

# Issue Analysis Form

**Date:** 9/11/2018  
**Item:** Scott Park Master Plan Completion-Appropriation  
**Lead Department(s):** Parks & Recreation, Finance  
**Contact Person(s):** Keith Rotzoll; Betsy Drewry



## Description and Current Status

County Administration and the Director of Parks and Recreation recommend completion and finalization of the Master Plan Development for Scott Park.

A cursory plan was started in 2012 with citizen input meetings and preliminary recommendations, but the plan was not finalized due to a shift in project priority.

Finalization of a Master Plan would allow for long range planning to:

- Identify the best uses of property;
- Determine best placement of park components based on topography, soil, and access;
- Develop cost estimates for park components for budget development;
- Maximize grant application opportunities

Recently approved and identified potential uses with community input include:

- Tree Time Adventures
- Potential site for a new Elementary School
- Construction of a Restroom & Concession Stand (FY2019 CIP Project)
- Walking / Fitness Trails
- Pond
- Ball Fields
- Dog Park (Future CIP Project)

To provide an accurate estimate of the cost of preparing a Master Plan, staff prepared and issued RFP #18-0507-1 on May 1, 2018. The full RFP can be viewed on the County's Finance webpage at [https://www.princegeorgeva.org/bid\\_detail\\_T16\\_R57.php](https://www.princegeorgeva.org/bid_detail_T16_R57.php).

We received 7 proposals and interviewed the 3 top firms. The top selection was **Land Planning & Design Associates (LPDA)**. A scoring summary is shown below:

Firm	RFP Proposal Score	RFP Proposal Rank	Interview Score	Interview Rank
Gordon	18.25	7		
<b>LPDA</b>	<b>21.1</b>	<b>2</b>	<b>34.875</b>	<b>1</b>
Mahah Rykiel	18.5	6		
Lardner / Klein	19	4		
<b>Timmons</b>	<b>21.6</b>	<b>1</b>	<b>28.3</b>	<b>3</b>
<b>Dewberry</b>	<b>19.85</b>	<b>3</b>	<b>33.9</b>	<b>2</b>
CHA Consulting	18.7	5		

The staff panel included Keith Rotzoll, Director of Parks & Recreation; Julie Walton, Director of Community Development & Code Compliance; Douglas Miles, Planning Manager; and Betsy Drewry, Finance Director.

LPDA provided a pricing proposal and after negotiation, a proposal totaling **\$46,163.50** is recommended for approval. A copy of LPDA's proposal is attached for board review.

The recommended source of funding is appropriation from Fund Balance. The timing of project identification did not lend itself for inclusion in the FY2019 operating budget.

Staff is requesting the board to authorize:

- Approval of an appropriation from Fund Balance for \$46,163.50
- Authorization for the County Administrator to execute a contract with LPDA for \$46,163.50

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract and the appropriation.

### Government Path

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

**Fiscal Impact Statement**

Appropriation from Fund Balance of \$46,163.50.  
Better budget development for Scott Park expansion.  
Maximization of grant application opportunities.

**County Impact**

Completion of the Scott Park Master Plan will allow for methodical long-range planning of park expansion and best placement of park components.

**Notes**



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www.lpda.net

August 1, 2018  
Rev: 8-27-18

Ms. Julie Walton  
Director of Community Development & Code Compliance  
Prince George County, Virginia  
6602 Courts Drive  
Prince George, VA 23875

Reference: (REVISED SCOPE AND FEE) **Concept Master Planning Services for Scott Park, Prince George County, VA**

Ms. Walton:

Thank you for the opportunity to submit our scope and fee for the Scott Park Concept Master Plan Update.

Please see the next pages for our proposed scope and associated fee for this work. We are happy to adjust the level of work to meet your actual needs and budget. Once this proposal has been accepted, we will prepare a formal agreement of services for your review.

Please feel free to contact me with any questions.

We look forward to working with you again.

Sincerely,

A handwritten signature in black ink that reads "Bill Mechnick". The signature is written in a cursive, flowing style.

