

*Ord.*

**2009-0406**

**INTRODUCED BY: V.J. ST. PIERRE, JR., PARISH PRESIDENT  
(DEPARTMENT OF PARKS AND RECREATION)**

**ORDINANCE NO. 09-10-11**

An ordinance to approve and authorize the execution of an Agreement between Wallace Roberts & Todd, LLC (WRT) and St. Charles Parish to prepare a Parks and Recreation Master Plan.

- WHEREAS,** St. Charles Parish does not currently have a Parks and Recreation Master Plan; and,
- WHEREAS,** A Parks and Recreation Master Plan would assist the Parks and Recreation Department in prioritizing projects and in the development, maintenance, management of public lands and recreational programs; and,
- WHEREAS,** The Parish President and Council wish to develop a Parks and Recreation Master Plan; and,
- WHEREAS,** The Parish Council passed Ordinance 09-4-18 hiring WRT to prepare a Comprehensive Land Use Plan; and,
- WHEREAS,** The selection process for the Comprehensive Land Use Plan included specific criteria to evaluate consultant teams with respect to their qualifications regarding parks and recreation planning; and,
- WHEREAS,** St. Charles Parish will receive cost-savings by contracting with WRT because they are already working on the Comprehensive Land Use Plan which includes some parks and recreation analysis; and,
- WHEREAS,** St. Charles Parish agrees to contract with WRT, LLC to develop a Parks and Recreation Master Plan for the Parish as defined by the Agreement and Exhibit A, Scope of Work and Exhibit B, Budget.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Agreement between WRT, LLC and St. Charles Parish for the St. Charles Parish Parks and Recreation Master Plan in the amount of \$72,040.00 is hereby approved.


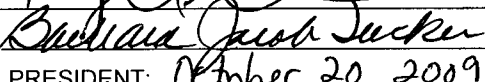

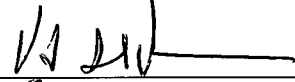
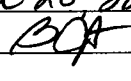
**SECTION II.** That additional reimbursable travel-related expenses incurred by WRT, LLC in the preparation of the Parks and Recreation Master Plan are authorized in an amount not to exceed \$6,800.00.

**SECTION III.** That the Parish President is hereby authorized to execute said Agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

**YEAS:** SCHEXNAYDRE, AUTHEMENT, RAYMOND, TASTET, HOGAN, COCHRAN, LAMBERT, NUSS  
**NAYS:** NONE  
**ABSENT** BENEDETTO

And the ordinance was declared adopted this 19th day of October, 2009, to become effective five (5) days after publication in the Official Journal.

**CHAIRMAN:**   
**SECRETARY:**   
**DLVD/PARISH PRESIDENT:** October 20, 2009  
**APPROVED:**  **DISAPPROVED:** \_\_\_\_\_  
**PARISH PRESIDENT:**   
**RETD/SECRETARY:** October 20, 2009  
**AT:** 3:10 pm **RECD BY:** 

## AGREEMENT

### St. Charles Parish Parks and Recreation Master Plan

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between St. Charles Parish, Louisiana (hereinafter referred to as "the Parish") and the firm of Wallace Roberts & Todd, LLC (hereinafter referred to as "the Consultant"), who agree and contract as follows:

#### WITNESSETH THAT:

WHEREAS, the Parish desires to prepare a Parks and Recreation Master Plan for St. Charles Parish (hereinafter referred to as "the Master Plan"), and

WHEREAS, the Parish desires to engage the Consultant to render certain professional services, described hereinafter, in connection with the preparation of the Master Plan, and the Consultant desires to provide said services;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Contract with Consultant**

The Parish hereby agrees to contract with the Consultant, and the Consultant hereby agrees to perform services in connection with the St. Charles Parish Parks and Recreation Master Plan, as described in **Exhibit A**, which is attached hereto and made a part of this agreement.

2. **Period of Service**

This contract shall be effective upon execution by the Parish and the Consultant, and shall remain in effect until completion by Consultant of the tasks enumerated and described in Exhibit A, or added by subsequent, mutually agreed contract amendment(s).

3. **Disposition of Work Materials**

All contract documents and similar work materials prepared by the Consultant in completing the scope of services shall be the property of the Parish.

4. **Personnel**

The Consultant represents that it has, or will provide, at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Parish. All of the services required hereunder will be performed by the Consultant or under his supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under the State, Federal, and Local law to perform such services. Consultant services will be directed by John Fernsler, AIA, as Principal-in-Charge and Silvia Vargas, AICP, as Project Director. The Parish shall be notified in writing of any change to this management team.

5. **Changes**

The Parish or Consultant may, from time to time, request changes in the terms of this Agreement. Such changes, including any increase or decrease in the amount of compensation due to the Consultant, shall be mutually agreed upon by the parties hereto and shall be incorporated in written amendments to this Agreement.

