



City of Colleyville City Council Worksession Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Tuesday, June 27, 2017
5:00 p.m.

Executive Conference Room
Third Floor - City Hall

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

2a Visioning and discussion of the Parks, Recreation, and Open Space Master Plan

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, June 23, 2017 by 5:00 p.m.

Christine Loven
Assistant City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.



City of Colleyville Colleyville City Council Worksession Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
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Agenda Number 2a

Agenda Date 06/27/2017

Number

Type Presentation and Discussion

Department Parks and Recreation

Title

Visioning and discussion of the Parks, Recreation, and Open Space Master Plan

Strategic Plan

1.1 Actively involve and engage stakeholders

Explanation

The Parks and Recreation Master Plan consultant, Brandstetter Carroll Inc., will guide the City Council through a visioning session and facilitate discussion, per the attached discussion outline, regarding the direction of the Parks, Recreation, and Open Space Master Plan.

Attachments

1. Discussion Outline
2. Participation Group Types
3. Complete Master Plan Proposal
4. Project Scope of Work
5. Contract Agreement

Discussion Outline



COLLEYVILLE PARKS, RECREATION, TRAILS & OPEN SPACE MASTER PLAN **City of Colleyville, Texas** **COUNCIL DISCUSSION**

Agenda

1. Introductions
2. Brief overview presentation of the Master Plan process
3. Discussion

We have reserved time for community leaders to have a discussion with representatives of Brandstetter Carroll Inc., the consulting firm that has been hired to lead the City of Colleyville through the process of developing a Parks, Recreation and Open Space Master Plan including a Trails Plan. The purpose of these discussions is to obtain thoughts on the current offerings by the City of Colleyville and ways in which the City could improve its facilities and services to meet the needs of Colleyville residents for the next ten years. The Plan will involve a variety of public engagement methods to identify the needs of the residents.

Please be prepared to discuss the following:

- From your perspective as a community leader, what unmet park and recreation needs have your constituents discussed with you?
- What questions would you like to see answered through this Master Plan process?
- What do you feel are the strengths and weaknesses of the Parks and Recreation Departments?
- What do you perceive as the largest unmet needs for parks and recreation services in Colleyville?
- Pretend it is 2027 and you are extremely pleased with what the City has accomplished over the last ten years. What has happened to result in this success? What is your vision for the future of the parks and recreation services in Colleyville?

We have set aside 45 minutes to 1 hour for the discussion hoping that this will provide adequate time for a full discussion of the issues that are important to you.

Participation Group Types

Colleyville Parks, Recreation & Open Space Master Plan
Qualitative Public Engagement Process
Brandstetter Carroll Inc.

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
Kick-Off Event & Public Workshops	General invitation, email blasts, social media	General public	Regional locations; facilitated; Kick-off Event is Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; Identify public perceptions; issues identification; priorities; gaps in services
Stakeholder Groups	Targeted user groups by invitation	Partner organizations, user groups, sponsors, donors	1-3 participants from the same organization; 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
In-Park User Surveys	Targeted user groups at program locations	Key park and facility user groups, partners	Face-to-face interview; 1-2 page survey;	Identify key issues; facility and program evaluation; promote the web interaction	Users have first-hand knowledge of facilities and programs; can be facilitated by staff
Staff Focus Groups	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs.	Staff are at the front lines of customer interface
School Student Workshops	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective.	Students are often left out of the process. Their input is critical to the long-term growth of the Department
Statistically Valid Mail Survey (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 300+ returned with minimum of 100 per planning area.	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid; Represents whole community (including non-users); results geocoded for geographic trends analyses; allows cross tabulation by various factors
Web/Handout Survey (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
Mind Mixer (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.



Qualifications to provide
Professional Services for

Parks, Recreation, and Open Space Master Plan

Colleyville, Texas

December 21, 2016



December 21, 2016

2360 Chauvin Dr
LEXINGTON
KY 40517
859.268.1933
FX: 859.268.3341

308 East 8th St
CINCINNATI
OH 45202
513.651.4224
FX: 513.651.0147

1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480
FX: 216.736.7155

17300 Preston Rd
Suite 310
DALLAS
TX 75252
469.941.4926
FX: 469.941.4112

Heather Dowell
Parks Manager
100 Main Street
Colleyville, TX 76034

RE: City of Colleyville Parks, Recreation and Open Space Master Plan

Dear Ms. Dowell:

Brandstetter Carroll Inc. (BCI) is pleased to present this proposal for the development of a Park System Plan for the City of Colleyville, Texas. Having met with you several times, and having visited most of the park sites, we are offering a Project Team and a Scope of Services which will address the needs of the Colleyville community. As you review this document, please consider the following points:

1. BCI has been an industry leader in the development of CITIZEN DRIVEN planning. While Colleyville enjoys an excellent Park System with first class facilities, there may be some facilities and programs not offered. In our process, citizens will have many opportunities to share their thoughts, perhaps revealing unmet needs
2. BCI understands the desire of citizens to participate in passive recreation, including hiking and walking. All of our survey data points to a continued need for trails and open space. This trend is not new, but elected officials are finally responding to the voices of their constituents.
3. BCI has seen the connection between Parks and Recreation and Quality of Life. This translates into greater citizen well-being and enhanced property values.
4. BCI has a record of implementation as a result of their process. The Scope of Services describes an ACTION PLAN which focuses upon both citizen need as well as available resources for implementation. The firm has historically examined the effect of its planning recommendations on the budget of a city in order to determine the practicality of its proposals.
5. BCI believes in practical and detailed recommendations, such that the ACTION PLAN reflects the best practices in the industry and a detailed "game plan" for Colleyville.
6. BCI understands that the Final Report is not a design exercise, but a consensus building document, built around citizen needs bringing forth serious policy recommendations.

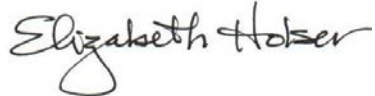
BCI is offering a team of planning professionals who have worked together on previous studies including the Texas cities of Kyle, Allen, Austin (2) and Grand Prairie. Patrick D. Hoagland ASLA will serve as Project Manager, bringing over 30 years experience, and having completed over 50 similar plans and a national constituency. Kathleen Grove Prasser is a nationally recognized parks and recreation advocate, recently serving as the CEO of the National Recreation and Park Association. Her effectiveness in Citizen Engagement is recognized nationwide. Jim Waldbauer P.E. of BW2 Engineers is our trails consultant and he has completed numerous trails in the MetroPlex. The remaining BCI

staff is well versed in the planning, design and implementation of recreational facilities and programs.

Our plans become REALITY because we urge the decision makers to LISTEN to their people.

We look forward to your due consideration.

Very truly yours,
Brandstetter Carroll Inc.

A handwritten signature in black ink that reads "Elizabeth Holser". The signature is written in a cursive, flowing style with a large, stylized initial "E".

Elizabeth Holser, AIA
Dallas Principal

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Section I
Executive Summary

EXECUTIVE SUMMARY

PRIMARY CONTACT

The primary contact for this project will be Elizabeth Holser.

Street Address: 17300 Preston Road, Suite 310, Dallas, TX 75252

Phone Number: 469.941.4926

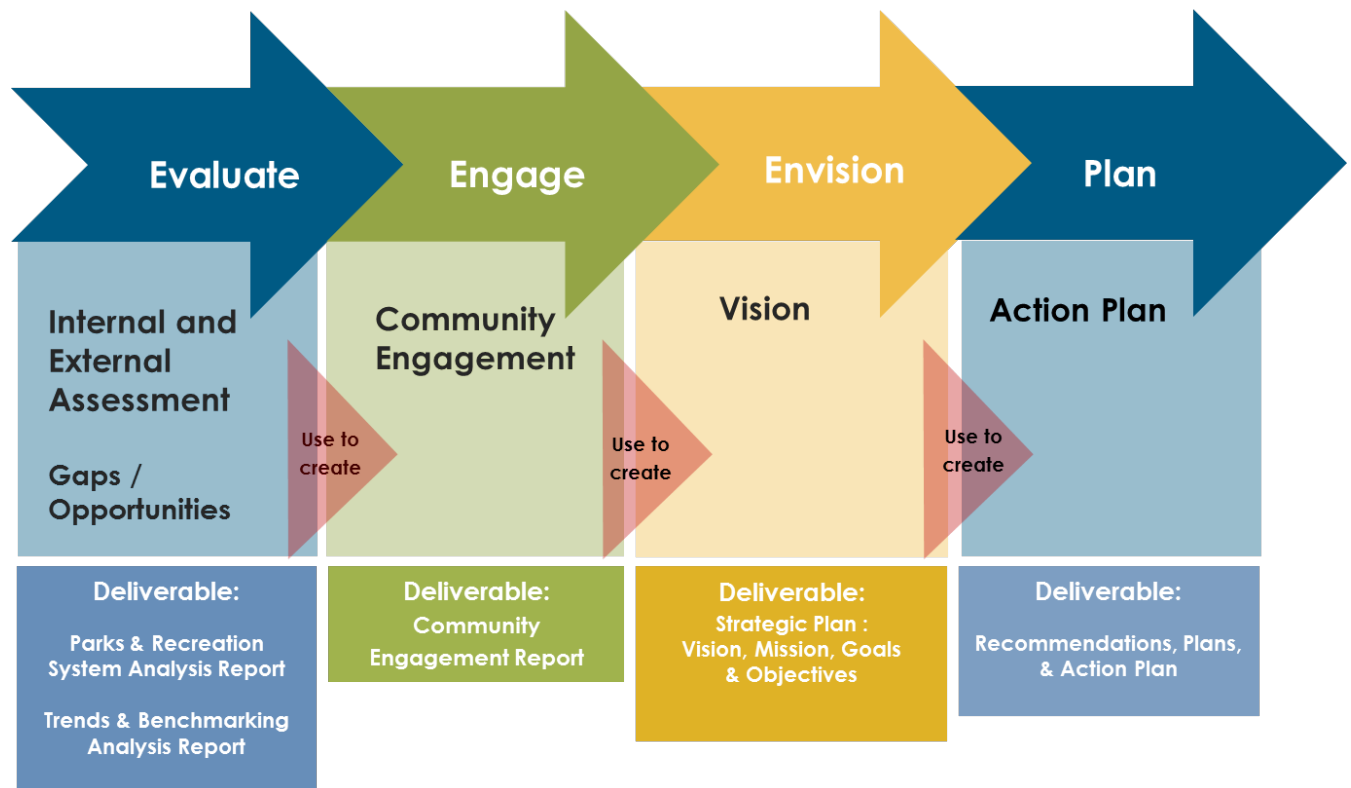
Fax Number: 469.941.4112

Email Address: eholser@bciaep.com

Web Address: www.brandstettercarroll.com

PROJECT APPROACH

Brandstetter Carroll Inc.'s vast experience has clearly identified that successful Master Plans are ones in which the community is truly engaged throughout the process and the recommendations are based upon the community engagement. To accomplish this, there must be a progression as shown below and as outlined in the Scope of Services:



Brandstetter Carroll Inc. (BCI) will use a variety of public engagement methods to gain the input needed for a successful plan. These methods include:

- An engaged Steering Committee
- FUN and interactive public workshops that are community events, not just the typical evening meetings.
- Stakeholder groups of interested groups and individuals to gain insight on the particulars of their organization's trends and needs.
- Web based and handout surveys



EXECUTIVE SUMMARY

- Web based community engagement through MySidewalk, which is a web site specifically for your project which allows interaction in a variety of ways, such as instant polls and idea generation.
- Promotion through social media.
- Public presentations of interim findings and the draft and final reports.