Bill Mechnick, PLA, ASLA  
Principal

**SCOPE AND FEE OUTLINE  
SCOTT PARK MASTER PLAN UPDATE  
PRINCE GEORGE COUNTY, VA**

**Project Understandings – Client to LPDA / LPDA to Client:**

- The County would like to include additional recreational facilities such as sports fields, parking, interior vehicular and pedestrian circulation and access from existing roads. The County has entered into an agreement to lease the Northern portion of the site to an adventure ropes course vendor. The County would also like to incorporate existing feasibility study information for the future high school.
- All tasks deemed not necessary for this level of concept master planning have been removed from this scope and may be performed when needed through your on-call consultants. Additional services include but are not limited to: topographic survey, boundary survey, deed/title/real estate research, geotechnical investigations, and environmental permitting. Please see subsequent pages for specific scope exclusions.
- This proposal includes 2 meetings with staff and 1 presentation to the County Board if needed.
- Utility capacity review is preliminary only to be used as a reference for master planning. No intensive capacity studies, such as water modeling, are included in this scope of work.
- LPDA will rely on existing ESA documents, previous geotechnical evaluations and other information generated during the Phase I design. The County does not expect to find any hazardous materials, including polluted soils or groundwater or underground storage tanks.
- The County will provide any new CAD, GIS and aerial photography information to LPDA. Otherwise, LPDA will utilize existing documents.

Based on our discussions, we understand that LPDA will provide the following services:

**PHASE 1 Preliminary Site Review**

**Task 1 Kick-off, Data Review and Base Map Update**

LPDA will meet with County staff during a kick-off meeting to review project scope, goals and schedule. Existing mapping and other reference materials will be exchanged and reviewed. Preliminary program and known site parameters will be reviewed. The existing site survey and mapping will be updated using past surveyed features, new survey and available digital mapping.

Deliverables:

- 1 Update Base Map
- 1 Working Group Kick-Off Meeting (CONFERENCE CALL)
- 1 Meeting Minutes

**Task 2 Site Inventory / Analysis Update**

LPDA will review all the existing base information and prepare and updated site inventory and analysis map. LPDA will incorporate the school feasibility study, previous wetland delineations, order an on-line search and summary of findings (NEPA Check through EDR, Inc.) LPDA staff will mark up and annotate the project field maps digitally to identify features, constraints and general environmental conditions. The resulting inventory

and analysis mapping will form the basis for the master plan. This task does not include new survey services, soil surveys, or environmental surveys of any kind other than those specifically outlined below.

Deliverables include:

- 1 Site Inventory and Analysis Map

#### **Task 2a Needs Assessment**

To understand the needs of the community, LPDA will administer to County residents an online needs assessment survey. The results of this survey, as well as staff interviews, will precede the development of a customized level of service standards. LPDA will prepare a current level of service analysis, inventory of existing facilities and an evaluation of gaps in service. Based on survey input, stakeholder input and the gap analysis, LPDA will develop a priority ranking matrix for facilities to help inform the Scott Park master planning and other efforts in the County. The priority ranking list will be refined to identify which amenities and programs are suited to the Scott Park property based on site opportunities and constraints.

LPDA will update the current site analysis to include current and known information regarding topography, vegetative cover, soils, documented wetlands, streams, utilities, structures, boundaries, existing park components, etc. and other applicable information. Developable land bays will be identified based on slopes and hydrology.

LPDA will discuss potential entrance locations, thresholds and requirements with VDOT including an evaluation of the existing park access and access off of Courthouse Road and potential trip generation for the proposed park program. VDOT will advise the County of the number of trips and if a traffic study will be necessary in the future.

Deliverables:

- Community-wide recreation needs survey
- Recreation needs analysis and prioritization matrix
- Discussions with utility and VDOT staff
- Preparation of a graphic summarizing site opportunities and constraints at an appropriate scale, using both existing and prepared maps, surveys, GIS maps and other available information
- Email summary of findings
- conference call with County to discuss results

### **PHASE 2 Park Programming and Design Development**

#### **Task 3 Programming Update and Concept Plans**

A park program will be developed through discussions with staff considering County facilities' needs, appropriate benchmarks and previous public input. The program will list item, quantity, type, and materials as appropriate. County staff will interact and gather data from other departments and organizations as appropriate, including, but not limited to, parks, schools and public works. LPDA will assist and facilitate conference phone calls with appropriate representatives to review program needs. LPDA will prepare a design alternative evaluation matrix based on priorities and input. The matrix will outline key factors that affect function and cost.

