

2J. Consideration of authorizing Bolton & Menk, Inc. to provide consulting services for Parks Master Planning project for a total cost of \$86,000

Prepared by: Parks & Recreation Director	Meeting Date: 9/11/2023	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Community Development Director, Finance Director	Approved by: City Administrator	

ACTION REQUESTED

Motion to authorize Bolton & Menk, Inc. to provide consulting services for a Parks Master Planning project for a total cost of \$86,000.

PREVIOUS COUNCIL ACTION

February 27, 2023: City Council authorized Bolton & Menk, Inc. to provide consulting services for a Parks & Recreation Comprehensive Needs Assessment Project for a total cost of \$89,644.

REFERENCE AND BACKGROUND

The City of Monticello strives to provide responsible, sustainable development of parks and recreation infrastructure and programming that aligns with the needs of the community. To ensure we are meeting this goal, staff have proposed a two-phase process for updating the Parks Master Plan. Earlier this year, Council authorized Bolton & Menk to complete a Comprehensive Needs Assessment to evaluate existing infrastructure and programming, survey the community, and evaluate national trends in parks and recreation. The assessment is nearly complete and ready to be used in the second phase of the project, development of a Parks Master Plan.

Staff proposes to continue to use Bolton & Menk for the master planning process. As it will build on the information collected during the needs assessment, staff believe this is an effective way to ensure the work done to date is successfully incorporated into the final Master Plan document.

The Master Plan is intended to be a long-term vision for parks and recreation in Monticello. As such, it is vital that it complements the Monticello 2040 Vision + Plan, and staff anticipate the final document will be adopted as an appendix the 2040 Plan. The Parks Master Plan will confirm the Vision and Goals established in the Comprehensive Plan, supplementing those statements as needed for the park and pathway system.

The Master Plan is intended to be a robust document that can guide maintenance and development of the parks system over the next 15+ years. It will identify and prioritize future capital improvements, planning, programming, and initiatives. It will also provide a budget forecast for comprehensive park and pathway improvement plans, identify gaps within the parks system, highlight partnership opportunities, evaluate options to reduce redundancy, and align proposed investments with the needs of the community.

Once complete, the Master Plan will provide critical information necessary for grant applications to help with future funding. In addition, it will provide an understanding of the full system scope and size in order to prepare a study and recommendation for park dedication fees and pathway funding policy in late 2024.

The primary deliverables outlined in the scope of the project include:

- Draft needs assessment components (combined with current contract scope deliverables)
- Draft Plan & Recommendation components
- Draft Action & Implementation plan components
- Individual Park Concept Plans
- Final Plan Document

A portion of the project cost will be funded through a Wright County SHIP grant for \$30,000 that was awarded in August. Half of the funds are available for use in 2023, so staff recommends allowing Bolton & Menk to transition from the system-wide needs assessment into the Parks Master Plan.

If approved, the master planning phase will start in September 2023 and is expected to be complete by December 2024. The proposed timeline will allow the incorporation of the outcome of local option sales tax vote in November 2024.

- I. **Budget Impact:** The 2023 Parks Department budget in the General Fund includes \$86,000 for professional services, including \$75,000 identified for the Needs Assessment. Staff recommends using \$15,000 from the Wright County SHIP funding to support the unbudgeted Park Master Planning process through the remainder of 2023. The draft 2024 Parks department budget includes the remaining \$71,000 of the contract, which will be offset by the final \$15,000 of the SHIP grant.
- II. **Staff Workload Impact:** Managing consultant and project timelines.
- III. **Comprehensive Plan Impact:** The Monticello 2040 Comprehensive Plan includes a commitment to “Maintain and enhance the City parks and recreation system with a wide-range of parks and recreational facilities that provide opportunities for active and passive recreation, healthy lifestyles, access to wildlife and nature, and reflects the

community’s value for a world-class park system and variety of recreational experiences. The City will strive to provide superior parks and recreational opportunities for all residents and visitors.” The 2040 Plan further cites achievement of “a continuous and connected City pathway system . . .” To advance these goals. the Implementation Chapter of the Plan cites a specific strategy for preparation of a Park & Pathway Master Plan.

STAFF RECOMMENDED ACTION

Staff recommends authorizing Bolton and Menk, Inc. to provide consulting services for the Parks Master Planning Project for a total cost of \$86,000.

SUPPORTING DATA

- Proposal from Bolton & Menk



**BOLTON
& MENK**

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August 21, 2023

Tom Pawelk
Parks, Arts & Recreation Director
City of Monticello

RE: Monticello PAR Needs Assessment Expanded Scope: Phase II System Master Planning
City of Monticello, Minnesota
Project No. OT6130352

We are pleased to present the following proposal to extend our system-wide Needs Assessment collaboration to provide full master planning services for the Parks, Arts and Recreation system in Monticello. We believe the following scope tasks and fees are in alignment with city needs and expectations.

Primary tasks, subtasks, and deliverables along with associated hour and fee breakdown for the proposed scope of work are shown in **Attachment 1**.

Fee:

Based on the scope of work, Bolton & Menk proposes an hourly-not-to-exceed-fee of \$86,000 for this additional work.