These methods build a solid platform on which to build strong recommendations that will be supported by the community.

PROPOSED SCOPE OF SERVICES

The Brandstetter Carroll Inc. Team proposes the following Scope of Services for the City of Colleyville Parks, Recreation and Open Space Master Plan. Upon selection, the Team would work closely with City Staff to refine the scope to meet its specific needs.

EVALUATE PHASE

1. Planning Context

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include all members of the Parks and Recreation Advisory Board along with representatives from Parks and Recreation Department, Schools, City Council, and other organizations.
- b. **Demographic Analysis** - Using information provided by the City of Colleyville, the Council of Governments, and other sources, perform an analysis of the demographic and population characteristics of Colleyville.
 1. **Using ESRI Business Analyst Software** and by coordinating with the Colleyville City Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
 - Demographic characteristics (quantity, ages, race, etc.)
 - Five year population projections
 - Household size
 - Average or median household income and per capita income
- c. **Review of Previous Studies** - Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: Comprehensive Plan, previous Master Plans, annual reports, Park Board Strategic Plan, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Review Progress on the 2011 Parks, Recreation and Open Space Plan** – Review the recommendations of the 2011 Plan and identify the status of the recommendations, including the trail and linkage connections.
- e. **City of Colleyville Policy Review** - Perform a review of City of Colleyville policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- f. **Management Structure** – Perform a review and analysis of the City of Colleyville's existing management structure, staff levels, and operations.

EXECUTIVE SUMMARY

- g. **Funding Analysis** - Review the past five year's budgets and the proposed future operating and capital budgets.
- h. **Benchmarking Comparisons to Similar Systems** - Using the NRPA (National Recreation and Parks Association) ParkMetrics (formerly called PRORAGIS) program, compare facilities, programs, operating budgets, etc. with other like agencies throughout Texas and similar agencies throughout the nation. Currently Colleyville is not included on the NRPA database for this program, but over 20 other cities in Texas have participated providing a quality database for comparison.
- i. **Report and Presentation** - Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

2. Existing Parks, Facilities, and Programs Analysis

- a. **Parks, Open Space and Facilities Inventory** - Inventory all existing parks and recreation facilities offered in and adjacent to the City of Colleyville, including parks and facilities operated by others including GCISD Schools. Make site visits to all of the City of Colleyville facilities with the purpose of identifying the existing conditions and assessing opportunities for improvements. A detailed Qualitative Assessment form will be completed for each City of Colleyville owned facility.
- b. **Trails Inventory** – Identify and map existing and planned trails and linkages in the City and immediate surrounding area including the North Texas Regional Veloweb.
- c. **Recreation Programs Assessment** - Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- d. **Program Provider Analysis** – The analysis will also include identification of other providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.
- e. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the city-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- f. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped and will be overlaid with population density dots to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, aquatic facilities, baseball/softball diamonds, aquatic facilities, recreation centers, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- g. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

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ENGAGE PHASE

1. Needs Assessment

- a. **Kick-Off Event** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys.
- b. **Initial Public Workshop** - Conduct a more traditional public workshop at a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- c. **Staff Input** - Conduct meetings, employee survey, and interviews with the City of Colleyville staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks and Recreation, Public Works Department, Administration, Police, and Planning Commission. The public input process will assist in this exercise.
- d. **Stakeholder Groups** - Conduct up to 12 stakeholder group meetings and round table discussions with various special interest and user groups. The City of Colleyville will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, organized athletic league officials, the park board, cultural arts organizations, School Board, senior citizens, YMCA, and other organizations to be identified between the Consultant, Steering Committee, and City of Colleyville. Questions will be prepared in advance to be approved by the Steering Committee. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- e. **School Student Workshops** – Conduct workshops in the schools to receive ideas and gain the perspective of youth from groups of fifth and sixth graders and high school students. The City will assist in establishing these meetings.
- f. **MySidewalk Web Based Public Engagement Program** –Set up and manage a web site to solicit public engagement. BCI currently uses MySidewalk, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the City of Colleyville.
- g. **Household Needs Assessment Survey (Optional)**– The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 300 responses from planning areas of Colleyville. Surveys will be mailed to at least 1,500 households. The base survey included in this proposal is a 5-6 page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
 - Current satisfaction levels with programs and facilities;
 - Participation and satisfaction with current programs;
 - Parks currently used;

EXECUTIVE SUMMARY

- Needs for various indoor and outdoor facilities and programs;
- Identification of the most needed indoor and outdoor facilities;
- Identification of the primary functions that should be performed by the City of Colleyville regarding parks, recreation, open space, trail linkages, programs and facilities;
- Specific questions pertaining to any proposed new facilities.

The survey will be facilitated by ETC Institute which has performed over 700 similar surveys and worked with BCI on over 25 projects.

- h. **Web Based Survey** – Conduct a shorter web based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. The City of Colleyville will promote the use of the web survey through email blasts, newsletter announcements, placement on their web page, setting up a computer terminal in City Hall for use by patrons, and other methods.
- i. **Needs Analysis Report** - Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.
- j. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, Parks and Recreation Advisory Board, and City Council - The Consultant will:

Vision, Goals & Objectives - Using all of the previous findings, identify the following:

- Develop a new mission statement for the Parks and Recreation Department;
- Identify the Future Vision for Parks and Recreation in Colleyville;
- Identify Proposed Level of Service Standards for park land and specific recreation facilities;
- Identify Short Term Goals and Objectives;
- Identify Long Term Goals and Objectives.

PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** - The Consultant will:
 - a. **City Wide Park and Facility Improvement Recommendations** - Prepare a City wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, or linear park).
 - b. **Individual Park Recommendations and Costs**– Identify the specific needed improvements at each park or recreation facility. Prepare an opinion of probable construction cost for each capital improvement recommended in the plan.
 - c. **Park Concept Plans** - Prepare park concept plans for up to five parks to illustrate improvements to existing parks and any new parks recommended in the Plan. Prepare text recommendations for improvements to other existing parks.
 - d. **Partnership Opportunities** – Examine potential partnership opportunities with local schools, other park and recreation providers, and local businesses.

EXECUTIVE SUMMARY

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- e. **Capital Improvement and Land Acquisition Priorities** – Work with City of Colleyville staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
 - f. **Report** – Prepare a summary report of the Recommendations stage.
 - g. **Presentations** - Present the plan and recommendations to the Steering Committee and Park Board.
 2. **Action Plan** - The Consultant will develop:
 - a. **Phased Implementation Plan** with specific strategies and recommendations for:
 - Guidelines for prioritization of future capital improvements;
 - Land acquisition;
 - Trail recommendations;
 - Parks, greenway and open space land acquisition;
 - Facility recommendations;
 - Park and facility operations recommendations;
 - Programs and services recommendations;
 - Budgeting and funding/financial management recommendations and priorities;
 - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
 - The strategies will be referenced to the City Comprehensive Plan.
 - b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
 - c. **Draft Master Plan** - Prepare a Draft Master Plan for review by the city staff and Master Plan Steering Committee.
 - d. **Action Plan Presentation** - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
 - e. **Final Master Plan** - Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
 - f. **Final Presentations** - Make presentations of the Final Master Plan to the Master Plan Steering Committee, Public, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Colleyville City Council.
 - g. **Executive Summary** - Prepare an Executive Summary that summarizes the findings, recommendations, and actions.
 3. **Deliverables** - Final deliverables will include:
 - a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
 - b. Twenty (20) copies of the Draft Master Plan
 - c. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.

EXECUTIVE SUMMARY

- d. Four digital copies of all reports and graphics for use by the Owner.
- e. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.2 for use by the Owner.
- f. BCI has the in-house capability to print the reports and dry-mounted display boards at a relatively low cost compared to outsourcing.

PROJECT SCHEDULE

A proposed project schedule is provided on the following pages. This schedule identifies the delivery of the Draft Master Plan at the end of eight months. This schedule is driven by the public engagement process and a main factor is the length of the Statistically Valid Household Assessment Survey. The schedule can be accelerated if necessary.

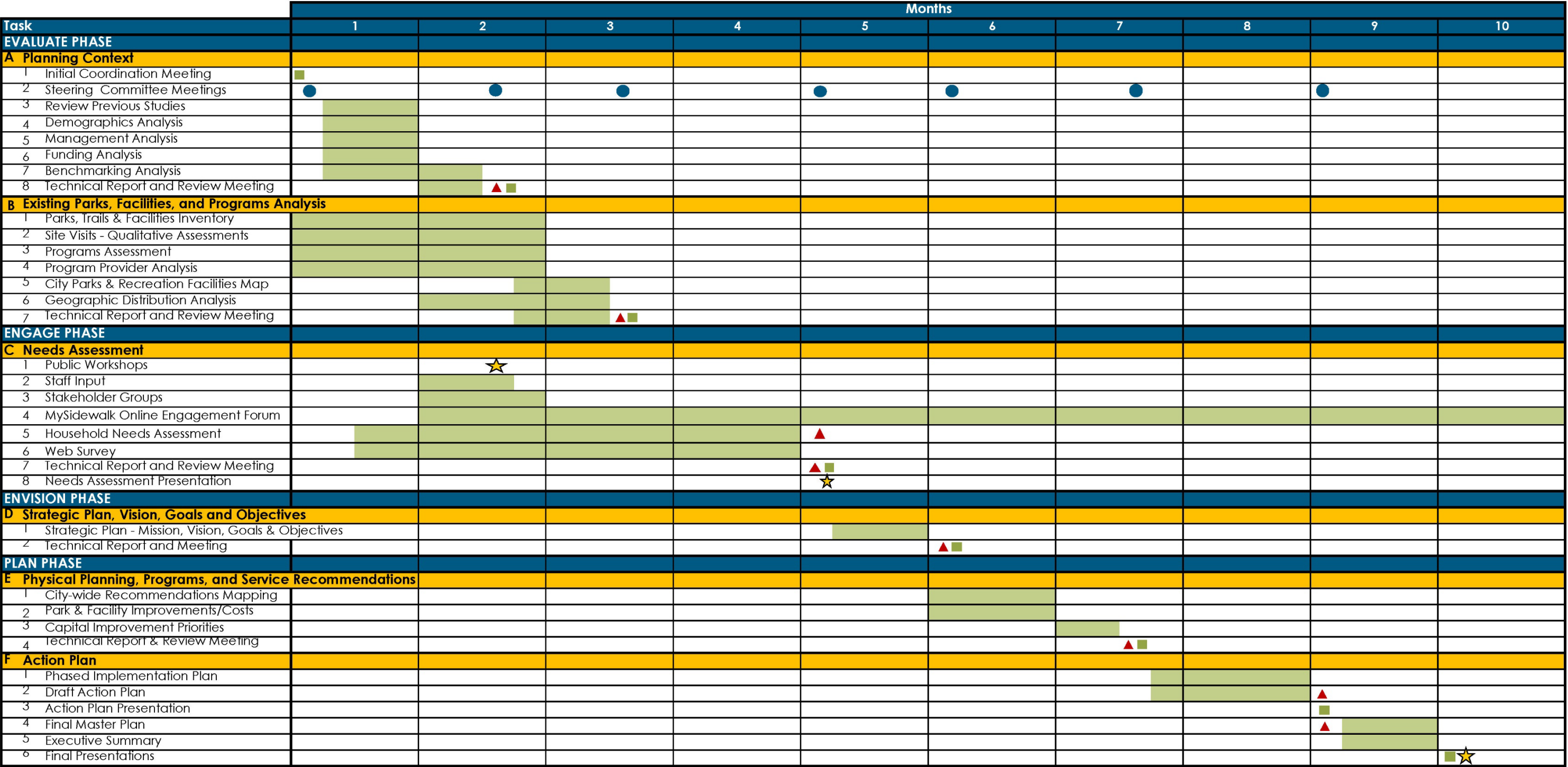
PROJECT FEE PROPOSAL

The following table identifies the overall hours and fee by phase.

