

AGENDA
City Council/Parks Commission Joint Study Session
July 8, 2021 – 3:00 p.m.

Due to public health concerns, this meeting will be held remotely. You may access the meeting by dialing (253) 215-8782 and entering the Meeting ID 932 1605 6382 or through Zoom at: <https://zoom.us/j/93216056382>

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

**1. Parks Recreation and Open Space (PROS) Plan: Review
Scoped Optional Tasks**

Documents:

[Conservation Technix - PROS Plan.pdf](#)

ADJOURN

Americans with Disabilities (ADA) accommodations provided upon request. Those requiring special accommodations please contact the City Clerk at (253) 853-7613 at least 24 hours prior to the meeting.

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
CONSERVATION TECHNIX, INC.**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Conservation Technix, Inc., a California corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in 2022 Parks Recreation Open Space Plan Update and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Sixty-Two Thousand Three Hundred Forty Dollars (\$62,340.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit A – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit A**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If

the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by March 1, 2022; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorneys fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver

or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Steve Duh, CPRP
Conservation Technix, Inc.
PO Box 885
Orinda, CA 94563
(503) 989-9345

City of Gig Harbor
ATTN: Jeff Langhelm, PE
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this 15th
day of June, 2021.

CONSULTANT

By: [Signature] STEPHEN DUH
Its: President

CITY OF GIG HARBOR

By: [Signature]
Mayor

ATTEST:

[Signature]
City Clerk

APPROVED AS TO FORM:

[Signature]
City Attorney

Gig Harbor 2022 PROS Plan Update

Scope & Fee

Scope of Work

Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners/stakeholders
- Refine the public outreach plan and project schedule, to include team and staff roles

Hold periodic project coordination meetings, via video or phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Deliverables for Task 1:

- Kick-off meeting, including agenda, data request & summary notes
- Periodic project coordination meetings
- Team coordination & invoicing

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the existing Comprehensive Plan, past Parks & Recreation Plan, budget and others. Review and validate the park and recreation goals of the Comprehensive Plan and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and Washington OFM projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Washington SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely focused toward the City's offerings.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities.

Task 2.4. Outdoor Asset Conditions Assessment (Optional)

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the conditions of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a conditions assessment summary to rate assets and inform cost estimating and capital planning.

Deliverables for Task 2:

- Written summary of past plans
- Demographics & community profile as written summary and data files
- Working base maps in GIS and PDF formats for project team and field inventory assessments
- Working draft summaries of individual site assessments noting amenities, conditions and site opportunities (Optional)

Task 3: Community Engagement

Task 3.1. Parks Commission Sessions

Attend one, virtual session of the Parks Commission PROS plan subcommittee as a unique stakeholder at the onset of the project and before end of June 2021 to introduce the project team and have a dialogue with Commission members on the expectations of the City's 2022 PROS Plan Update. Attend one, virtual session of the full Parks Commission in August for discussions on visioning, challenges, opportunities and potential system improvements, along with guidance as the PROS Plan progresses. Prepare meeting materials for each meeting. An additional meeting is noted in Task 6 for review and discussion of the draft PROS Plan.

Task 3.2. City Council Sessions

Prepare for and attend a virtual study session with City Council, tentatively scheduled for July 8, 2021, to seek Council's insights and guidance on challenges, opportunities and priorities. Prepare presentation materials for the meeting.

Task 3.3. Public Works Committee Sessions

Attend one, virtual session of the Public Works Committee in August or September for discussions on priorities, levels of service and long-term goals.

Task 3.4. Random-sample Mail Survey & Online Survey

Design and implement a sample mail- and online-based survey to identify general community sentiment and preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. The survey will be prepared for mail distribution, printed as a double-sided 11 x 17 and mailed with a pre-addressed return envelope (reply postage not included). We propose a random sample of 2,000 residents using GIS-based information or third-party retail residential mailing list, with reminder postcards to follow. The aim is to have at least 250 surveys completed by resident households. In addition, we will prepare an online version of the same survey for the general public and segregate the datasets. We will compile and analyze the data and prepare summary findings as a technical memorandum to highlight key subgroup responses (age, gender, etc.) and core attitudes toward recreation issues.

