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TPL proposes a Scope of Work comprised of two phases: Phase I –Development of Approach and Phase 2 – Development of Consensus-Based Master Plan

A. PHASE I – UNDERSTANDING OF PROJECT, COLLECTION OF INFORMATION, AND DEVELOPMENT OF APPROACH

(Timeline: Within two months of agreement to proceed)

In order for the TPL project team to understand the history of the project and the dynamics of the site, TPL proposes virtual meetings with lead stakeholders associated with the site. In this first phase, TPL will also request any information about existing conditions of the site and community and utilize internal TPL resources to gather data about the community to inform the development of a project approach.

A key component of building trust in the process and outcomes lies in the formation of a Steering Committee. It will advise the TPL Team on the public outreach process, will host public meetings, will guide design decisions as appropriate, and will establish priorities for amenities that are eventually proposed. The responsibilities asked of Committee volunteers necessitates curating a group of five individuals who represent the broader community, are capable of spending time with TPL and the community, and are willing engage their neighbors and those they represent in productive dialog.

As a starting point, TPL requests from the project point of contact a list of at least five community members who represent the school community.

For the Phase I., the following actions are suggested.

1. Virtual meeting with TPL project team, city, and school to discuss expectations and approach.

a. Proposed meeting agenda may include:

- Introductions
- Review project history and confirm role of community stakeholders
- City to confirm and share point of contact for project
- Discuss expectations
- Discuss community engagement and participatory design approach
- Discuss outline of project schedule
- Finalize next steps

TPL Deliverable(s) – Meeting notes

2. TPL to collect information about community through Trust for Public Land’s internal Geographic Information System mapping services

TPL Deliverable(s) – Summary of neighborhood demographic data and City-wide park needs report

3. Virtual or on-site meeting with city and school project team

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- a. Proposed meeting agenda may include:
 - Introductions
 - Overview of Trust for Public Land
 - Meet with community stakeholders (to include local school faculty member, neighborhood leader, others)
 - Discuss previous work
 - Discuss project expectations
 - Discuss outline of project schedule
 - Finalize next steps
- b. If on-site meeting is agreed to, then individual meetings with other stakeholders would be scheduled.

TPL Deliverable(s) – Meeting notes

4. **School stakeholder team to provide TPL information about project site (if available,) such as:**
 - a. Previous park master plans
 - b. Topographic and boundary survey information
 - c. Citywide park system reports

B. PHASE II – DEVELOPMENT OF CONSENSUS-BASED MASTER PLAN

(Timeline: the following activities will occur within two - ten month window from when partners agree to proceed with more detailed timeline provided below)

Information gathered during Phase I will inform the best way to engage project stakeholders to develop a design that reflects the needs and desires of the community. When developing a plan for a community greenspace, TPL relies on input and direction from an engaged and communicative community. We see residents as experts in what their neighborhood wants and how a greenspace can reflect the individual character and culture of a community. We value the direction and advice of the Steering Committee in refining a plan tailored to the community. The TPL Team will suggest a framework for review and refinement by the Committee early on in the process. The framework is designed to be flexible given conditions on the ground.

At this time, we propose receiving feedback from neighborhood residents and students from a local elementary school. We propose the following resources, the following tools, and activities to inform the design of the park:

1. **TPL to develop project website that will:**
 - a. Describe project partners,
 - b. Outline schedule,
 - c. Provide project updates,
 - d. And be a portal to community engagement activities like surveys, etc.

TPL Deliverable(s) – Website to be managed by TPL

2. **Kick-off activity at local school**

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- a. TPL will introduce role of Trust for Public Land and describe the work that we do and our roles as park designers
- b. Also discuss importance of parks and value of open space
- c. And discuss purpose of project and the students' role in designing it. This may include site visit to site to go through site analysis exercises with students

3. Opinion Survey

Purpose of survey is to collect feedback from the park community on what elements they want to see in the park. Survey content is developed and refined by Steering Committee. Distributed and/or online survey based on Steering Committee agreement will be developed and printed by the TPL Team. Once the Committee has approved final design and content, the TPL Team will offer survey online and format surveys so that they may be printed for Steering Committee members to distribute within the community. Survey will be open for at least two weeks. Students will be able to analyze data collected and use it for school lessons.

TPL Deliverable(s):

- *Online survey*
- *Paper survey (as PDF) to be printed by and distributed by Steering Committee*

4. Develop Lessons for Elementary Schools Students

TPL has developed school lessons for students at other school sites that inform students on the benefits of parks and also allow students to investigate the site in more detail. Often times these exercises are based on science and math. Typically three lessons are enough to prepare a student for the next element of project scope which is a design workshop.

TPL Deliverable(s):

- *Based on the feedback from the point of contact with the selected school, TPL will create and share no more than 3 lessons formatted as PDFs that can be shared with students.*

5. Design Workshop with Local Elementary School Students

TPL has had tremendous success with design workshops at each of the schools where they have worked. Design workshops can be created to respond to a variety of sizes of student groups. Entire grades or specific classes can be broken down into groups of 5-6 students who must work together to design a park as a team. The design workshop is a great opportunity for community members to engage with students.

Students will be provided a large scale aerial print of the park site, budgeting worksheet, a catalog of proposed park elements to choose from, and a collection of park element templates. Students collaborate on developing a program for the park based on the budget worksheet. Students then use the park pieces to move around the aerial of the park site to determine the project's final design. Students report out on their designs at

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the end of the design workshop. An adult volunteer typically helps guide each student group through the design exercise.

TPL would lead the in person design workshop.