PHASE	HOURS	FEE
EVALUATE PHASE		
Planning Context	93	\$12,700
Existing Parks, Facilities, and Programs Assessment	167	\$17,385
ENGAGE PHASE		
Needs Assessment	147	\$22,615
ENVISION PHASE		
Strategic Plan	55	\$8,215
PLAN PHASE		
Physical Planning, Programs, and Service Recommendations	96	\$8,870
Action Plan	262	\$27,400
TOTAL	732	\$97,815
Optional Statistically Valid Needs Assessment Survey		\$14,720
TOTAL WITH OPTIONAL SERVICES		\$111,720

EXECUTIVE SUMMARY

SCHEDULE



● Steering Committee Meeting ■ Review / Progress Meeting ▲ Technical Memo ★ Public Presentation / Workshop

EXECUTIVE SUMMARY

QUALITATIVE PUBLIC ENGAGEMENT PROCESS

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Section II
Firm Information

FIRM INFORMATION

FIRM OVERVIEW

Brandstetter Carroll Inc. (BCI) began in 1979 in Lexington Kentucky, with the express purpose of providing architectural, engineering and planning services to cities, counties and other units of local government. Since that time, the firm has grown to include a staff of over 55 people with additional offices in Dallas, Texas, Cincinnati and Cleveland, Ohio. BCI has completed over \$2.6 Billion in construction volume including all phases of public infrastructure for local public clients.

BCI actually began by providing planning and design services for parks and recreation clients on a regional basis. The firm has been a leader in the evolution of Park System Planning, spearheading the first "Master Plan for Service Delivery" for the Cincinnati Recreation Commission in 1996. This plan raised Citizen Participation to new levels by holding local meetings in over 17 city neighborhoods. This plan resulted in the implementation of over \$60 Million in improvements over 10 years. Many other communities around the nation followed this example, creating a new paradigm in the industry. This became a prototype Vision Plan.

BCI has taken other leading roles in the development of park facilities in aquatics, recreation center design, senior facilities and facilities for special populations. The firm has also recently assisted several cities in implementing voter-approved bond levies for capital construction. Finally, BCI has assisted many cities in forming partnerships with nonprofit providers (P3) in the implementation of joint facilities and programs. Some of these providers include The Cleveland Clinic, Parma Hospital, The Kroger Company, The Salvation Army and several YMCAs.



PRINCIPALS

The following individuals are Principals of BCI.

Lawrence W. Brandstetter, AIA	President
Michael E. Carroll, AIA	Senior Vice President
Bruce G. Brandstetter, P.E.	Senior Vice President
Monica G. Sumner, RA, CID	Vice President
Benjamin E. Brandstetter, P.E., LEED GA	Vice President
Nancy K. Nozik, AIA	Principal
Richard T. Parker, AIA, LEED AP	Principal
Patrick D. Hoagland, ASLA	Principal
Elizabeth S. Holser, AIA	Principal

FIRM INFORMATION

NUMBER OF PERSONNEL

Administrative	10	Transportation Engineer	2
Architect	16	Interior Designer	2
CADD Technician	9	Landscape Architect	4
Civil Engineer	7	Technician Analyst	5
Construction Inspector	4	LEED AP/LEED GA	10

TECHNICAL RESOURCES

All BCI offices maintain appropriate hardware and updated software to produce the documents required for managing, designing, and producing the professional services provided to clients. BCI is proficient in the following software applications that may be used on this project:

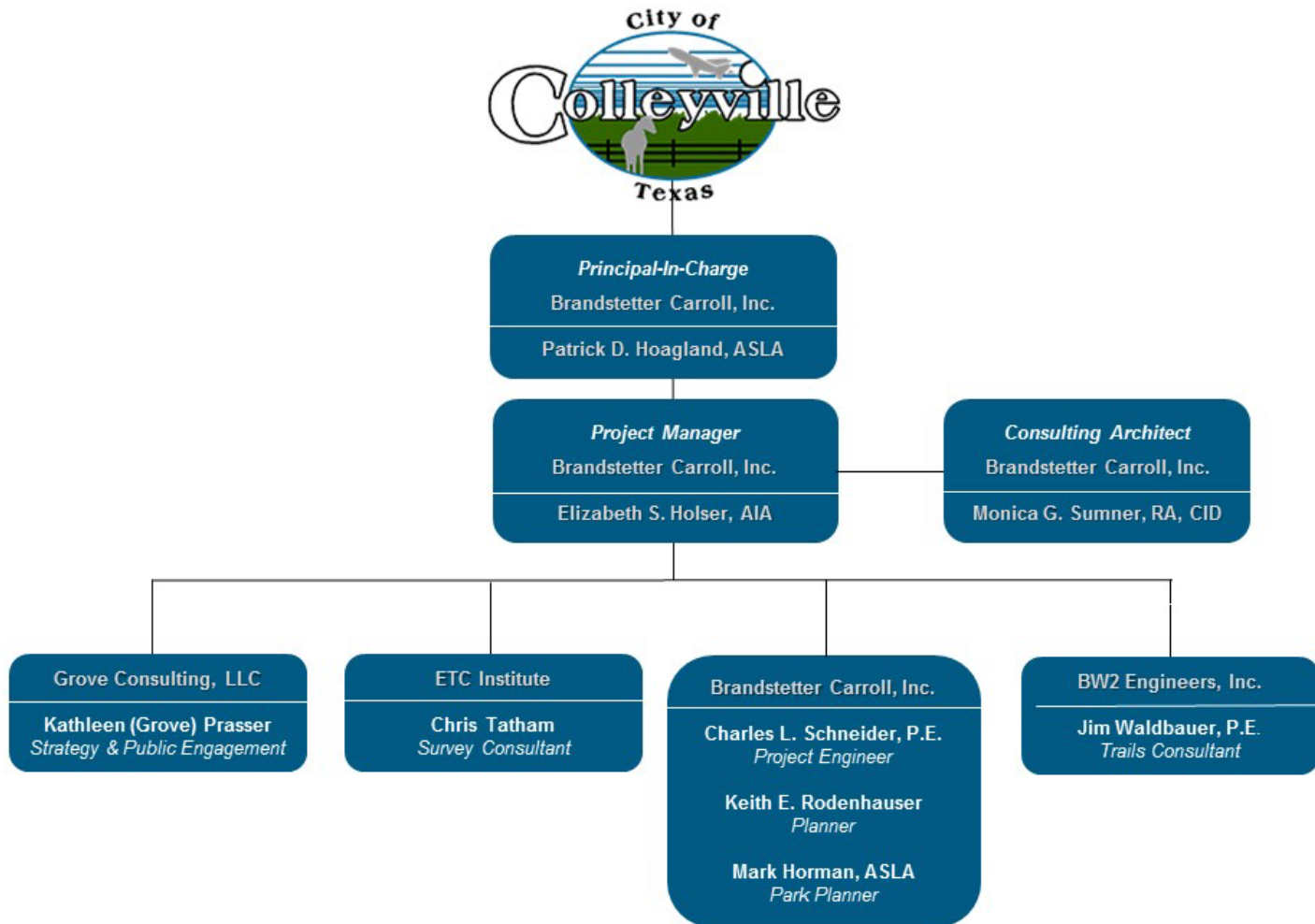
- Microsoft Excel
- Microsoft Word
- Adobe InDesign
- Bluebeam
- Adobe Photoshop
- Revit
- Sketch-up
- AutoCAD
- Masterspec
- Arc GIS 10.5
- ESRI Business Analyst
- Microsoft PowerPoint



Section III
Consultant Team

CONSULTANT TEAM

ORGANIZATIONAL CHART



STAFF TIME COMMITMENT

The following table identifies the estimated percent of the staff person's overall time that will be dedicated to the project over the duration of the project.

<u>Team Member</u>	<u>Percent of Time</u>
Patrick Hoagland	30%
Elizabeth Holser	20%
Keith Rodenhauser	30%
Monica Sumner	5%
Mark Horman	10%
Charles Schneider	5%
Kathleen Prasser	15%
James Waldbauer	15%
Chris Tatham	5%

CONSULTANT TEAM

KATHLEEN (GROVE) PRASSER, GROVE CONSULTING INC. – STRATEGY & PUBLIC ENGAGEMENT CONSULTANT

Ms. Prasser has assisted BCI on several community engagement efforts including: Fairfax, Virginia, Lexington, Kentucky and Grand Prairie, Texas. Her particular style is conducive to the generation of "group thinking" and response. In addition, her enthusiasm for public recreation and subsequent "Quality of Life" enhancement has been the core of her professional career since her days as Parks Director in Manassas Virginia, through her time as CEO of NRPA on to her nationwide consulting practice.

Ms. Prasser will assist the City in leading the strategic planning process to develop an updated mission, vision, and goals. She will also utilize her outstanding facilitation skills in the public engagement phase.

Ms. Prasser brings over 30 years' experience to the Team. Prior to starting Grove Consulting Inc. in 2008, she had been the CEO for the National Recreation and Park Association in Ashburn, Virginia. Her career began as Recreation Director in Manassas, Virginia.

Following that, she served in several Human Resource and Organizational Development positions in the private sector including the Canadian International Bank Corporation. Her experience with BCI includes the BCI Strategic Plan in 2011 as well as several planning assignments including the City of Fairfax, Virginia Park System Plan and City of Lexington Parks and Recreation Master Plan.

BW2 ENGINEERING INC. – TRAILS CONSULTANT

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 has experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). In addition, BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

ETC INSTITUTE – SURVEY CONSULTANT

The efforts of ETC Institute will be led by Chris Tatham, who has over 20 years of experience in market research and consulting experience in a wide range of parks, recreation, sports, fitness, health and general governmental projects. He has overseen the completion over 600 parks and recreation needs assessments, master plans, strategic plans, and feasibility studies. Mr. Tatham has designed and managed nearly 2,000 community surveys in more than 700 communities.