LPDA will prepare one (1) conceptual plan showing all known and mapped site features, planned locations for proposed program items such as school facilities, maintenance facility, athletic fields, recreation buildings, trails, picnic areas, access roads and parking. The concepts are intended to illustrate what potential program elements might fit the potential developable areas of the site and how they would relate to each other. A narrative will be created for each alternative outlining key opportunities, constraints, cost, review and permitting requirements, as well as items to be addressed during

final planning and design. The concept plan will be submitted to the County for review. The concept plan may be made available as web content if desired. LPDA will meet with the County staff to review the plan. Conference calls or meeting with applicable regulatory agencies will be conducted as needed. LPDA will prepare a briefing for a regularly scheduled Board of Supervisors meeting.

Deliverables:

- Program review
- Program update documentation
- 2 conference calls
- 1 Conceptual Plans
- Concept narrative
- 1 Working Group Meeting (on site)
- 1 Board Presentation or briefing to Board of Supervisors

### **PHASE 3 Master Plan Development**

#### **Task 4 Draft Master Plan**

A draft master plan will be prepared that will incorporate comments by the County and Board or Supervisors and will combine the most desired and feasible features of the concepts. The master plan graphic will be prepared at an appropriate scale to depict park features based on true dimensional requirements of proposed facilities. Supplemental drawings and illustrations will be prepared to convey the intent of the draft master plan. As applicable, the draft master plan graphic will include:

- Location of all program elements showing type and location
- Roads and parking with parking counts
- Shelters and structures
- Conceptual grading
- Trail locations and connections
- Environmentally-sensitive areas to preserve
- Conceptual stormwater management/water quality features

A design narrative will be prepared to explain the scope and location of improvements. The report will also include cost estimates for the major elements of the plan, including public facilities, structures, roads, infrastructure, site work, etc. The cost estimates will be generic based on gross square foot, linear foot and appropriate unit pricing. A draft implementation matrix will be prepared that identifies phasing, costs, funding sources, responsible parties and schedule for each phase and sub phase. Any required permitting will be identified including an outline of the permitting process, contact information and deadlines. A SEPA checklist will be prepared with the planning department. LPDA will provide the draft master plan and narrative as web content for posting on the County's website and social media sites. LPDA will also prepare a packet of information for County staff to present to the Board of Supervisors for their review. Any revisions to the plan and documents will be made and a final master plan document prepared for submittal.

#### **Task 4a Site Grading Analysis (optional)**

The LPDA Team will evaluate required earthwork and establish preliminary drainage conveyance patterns required to build the master plan concept. The team will identify potential elevations for recreation facilities and infrastructure such as buildings, ballfields and roads. Based on these elevations, we will use site development software (SITE OPSS) to prepare mass grading plans. The grading plans will provide visual and numeric data for required cut and fill as well as drainage conveyance patterns. This will determine the order of magnitude of cut to fill onsite and requirements for onsite/offsite borrow or excess material to be hauled on or off site. Assumptions for unsuitable soils will be included based on available

soil mapping and recent geotechnical borings from Phase 1. The data will be used to determine potential costs associated with each. The grading study will determine whether it will be more feasible and effective to grade the site as one balanced project using phased construction to borrow and stockpile materials, or if each phase could be balanced individually. A written summary of results and recommendations will be provided.

This grading study is only for purposes of a preliminary earthwork analysis and identifying potential drainage patterns. These are not final grading plans nor construction drawings.

#### **Task 4b Preliminary Stormwater Analysis (optional)**

The LPDA Team Civil Engineer will prepare a preliminary analysis of stormwater requirements for the master plan concept utilizing the drainage patterns established with the grading analysis. The analysis will include general calculations for land disturbance, land cover types and other information required to determine the general requirements for stormwater quantity and quality per the current Virginia Stormwater Regulations. This conceptual study will provide general notes, preliminary drainage areas, types of facilities, and preliminary sizing. The locations of potential outfalls shall be provided, and potential issues identified along with potential mitigation measures required. The analysis will identify the potential for an aggregate stormwater quality and quantity facility vs. individual areas for development areas. Costs will be outlined for the various types of facilities and options. However, these are not final calculations for design and are conceptual. The study is intended to determine general type, size and locations of measures so that the stormwater measures are accommodated adequately in plans and budgets.