TPL Deliverable(s):

- *Aerial base map*
- *Budgeting sheet*
- *Catalog*
- *Park element templates*

6. Development and Presentation of Preliminary Designs

Based on the concepts developed in the design workshop by each student group, TPL will develop two distinct concepts that are informed by the common elements apparent from the student design concepts. Preliminary illustrative designs will be high-level and will attempt to present an assortment of possible uses, amenities, infrastructure, and relationships within the park.

TPL Deliverable(s):

- *TPL to deliver PDF files of two illustrative site plans to Steering Committee and to share with community stakeholders at a virtual meeting*

7. 'Final' Conceptual Master Plan

Community stakeholders will be able to vote on and comment on the two concepts created. The project website might be used for this activity. TPL will look to the Steering Committee to make final decision on elements to be included in final design. If necessary, TPL will develop one final conceptual site plan with representative images of features shown in the park. The site plan will be further explained in an itemized program element list, which provides the list of amenities, project descriptions, and approximate costs for each.

TPL Deliverable(s):

- *TPL to provide PDF of and large scale plots of two design concepts.*

8. Final Design Presentation and Celebration

This is anticipated to be an activity in the park space, school, or other community space that celebrates the completion of the design process. Rather than this be a standalone event, this may align with another community event. This will conclude TPL's role in the project.

TPL Deliverable(s):

- *TPL to provide PDF of final concept and large scale plot of design to Steering Committee.*

C. PHASE III: ADDITIONAL SERVICES TO CONSIDER

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Upon completion of a Steering Committee approved design concept for Wellness Park, TPL may work as an advisor in partnership with city and school in an agreed upon role that may allow TPL to see the project from design concept through construction. With the TPL Team currently proposed for the project not being local, construction management of the park project may not be efficient.

As a leader in park development nationally, The Trust for Public Land is recognized for its broad experience, flexibility, and capabilities to provide a variety of services in the overall development of a park. Often TPL is utilized as a convener of partners offering a variety of services. Specific to the design and construction of a park and specific circumstances, TPL can be contracted to serve in the following roles:

- Strategic advisor
- Volunteer event organizer
- Owner's representative
- Project designer
- Design project manager
- Construction manager
- Construction contract administrator

If necessary, TPL can provide advice on organizing or manage a selection process for identifying a consultant team that will evolve the design concept into engineered and construction documents. Identifying an experienced design consultant may include issuing a request for proposals, organizing interviews, or coordinating and negotiating a proposal, and contracting with the preferred consultant.

At this time, it is difficult to determine whether construction documentation is necessary and associated deliverables without having a full understanding of the park design. At this time, everything described within Phase III: Additional Services to Consider are not a part of current fee and donation to TPL.

D. COORDINATION WITH CITY AND SCHOOL

While the Steering Committee is seen as the client, TPL recognizes the value of ongoing coordination with the city and school with regularly scheduled meetings and summarized progress reports proposed as a baseline way to check-in and to resolve any situations that may arise. It is anticipated that our regularly-scheduled check-in discussions may be via conference call.

1. Email Updates: In order to facilitate open lines of communications throughout the process, TPL will prepare and deliver monthly updates outlining progress made and summarizing discussions, points of contention, areas of consensus, and strategies moving forward.
2. Conference Calls: TPL also suggests regular conference calls with city and school to debrief and receive feedback on efforts to date and to discuss design decisions around which the community seems to be coalescing. These should be scheduled shortly following each public meeting.

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E. ASSUMPTIONS AND EXCLUSIONS

The approach described above is based upon a number of factors, including:

1. The result of the Visioning exercise will be an illustrative site plan with representative images of features proposed. The drawing will document the design options with which the Steering Committee achieved agreement.
2. It is entirely possible that the resulting plan will include more amenities and associative costs than city and school can fund based on current agreement. While TPL does not propose to include a phasing plan, prioritization exercises can inform which sections of the overall Visioning Plan should be considered by the Steering Committee for an 'Initial Construction Phase'.
3. The proposed schedule is dependent on the ability of the Steering Committee to make key decisions. The schedule may be affected if consensus cannot be easily reached or if the Committee decides it would prefer to undertake additional investigations.
4. The public engagement process is designed to build consensus among stakeholders. However, consensus does not necessarily mean unanimity. At the end of the process, the Steering Committee may need to decide how to move forward given certain objections by certain stakeholders. In the rare event that this happens, TPL can help the Steering Committee weigh options and express opinions about the best path forward.

F. SUMMARY OF PROPOSED PROJECT SCHEDULE

Month 0

- Notice to Proceed

Months 1-3

- Virtual meeting with TPL project team and city/school to discuss expectations and approach.
- TPL to collect information about community through Trust for Public Land GIS services
- Virtual or on-site meeting with project stakeholder team
- Stakeholder team to provide TPL information about project site (if available,)

Month 4

- TPL to develop project website

Month 5 - 6

- Kick-off activity at local school
- Opinion Survey
- Develop Lessons for Elementary Schools Students
- Design Workshop with Local Elementary School Students

Months 7 - 10

- Development and Presentation of Preliminary Designs
- 'Final' Conceptual Master Plan
- Final Design Presentation and Celebration

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G. Summary of Anticipated Trust for Public Land Costs

The following costs of each phase includes is based on Trust for Public Land staff time and indirect Trust for Public Land costs. Expenses are based on deliverables described above and costs associated with travel.

Phase I	
TPL staff and indirect costs:	\$7,000 – \$13,000
Expenses:	\$2,000 - \$6,000
Phase II	
TPL staff and indirect costs:	\$35,000 – \$43,000
Expenses:	\$6,000 – \$8,000
Total	\$50,000 - \$70,000

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