Section IV Qualifications of Key Personnel

PATRICK D. HOAGLAND, ASLA

Principal-in-Charge



EDUCATION

The Ohio State University,
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:

Texas – 2781
Commonwealth of Kentucky –
316, Ohio – 663, Commonwealth
of Virginia – 0406001787,
Tennessee – 0487, West Virginia –
352, CLARB – 1339, Georgia –
LA001486, New Jersey -
21AS00096200

Council of Landscape Architectural
Registration Boards Certificate

AFFILIATIONS

- American Society of Landscape Architects
- (KY Chapter – President, 1984 and Trustee, 1991-1996)
- Kentucky Recreation and Park Society
- Ohio Parks and Recreation Association



PARKS AND RECREATION NEEDS ANALYSIS AND SYSTEM MASTER PLANNING

- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **Somerset County Park Commission Capital Facilities Plan**
Somerset County, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Princeton Parks and Recreation Master Plan and Community Park Design**
Princeton, New Jersey
- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Master Plan for Service Delivery**
Cincinnati Recreation Commission
- **Cincinnati Parks and Greenways Master Plan**
Cincinnati Park Board
- **Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Fairfax Parks, Recreation, Open Space, Trails, and Cultural Arts Master Plan**
Fairfax, Virginia
- **Muhlenberg County Parks and Recreation Master Plan (Established New Parks and Recreation Department)**
Muhlenberg County, Kentucky
- **Bowling Green Parks & Recreation Master Plan**
Bowling Green, Kentucky
- **Strongsville Parks & Recreation Master Plan**
Strongsville, Ohio
- **Westlake Parks & Recreation Master Plan**
Westlake, Ohio



Morris County Park Commission Strategic Plan

ELIZABETH S. HOLSER, AIA

Project Manager



EDUCATION

Texas Tech University, College of Architecture

Bachelor of Architecture, 1990

REGISTRATION

Registered Architect:

State of Texas, #17103

PROFESSIONAL AFFILIATIONS

American Institute of Architects:

Member # 30204881

Texas Society of Architects

Dallas Chapter AIA



MUNICIPAL/ RECREATION

- **Grand Prairie Parks, Recreation and Open Space Master Plan**
Grand Prairie, TX
- **Ford Pool**
Allen, TX
- **Grapevine/Colleyville ISD Natatorium**
Grapevine, TX
- **City of Plano Senior Citizen's Center**
Plano, TX
- **City of Plano – Harrington Park Improvements/Pavilion**
Plano, TX
- **University of Texas at Austin – Gregory Gymnasium Additions and Renovations**
Austin, TX
- **Temple ISD - Temple High School Stadium and Athletic Facility Renovation**
Temple, TX
- **Brownsville Public Library – New Main Library**
Brownsville, TX
- **Brownsville Public Library – Southmost Branch Library**
Brownsville, TX

NON-PROFIT ORGANIZATIONS/RELIGIOUS

- **Christ The King Parish Community Center**
Dallas, TX
- **University Park United Methodist Church – Multi-purpose/Gymnasium and Education Additions**
Dallas, TX
- **First United Methodist Church of Rockwall, Phase II Education Building/Playgrounds**
Rockwall, TX
- **Stonebriar Community Church Master Plan + Phase I Worship**
Frisco, TX
- **Stonebriar Community Church Master Plan - Phase II Children's Education Building**
Frisco, TX



Ford Pool Site Plan

KATHLEEN (GROVE) PRASSER

Strategy & Public Engagement



EDUCATION

National-Louis University, Evanston, IL
Master of Science, Management
Bachelor of Arts, Applied Behavioral Science

CAREER HIGHLIGHTS

- President, Grove Consulting, LLC (2008-present)
- CEO/COO, National Recreation & Park Association (2003-2008)
- Human Resources & Organization Development, Canadian Imperial Bank of Commerce (2001-2003)
- Human Resources & Organization Development, Network Equipment Technologies, Inc. (1997-2001)
- Human Resources, Synectics Corp (1994-1997)
- Human Resources, TeleLink Research, Inc. (1989-1994)
- Director, City of Manassas Recreation & Parks (1991-1992)
- Management Analyst, Fairfax County Park Authority (1980-1991)

AFFILIATIONS

Association of Change Management Professionals

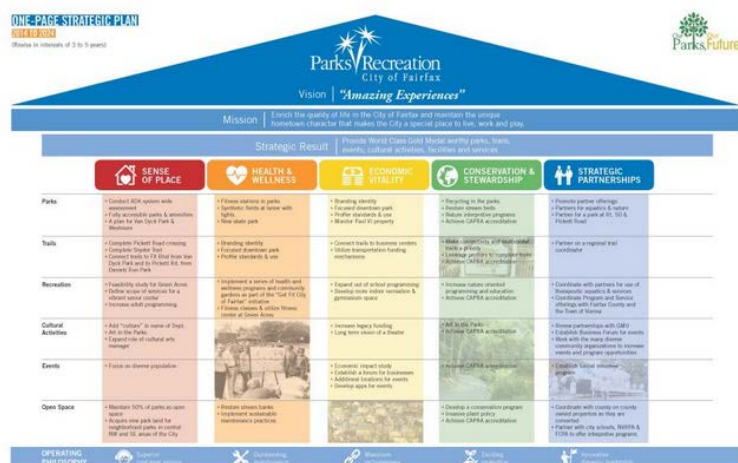
Society of Human Resource Management

STRATEGIC PLANNING

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **Fairfax County Park Authority Board of Directors Strategic Planning**
Fairfax, VA
- **Fairfax County Office of Emergency Management Strategic Plan**
Fairfax, VA
- **Almond Board of California Strategic Plan**
Modesto, CA
- **USDA National Organic Program Strategic Plan**
Washington, DC

COMMUNITY & STAKEHOLDER ENGAGEMENT

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **US Forest Service**
Washington, DC
- **Walter Reed National Military Medical Center, National Intrepid Center of Excellence**
Bethesda, MD
- **Federal Aviation Administration, Future Flight Program Stakeholder Engagement Strategy**
Washington, DC



City of Fairfax Strategic Plan

MONICA G. SUMNER

Consulting Architect



EDUCATION

University of Kentucky, Bachelor of Architecture

REGISTRATION

Registered Architect:

Commonwealth of Kentucky # 5641

Certified Interior Designer:

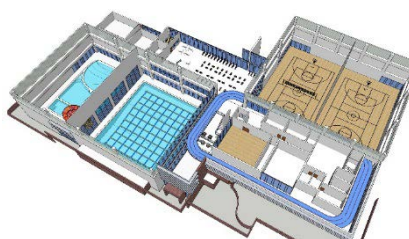
Commonwealth of Kentucky #55

AFFILIATIONS

- AIAS, 1988 - 1993
- President Student Body - College of Architecture, '92,'93
- NCARB (Intern Development Program)
- President Local Chapter-Business Network International
- Advisory Committee, Lexington Community College Architectural Technology Program, 2001 – 2003
- President Spindletop Homemakers 2007 - 2008
- Kentucky Library Association Member
- Lexington Architectural Review Board 2008-2010
- President Spindletop Community Association 2010 – 2012

RECREATION/COMMUNITY CENTERS/AQUATIC

- **Kyle Vista Recreation Center, Park Design & Operations Plan**
Kyle, Texas
- **Hamburg Pavilion YMCA**
Lexington, Kentucky
- **Jessamine County YMCA**
Nicholasville, Kentucky
- **Ray and Joan Kroc Community Center**
Ashland, Ohio
- **Don Umerley Civic Center Addition**
Rocky River, Ohio
- **Tri-Health Indoor and Outdoor Aquatic Addition**
Cincinnati, Ohio
- **Groveport Recreation Center**
Groveport, Ohio
- **Mt. Washington Community Center**
Cincinnati Recreation Commission
- **Madisonville Community Center**
Cincinnati Recreation Commission
- **Bowling Green Recreation Center**
Bowling Green, Kentucky
- **Paducah Recreation Center Feasibility Study**
Paducah, Kentucky
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Tipp City Aquatic Center**
Tipp City, Ohio
- **Marietta Family Aquatic Center**
Marietta, Ohio
- **Groveport Outdoor; Indoor Aquatic Centers**
Groveport, Ohio
- **Shelbyville Indoor and Outdoor Aquatic Center**
Shelbyville, Kentucky
- **Mt. Lookout Swim Club and Pool**
Cincinnati, Ohio
- **Parky's Pirate Cove**
Cincinnati, Ohio



Kyle Vista Recreation Center

CHARLES L. SCHNEIDER, P.E.

Project Engineer



EDUCATION

University of Texas
University of Kentucky, B.S.C.E.
Major Area of Study – Hydrology
and Hydraulics

REGISTRATION

Professional Engineer:
Commonwealth of Kentucky
#22599

CERTIFICATIONS

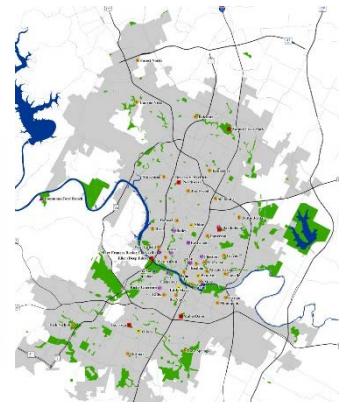
Certified Pool Operator, Ohio Aquatic
Council, LTD—2008

SPECIALTIES

- Site Development and Utilities
- Aquatic Facilities Design
- Aquatic Mechanical Design
- Water and Waste Water Treatment

PARK AND AQUATIC DESIGN

- **Ford Pool**
Allen, Texas
- **Kyle Vista Recreation Center and Park**
Kyle, Texas
- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **Oak Grove Park**
Centerville-Washington Park District, Ohio
- **Patricia Allyn Park**
Clearcreek Township, Ohio
- **Kincaid State Park Lodge Study**
Pendleton County, Kentucky
- **Grant County Park**
Grant County, Kentucky
- **Beech Acres Park, Anderson Park District**
Anderson Township, Ohio
- **Colerain Park**
Colerain Township, Ohio
- **Veterans Bartlett Park**
Newport, Kentucky
- **Plain City Family Aquatic Center**
Plain City, Ohio
- **Lincoln Park Pool**
Marion, Ohio
- **Community Park Pool Redevelopment**
Princeton, New Jersey
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Aquatic and Recreation Complex at The Heights**
Huber Heights, Ohio
- **Indian Acres Family Aquatic Center**
Marietta, Ohio
- **Roosevelt Commons Indoor Natatorium**
Dayton, Ohio
- **Fairview Commons Sprayground**
Dayton, Ohio
- **Clippard Park and Sprayground**
Colerain Township, Ohio



Austin, Texas Aquatic Facilities Master Plan

KEITH E. RODENHAUSER

Planner



EDUCATION

University of Cincinnati
Master of Community Planning
Environmental Planning
Graduate Certificate – Geographic
Information Systems

The Ohio State University, BA
Sociology

PREVIOUS EMPLOYMENT

North Avondale Neighborhood
Association
Planning Intern

Bond Hill CURC, Planning Intern

PREVIOUS PROJECTS

- Comprehensive Plan for the Village of Morrow
- *Morrow, Ohio*
- Neighborhood Business District Analysis for
- *North Avondale Neighborhood Association*
- Housing Assessment for Bond Hill CURC
- *United Way GIS Analysis*
- *Safe Routes to Schools Plan for Fairfield Township, Ohio*

AFFILIATIONS

- American Planning Association
- Ohio Chapter APA

Mr. Rodenhauser is a Planner and GIS Specialist in the Recreation, Planning and Landscape Architecture Division. His responsibilities include GIS mapping and analysis, demographic analysis, public engagement facilitation, environmental planning, and related analyses. Mr. Rodenhauser is proficient in geoprocessing, map production, spatial analysis, statistical analysis, land use, zoning, watershed management, land conservation, and development regulations.