6. **Compensation and Payments**

The parties agree that, for professional services provided pursuant to this contract, the Consultant shall be compensated in the amount, on the terms, and in the manner described and set forth in the Compensation Schedule attached hereto as **Exhibit B**, and which is thereby made a part of this contract.

In addition to the terms indicated in said Exhibit B for the compensation of Consultant services, reimbursable expenses resulting from the performance of said services will be charged at cost, up to an upset limit amount **not to exceed** SIX THOUSAND EIGHT HUNDRED DOLLARS (\$6,800).

The Consultant further agrees to prepare invoices which correlate to the Compensation Schedule as described in Exhibit B. Invoices shall be submitted monthly with supporting documentation indicating the percent complete of each Task and a description of the work completed, as well as documentation of associated expenses. Payments shall be made within thirty (30) days of receipt of each approved invoice.

7. **Additional Services**

If authorized in advance in writing by the Parish, additional services required of Consultant shall be compensated based on amounts and work tasks as contained in the written authorization. Such services may include, but are not limited to Task Force meetings, stakeholder interviews, community forums and presentations, and or other events activities not included in the basic Scope of Services and requiring additional trips to St. Charles Parish.

8. **Schedule**

The Parish and Consultant shall mutually strive to complete a draft Master Plan to coincide with the completion of the St. Charles Parish 2030 Comprehensive Plan process, in approximately twelve (12) months. The schedule, however, is subject to such factors as the availability of information, the scheduling of meetings and presentations and the timeliness of reviews and decisions by the Advisory Task Force, Parish staff, and other reviewing parties. The Parish and Consultant shall, as soon as practical, notify the other of the nature and cause of any delay.

9. **Parish's Responsibilities**

The Parish shall provide and/or perform the following in a timely manner so as not to delay the services of the Consultant:

- A. Designate a person with authority to act on the Parish's behalf on all matters pertaining to coordination with and direction of Consultant's work.
- B. Furnish to the Consultant all existing plans, studies, reports, and other available data pertinent to the work, and obtain or provide additional reports and data as required by the Consultant to the extent available. The Consultant shall be entitled to use and rely upon such information and services provided by the Parish or others as "best available" to perform the Consultant's services.
- C. Provide the Consultant with all available GIS-based information related to all local, regional, state-owned, privately owned, or other types of recreational and open space facilities located within or serving the Parish.
- D. Perform such other functions as are indicated in Exhibit A, including, but not limited to coordinating, scheduling and advertising all stakeholder interviews, Task Force sessions, community forums, and public hearings associated with the performance of the Consultant's work, and arranging meeting venues.
- E. Provide timely review of Consultant work products and decisions and direction to Consultant.

**10. Termination**

This Agreement may be terminated by either party, with or without cause, by thirty (30) days written notice to the other party. In the event of any termination, the Consultant will be paid for all services rendered and reimbursable expenses incurred up to the date of termination. The Parish will receive all work products prepared, in whatever state of completion, as of the date of termination.

**11. Insurance**

The Consultant agrees to obtain and keep in force, at its sole cost and expense, throughout the term of this contract, in a form and with a company satisfactory to the Parish, the following policies of insurance:

General Liability Insurance with combined single limits of not less than \$500,000;  
Contractual Liability Insurance with combined single limits of not less than \$500,000; and  
Statutory Worker's Compensation and Employer's Liability Insurance.

**12. Equal Employment Opportunity**

The Consultant will not discriminate against any employee or applicant for employment with regard to race, religion, sex, color, national origin, age, or disability. The Consultant will act to ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, sex, color, national origin, age, or disability.

**13. Assignability**

The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by assignment or notation without the prior written consent of the Parish thereto; provided, however, that claims for money may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

**14. Conditions Deliverables and Assurances**

Consultant agrees to abide by the following requirements:

- A. Access to Records: Consultant agrees that the Parish, or any of its duly authorized representatives shall have access to books, documents, papers, and records of the Consultant related to the subject project for the purposes of making audit, examination, excerpt, and transcripts.
- B. Retention of Records: Consultant shall maintain all records pertaining to this contract for three (3) years after the Parish makes final payment.
- C. Use of Materials: No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The Parish and Consultant shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or part, any report, data, or other materials prepared under this Agreement.

**15. Findings Confidential**

Any reports, information, data, etc. given to or prepared or assembled by the Consultant or its subcontractors under this Agreement, which the Parish requests to be kept confidential, shall not be made available to any individual or organization by the Consultant without prior written approval of the Parish.

