

# Park Asset Inventory: Scope of Work

## Tasks

- **Evaluate/analyze existing conditions and ADA compliance** *(consultant task)*
  - Site Surveys - Gather information on existing trails and trailheads including:
    - Parking (quantity, condition, design and location)
    - Features and amenities (signs, benches, etc.)
    - Trail conditions (width, slopes, surface, obstacles, etc.)
  - GPS/GIS locations of park amenities
- **Analyze constraints and opportunities** *(consultant task)*
  - Identify possible accessibility issues/barriers
  - Evaluate effectiveness of signs and information provided
  - Identify need for upgrades/changes to:
    - Existing trailheads
    - Existing trails, including braided trails
    - Existing signs
  - Identify need/opportunity for new signs
- **Develop format/template to display trail conditions information graphically**
  - Identify where to display information (trailhead signs, website, paper maps)
- **Identify priorities for investment**
  - Using findings and recommendations of consultant's report, project staff team will prepare initial prioritization of proposed projects
  - Review prioritized list of projects with PARC, PC and City Council
- **Incorporate high priority projects into appropriate Minnesota River Valley system plans and/or CIP**

## Staff Time and Budget Needs

### Staff Time

- 1 project manager to oversee consultant, coordinate meetings and internal review, 5% time for 6 months
- Support staff – varies, 0-5% time

### Consultant Needs

- Existing conditions and ADA Compliance Analysis - \$20,000
- Funding available in 2015 Park and Recreation budget for asset inventory project

# Update Memorandum of Understanding: Scope of Work

## Tasks

### 1. Affirm area covered by MOU

- Meet with FWS staff to discuss idea of expanding (or reducing) the area covered by the MOU

### 2. Clarify Regulations

- Compile City regulations pertaining to the Valley, including draft sidewalk/trails usage policy
- Meet with FWS to identify and discuss conflicts between FWS and City regulations pertaining to:
  - Hours open
  - Permitted/prohibited uses (what and where)
  - Use rules and regulations

### 3. Clarify Roles and Responsibilities

- Compile list of what City currently takes lead on and what FWS takes lead on
- Identify desired tasks that neither City or FWS is currently performing
- Meet with FWS to discuss roles and responsibilities related to:
  - Resource management (flora and fauna, water, cultural)
  - Security
  - Maintenance
  - Annual reporting of activities completed and other correspondence

### 4. Revise MOU agreement

- City staff take lead preparing draft revisions
- Work with FWS to refine and finalize
- Review final draft with PARC and City Council
- Formally adopt/execute revised MOU agreement – City Council

## Staff Time and Budget Needs

### Staff Time

- 1 project manager (shared) to coordinate meetings with stakeholders, prepare meeting documents and reports, 5% time for 12 months (part of routine work tasks)
- Support staff – similar level of involvement as Strategic Plan
  - Participate in project meetings
  - Review documents
  - Stakeholder meeting attendance

### Meetings with FWS

- Anticipate 3-5 meetings with FWS staff @ 2 hours each
  - Meetings 1 & 2 – cover tasks 1-4
  - Meetings 3-4 – review/refine MOU

# Resource Protection Plan: Scope of Work

## Natural Resources: Plan Tasks

### 1. Review past data sources

- Identify locations of sensitive natural resources, large invasive species infestations, and areas that need erosion control measures

### 2. Update the Natural Resource Inventory completed in 2007 *(consultant task)*

- Verify locations of sensitive natural resources using 2007 Hennepin County inventory data as a base.
- Prepare detailed inventory of sensitive resource areas
- Identify potential locations for invasive species removal, prairie restoration, erosion control and other resource protection projects
- Recommend best management practices (BMPs) for resource management based on the characteristics of the locations identified above
- Outcomes of the update:
  - Specific records on significant natural resource areas
  - BMP recommendations for preserving identified areas – specifically regarding BMPs for natural resource monitoring
  - List of potential protection and restoration projects
  - Metrics for measuring successful protection and restoration
  - High level cost estimates for proposed projects

### 3. Convene focus group to set criteria for project prioritization

- Invite stakeholder groups (i.e. Izaak Walton League, Friends of the Minnesota River Valley, etc.) as well as relevant agencies (i.e. USFWS, Hennepin County, etc.) to participate in focus group
- Work with focus group to set framework for project prioritization
  - For example, some areas would rank as high priority for containing unique plants species. Others would rank as high priority, because restoration could improve access/awareness.