PARKS, RECREATION, TRAIL, & OPEN SPACE PLANNING

- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **Monroe Parks and Recreation Master Plan**
Monroe, Ohio
- **Bowling Green Parks and Recreation Master Plan**
Bowling Green, Kentucky
- **Lofino Plaza Needs Assessment**
Beavercreek, Ohio
- **Recreation Center Study**
Frankfort, Kentucky
- **Morris County Preservation Trust Analysis & Strategy Report**
Morris County, New Jersey
- **Strategic Plan for Parks, Recreation, Open Space, Trails, Events, and Cultural Arts**
Fairfax, Virginia
- **Westlake Parks and Recreation Master Plan**
Westlake, Ohio
- **Aquatic Facilities Needs Assessment and Strategic Plan**
Austin, Texas
- **Great Miami River Trail**
Monroe, Ohio
- **Lexington Parks and Recreation Master Plan**
Lexington, Kentucky
- **Portage Park District Master Plan**
Portage County, Ohio



Westlake, Ohio Parks and Recreation Master Plan

MARK E. HORMAN, ASLA

Park Planner



EDUCATION

University of Kentucky
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:
Commonwealth of Kentucky

AFFILIATIONS

- Council of Landscape Architectural Registration Boards - Kentucky State Board of Examiners and Registration of Landscape Architects Governor Appointed: 1984-1987, Re-appointed: 1987-1990, 1990 – 1993
- Elected Kentucky delegate to the National Meeting of the Council of Landscape Architectural Registration Boards 1985, 1986, 1987, 1988, 1990
- President of the Kentucky State Board of Examiners and Registration of Landscape Architects, 1991-1993
- Additional: Participated in the joint authorship of Kentucky's newly ratified registration laws and CLARB National Committee on Continuing Education for Landscape Architects



PARKS AND RECREATION SYSTEM MASTER PLANNING

- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Osborne and Sunset Parks Master Plans**
Willoughby, Ohio
- **South Park Master Plan**
Brunswick, Ohio
- **Boardman Parks and Recreation Master Plan**
Boardman Township Park District, Ohio
- **Beavercreek Parks and Recreation Master Plan**
Beavercreek, Ohio
- **Franklin Township Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Belle Mead GSA Depot Master Plan**
Somerset County, New Jersey
- **Middletown Parks and Recreation Master Plan**
Middletown, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Capital Facilities Plan, Somerset Park Commission**
Somerset County, New Jersey
- **Princeton Parks and Recreation Master Plan**
Princeton, New Jersey
- **Harrison County-Cynthiana Master Plan**
Cynthiana, Kentucky
- **Miles Property Master Plan**
Louisville/Jefferson County, Kentucky

PARK DESIGN

- **Charles Pointe Park**
Bridgeport, West Virginia
- **Colerain Park Expansion**
Colerain Township, Ohio
- **Clippard and Groesbeck Parks**
Colerain Township, Ohio
- **Oak Grove Park**
Centerville-Washington Park District
- **Winton Woods Harbor Renovation**
Hamilton County, Ohio
- **Sailorway Park**
Vermilion, Ohio
- **Sycamore Township Nature Park**
Sycamore Township, Ohio
- **Tipp City Park**
Tipp City, Ohio
- **Patricia Allyn Park**
Warren County, Ohio
- **Millennium Park**
Danville, Kentucky

FIRM BACKGROUND

BW2 Engineers, Inc. (BW2) is a professional civil engineering and surveying firm established in 2002. BW2 is a veteran-owned firm and a certified Small Business Enterprise (SBE). BW2's office locations are as follows:

BW2 Engineers Main Office:

1919 S. Shiloh Road
Suite 500, LB 27
Garland, Texas 75042
Telephone (972) 864-8200
Fax (972) 864-8220

BW2 Engineers Branch Office

1836 W. Virginia Street
Suite 206
McKinney, Texas 75069
Telephone (469) 429-0342

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 and our professional staff have experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). BW2's staff is very familiar with the requirements of public agencies and municipalities. Over 90% of BW2's business is repeat business from these clients. BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

KEY PERSONNEL

Mr. Jim Waldbauer, P.E., President and founding partner, has over 28 years of civil engineering experience with consulting engineering firms. He will serve as the project manager for this project. He has worked on a wide range of civil engineering projects including, paving, drainage, trails, site planning, and water and wastewater improvement projects for municipalities. His trail design experience encompasses over 12 years in relation to multi-use (shared use), urban, concrete hike and bike trail projects along with other park-related projects. These trail projects have totaled over 28 miles of trail design in the DFW metroplex. As a licensed civil engineer, Mr. Waldbauer has a strong personal commitment and background with regard to quality of life initiatives and is an advocate for the parks and recreation industry. He has served over nine years on his local Parks and Recreation Board, currently serves as President of the Allen Parks Foundation, which he formed in 2001, and currently serves as Treasurer and Board Member for the Texas Trails Network. Mr. Waldbauer was recently awarded the Individual Outstanding Service Award from the Texas Recreation and Parks Society in 2014 for his community volunteer efforts in the field of Parks and Recreation. He was also named Engineer of the Year of the Preston Trail Chapter of the Texas Society of Professional Engineers in 2008.

CHRISTOPHER E. TATHAM, CEO, ETC INSTITUTE

Education

M.B.A., Management, Kansas State University

B.A., Princeton University, Political Science/Economics

Certificate of Proficiency in Latin American Studies, Princeton University, 1990

Current Position

Mr. Tatham is currently serving as the Chief Executive Officer for ETC Institute. Under his leadership, ETC Institute has become the nation's leading market research firm in the field of community-based research for local governments. The company has extensive research experience with issues that affect local governments including: parks and recreation, transportation, planning and zoning, public safety, and more. In addition, ETC Institute was selected as one "One of the Best Places to Work in Kansas City" by the Kansas City Business Journal. ETC Institute also received the prestigious "Top 10 Small Businesses in Greater Kansas City" award from the Greater Kansas City Chamber of Commerce; the firm was selected from more than 1700 nominees.

Mr. Tatham is also considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments. During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities (a few of which are listed below):

- | | | |
|------------------|-------------------------|------------------------|
| ○ Anchorage, AK | ○ Durham, NC | ○ Oklahoma City, OK |
| ○ Atlanta, GA | ○ Fort Worth, TX | ○ Phoenix, AZ |
| ○ Austin, TX | ○ Honolulu, HI | ○ Providence, RI |
| ○ Cleveland, OH | ○ Houston, TX | ○ Riverside County, CA |
| ○ Charlotte, NC | ○ Kansas City, MO | ○ San Antonio, TX |
| ○ Columbus, OH | ○ Las Vegas, NV | ○ San Diego, CA |
| ○ Dallas, TX | ○ Miami-Dade County, FL | ○ San Francisco |
| ○ Denver, CO | ○ Nashville, TN | ○ San Jose, CA |
| ○ Des Moines, IA | ○ New York, NY | ○ Seattle, WA |

In 1999, Mr. Tatham designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.

Mr. Tatham has served as political advisor and conducted survey research that led to voter approval of projects of sales taxes and bond issues valued at more than \$4 billion during the past ten years. He received an award from the Midwest Region of NRPA for his efforts to help local communities secure funding for parks and recreation system improvements.

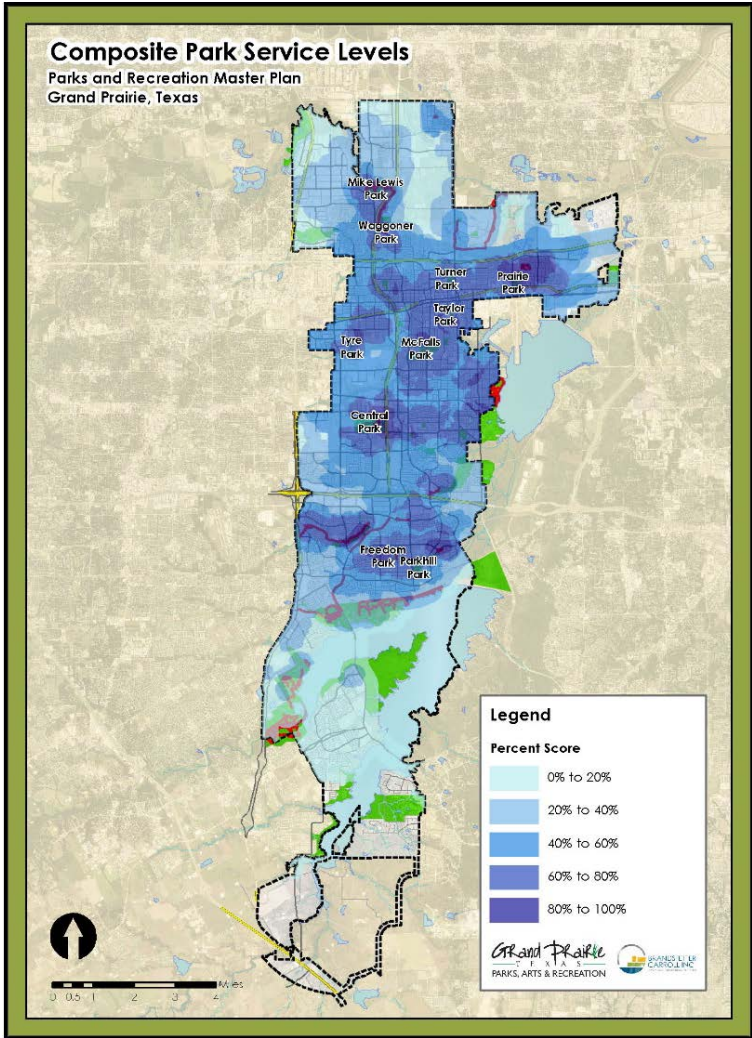
ETC Institute (2015)



Section V
Related Experience and References

PARKS AND RECREATION MASTER PLAN

Grand Prairie, Texas



Brandstetter Carroll Inc. assisted the City of Grand Prairie, Texas with the preparation of an update to their Parks, Recreation, and Open Space Master Plan which was expanded to include a master plan for trails. The plan, *Project Discovery: Creating a Grand Park System*, involved a variety of public input methods, including surveys (statistically valid and web-based), public workshops/events, stakeholder group meetings, and an online public engagement website (powered by mySidewalk). The project also included detailed mapping analysis to determine gaps in service, detailed demographic and social needs analysis, a benchmarking analysis (to similar Texas departments), and a review of parks and recreation trends. Finally, BCI helped develop level of service guidelines, park concepts with detailed cost estimates, and a strategic plan that contained a series of goals, objectives, and specific actions intended to aid in the implementation of the master plan. These recommendations will guide the CAPRA accredited Parks, Arts, and Recreation Department as they endeavor to meet the needs of Grand Prairie residents over the next ten years and beyond.