Task 3.5. Stakeholder Discussions

Facilitate up to four individual stakeholder interviews, by phone or Zoom, to more deeply address areas of partnerships, programming, park site design, service delivery or community needs. Potential stakeholders may include Peninsula School District, sport groups, and service clubs such as Rotary or Chamber. As an optional service, conduct additional, individual interviews or small group discussions geared toward targeted stakeholder interests to gather information about community needs, challenges and priorities.

Task 3.6. Project Information & Social Media Content

Coordinate with staff to outline and prepare project webpage content for the City's website to promote the survey and meetings, allow access to project materials and give transparency to the process. Prepare content for distribution via the City's social media platforms.

Task 3.7. Open House Meeting (Optional)

Assist City staff with one, in-person public workshop meeting to seek feedback in specific areas, such as project priorities, local needs and strategies. For the meeting, we will prepare presentation materials to include display boards, record comments and produce meeting summary.

Deliverables for Task 3:

- Four Commission and/or Council sessions, including preparation of materials (plus those in Task 6)
- 2,000-piece mail survey (including printing, sorting & outbound postage)

- Online survey in Survey Monkey in English only
- Survey summary memorandum
- Four individual stakeholder sessions
- Social media & promotions content
- One public meeting (Optional)

Task 4: Community Needs Assessment

Task 4.1. Park Level of Service Assessment

We will utilize inventory data provided by the City and Parks Commission, GIS and national data to conduct a high-level, limited assessment and re-alignment of the City's current and future levels of service. Coordinate with staff on approaches to service standards, which may include NRPA's Parks Metrics data, comparable jurisdictions and local history. Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications. As an optional service, coordinate a deeper review and assessment of service standards by classification and levels of service for current and projected system amenities.

Task 4.2. Gap Analysis

Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics and specifically address potential park, trail, and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria, along with transportation, geographic and other barriers.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate service standards and re-align them as appropriate to meet the community's vision and existing and planned park system assets.

Deliverables for Task 4:

- Service area (walkshed) maps illustrating distribution gaps for parks and trails
- Working draft levels of service assessment highlighting recommendations on service standards

Task 5: Preliminary PROS Plan Development

Task 5.1. Draft Parks, Recreation & Open Space Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, program objectives, development or resource goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies - consistent with RCO guidelines. The Plan will incorporate the following:

- Clear vision, goals and policies for park, open space and service delivery
- Priority actions based on community guidance, funding opportunities and fiscal realities
- Strategies and recommendations regarding system management and operations
- Identification of potential funding sources, financing options, grants and strategic partnerships

Task 5.2. Operations Assessment (Optional)

Review and assess current operations and maintenance functions and performance for existing levels of service. Coordinate with operations staff and management to review current practices by park type or service standard. Utilize comparable city data and NRPA Park Metrics data to provide recommendations that aim to align resources to achieve a desired level of service. Using available city data and/or comparable cities data, estimate and forecast future O&M expenses based on the desired levels of service and Capital Improvements Plan list.

Task 5.3. Capital Improvements Plan

Develop a 6-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development.

Task 5.4. SEPA Checklist (Optional)

Prepare a non-project SEPA Checklist to address the potential environmental impacts resulting from Plan recommendations. We will coordinate with staff to generate the appropriate determination and rely on staff to publish the SEPA Checklist and aggregate comments received.

Task 5.5. Administrative Draft Plan

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Parks Commission, City Council and the general public. It is assumed that City staff will lead the preparation of materials and

submission to the Department of Commerce at least 60 days prior to the intended adoption date by City Council.