### 4. Work with focus group to identify priorities for investment

- Use agreed upon framework to create a list of prioritized projects

### 5. Provide detailed costs estimates for highly prioritized projects

### 6. Work with partners to identify funding opportunities

- Create list of grant opportunities and other potential funding sources

### 7. Investigate processes for monitoring natural resources (i.e. status of sensitive areas, water quality, etc.) via volunteers and community groups

- Research regional and national examples of volunteer natural and cultural resource monitoring programs
- Gauge stakeholder interest in participation in such a program

### 8. Create metrics for measuring and tracking success

- Track items like:
  - Grant dollars won
  - Areas protected
  - Amount of vegetation re-growth

## Cultural Resources: Plan Tasks

### Cultural Resource Protection Tasks

- 1. Review existing data to identify locations of known cultural resources**
- 2. Work with experts (i.e. state archaeologist, other SHPO staff) to determine the priorities for protection**
  - Develop a list of prioritized protection projects
- 3. Work with experts to determine the BMPs for projects prioritized for protection**
- 4. Estimate costs for protection projects**

### Cultural Resource Interpretation

- 1. Review data to identify a list of locations that could benefit from interpretation**
- 2. Convene a focus group to set criteria for project prioritization**
  - Invite stakeholder groups (Bloomington Historical Society, Pond Dakota Society, etc.) to participate in focus group
  - Work with focus group to set framework for project prioritization
- 3. Identify priority locations for investment**
  - Used agreed upon framework to create a list of prioritized projects
- 4. Work with partners to identify funding opportunities**
- 5. Create metrics for measuring and tracking success.**
  - Track items like:
    - Grant dollars won
    - Signs installed

## Staff Time and Budget Needs

### Staff Time

- Project manager to coordinate meetings with stakeholders, prep materials for meetings, and reports
  - 1 FTE, 20% time for 8-12 months
- Support staff – similar level of involvement as Strategic Plan
  - Participate in project meetings
  - Review documents
  - Stakeholder meeting attendance

### Consultant Needs

### Natural Resources

- Approximately \$20,000 for consultant services

# Comprehensive Sign Plan: Scope of Work

## Plan Tasks

### 1. Identify signage needs

This task will build on the information compiled as part of the Park Asset Inventory project

- Coordinate with MnDNR and FWS to agree on where/what type of signs are needed

### 2. Coordinate display of regulations

- The following tasks will be completed via the Memorandum of Understanding update process, but will provide foundation for developing sign plan:
  - Convene agency working group
    - Invite other agencies (MnDNR, FWS, etc.) to participate in the signage planning process.
  - Conduct work sessions with agency work group to:
    - Identify issues, areas of conflicting rules or messages
    - Define approaches to resolve and/or accept conflicting messages
  - Establish City policy on when/how to display regulations in public parks

### 3. Develop sign design concepts

- Define signage hierarchy *(some consultant involvement in task)*
  - Major/minor trailhead, neighborhood access, wayfinding, interpretive, etc.
- Develop sign design concepts *(consultant task)*
  - Structure types and style
  - Graphic and content – design standards
  - Specialized signs (i.e. interpretive displays, etc.)
  - Explore innovative signage approaches (i.e. smart phone technology)
- Prepare high level cost estimates by sign type *(consultant task)*

### 4. Identify priorities for maintenance and replacement

- Prepare signage maintenance cost estimates
- Develop criteria for a routine replacement schedule
  - For example, replace unsafe or dilapidated signage first
- Routinely include costs to install, replace, and maintain signage in annual budgeting and Capital Improvement Plan discussions.