These are not final calculations for design. The calculations and plans are conceptual. The study is intended to determine general type, size and locations of measures so that stormwater measures are accommodated adequately in plans and budgets.

#### **Deliverables:**

- 1 Draft Master Plan and Narrative including updated cost estimate
- Implementation matrix
- Project information packet and Power Point presentation
- 2 or more Board meetings with County for Draft MP Review and refining of plan

#### **Task 5 Final Master Plan**

After County Staff/Board review and comment, the master plan and documents will be revised, and a final master plan document prepared for submittal. A final report will be prepared that includes updated analysis information, meeting minutes, park program, design narrative, concept plans and master plan and cost information. A list of priority improvements will be outlined based on the site development logistics and County priorities.

#### **Deliverables:**

- 1 Revised Final Master Plan and report
- 1 conference call to review final information
- 1 Meeting/Presentation of plan to staff, Community and Board of Supervisors
- Briefing providing 1 packet of Final Master Plan information for distribution to the Board of Supervisors





**SCOPE EXCLUSIONS:**

This scope does not include the following tasks, although these can be added as separate contracts or amendments to the existing contract:

1. Topographical or boundary survey. These tasks can be added to the contract once general areas of use are defined through the programming and conceptual phases.
2. Soil borings or geotechnical studies. This task can be added once general areas of use are defined through the programming and conceptual phases.
3. Deed, title, or other real estate or assessment research.
4. Design or construction documents, stormwater management plans, irrigation plans, lighting plans, water modeling, erosion and sediment control plans, or other plans related to construction or implementation of any portion of the master plan.
5. More than 2 Working Group Meetings and 2 Board of Supervisor Meetings. Additional meetings can be added as amendments to the contract.
6. Meetings with individual stakeholders or stakeholder groups. Additional meetings can be added as amendments or can be held via conference call to limit fees.
7. More than 2 concept plans, 1 draft master plan and report and 1 final master plan and report.
8. More than 1 draft and 1 final cost estimate.
9. Environmental permitting including wetland delineation and permitting, Section 106 review, endangered and threatened species review and all other reviews and letters required in support of NEPA compliance.

**Scott Park Master Plan – Fee Schedule**

All tasks in this project are lump sum.

<b>Compensation</b>		
<b>Task 1</b>	<b>Kick-off, Data Review and Base Map Update</b>	<b>\$1,500.00</b>
<b>Task 2</b>	<b>Site Inventory / Analysis Update</b>	<b>\$2,862.50</b>
<b>Task 2a</b>	<b>Needs Assessment</b>	<b>\$4,865.00</b>
<b>Task 3</b>	<b>Program &amp; Concept Plans</b>	<b>\$8,930.00</b>
<b>Task 4</b>	<b>Draft Master Plan</b>	<b>\$13,065.00</b>
<b>Task 4a</b>	<b>Site Grading Analysis</b>	<b>\$5,300.00</b>
<b>Task 4b</b>	<b>Stormwater Analysis</b>	<b>\$3,850.00</b>
<b>Task 5</b>	<b>Final Master Plan</b>	<b>\$4,415.00</b>
<b>Estimated Lump Sum Compensation</b>		<b>\$44,787.50</b>

**Budgeted Expense Items**

**A. Reimbursables**

Normal project expenses such as travel, photography, telephone, printing & reproduction of conceptual plans and draft conceptual documents are included in the professional services. Shipping, Reprographic costs, Presentation Materials, Volume printing of reports, master plans, etc., shall be billed at actual cost. **Estimated reimbursable expenses are not to exceed \$1,376.** Mileage will be billed at a GSA rate from Charlottesville, VA.



**Standard Terms and Conditions for Agreement**

**LPDA, Inc 2018 Hourly Billing Rates**

<b>Name</b>	<b>Title and Position</b>	<b>Hourly Rate</b>
Bill Mechnick, ASLA	President – Landscape Architect	\$165.00
Jessica Mauzy	Landscape Architect / Project Manager	\$115.00
David MacDougall	Landscape Architect / Production Manager	\$95.00
Tristan Cleveland	Landscape Architect / Project Designer	\$80.00
Jason Owen	Project Designer	\$70.00
David Johnson	Project Designer	\$70.00

**Additional Services:**

Additional services may be negotiated at the Client’s convenience. Current hourly rates may be increased by no more than 5% during the calendar year.