Deliverables for Task 5:

- Preliminary draft PROS Plan (.pdf)
- Working draft operations assessment highlighting key challenges and recommendations (Optional)
- Working draft Capital Facilities Plan, project costing and sequencing
- Administrative draft PROS Plan (.pdf)
- Draft & final Non-Project SEPA Checklist for city distribution (Optional)

Task 6: Review & Approvals

Task 6.1. Public Works Committee Review (Optional)

Attend one virtual session with the Public Works Committee for their comment the draft Plan. The session will focus on and highlight the key considerations about services, policies, program strategies and capital priorities.

Task 6.2. Parks Commission Review (Optional)

Attend one virtual session with the Parks Commission for their comment the draft Plan. The session will focus on and highlight the key considerations about services, policies, program strategies and capital priorities. Comments and direction will be incorporated into the Plan and provided to staff for circulation to City Council.

Task 6.3. City Council Review

Attend one virtual session with City Council to present the draft Parks, Recreation & Open Space Plan and review the key findings, financing measures, policy recommendations and implementation strategies. It is assumed the City will lead the preparation of ordinance or resolution materials, and lead and facilitate requisite hearings for final adoption. (Note: Final plan submission to RCO by March 1, 2022. Minor extensions might be granted.)

Task 6.4. Revisions & Final Documentation

Incorporate final comments to finalize the Plan and produce the Plan in booklet format, delivered in print (4 copies) and electronic format (PDF). A data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) will be provided in digital formats at project completion.

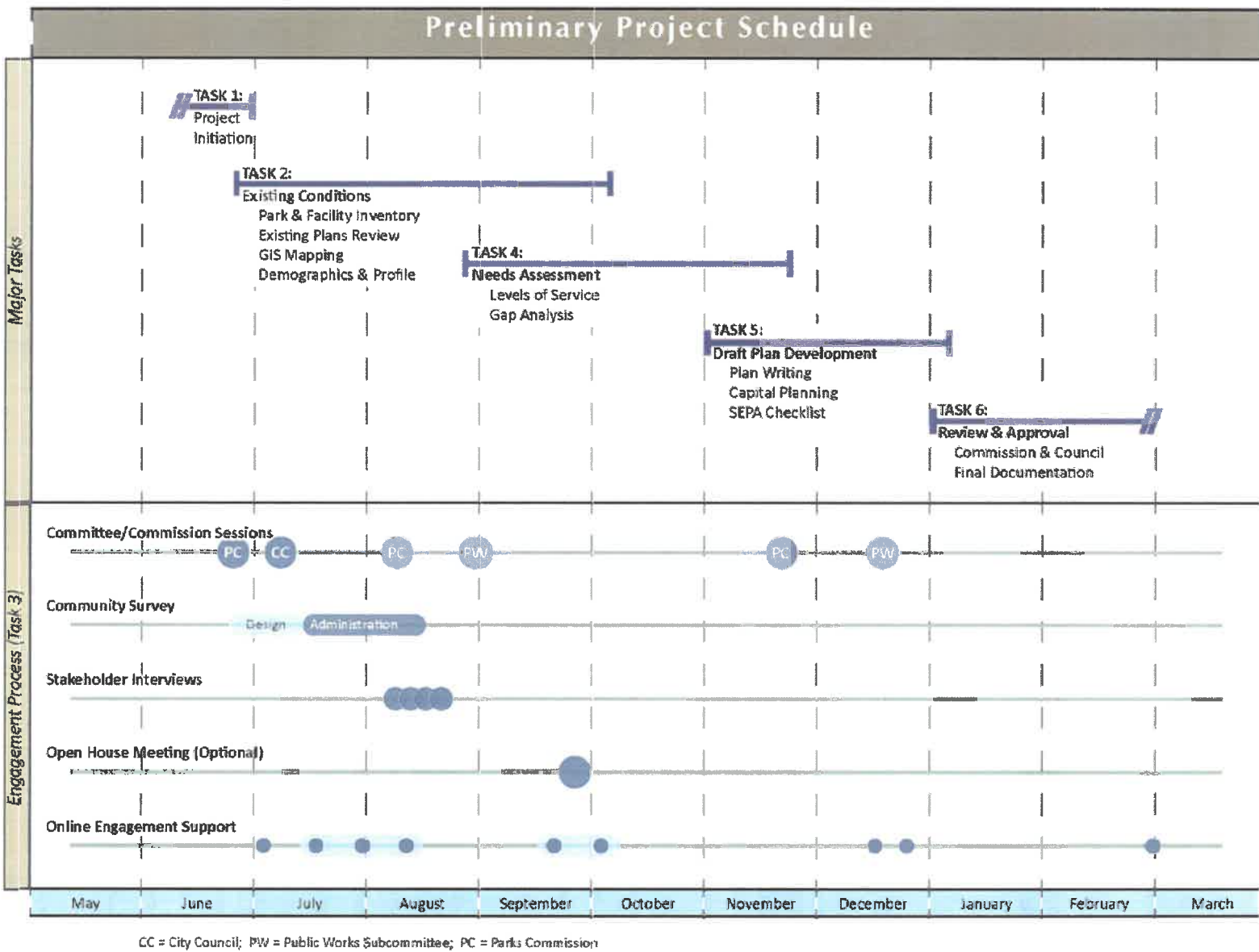
Deliverables for Task 6:

- One session with Public Works Committee for draft PROS review

EXHIBIT A

- One session with Parks Commission for draft PROS review
- One session with City Council for PROS Plan review prior to formal adoption
- Four bound, printed color copies of final PROS Plan
- Draft RCO Self-Certification Form for city submittal to State
- Data drive (thumb drive) including raw GIS datasets, GIS map files (.mdx), final versions of interim reports such as survey summary and focus group notes, PDFs of PROS Plan and map inserts, native files of PROS Plan (.indd, .xls, etc.)

Preliminary Project Schedule



Fee Proposal

To complete the scope of work identified in the Scope of Work section, we propose a total not-to-exceed cost of \$38,185, excluding any optional services noted below. Staff rates and a fee summary by task are noted below. We will work with the City to prepare a revised scope and budget, consistent with the available resources.

Staff Rates

Firm	Staff	Billing Rate
Conservation Technix	Principal	\$ 185
	Senior Associate I	\$ 160
	Senior Associate II	\$ 130
	Associate	\$ 110

Fee Summary

TASK	Fee	Subtotal	Hours Subtotal	Conservation Technix
Task 1: Project Initiation & Management	\$	2,035	11	\$ 2,035
Task 2: Existing Conditions & Baseline Analyses	\$	4,275	29	\$ 4,275
Task 3: Community Engagement	\$	11,615	73	\$ 11,615
Task 4: Community Needs Assessment	\$	6,960	45	\$ 6,960
Task 5: Preliminary Plan Development	\$	8,205	53	\$ 8,205
Task 6: Plan Reviews & Approval	\$	925	5	\$ 925
Direct Costs	\$	4,170		\$ 4,170
TOTAL	\$	38,185		

OPTIONAL SERVICES	Hours	Conservation Technix
2.4. Inventory & Assessment	22	\$ 3,620
3.4. Stakeholder Focus Group Session (per group of up to 10, Zoom)	5	\$ 825
3.4. Stakeholder Interviews (per individual interview)	2.5	\$ 400
3.6. Open House Meeting (1)	22	\$ 3,370
4.1. Detailed Review & Assessment of Levels of Service	26	\$ 4,180
5.2. Operations Assessment	44	\$ 7,150
5.4. SEPA Checklist	12	\$ 1,670
6.1. PW Committee Review (1 work session)	6	\$ 1,060
6.2. Parks Commission Review (1 work session)	6	\$ 1,060
Optional Services Subtotal		\$ 23,335
Expenses: Open House travel & Displays		\$ 470
Expenses: Site Inventory & Assessments		\$ 350
Optional Expenses Subtotal		\$ 820