Schedule:

Bolton & Menk will begin work immediately on notice to proceed, with the intent of completing work by the end of calendar year 2024.

We are excited about the opportunity to provide these services. If you have any questions, please contact me at 515-240-8824 or eric.holt@bolton-menk.com.

Sincerely,

Eric Holt, PLA

Bolton & Menk, Inc.

ATTACHMENT 1 - SCOPE OF SERVICES

PRIMARY ROLES, TASKS, AND FEES:

Client: City of Monticello Project: Phase II Park System Plan		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal-in-Charge	Lead Landscape Architect	Project Manager / CSM	Landscape Designer	Engagement + Communications	Athletic Facilities	GIS Support	Total Hours	Total Cost
		Casey Byers	Anna Springer	Eric Holt	Colin Thomasgard	Rachel Lemire	Jay Pomeroy	Kendell Hillis		
1.0	Expanded Needs Assessment	0	6	3	12	0	0	0	21	\$2,691
2.0	Vision & Recommendations	5	24	16	36	0	0	0	81	\$10,828
3.0	Action & Implementation	6	59	26	75	0	14	0	180	\$25,015
4.0	Public Engagement	0	18	14	24	24	0	0	80	\$10,034
5.0	Final Plan & Approvals	0	48	22	64	0	0	16	150	\$19,590
6.0	Meetings	0	42	50	38	0	0	0	130	\$17,844
Total Hours		11	197	131	249	24	14	16	642	
Average Hourly Rate		\$168.00	\$150.00	\$145.00	\$113.00	\$108.00	\$208.00	\$123.00		
Subtotal		\$1,848	\$29,550	\$18,995	\$28,137	\$2,592	\$2,912	\$1,968		
Total Not-to-Exceed Fee									\$86,002	

See next page for expanded task and labor hours detail

PRIMARY DELIVERABLES:

- Draft Needs Assessment Components (combined with current contract scope deliverables)
- Draft Plan & Recommendation Components
- Draft Action & Implementation Plan Components
- Individual Park Concept Plans
- Final Plan Document

(all Needs Assessment and Master Planning components packaged in high-resolution PDF)

EXPANDED TASK AND LABOR HOURS DETAIL:

Client: City of Monticello		
Project: Phase II Park System Plan		
Task No.	Work Task Description	Totals
1.0 Expanded Needs Assessment		
1.01	Peer Community Comparisons (Online Research and In-Person Interviews with 2 Peer Communities Identified by Staff)	
Subtotal Hours - Task 1		21
2.0 Vision & Recommendations		
2.1	Confirm/Update Vision and Guiding Principles from Comp Plan and Trails Plan	4
2.2	Draft Report Chapter: Vision	11
2.3	Draft Plan Goals and Policies and Actions/Initiatives	48
	Parks	
	Facilities	
	Trails	
	Open Space and Resource Conservation	
	Recreation Programming (Community Ed and Parks and Recreation)	
	Operations	
	Arts	
	Sustainability / Ecology	
	Equity	
2.4	City Council Presentation	18
Subtotal Hours - Task 2		81
3.0 Action & Implementation		
3.1	Prioritized Capital Improvements (including trail gaps)	10
3.2	Recommended Future Plans / Studies	4
3.3	MontiArts (Public Art and Programming)	6
3.4	Recreation Programming (Community Ed and Parks and Rec)	9
3.5	Ongoing Initiatives (Could be capital investments, maintenance practices, operational, programmatic, etc. For example, Annual Analysis of Fee Structures)	8
3.6	Facility Replacement Plan to 2040	12
3.7	Funding	6
	Mechanisms/Sources	
	Partnerships	
	Grants	
3.8	General Cost Guidelines (Provide high-level costs for various capital, operations, and maintenance costs)	13
3.9	Cost / Benefit of Sustainable / Ecological Improvements	20
	Climate Positive Design / Pathfinder Tool	
3.10	Community Park Concept Plans and High Level Construction Estimates	92
	West Bridge Park / East Bridge Park	
	Ellison Park	
	Pioneer Park	
	4th Street Park	
Subtotal Hours - Task 3		180
4.0 Public Engagement		
4.1	Kick Off Open House	16
	Findings from Phase 1 & How to Stay Informed	
4.2	6 Pop - Ups (4 park-specific concept related and 2 general)	48
4.3	Open House / Celebration	16
Subtotal Hours - Task 4		80
5.0 Final Plan & Approvals		
5.1	Draft Report Chapter: Introduction	12
5.2	Draft Report Executive Summary	10
5.3	Compile Appendices	14
5.4	Full Report Compilation/Draft for City Review + Revisions	82
5.5	Full Report Compilation/Draft for Steering Committee Review + Revisions	32
Subtotal Hours - Task 5		150
6.0 Meetings		
6.1	(1) City Leadership Meeting (Confirm the Vision)	6
6.2	(9) City Staff Coordination Meetings	28
6.3	(4) Bi-Monthly Steering Committee Meetings	32
6.4	(4) Focus Group Meetings (Teenagers, Athletic Assoc, School District, etc.)	12
6.5	(2) PARC Presentations	24
6.6	(2) City Council Presentations (mid-point and final)	28
Subtotal Hours - Task 6		130