

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: April 21, 2022

Item description/summary:

Parks Master Plan Update. This item has been discussed in both committee and at Board meetings. I have requested that the OPUD parks consultant begin working on an OPUD Parks Master Plan update along with providing park maintenance Standard Operating Procedures (SOP's). The consultant has been understaffed for the last year and a half due to COVID and has just started working on the project. He has asked for a time and materials contract to provide a scope for the update and SOP creation. The proposed task and price is attached.

Fiscal Analysis:

Not to exceed \$15,000 to be funded by park development fee admin.

Employee Feedback

None

Sample Motion:

Move to approve the attached proposal by MTW group to provide scope for OPUD Parks Master Plan update and SOP creation not to exceed \$15,000

Prepared by:

John Tillotson, P.E., General Manager

Exhibit C

Bryan Walker

Subject: FW: OPUD Parks Master Plan

Hi John – Thank you for checking in on this. I have been working through our proposal process and reaching out to some consultants that may need to be involved with this project. The general feedback I'm receiving mirrors my own findings, which is that we are having a difficult time quantifying the overall scope of this work.

I think a good approach to getting a handle on this broad scope would be to start with an hourly preliminary services agreement with a NTE fee. The goal of these preliminary services would be to establish the full breadth and depth of the park evaluations. These services will be performed regardless, but starting them before we provide a full proposal for the overall scope of work will allow both parties to have a better understanding of the work required and ultimately a more tailored fee and end product. I expect the preliminary services to take 4-6 weeks followed by a proposal to complete the master plan, existing parks assessment, and new park construction guidelines. Some of the questions we will be answering during this preliminary phase:

- How many existing sites need to be reviewed?
- Types of amenities at each site?
 - Some sites may require less effort to assess.
- Depth of site analysis needed to provide accurate assessment of fee increase.
 - Ex.: qualitative analysis of turf maintenance vs. quantitative. A qualitative review will give a general opinion on its health. A quantitative analysis might include reviewing current watering maintenance schedules (fertilizers, aeration, etc...) and compare them to a 'model' maintenance program to quantify the need for a fee increase or decrease.
 - Ex.: Irrigation system analysis. Full system analysis including evaluation of all equipment on each park site? Existing equipment catalog? Replacement cost analysis? Etc...
- Depth of updating required for the current parks master plan
 - Review existing park locations and determine if they meet current standards? Do more parks need to be installed? Are there areas that have too many parks planned?
 - Types of planned communities in the newly annexed area around Hardrock? I'm unclear on how much effort this area will require for the parks master plan.
 - Update guidelines for new development. How far do we want to take the document?
 - Update population density?
- Existing Parks Assessment:
 - Number of existing parks to be assessed
 - Types of amenities at each park
 - Ex.: Parks with only turf and play equipment will not require the same level of analysis as those with buildings and other facilities.
 - Depth of assets and liabilities assessment
 - Depth of Qualitative Assessment
 - Whether to include equipment life expectancy
 - Depth of Playground assessment
 - Building systems?
 - Accessibility analysis of existing park sites to support access to play equipment? CASp review?
- New park Construction Guidelines:
 - Irrigation Equipment Standards
 - Building Standards
 - Plant Material standards/guidelines
 - Tree planting standards/guidelines

Exhibit C

I feel that this scope of work will require at least two meetings with you and Swarnjit. First to continue digging into the scope of these different master plan elements and a second to finalize the scope for proposal. In between these meetings there may be additional questions for the board members that need to get answered. The final product of this scope will be to put together a full outline and scope statement for the overall Parks Master Plan update. While this preliminary scope of work would occur regardless, we will be in a much better position to provide a meaningful document for OPUD at a fair cost.

I propose this fee on an hourly basis with a not-to-exceed maximum of \$15,000. This represents roughly 80 hours of time. Any remaining funds could be used toward the next phase of work.

Please let me know if you'd like to discuss further. I can provide a proposal first thing tomorrow.

Thank you,

Bryan Walker, PLA
Principal
MTW Group
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