## Staff Time and Budget Needs

### Staff Time

- 1 project manager (shared) to oversee consultant, coordinate meetings, prep materials for meetings and reports, 5-10% time for 12 months
- Support staff – similar level of involvement as Strategic Plan
  - Participate in project meetings
  - Review documents
  - Stakeholder meeting attendance

### Consultant Needs

- Approximately \$30,000 for consultant services

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## Comprehensive Maintenance Plan: Scope of Work

### Plan Tasks

#### 1. Establish a natural and cultural resources maintenance plan

- Establish a maintenance plan in the Valley based on the outcomes and the maintenance cost estimates established in the Natural and Cultural Resource Protection Plans
- Investigate tree maintenance approaches to deal with Emerald Ash Boer and Oak Wilt
  - Discuss with FWS and MnDNR to establish what is being already being done and what they have planned
  - Review BMPs in the Resource Protection Plan

#### 2. Establish a facilities maintenance plan

- Establish a maintenance plan in the Valley based on the outcomes and the maintenance cost estimates established in the Asset Inventory, Master Trail Plan, and Master Sign Plan.

#### 3. Investigate mobile reporting technology

- Investigate latest trends and technology that would allow Minnesota River Valley users to report maintenance issues to the City via smart phones

#### 4. Plan with partner groups for maintenance of future facilities and natural resources

- Work with partner agencies and community groups to expand existing maintenance work in the Valley.

### Staff Time and Budget Needs

#### Staff Time

- 1 project manager, 15-20% time for 12-18 months in total
- Support staff – similar level of involvement as Strategic Plan
  - Research and technical support
  - Partner group coordination
  - Document preparation

## Master Trail Plan: Scope of Work

### Plan Tasks

#### 1. Evaluate/analyze existing conditions

- Note: The following tasks will be completed as part of the Park Asset Inventory:
  - Gather information on existing facilities including:
    - Trail heads (parking, signs, benches, etc.)
    - Trails (location, slopes, surface, etc.)
  - Analyze need for upgrades/changes to:
    - Existing trailheads
    - Existing connecting trails, including braided trails

#### 2. Form stakeholder task force

- Invite other agencies (MnDNR, FWS, etc.) and community members (ADA advocates, MORC, etc.) to participate in the trail planning process
- Gather feedback and opinions from the stakeholder taskforce on the trail planning process via a series of facilitated workshops (*consultant task*)

#### 3. Analyze constraints and opportunities

- Compile and analyze trail use trend data and conduct basic user study
- Analyze potential for new facilities, including:
  - Westside bluff trail
  - New trails needed to connect to the State Trail
  - New trailhead amenities
  - Mountain bike skills course

#### 4. Design Trail Master Plan (*consultant task*)

- Identify desired facilities based on the constraints and opportunities analysis
- Prepare illustrative master plan of trail system and trailhead locations
- Prepare conceptual drawings of site specific desired facilities

#### 5. Identify priorities for investment

- Work with stakeholder group to design a framework for prioritizing proposed projects
- Use framework to create a prioritized list of projects

#### 6. Prepare capital costs estimates for highly prioritized projects

#### 7. Prepare maintenance cost estimates for highly prioritized projects

## Staff Time and Budget Needs

### Staff Time

- 1 project manager (shared) to oversee consultant, coordinate stakeholder meetings, prep materials for meetings, and prepare reports, 15-20% time for 12 months
- Support staff – similar level of involvement as Strategic Plan
  - Participate in project meetings
  - Review documents
  - Stakeholder meeting attendance

### Consultant Needs

- Consultant facilitation at public workshops - \$10,000
- Expert technical consultations at public workshops - \$15,000
- Preparation of design concepts - \$20,000
- Estimated total: \$45,000

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