1	4	12		6		
2.3 Environmental analysis				16			
2.4 Alternative analysis matrix	2	16	4	8	16		
2.5 ROM cost estimate	2	6	30		6		
2.6 Open house							
2.7 P&R Advisory Board and City Council Meetings		5					
2.8 Review meetings with city staff	1	13					
TASK 3. Preferred and Final Master Plan	5	53	51	4	10	0	\$16,776.90
3.1 Pop-up studio day 1		12					
3.2 Preferred Alternative	1	14	6				
3.3 Online open house							
3.4 P&R Advisory Board and City Council Meetings		5					
3.5 Review meetings with city staff	1	7					
3.6 Final master plan	2	12	37	4	8		
3.7 Implementation plan		1	2				
3.8 Permit analysis							
3.9 Cost estimate	1	2	6		2		
3.10 P&R Advisory Board and City Council Meetings							
3.11 Review meetings with city staff							
TASK 4. Adoption	3	20	2	0	0	0	\$3,841.45
4.1 Executive summary	1	1	1				
4.2 Master plan report	2	2	1				
4.3 Review meetings with city staff		7					
4.4 P&R Advisory Board and City Council meetings		10					
Total Hours	31	218	286	132	55	0	
Total Cost	\$6,445	\$32,678	\$31,429	\$23,211	\$8,168	\$0.00	\$101,930

Reimbursable Expenses	\$ 1,850.00
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TOTAL COST OF SERVICES	\$ 103,780
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Project: Athletic Facility Complex Master Plan
Client: City of Longview
Firm: D. A. Hogan & Associates, Inc.
Date: 6/21/2018

Scope of Work	Principal	PM / LA	Design	Comp./ Tech	Contracts Admin	Admin.	TASK SUBTOTAL
	\$ 180.00	\$ 150.00	\$ 80.00	\$ 90.00	\$ 50.00	\$ 50.00	

TASK 1. Background Information	48	0	4	16	0	9	\$10,850.00
1.1 Base maps	2			6		2	
1.2 Project work plan	2						
1.3 Kick-off workshop	12						
1.4 Stakeholder interviews and survey	6					2	
1.5 Sensitive area							
1.6 Habitat assessment							
1.7 Site analysis	4			2		2	
1.8 Visioning workshop	12						
1.9 Vision, goals, and objectives	3						
1.10 Design criteria	6		4	8		2	
1.11 Review meetings with city staff	1					1	

TASK 2. Site Programming & Alternatives	59	0	16	18	0	8	\$13,920.00
2.1 Programming alternatives	18		10	14		2	
2.2 Utilities and infrastructure	6		2	2		2	
2.3 Environmental analysis							
2.4 Alternative analysis matrix	4						
2.5 ROM cost estimate	6		2			2	
2.6 Open house	9						
2.7 P&R Advisory Board and City Council Meetings							
2.8 Review meetings with city staff	16		2	2		2	

TASK 3. Preferred and Final Master Plan	45	0	6	4	0	3	\$9,090.00
3.1 Pop-up studio day 1	12						
3.2 Pop-up studio day 2	8						
3.3 Online open house							
3.4 P&R Advisory Board and City Council Meetings							
3.5 Review meetings with city staff	10		1	1			
3.6 Final master plan	4		2	2		2	
3.7 Implementation plan	2						
3.8 Permit analysis							
3.9 Cost estimate	4		2			1	
3.10 P&R Advisory Board and City Council Meetings							
3.11 Review meetings with city staff	5		1	1			

TASK 4. Adoption	3	0	2	2	0	2	\$980.00
4.1 Executive summary							
4.2 Master plan report							
4.3 Review meetings with city staff	3		2	2		2	
4.4 P&R Advisory Board and City Council meetings							

Total Hours	155	0	28	40	0	22	
Total Cost	\$27,900.00	\$0.00	\$2,240.00	\$3,600.00	\$0.00	\$1,100.00	\$34,840.00

Reimbursable Expenses	\$ 1,000.00
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TOTAL COST OF SERVICES	\$ 35,840.00
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OPTIONAL TASKS

Task 5. Economic Development Analysis	\$ -
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Task 6. Statistically Valid Survey	\$ -
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Task 7. SEPA / NEPA Documentation	\$ -
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Task 8. Field Lighting Plan, Load Calcs	\$ 3,500.00
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