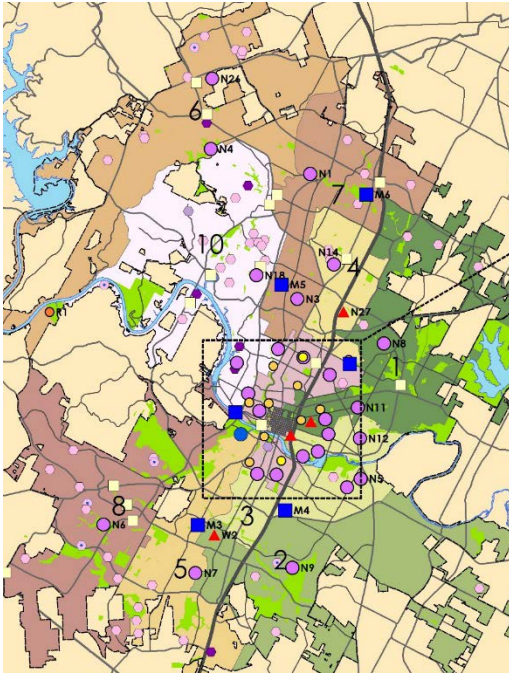


Project Details	
Owner:	City of Grand Prairie
Contact:	Mr. Tim Shinogle, Superintendent of Park Planning 400 College Street P.O. Box 534045 Grand Prairie, Texas 75053-4045 972.237.8100
Key Dates:	February 2016 to present

AUSTIN, TEXAS AQUATIC FACILITIES PLANNING

City of Austin, Texas Parks and Recreation Department

AQUATIC FACILITIES NEEDS ASSESSMENT - 2014



Map of pool locations – excerpt from study

BCI lead the City of Austin through an assessment of all aquatic related facilities. The comprehensive process included an evaluation of 36 current pools of varying age and condition, with many being over 40 years old.

The process identified strategies to better serve the City residents based upon an extensive public engagement process; analysis of neighborhood trends and needs; and extensive evaluation of their existing facilities, especially analyzing factors such as compliance with VGB, ADA and State and local health codes.

The goal was to develop strategies and recommendations to allow the City to provide quality aquatic experiences for the next 20 years and beyond. BCI assembled a team of local design professionals to supplement the firm's aquatic expertise.

AQUATICS MASTER PLAN - 2016



Bartholomew Pool – suggested upgrades

Upon the success of the Needs Assessment, BCI is now continuing planning work for the City's aquatic facilities. This project dives deeper into service delivery for the citizens.

The study will consider which pools will remain operational, which pools might get replaced or renovated, staffing models, rates and charges, and many other things related to delivering quality aquatic programming and services to the citizens of Austin.

The planning project is currently underway and is to be completed in early 2017.



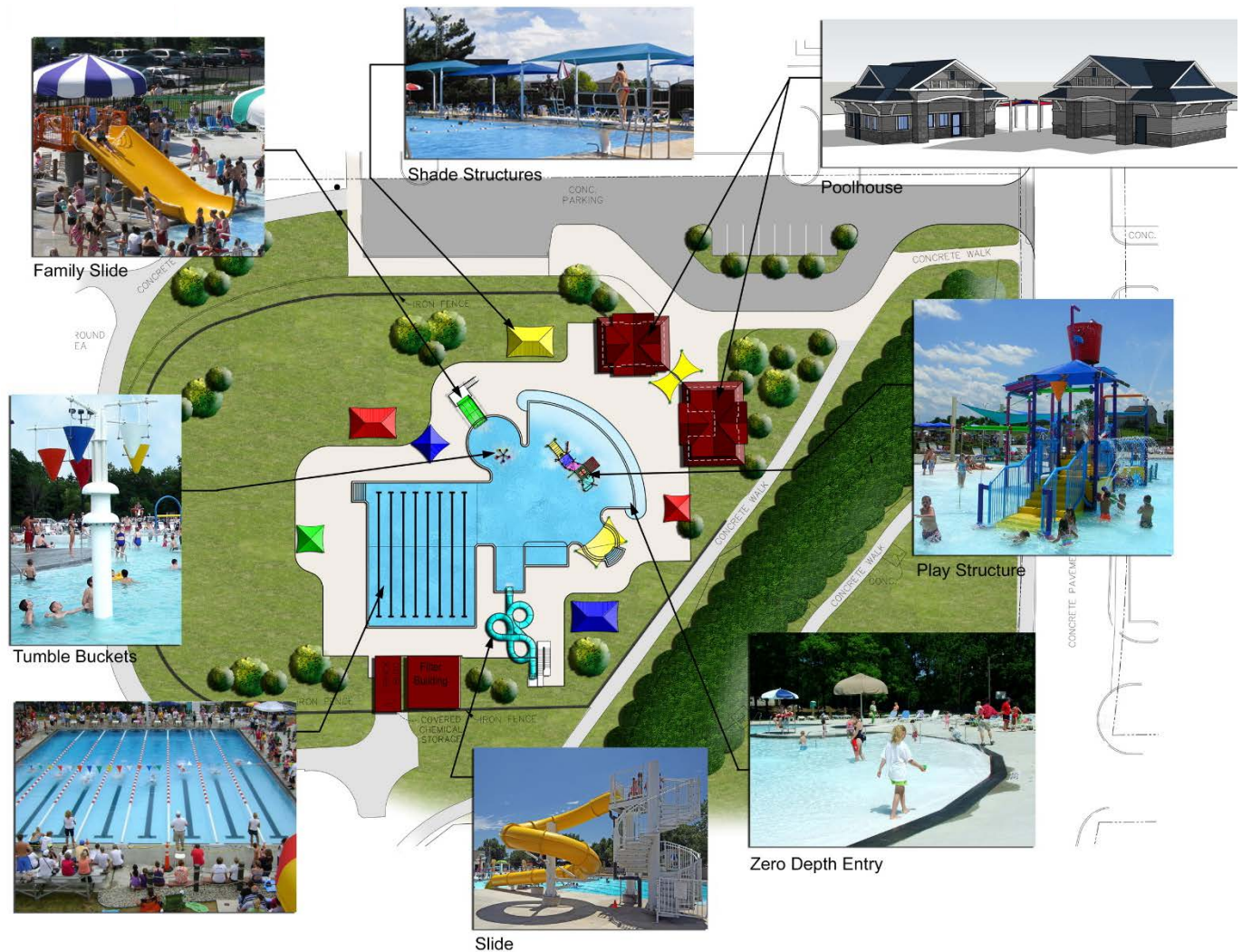
West Enfield Pool – suggested improvements

Project Details

Owner:	City of Austin
Contact:	Mr. Reynaldo Hernandez, JR. RLA 919 West 28 ½ Street Austin, TX 78705 512.974.9464 Reynaldo.hernandez@austintexas.gov
Key Dates:	Needs Assessment: January 2013- December 2014, Master Plan: January 2016-Present

FORD POOL COMPLEX RENOVATION MASTER PLAN

Allen, Texas



Project Details

Owner:	City of Allen
Contact:	Mr. Tim Dentler, Director 301 Century Parkway Allen, TX 75013 214.509.4700 tdentler@cityofallen.org
Key Dates:	Master Plan completed 2014 Currently under construction

Brandstetter Carroll Inc. was selected to conduct a feasibility study for renovating the Ford Pool Complex for the City of Allen, Texas in 2007. Allen, Texas is located in Collin County, Texas approximately 20 miles northeast of Dallas. In 2014, The City of Allen asked BCI to update the study to create a “community” pool feel instead of a Family Aquatic Center.

City officials called upon Brandstetter Carroll Inc. to conduct a detailed feasibility study to modernize the existing Ford Pool Complex in order to increase attendance and its overall revenue. As part of the process, Brandstetter Carroll Inc. worked with National polling experts in order to develop a citizen driven survey, and will be conducting several public meetings to discuss the aquatic needs of the citizens of Allen.

LEXINGTON PARKS AND RECREATION MASTER PLAN

Lexington, Kentucky



LEXINGTON

Project Details	
Owner:	City of Lexington
Contact:	Monica Conrad, Director of Lexington Parks and Recreation 859.425.2255 mconrad@lexingtonky.gov
Key Dates:	Scheduled to be completed by the end of 2017

BCI was selected for this assignment to develop a long range Master Plan for the CAPRA Accredited system serving over 300,000 residents with over 100 parks and 4,415 acres of park land. The system includes a variety of neighborhood and community parks with athletic complexes, golf courses, nature parks, arts facilities, aquatic facilities, community centers, trails, and a wide variety of programs and special events. The process involved a detailed assessment of all of the City’s parks and recreation facilities, programs assessment, extensive public engagement, an active Citizen Steering Committee, benchmarking to other communities, strategic visioning and detailed Action Plan. The Plan is scheduled to be completed by the end of 2017.

CITY OF FAIRFAX STRATEGIC PLAN FOR PARKS, RECREATION, TRAILS, OPEN SPACE, EVENTS AND CULTURAL ACTIVITIES

City of Fairfax, Virginia



Project Details

Owner:	City of Fairfax
Contact:	Mitzi Taylor, CPRP, Special Event and Athletic Manager 10455 Armstrong Street Fairfax, Virginia 22030 703.385.7858 mitzi.taylor@fairfaxva.gov
Key Dates:	February 2016 to Completion in January 2014

BCI assisted the City of Fairfax, Virginia in preparing their first Strategic Plan for Parks, Recreation, Trails, Open Space, Events and Cultural Arts. The first phase included the establishment of a Strategic Vision which was based upon extensive public engagement. The process involved public workshops/events and over 20 stakeholder groups which involved over 500 residents. In addition, nearly 2,400 residents participated in an on-line community engagement web site (hosted by MindMixer) which allowed residents to share ideas, vote on instant polls, and respond to drafts of the Plan. A statistically valid survey was performed by George Mason University. Phase 2 included detailed facility assessments, Gap Analysis Mapping, development of Level of Service Guidelines, park concept planning, and a detailed Action Plan with goals, objectives and 130 detailed strategies in a timeline format.

PRINCETON PARKS AND RECREATION MASTER PLAN

Princeton, New Jersey



Project Details

Owner:	Princeton Recreation Department
Contact:	Ben Stentz, Director Princeton Recreation Department 380 Witherspoon Street Princeton, New Jersey 08540 609.921.9480 bstentz@princetonnj.gov
Key Dates:	February 2007 to June 2008

Brandstetter Carroll Inc. prepared a comprehensive Parks & Recreation Master Plan for the Borough and Township of Princeton and the Princeton Recreation Department. The process involved extensive public input with over 35 stakeholder group meetings, public workshops, focus groups of teens, and a statistically valid household needs assessment. The process also involved the evaluation of improvements to their outdoor pool, needs for an indoor recreation center, and potential to develop synthetic turf athletic fields to meet many of the community's needs. The process identified strong needs for preservation of open space, trail systems, athletic fields, and indoor recreation facilities.

WESTLAKE PARKS AND RECREATION MASTER PLAN

Westlake, Ohio



Clague Park



Project Details	
Owner:	City of Westlake
Contact:	Bob DeMinico, Director of Parks and Recreation 28955 Hilliard Blvd. Westlake, Ohio 44145 440.808.5699 bdeminico@cityofwestlake.org
Key Dates:	February 2014 to November 2014 (adoption in February 2015)

Brandstetter Carol Inc. recently completed a city-wide parks and recreation Master Plan for this city of 33,000 residents. Extensive public engagement was used to develop a new vision for the future of parks and recreation services and to prepare an Action Plan which established implementation steps and priorities for park improvements. Public engagement included over 3,000 participants in a project web site, 700 statistically valid surveys, 545 web surveys, over 150 participants in interactive public workshops, and over 20 stakeholder groups to identify a clear vision for the future. Concept plans were prepared for the major parks.