**Process & Deliverables:**

The Client shall provide available base information. The Client will provide services as required and outlined above. The Client will be responsible for coordinating and announcing all meetings. The Consultant will advise the Client on time frames in relation to the project schedule. The Consultant shall attend those meetings and site visits required and as outlined above. Concepts are considered approved after Client review and comments are addressed. Changes made after approval due to unforeseen circumstances or changes in program shall be billed as additional services.

All formal comments by the Client to the consultant are required **in writing** in accordance with the schedule outlined above. Delays in receipt of comments may result in delays to the submission of plans and documentation. Likewise, revisions caused by delay in comments from the Client will be considered additional services.

**Compensation and Payment Terms:**

Client agrees to pay the Consultant for work performed in accordance with this agreement, regardless of the project’s viability or success. Land Planning and Design Associates Inc. reserves the right to hold jurisdictional submittals, issue a stop work order, and/or transmittals of project data to all parties mentioned in this agreement as well as third party firms in the event that invoices are overdue past 60 days. Should the Consultant stop work for non-payment at any time during this Scope of Services, compensation and payment terms shall be renegotiated prior to proceeding and shall require additional retainers and/or pre-payment of tasked items.

Should it become necessary to utilize legal or other resources to collect any monies due for services rendered under this agreement, the Consultant shall be entitled to full reimbursement of all such costs, including reasonable attorneys’ fees associated in seeking payment.

**Invoicing:**

- a) LPDA shall invoice Client monthly in arrears for all work performed in connection with each Project.
- b) LPDA shall invoice Client monthly in arrears for all out-of-pocket expenses incurred in connection with the Project. Proof of expenses for the particular expense shall accompany all invoices for out-of-pocket expenses, if desired by Client.
- c) Subject to Client’s approval of the work accomplished and the invoice, payment from Client shall be due within 33 days of date of invoice. Such Client approval is not to be unreasonably withheld.



**Project Schedule:**

The project schedule shall occur in accordance with the stated deliverables.

**Electronic Communication:**

Under this contract electronic (email) authorization for notice to proceed, work orders or authorization for use of hourly services shall be considered as final authorization by the Client to the Consultant.

**Termination:**

The Client is not obligated to complete all of the services described above. Either party may terminate the AGREEMENT within ten days of delivering written notice due to failure of the other party to perform its duties in a responsible and timely manner.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 11<sup>th</sup> day of September, 2018:

Present:

Vote:

Alan R. Carmichael, Jr., Chairman  
Donald R. Hunter, Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

A-7

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION (\$46,163.50 SCOTT PARK MASTER PLAN – LAND PLANNING & DESIGN ASSOCIATES)

WHEREAS, Prince George Parks & Recreation, Community Development & Code Compliance and the Prince George County Finance Department issued RFP #18-0507-1 requesting proposals for the development of a Scott Park Master Plan; and

WHEREAS, Seven (7) proposals were received and evaluated by an employee panel with the selection of Land Planning & Design Associates as the most qualified respondent; and

WHEREAS, Land Planning & Design Associates proposes and staff recommends a price of \$46,163.50 for plan completion and this project is currently not budgeted as part of the adopted FY2019 budget; and

WHEREAS, \$46,163.50 is currently available in the General Fund’s Fund Balance; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Land Planning & Design Associates in the amount of \$46,163.50 to move forward with the master plan and staff is requesting a transfer from the General Fund’s Fund Balance as the funding source.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 11<sup>th</sup> day of September, 2018, hereby authorizes the County Administrator to execute a contract with Land Planning & Design Associates in the amount of \$46,163.50;

AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of September, 2018, does hereby authorize and appropriate the following transfer of funds within the 2018-2019 Budget, such line items modified as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b><u>General Fund (0100) - Revenues</u></b>		
Increase:		
0100-40-900-8208-399999	General Fund's Fund Balance	\$46,163.50
<b><u>General Fund (0100) - Expenditures</u></b>		
Increase:		
0100-07-211-0505-43101	Parks & Recreation Professional Services	\$46,163.50

A Copy Teste:

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Percy C. Ashcraft  
County Administrator