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**

DRAFT

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 current 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

DRAFT

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**

DRAFT

- 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

DRAFT

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.

DRAFT

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

DRAFT

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

DRAFT

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**

DRAFT

Staff Time and Budget Needs

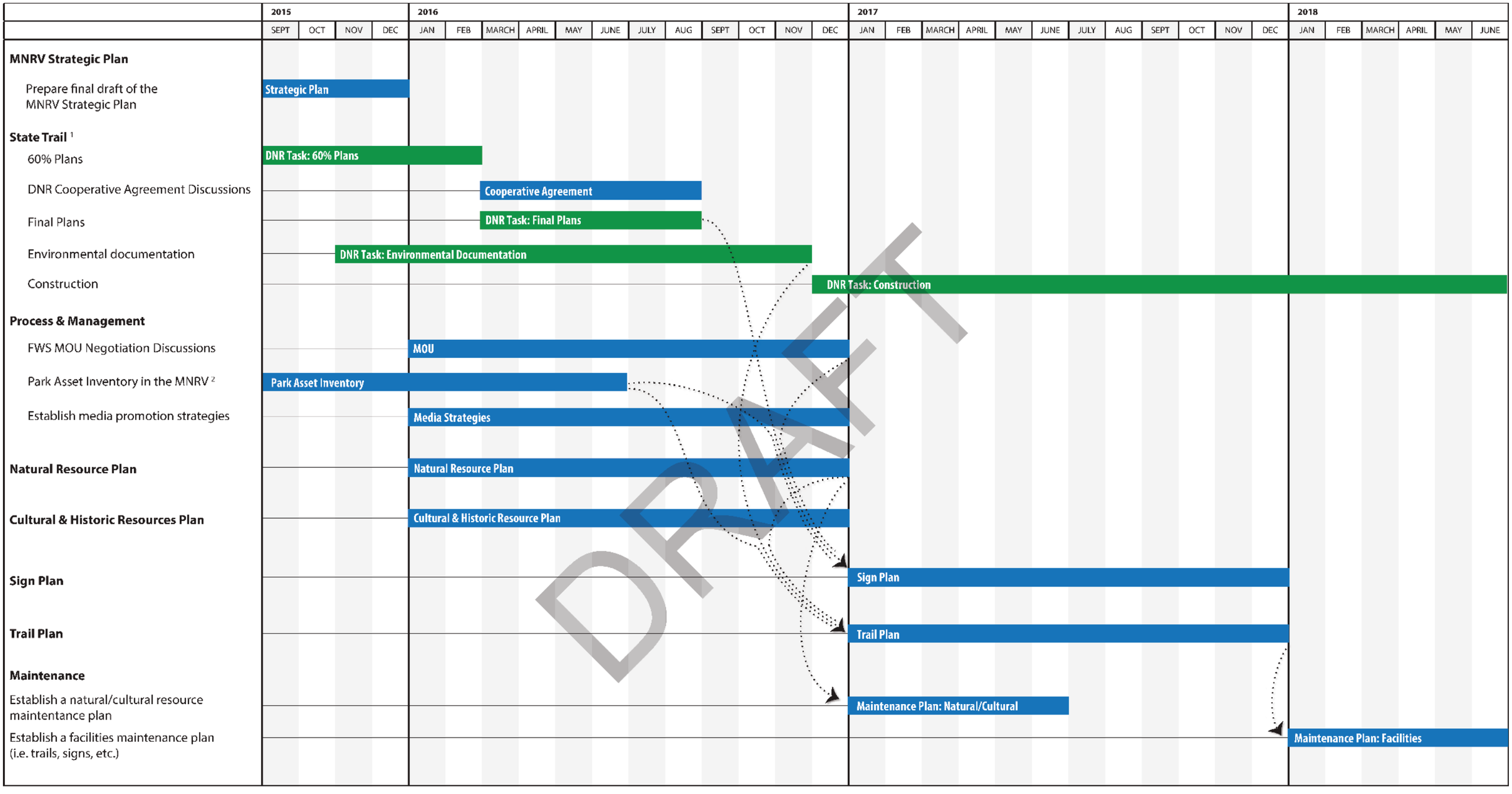
Staff Time

- 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

DRAFT



DRAFT

NOTES:

1. All DNR timelines are speculative.
2. Funding for the Park Asset Inventory has already been allocated