CRC MASTER PLAN FOR SERVICE DELIVERY

Cincinnati Recreation Commission, Ohio



Project Details

Owner:	City of Cincinnati
Contact:	Dan Jones, Planning and Development 805 Central Avenue, Suite 800 Cincinnati, Ohio 45202 513.352.4045 dan.jones@cincinnati-oh.gov
Key Dates:	May 1995 to June 1996

The study investigated current conditions and usage levels for all facilities and programs, evaluated the quality and service delivery of programming, recommended future facility and programming improvements, and identified strategies and administrative policies necessary for implementation of recommendations. This project included the development of a city-wide Social Needs and Conditions Index for each of the city's forty-eight statistical neighborhoods for evaluating both the total population and target populations such as teens and senior citizens. The final plan is a product of extensive public participation by utilizing statistically valid telephone surveys, 26 community-based workshops, focus groups representing special needs and concerns, a "Blue Ribbon" Advisory Committee and CRC's staff. To date, all of the new development projects in the \$60 million 10 year Capital Plan have been accomplished.



Section VI
Appendix



BRANCAR-03

EEVERMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Energy Insurance Agency, Inc. P O Box 55268 Lexington, KY 40555	CONTACT NAME: PHONE (A/C, No, Ext): (859) 273-1549		FAX (A/C, No): (859) 272-0075
	E-MAIL ADDRESS: eia@energyinsagency.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : State Auto Property and Casualty Insurance Co		25127
INSURED Brandstetter Carroll Inc 17300 Preston Rd Ste 310 Dallas, TX 75252	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			BOP2744362	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BAP2379693	04/23/2016	04/23/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			CXS2117619	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCP2213992	04/23/2016	04/23/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Ohio Stop Gap			BOP2744362	04/23/2016	04/23/2017	Employers Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following applies to the Workers' Compensation coverage under Item 3.C. Other States Insurance: All States not shown in 3.A. except AK, CA, HI, LA, ME, NV, NH, ND, OH, RI, VT, WA, WY.

CERTIFICATE HOLDER

CANCELLATION

City of Colleyville 100 Main St 2nd Floor Engineering Office Colleyville, TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pearl Insurance 1200 E Glen Ave Peoria Heights IL 61616		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Brandstetter Carroll Inc. 17300 Preston Road Suite 310 Dallas TX 75252		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 20443	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

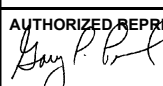
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N	Y	AEH288364175	11/27/2016	11/27/2017	\$1,000,000 per claim/\$2,000,000 aggregate \$50,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

As written in the policy: Insurer hereby waives subrogation rights against the Insured's client to the extent that the Insured had a written agreement to waive such rights prior to a claim or circumstance.

CERTIFICATE HOLDER**CANCELLATION**

City of Colleyville 100 Main Street Second Floor, Engineering Office Colleyville TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brandstetter Carroll Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFCPMP-2016
Parks Master Plan

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Holser, Elizabeth	Dallas, TX United States		X

5 Check only if there is NO Interested Party.

☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Lawrence W. Brandstetter, this the 20 day of December,
20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Project Scope of Work

SCOPE OF SERVICES PARKS, RECREATION AND OPEN SPACE MASTER PLAN CITY OF COLLEYVILLE, TEXAS

Brandstetter Carroll Inc. (Consultant) will perform the following Scope of Services for the City of Colleyville, Texas (Owner) for the completion of a Parks, Recreation and Open Space Master Plan.

I. SCOPE OF SERVICES

EVALUATE PHASE

1. Planning Context

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include all members of the Parks and Recreation Advisory Board along with representatives from Parks and Recreation Department, Schools, City Council, and other organizations.
- b. **Demographic Analysis** - Using information provided by the City of Colleyville, the Council of Governments, and other sources, perform an analysis of the demographic and population characteristics of Colleyville.
 1. **Using ESRI Business Analyst Software** and by coordinating with the Colleyville City Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
 - Demographic characteristics (quantity, ages, race, etc.)
 - Five year population projections
 - Household size
 - Average or median household income and per capita income
- c. **Review of Previous Studies** - Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: Comprehensive Plan, previous Master Plans, annual reports, Park Board Strategic Plan, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Review Progress on the 2011 Parks, Recreation and Open Space Plan** – Review the recommendations of the 2011 Plan and identify the status of the recommendations, including the trail and linkage connections.
- e. **City of Colleyville Policy Review** - Perform a review of City of Colleyville policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- f. **Funding Analysis** - Review the past five year's budgets and the proposed future operating and capital budgets.
- g. **Report and Presentation** - Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

2. Existing Parks, Facilities, and Programs Analysis

- a. **Parks, Open Space and Facilities Inventory** - Inventory all existing parks and recreation facilities offered in the City of Colleyville, including parks and facilities operated by others including GCISD Schools. Make site visits to all of the City of Colleyville facilities with the purpose of observing the existing conditions and opportunities for improvements. The Consultant will review the previously prepared Facilities Assessment prepared by the City.
- b. **Trails Inventory** – Identify and map existing and planned trails and linkages in the City and immediate surrounding area including the North Texas Regional Veloweb.
- c. **Recreation Programs Assessment** - Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- d. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the city-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- e. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped and will be overlaid with population density dots to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, aquatic facilities, baseball/softball diamonds, aquatic facilities, recreation centers, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- f. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

ENGAGE PHASE

1. Needs Assessment

- a. **Kick-Off Event** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys.
- b. **Initial Public Workshop** - Conduct a more traditional public workshop at a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- c. **Staff Input** - Conduct meetings, employee survey, and interviews with the City of Colleyville staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks

and Recreation, Public Works Department, Administration, Police, and Planning Commission. The public input process will assist in this exercise.

- d. **Stakeholder Groups** - Conduct up to 12 stakeholder group meetings and round table discussions with various special interest and user groups. The City of Colleyville will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, organized athletic league officials, the park board, cultural arts organizations, School Board, senior citizens, YMCA, and other organizations to be identified between the Consultant, Steering Committee, and City of Colleyville. Questions will be prepared in advance to be approved by the Steering Committee. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- e. **School Student Workshops** – Conduct workshops in the schools to receive ideas and gain the perspective of youth from groups of fifth and sixth graders and high school students. The City will assist in establishing these meetings.
- f. **MySidewalk Web Based Public Engagement Program** –Set up and manage a web site to solicit public engagement. BCI currently uses MySidewalk, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the City of Colleyville.
- g. **Household Needs Assessment Survey** – The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 300 responses from planning areas of Colleyville. Surveys will be mailed to at least 1,500 households. The base survey included in this proposal is a 5 page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
 - Current satisfaction levels with programs and facilities;
 - Participation and satisfaction with current programs;
 - Parks currently used;
 - Needs for various indoor and outdoor facilities and programs;
 - Identification of the most needed indoor and outdoor facilities;
 - Identification of the primary functions that should be performed by the City of Colleyville regarding parks, recreation, open space, trail linkages, programs and facilities;
 - Specific questions pertaining to any proposed new facilities.
- h. **Web Based Survey** – Conduct a shorter web based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. The City of Colleyville will promote the use of the web survey through email blasts, newsletter announcements, placement on their web page, setting up a computer terminal in City Hall for use by patrons, and other methods.
- i. **Needs Analysis Report** - Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.

- j. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, Parks and Recreation Advisory Board, and City Council - The Consultant will:

Vision, Goals & Objectives - Using all of the previous findings, identify the following:

- Develop a new mission statement for the Parks and Recreation Department;
- Identify the Future Vision for Parks and Recreation in Colleyville;
- Identify Proposed Level of Service Standards for park land and specific recreation facilities;
- Identify Short Term Goals and Objectives;
- Identify Long Term Goals and Objectives.

PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** - The Consultant will:

- a. **City Wide Park and Facility Improvement Recommendations** - Prepare a City wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, or linear park).
- b. **Individual Park Recommendations and Costs**– Identify the specific needed improvements at each park or recreation facility. Prepare an opinion of probable construction cost for each capital improvement recommended in the plan.
- c. **Park Concept Plans** - Prepare park concept plans for up to three parks to illustrate improvements to existing parks and any new parks recommended in the Plan. Prepare text recommendations for improvements to other existing parks.
- d. **Partnership Opportunities** – Examine potential partnership opportunities with local schools, other park and recreation providers, and local businesses.
- e. **Capital Improvement and Land Acquisition Priorities** – Work with City of Colleyville staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
- f. **Report** – Prepare a summary report of the Recommendations stage.
- g. **Presentations** - Present the plan and recommendations to the Steering Committee and Park Board.

2. **Action Plan** - The Consultant will develop:

- a. **Phased Implementation Plan** with specific strategies and recommendations for:
 - Guidelines for prioritization of future capital improvements;
 - Land acquisition;
 - Trail recommendations;

- Parks, greenway and open space land acquisition;
 - Facility recommendations;
 - Park and facility operations recommendations;
 - Programs and services recommendations;
 - Budgeting and funding/financial management recommendations and priorities;
 - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
 - The strategies will be referenced to the City Comprehensive Plan.
- b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
 - c. **Draft Master Plan** - Prepare a Draft Master Plan for review by the city staff and Master Plan Steering Committee.
 - d. **Action Plan Presentation** - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
 - e. **Final Master Plan** - Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
 - f. **Final Presentations** - Make presentations of the Final Master Plan to the Master Plan Steering Committee, Public, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Colleyville City Council.
 - g. **Executive Summary** - Prepare an Executive Summary that summarizes the findings, recommendations, and actions.
3. **Deliverables** - Final deliverables will include:
 - a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
 - b. Twenty (20) copies of the Draft Master Plan
 - c. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.
 - d. Four digital copies of all reports and graphics for use by the Owner.
 - e. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.2 for use by the Owner.
 - f. BCI has the in-house capability to print the reports and dry-mounted display boards at a relatively low cost compared to outsourcing.

Colleyville Parks, Recreation & Open Space Master Plan
Qualitative Public Engagement Process
Brandstetter Carroll Inc.

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
Kick-Off Event & Public Workshops	General invitation, email blasts, social media	General public	Regional locations; facilitated: Kick-off Event & Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; identify public perceptions; issues identification; priorities; gaps in services
Stakeholder Groups	Targeted user groups by invitation	Partner organizations, user groups, sponsors, donors	1-3 participants from the same organization; 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
In-Park User Surveys	Targeted user groups at program locations	Key park and facility user groups, partners	Face-to-face interview; 1-2 page survey;	Identify key issues; facility and program evaluation; promote the web interaction	Users have first-hand knowledge of facilities and programs; can be facilitated by staff
Staff Focus Groups	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs.	Staff are at the front lines of customer interface
School Student Workshops	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective.	Students are often left out of the process. Their input is critical to the long-term growth of the Department
Statistically Valid Mail Survey (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 300+ returned with minimum of 100 per planning area.	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid; Represents whole community (including non-users); results geocoded for geographic trends analyses; allows cross tabulation by various factors
Web/Handout Survey (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
MySidewalk (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.

