

## **EXHIBIT A – SCOPE OF WORK**

### **Antlers, Acacia & Alamo Square Park Master Plan**

#### **OVERVIEW**

The Antlers, Acacia & Alamo Square Park Master Plan will guide future improvements, programming and management for three of the City of Colorado Springs' (City) historic Downtown parks: Antlers Park (3.3 ac), Acacia Park (3.67 ac), and Alamo Square Park (3.67 ac) totaling approximately eleven acres. This Master Plan will be an overarching document. However, the three parks will function independently, linked, framing the history of our Downtown park and recreation.

Acacia Park was created as part of the original town plat dated September 26, 1871 to provide a pastoral walking open space with paths and benches to enjoy nature found amongst the many newly planted trees; later to grow into an active park in the mid 1900's with upgrades adding both shuffle board courts for social sportsmanship and a band shell for music and events. Alamo Square Park originally designed at the same time as and to mirror the design and concept of Acacia Park later became home to the El Paso County Courthouse and surrounds what today is The Colorado Springs Pioneers Museum; now grown to be the civic and cultural park hub within Downtown. Antlers Park dates back to June 5<sup>th</sup>, 1882 and once served as a gateway to the original Antlers Hotel for visitors arriving in Colorado Springs through the Denver & Rio Grande Depot.

These parks were created within the then new Downtown street grid system which, with Monument Valley Park, define our Downtown historic open space opportunities set with the initial City plats. Over time, our city has grown. Our Downtown stakeholders have re-invested within this urban footprint to meet many cultural changes. With this Downtown evolution there is clear and increased demand on the parks, with desired changes in their use, to meet evolving and upcoming trends. Downtown stakeholders along with the Parks, Recreation and Cultural Services Department (PR&CS) have identified the need to review these parks for their historic, current and future context to identify and prioritize how, as a community, we can respectfully improve, program and manage these loved spaces to address and meet today's and tomorrow's demands while saving these resources for future generations.

In an effort to establish a new Master Plan for these parks, the City PR&CS Department seeks a consulting firm or team to provide urban recreational planning services to include extensive community outreach with design and minor engineering consulting services. The final Master Plan will provide recommendations to guide the City's pursuit of the most appropriate new and modified park uses, amenities, program opportunities, infrastructure improvements, and management practices to provide an inviting and safe experience for all users.

The scope of this project will include, but will not be limited to, documenting and assessing existing conditions, possibly surveying each park to provide an accurate digitized survey, and making final recommendations on new and modified uses, programming, infrastructure improvements, and new maintenance needs within each of the three parks. While understanding there are limitations within the historic context and legal requirements associated with each park, the City wants to identify ways to responsibly move forward with

new ideas. The chosen consultant will lead and facilitate the process while working along-side City staff to meet with key stakeholders, facilitate community meetings, and present draft and final master plan documents (written and graphic recommendations) to the PR&CS Advisory Board (aka Parks Advisory Board); and the Downtown Review Board (aka DRB). The City seeks fresh ideas, value added where possible, and suggestions on how new or existing technology might fit with the process, recommendations and implementation.

## **SCOPE**

Consultant firm/team shall prepare and complete the following tasks:

- 1. Prepare Project Timeline:** Provide a timeline for the planning process to include benchmarks for evaluating project performance. Include all necessary meetings (as expanded upon in the next sections).
- 2. Existing Conditions Report:** The existing conditions should provide all the base and relevant information for developing the Master Plan. The existing conditions for each park should include:
  - Site Survey Performed, file provided (this is an optional & alternate cost proposal item. Identify what level of professional survey is proposed.).
  - Base Plan with Baseline Inventory Report, to include:
    - Existing park layout, site and play amenities
    - Existing historic, cultural and community features
    - Existing art installations or rotating public art locations

Data, historic and existing plans that can be provided (as needed) by the PR&CS Department, include:

- GIS data layers and metadata (as available)
  - Prior Master Plan Documents
  - Plats (for plat restrictions)
  - Deeds (for deed restrictions)
  - Experience Downtown Master Plan, Vol. I and II, Adopted 2016
  - Other identified documents, as needed
- 3. Develop a Master Plan:** A sound plan will provide recommendations for each park to include appropriate and inappropriate uses, amenities, programming, infrastructure, implementation strategy, funding/revenue opportunities, and will identify regular or specialized maintenance needs. The Master Plan should incorporate site specific recommendations as well as best practices for future development. Issues and opportunities to be addressed include:
    - Evaluation of appropriate active recreational uses
    - Evaluation of appropriate passive recreation use, i.e. type and location of benches, wayfinding, and other furnishings, etc.
    - Meet binding constraints such as plat or deed restrictions

