



Le Sueur County, MN

Tuesday, December 12, 2017

Board Meeting

Item 7

9:50 a.m. Tyler Luethje, Parks Director (10 min)

RE: Master Plan for Lake Washington County Park

Staff Contact:

County Board Agenda – December 12, 2017

Approve ISG Proposal for Lake Washington Regional Park Master Plan

Lake Washington County Park was granted Regional Park status in 2015 by the Greater Minnesota Regional Parks and Trails Commission. There are currently 48 regionally designated parks or trails within Greater Minnesota that can apply for funding through the Parks & Trails Legacy Fund.

The Parks & Trails Legacy Fund was established in 2008 as part of the 25 year Clean Water, Land and Legacy Amendment. In 2017, the Greater Minnesota Regional Parks and Trails Commission received 25 funding applications and awarded 12 Regional Parks a combined total of \$8,298,810.

The funding deadline for FY2019 is July 31, 2018. To achieve the highest ranking in the funding application, projects need to be ready to move forward immediately. Therefore, I would like the Commissioners approval to accept the ISG Proposal for Lake Washington Regional Park Master Plan Update. Updating the Master Plan and using ISG's professional services will allow us to gain public feedback through an open house, put together a Park Plan, and allow us the greatest chance to be awarded funding for FY2019 and all future years towards the development and expansion of Lake Washington County Regional Park.

Tyler Luethje
Le Sueur County Parks Director

Tyler Luethje
Parks Director
Le Sueur County
88 South Park Avenue
Le Center, MN 56057
507.357.8201
tluethje@co.le.sueur.mn.us

150+

MN-BASED
EMPLOYEES

40+

YEARS IN
BUSINESS

ZWEIG
GROUP

HOT FIRM
LIST FOR 2017

TOP 500

2017 ENR FIRM

**RE: PROFESSIONAL SERVICES PROPOSAL FOR LAKE
WASHINGTON REGIONAL PARK MASTER PLAN UPDATE
LE SUEUR COUNTY, MINNESOTA**

Tyler

Lake Washington Regional Park recently received regional designation status by the Greater Minnesota Park and Trail Commission, which makes the Park eligible for funding through the statewide Legacy Act sales tax. With new ideas for Park development, Le Sueur County plans to revisit the existing Park Master Plan in preparation for 2019 Legacy funding grant submission. With previous success drafting reports for Legacy funding and an intimate understanding of the Park and region, ISG stands eager to assist in revising the Parks Master Plan to build upon the amenities Lake Washington Regional Park offers.

PROJECT UNDERSTANDING

ISG drafted the current Lake Washington Regional Park Master Plan in 2015. With new faces and ideas at the table, the County wants to take a critical look at the Plan, assessing what has already been completed and analyzing regional needs. ISG proposes a phased approach with the following scope of services.

Phase 1: Stakeholder Engagement + Plan Development

Stakeholder Visioning Session

ISG will meet with the Parks Board, County staff, and select stakeholders at the Park or another preferred venue to:

- Review any current challenges.
- Review past or future development or planning projects that may impact improvements.
- Identify opportunities as they relate to site improvements and/or events that could take place at the Park if appropriate amenities or features were added.



PHASE 1 DELIVERABLES

One (1) hard copy of the
graphics and boards

Electronic copy of all documents

Preliminary Concept Development

ISG will summarize and organize all input received from the visioning session in both written and graphical format. Two (2) preliminary concepts to accommodate the various improvements within the overall Park Plan would then be developed based on this information, and submitted to County staff for review.

Concept Review

ISG will host a public open house in conjunction with a Park Board meeting to solicit feedback on the concepts.

Preferred Plan Development

ISG will develop a preferred plan by refining the conceptual plans based on feedback received during the review session. We will also provide a corresponding cost estimate update and outline steps for implementation, including identifying short- and long-term priorities. ISG will share the preferred plan and accept feedback at a second public open house and Park Board meeting.

7900 International Drive + Suite 550 + Minneapolis, MN 55425
952.426.0699 + www.is-grp.com

Final Plan

ISG will meet with identified project stakeholders to present the preferred plan. ISG will then prepare any final adjustments to the plan, estimate, and implementation steps based on final comments by stakeholders. An electronic copy of all graphics and documents will be provided to the County.

Phase 2: Master Plan Report Updates

ISG will work closely with Le Sueur County to update the previously prepared Park Master Plan as required to support funding applications for the upcoming grant cycle. ISG anticipates providing updates to previously prepared maps, aerial maps, site plans, and related cost estimates to support the grant application. Updated plan graphics developed during the master planning process will also be integrated into the document.



PHASE 2 DELIVERABLES

Two (2) hard copy bound reports in 8.5" x 11" format

Electronic copy of final report

Various sections will also be updated to address recently completed community engagement and input, potential trends, current goals, priorities, and a preliminary future vision for the Park. The Plan will also list agencies and interest groups that have contributed to the success of the park, and identify long-term or new partnership opportunities. A marketing plan that provides a framework of engagement strategies for marketing the park and potentially constructed improvements will be included. Flexibility will be integrated allowing these sections to expand and become further developed in the future.

It is ISG's understanding that the County will provide all existing survey data, imagery, as-built drawings, etc., to aid in the development of the Master Plan update.

COMPENSATION + SCHEDULE

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the schedule below. Anticipated reimbursable expenses such as travel time, mileage expense, printing costs, etc. are included. Upon request, ISG will host/attend additional engagement or coordination meetings at a cost of \$700 per meeting.

SERVICE		COMPENSATION
PHASE 1 JANUARY - MAY 2018	STAKEHOLDER ENGAGEMENT + PLAN DEVELOPMENT	\$14,700
	Stakeholder Visioning Session	\$900
	Preliminary Concepts Development	\$7,700
	Concept Review	\$700
	Preferred Plan Development	\$3,800
	Final Plan	\$1,600
PHASE 2 MAY - JUNE 2018	MASTER PLAN REPORT UPDATES	\$7,800
TOTAL		\$22,500

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ADDITIONAL SERVICES

Our goal for this proposal, like our services, is to be flexible to accommodate the requirements of your project. At your request ISG is able to provide a subsequent proposal to assist with grant application or the necessary professional design services, bid administration, and construction phase services to implement the Park Master Plan as projects move forward.

Thank you for the opportunity to continue working with your team to enhance the outdoor opportunities offered at Lake Washington Regional Park. Upon acceptance of this proposal, please sign the acknowledgment box below and return a copy to our office. We look forward to providing responsive service, a collaborative approach, and timely delivery in support of Lake Washington Regional Park.

Sincerely,



Amanda Prosser PLA, ASLA, CPSI
Project Manager + Senior Landscape Architect

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2017

For: _____

By: _____

Title: _____

This proposal is valid for 30 days.