EXHIBIT C

Project Schedule

Project Schedule

Task	Months							
	1	2	3	4	5	6	7	8
EVALUATE PHASE								
A Planning Context								
1 Initial Coordination Meeting								
2 Steering Committee Meetings								
3 Review Previous Studies								
4 Demographics Analysis								
5 Management Analysis								
6 Funding Analysis								
7 Benchmarking Analysis								
8 Technical Report and Review Meeting								
B Existing Parks, Facilities, and Programs Analysis								
1 Parks, Trails & Facilities Inventory								
2 Site Visits - Qualitative Assessments								
3 Programs Assessment								
4 Program Provider Analysis								
5 City Parks & Recreation Facilities Map								
6 Geographic Distribution Analysis								
7 Technical Report and Review Meeting								
ENGAGE PHASE								
C Needs Assessment								
1 Public Workshops								
2 Staff Input								
3 Stakeholder Groups								
4 Mysidewalk Online Engagement Forum								
5 Household Needs Assessment								
6 Web Survey								
7 Technical Report and Review Meeting								
8 Needs Assessment Presentation								
ENVISION PHASE								
D Strategic Plan, Vision, Goals and Objectives								
1 Strategic Plan - Mission, Vision, Goals & Objectives								
2 Technical Report and Meeting								
PLAN PHASE								
E Physical Planning, Programs, and Service Recommendations								
1 City-wide Recommendations Mapping								
2 Park & Facility Improvements/Costs								
3 Capital Improvement Priorities								
4 Technical Report & Review Meeting								
F Action Plan								
1 Phased Implementation Plan								
2 Draft Action Plan								
3 Action Plan Presentation								
4 Final Master Plan								
5 Executive Summary								
6 Final Presentations								

● Steering Committee Meeting

■ Review / Progress Meeting

▲ Technical Memo

★ Public Presentation / Workshop



Parks, Recreation & Open Space Master Plan

City of Colleyville, Texas

EXHIBIT D

Project Fee Proposal

FEES AND CONDITIONS

- A. For the above Scope of Services, the Consultant will receive a fee of \$100,000. Billing and payment will be monthly as the work progresses. Upon submission of the first draft report, 90% of the total fee will be due, with the 10% balance being due upon submission of the final report (15 copies). The fee includes printing, travel and miscellaneous out-of-pocket expenses.

PHASE	FEE
EVALUATE PHASE	
Planning Context	\$12,000
Existing Parks, Facilities, and Programs Assessment	\$13,000
ENGAGE PHASE	
Needs Assessment	\$34,000
ENVISION PHASE	
Strategic Plan	\$8,000
PLAN PHASE	
Physical Planning, Programs, and Service Recommendations	\$8,000
Action Plan, Draft and Final Reports with Presentations	\$25,000
TOTAL	\$100,000

- A. The Owner will be responsible to organize and publicize the public meetings, stakeholder meetings, and user group meetings. The Owner will coordinate the invitations, scheduling and room arrangements for the stakeholder meetings and public input meetings.
- B. Any additional copies that are requested by the Owner will be billed to the Owner at the actual printing and preparation costs.
- C. The Owner will provide digital maps of the entire City and the individual sites for use by the Consultant.
- D. The Owner will provide the consultant with copies of previous studies related to the delivery of parks and recreation and city services.
- E. The Owner will prepare, promote, print, collect, and input data from the handout/web survey.

Contract Agreement

**STATE OF TEXAS §
 §
COUNTY OF TARRANT §**

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the "Agreement") is made by and between the City of Colleyville, Texas ("City") and Brandstetter Carroll, Inc. ("Professional"), (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

Recitals:

WHEREAS, the City desires to engage the services of Professional as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, Professional is hereby engaged to develop a comprehensive Parks, Recreation and Open Space Master Plan for the Parks and Recreation Department for the City of Colleyville, Texas in accordance with the terms of this Agreement (the "Project").

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the Parties agree as follows:

Article I Term

This term of this Agreement shall begin on the last date of execution hereof (the "Effective Date") and continue until completion of the services provided herein; unless otherwise terminated in accordance with the terms of this Agreement.

Article II Contract Documents

2.1 This Agreement consists of the following contract documents:

- A. This Professional Services Agreement;
- B. The City's Request for Competitive Proposal RFCPMP-2016 (Exhibit "A");
- C. The Scope of Service for the Project (Exhibit "B");
- D. The Project Schedule (Exhibit "C");
- E. Project Fee Proposal (Exhibit "D").

2.2 The documents listed in Section 2.1 above shall be referred to collectively as "Contract Documents". In the event there exists a conflict between any term, provision and/or interpretation of the Contract Documents, the documents shall take precedent and control in the order listed in Section 2.1 above.

Article III Scope of Services

3.1 The Parties agree that Professional shall perform the services for the Project under this Agreement in accordance with the scope and conditions contained in Exhibit "B" which is attached hereto and incorporated herein (the "Scope of Services").

3.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the services represent the professional judgment of the Professional, in accordance with the standard of care applicable by law to the services performed hereunder.

3.3 Upon execution of this Agreement the City has the right to use the Professional's instruments of service, including but not limited to reports, maps, cost estimates, recommendations or other deliverables for the Project, provided that the City substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The City's employees, agents, contractors and subcontractors may reproduce applicable portions of the instruments of service for use in performing services or construction for the Project. Upon payment of all amounts due Professional hereunder, all deliverables, materials and reports prepared by the Professional in connection with this Agreement shall become the property of the City. The City shall have the right to publish, disclose, distribute and otherwise use such deliverables, materials and reports only for those purposes for which they were intended and in accordance with the provisions herein. Subject to the foregoing, Professional shall, upon completion of the services, or earlier termination, provide the City with the deliverables, drawings, reports, maps, and materials prepared by Professional as set forth in the Contract Documents.

Article IV Schedule of Work

Professional agrees to commence services immediately upon written direction from the City and to complete the required services in accordance with the current timeline established by mutual agreement of both the City and Professional, attached hereto as Exhibit "C" ("Project Schedule"). The Project Schedule may be amended by mutual written agreement of the Parties.

Article V Compensation and Method of Payment

5.1 City shall compensate Professional in a total amount not to exceed \$100,000.00 for the entire Project under this Agreement. City will authorize monthly payments to Professional within thirty (30) days of the receipt of a properly submitted, detailed invoice identifying all services completed prior to submission. Any errors, discrepancies or the invoicing of services not completed

may result in a delay in payment. Professional's compensation will be allocated in general conformance with the Project Fee Proposal attached hereto and incorporated herein as Exhibit "D".

5.2 City reserves the right to delay, without penalty, any partial payment when, in the opinion of City, Professional has not made satisfactory progress on the services in accordance with the Project Timeline.

5.3 Except as otherwise provided in this Agreement, Professional shall be responsible for all expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, telephone, courier, internet and email charges.

Article VI Devotion of Time; Personnel; and Equipment

6.1 Professional shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should the City require additional services not included under this Agreement, Professional shall make reasonable efforts to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by the City, and without decreasing the effectiveness of the performance of services required under this Agreement.

6.2 To the extent reasonably necessary for Professional to perform the services under this Agreement, Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that Professional may deem proper to aid or assist in the performance of the services under this Agreement. The cost of such personnel and assistance shall be borne exclusively by Professional.

6.3 Professional shall furnish the facilities, equipment, telephones, facsimile machines, email facilities, and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

6.4 Professional shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other services furnished by Professional under this Agreement. Professional shall, without additional compensation, correct or revise any errors or deficiencies in the design, drawings, specifications, plans and other services.

Article VII Relationship of Parties

It is understood and agreed by and between the Parties that in satisfying the conditions of this Agreement, Professional is acting independently, and that the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. As such, the City shall not: train Professional, require

Professional to complete regular oral or written reports, require Professional to devote its full-time services to the City, or dictate Professional's sequence of work or location at which Professional performs its work.

Article VIII Insurance

Professional shall provide and maintain for the duration of this Agreement and, for the benefit of the City (naming the City and its officers, agents and employees as additional insureds), insurance coverage as required by the City. Professional shall provide two (2) copies of the Certificate of Insurance verifying that Professional has obtained the required insurance coverage for the City prior to the Effective Date of this Agreement.

Article IX Indemnification

CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE CITY, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

Article X

Availability of Funds

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, this Agreement shall be canceled and Professional may only be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of services delivered under this Agreement or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations for such purposes.

Article XI

Termination

Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to City all finished and unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the City in accordance with this Agreement prior to such termination.

Article XII

Miscellaneous

12.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings, written or oral agreements between the Parties with respect to this subject matter.

12.2 Authorization. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.

12.3 Assignment. Professional may not assign this Agreement in whole or in part without the prior written consent of the City. In the event of an assignment by Professional to which City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

12.4 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

12.5 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Tarrant County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

12.6 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

12.7 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

12.8 Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

12.9 Recitals. The recitals to this Agreement are incorporated herein.

12.10 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for the City:

City Manager
City of Colleyville
100 Main Street
Colleyville, Texas 76034

With Copy to:

Whitt L. Wyatt
City Attorney
Nichols, Jackson, Dillard,
Hager & Smith, L.L.P.
1800 Ross Tower
500 N. Akard
Dallas, Texas 75201

If intended for Professional:

Elizabeth Holser, AIA
Dallas Principal
Brandstetter Carroll, Inc
17300 Preston Rd.
Suite 310
Dallas, Texas 75252

12.11 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

12.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

12.13 Audits and Records. Professional agrees that during the term hereof the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit,

examine and reproduce any and all of Professional's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by the City or date of termination if sooner.

12.14 Conflicts of Interests. Professional represents that no official or employee of the City has any direct or indirect pecuniary interest in this Agreement. Professional further agrees to complete and submit all conflicts of interest forms required by the City and/or Contract Documents.

12.15 Compliance with Federal, State & Local Laws. Professional shall comply in performance of services under the terms of this Agreement with all applicable laws, ordinances and regulations, judicial decrees or administrative orders, ordinances, and codes of federal, state and local governments, including all applicable federal clauses.

12.16 Force Majeure. No Party will be liable for any default or delay in the performance of its obligations under this Agreement if and to the extent such default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or acts of God, riots, civil disorders, acts of terrorism or any similar cause beyond the reasonable control of such Party, provided that the non-performing Party is without fault in causing such default or delay. The non-performing Party agrees to use commercially reasonable efforts to recommence performance as soon as possible.

12.17 No Waiver of Rights. Neither City's review, approval or acceptance of, nor payment for any of the Services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Professional shall be and remain liable to City in accordance with applicable law for all damages to City caused by Professional's negligent performance of any of the services furnished under this Agreement.

[Signature page to follow]

EXECUTED this 22nd day of February, 2017.

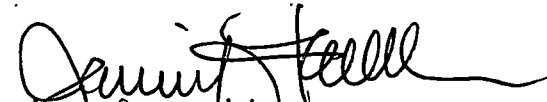
Colleyville City Council

CITY OF COLLEYVILLE, TEXAS

FEB 21 2017

Approved

By:


Jennifer Fadden, City Manager

Approved as to form:

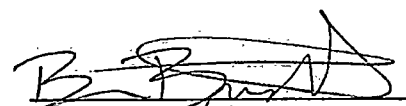
By:


Whitt L. Wyatt, City Attorney
(WLW:2/18/17:83704)

EXECUTED this _____ day of _____, 2017.

PROFESSIONAL

By:


Name: BENJAMEN BRANDSTETTER

Title: PRESIDENT

EXHIBIT A

Request for Competitive Proposal RFCPMP-2016