- Review and identify interpretive and cultural opportunities
- Existing and proposed walk alignments and access points
- Evaluation and identification of any necessary stormwater water quality improvements
- Urban forest protection, management and improvements
- Recognition of current park rules of use and enforcement, and brings forward any new identified needs
- Partnership opportunities i.e. local organizations, clubs, businesses, civic entities, adjacent land owners, etc.
- Opportunities for volunteers
- Special event and/or revenue opportunities

- 4. Public Process:** Consultant firm/team shall propose and outline the public process to include public relation duties in its proposal. This would include outreach to obtain public, stakeholder and internal staff input, taking plans and information back out to the public and organizational boards, as well as presenting to the PR&CS Advisory Board (Parks Advisory Board) and the Downtown Review Board (DRB). It is anticipated the public process will begin in March/April, 2019 with project completion in January/February, 2020.

Solicit and Compile Public Input - It is essential that the public be involved in the development and in some cases, the implementation of the plan. Consultants shall work with PRCS staff to devise a final public outreach plan in addition to public meetings that entices a broad range of participants in a creative yet cost effective manner. Innovation and progressive public outreach strategies are strongly encouraged. Outreach strategies could include focus groups, face to face interviews, social media and mail or web-based surveys.

Several public meetings should be held at the outset of the Master Plan to gather and provide initial input following preliminary recommendations of the Master Plan(s) and prior to adoption of the final Master Plan(s). Weekly or biweekly meetings between the Project Manager and the consultant are anticipated. The consultant should plan on several PR&CS Staff meetings early in the process. The City will host a project webpage which will require project updates. Therefore, the consultant shall release, at minimum, monthly (or as necessary) project status updates, FAQ's, next steps, project schedules and outcomes to staff for their use in updating the project webpage. The PR&CS staff is open to alternative methods for public engagement proposed by the consultant that may benefit the Master Plan public process.

Consultants shall be responsible for facilitating public meetings, preparing materials, and preparing meeting notes. PR&CS staff may be able to provide some assistance with the preparation and printing of maps, outreach, scheduling venues and other meeting organization activities to include some stakeholder organization presentations, but the consultant shall assume primary responsibility for meeting organization and facilitation.

*Minimum Anticipated Meetings\*:*

PR&CS Dept. staff meetings	28 meetings (Project Manager-24 and staff -4)
Public meetings	5-6 meetings
Stakeholder Organizations	6-12 meetings
Downtown Review Board	2 meetings
Parks Advisory Board	4 meetings (includes 2 month approval process)
City Council informational presentations	2 meetings

*\*Final meeting count based upon the accepted proposal approach which works best for this project.*

## **DELIVERABLES**

The consultant shall prepare a draft Master Plan for review by PR&CS staff. After this review, the consultant shall assist in guiding the Master Plan(s) through the formal adoption process, including review and recommendation by City staff, the general public, stakeholder organizations (such as the Downtown Partnership CS and other boards), DRB, the Parks Advisory Board and City Council. Through this process, the consultant shall revise the draft and create the final documents. The Master Plan(s) shall include an executive summary, a narrative description of recommendations for each park with graphic illustrations to explain the concepts within the document, and an outline of the public process with results. A technical writer/editor should be utilized in the review and final release of the document. All proposed Master Plan formats will be entertained.

The final Master Plan document is anticipated to include:

- Executive Summary
- Property History
- Existing Conditions
- Opportunities and Constraints
- Full recommendations (each park site, and any overarching recommendations):
  - Materials & theme for *each park* and their elements:
    - Site Improvements / amenities
    - New uses
    - Program & partner opportunities
  - Master Plan – Color rendered site plan graphic to scale (presentation boards and reductions)
    - Local setting within Downtown
    - Site plan with landscape, proposed uses and improvements
    - Overall master plan elements with clear descriptors
- Potential Revenue and Partnering opportunities for site improvements
- Any new rule or regulation recommendations
- Any new or improved maintenance recommendations