EXHIBIT A

Fee Detail: Base Services

Gig Harbor Parks, Recreation & Open Space Plan - Fee Schedule						
				Conservation Technix		
				S.Duh	J.Akers	M.Kunec
Tasks	Labor (Total Hours)	Labor (Total Fee)	Percent of Total Fee	PIC, PM, Lead Planner	Park Planner, AICP, PLA	Park Planner
Task 1: Project Initiation and Management						
1.1. Project Initiation Meeting	3	\$555	1%	3		
1.2. Project Management & Coordination Meetings	8	\$1,480	4%	8		
Task 2: Existing Conditions						
2.1. Review of Existing Plans & Studies	10	\$1,530	4%	2	4	4
2.2. Demographics & Trends	5	\$705	2%	1		4
2.3. Base Mapping & Spatial Analysis	14	\$2,040	5%	4		10
Task 3: Community Engagement						
3.1. Parks Commission Meeting (2, virtual)	14	\$2,490	7%	10	4	
3.2. City Council Meeting (1, virtual)	4	\$740	2%	4		
3.3. PW Committee Meeting (1, virtual)	4	\$740	2%	4		
3.4. Community Survey (mail & online)	36	\$5,240	14%	8	4	24
3.5. Stakeholder Discussions (4 individual)	10	\$1,700	4%	4	6	
3.6. Online Content Support	5	\$705	2%	1		4
Task 4: Recommendations & Analysis						
4.1. Park Level of Service & Needs Assessment	21	\$3,270	9%	6	7	8
4.2. Gap Analysis	24	\$3,690	10%	6	8	10
Task 5: Plan Development						
5.1. Draft PROS Master Plan	34	\$5,160	14%	8	10	16
5.3. Capital Improvements Plan	12	\$2,020	5%	4	8	
5.5. Administrative Draft Plan	7	\$1,025	3%	1	2	4
Task 6: Plan Reviews & Approval						
6.3. City Council Review (1 work session, virtual)	4	\$740	2%	4		
6.4. Plan Revisions & Final Documentation	1	\$185	0%	1		
Total Hours	216			79	53	84
Hourly Rate				\$185	\$160	\$130
TOTAL LABOR COST		\$34,015		\$14,615	\$8,480	\$10,920
Direct Costs						
Travel Expenses		\$170				
Mail survey printing & postage		\$3,400				
Printing - Final Plan (4 copies)		\$600				
TOTAL DIRECT COST		\$4,170				
GRAND TOTAL, LABOR & DIRECT COSTS		\$38,185				

EXHIBIT A

Fee Detail: Optional Services

Gig Harbor Parks, Recreation & Open Space Plan - Optional Services						
				Conservation Technix		
				S.Duh	J.Akers	M.Kunec
Tasks	Labor (Total Hours)	Labor (Total Fee)	Percent of Total Fee	PIC, PM, Lead Planner	Park Planner, AICP, PLA	Park Planner
Task 1: Project Initiation and Management						
2.4. Inventory & Assessment	22	\$3,620	15%	4	18	
3.4. Stakeholder Focus Group (per group, up to 10, Zoom)	5	\$825	3%	1	4	
3.4. Stakeholder Interviews (per individual interview)	2.5	\$400	2%		2.5	
3.6. Open House Meeting (1)	22	\$3,370	14%	6	6	10
4.1. Detailed Review & Assessment of Levels of Service	26	\$4,180	17%	8	12	6
5.2. Operations Assessment	44	\$7,150	30%	14	22	8
5.4. SEPA Checklist	12	\$1,670	7%	2		10
6.1. PW Committee Review (1 work session)	6	\$1,060	4%	4	2	
6.2. Parks Commission Review (1 work session)	6	\$1,060	4%	4	2	
Total Hours	146			43	69	34
Hourly Rate				\$185	\$160	\$130
TOTAL LABOR COST		\$23,335		\$7,955	\$10,960	\$4,420
Direct Costs						
Travel Expenses (Open House)		\$470				
Travel Expenses (Site Assessments)		\$350				
TOTAL DIRECT COST		\$820				
GRAND TOTAL, LABOR & DIRECT COSTS (Optional Svcs)		\$24,155				