**16. Interest of Members of the Parish and Others**

No officer, member, employee of the Parish and no member of its governing body, the locality or localities in which the Project is situated or being carried out, who exercises any function of responsibilities in the review or approval of the undertaking or execution of the Project, shall participate in any decision relating to this Agreement which affects his/her personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**17. Officials Not to Benefit**

The Consultant is advised that no member, officer, or employee of the local public body or its designees or agents, no member of the governing body of the locality or localities in which the project is situated, and no other public officials of such locality or localities who exercises any functions or responsibilities with respect to the project during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in the contract or subcontract, or the proceeds thereof for work to be performed in connection with the project.

**18. Remedies**

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between the Parish and Consultant arising out of or relating to this Agreement or the breach thereof, will be decided by arbitration, if the parties hereto mutually agree, or in court of competent jurisdiction within the State of Louisiana.

19. **Successors and Assigns**

The Parish and Consultant each binds itself and its partners, successors, executors, administrators, and assigns to the other party to this Agreement and to the partners, successors, executors, administrators, and assigns, or such party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of Consultant, or of any public body that may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the Parish and the Consultant.

20. **Miscellaneous Provisions**

This Agreement shall be construed in accordance with the laws of the State of Louisiana. In case of one or more of the provisions in the Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such as invalidity, illegality, or non-enforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. Any amendments to the Agreement shall not be effective unless consented to, in writing, by both parties.

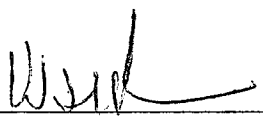
IN WITNESS WHEREOF, the Parish and the Consultant have executed this Agreement on this the \_\_\_\_ day of \_\_\_\_\_, 2009.


FOR WALLACE ROBERTS & TODD, LLC

By: \_\_\_\_\_  
C. Alyn Pruett, AIA  
Principal, WRT

\_\_\_\_\_  
ATTEST

FOR ST. CHARLES PARISH

By: \_\_\_\_\_  
V.J. St. Pierre Jr.  
Parish President

\_\_\_\_\_  
ATTEST

## EXHIBIT A

# St. Charles Parish Parks & Recreation Master Plan Scope of Work

### *Project Understanding*

The St. Charles Parish Parks and Recreation Department desires professional services for the preparation of a Parks and Recreation Comprehensive Master Plan. The Master Plan should be a broad-based strategic planning tool for the entire Department that will provide clear direction and a vision for the long-term development of the organization.

The process will involve an in-depth assessment of the Parish's parks and recreation needs to be used to supplement the ongoing Parish's Comprehensive Plan broader recommendations for parks and recreation, and to update the Parish's Capital Improvement Program.

### *Work Plan*

#### **Task 1 – Project Kickoff**

Prior to the Project Kickoff, the Parish will need to form a Parks and Recreation Master Plan Advisory Task Force, comprised of between 12-15 representatives from various recreation interests throughout the Parish, the School District, and other groups or individuals that may be determined pertinent to include. This group, referred hereinafter as "the Task Force," will serve in an advisory capacity and provide community perspective on issues related to the programmatic goals and outcomes of the project. They will review materials at key milestones, providing input and serving as a sounding board for the consultant and the Parish.

Once the Task Force has been formed, the Kickoff activities will be scheduled to take place over a period of up to 2 consecutive days of consultant time, as follow:

- A. **Kick-off Meeting** – WRT will participate in a meeting with Parish staff to finalize the work schedule and program; review available inventory, GIS mapping, and other data relevant to the parks system; and establish working protocols to be used during the planning process. In addition, WRT will conduct an initial meeting with the Parks and Recreation Master Plan Advisory Task Force, to review goals and objectives of the project, the anticipated schedule, and the Task Force's role and responsibilities.
- B. **Orientation Tour**  
Guided by Parish staff, WRT will take a tour of the Parish's parks and recreational facilities.
- C. **Data Collection** – WRT will collect, log, and review key data and information provided by the Parish, to gain a thorough understanding of the project background.

#### **Task 2 – Public Input**

Activities in this task are designed to run in tandem with specific activities from Tasks 1 and 3. For example, Task 2.1 should be scheduled to dovetail into the end of the project Kickoff, to take advantage of the consultant's presence in St. Charles Parish. Similarly, activities 2.2 and 2.3 will run concurrently with activities 3.1 to 3.3 under Task 3, as noted below.

### **2.1 Stakeholder Interviews:**

During this task, WRT will conduct interviews with key organizations and individuals involved in parks and recreation issues in St. Charles Parish. Examples of stakeholders include community leaders, recreation user groups, and other recreational providers. The interviews will focus on identifying core values and existing park and recreation issues and needs, including strengths, weaknesses, opportunities, and threats. Some of the interviews may be conducted by telephone. Parish staff will be responsible for scheduling interviews that are conducted in-person.

### **2.2 Household Survey**

WRT will help the Parish to conduct a non-scientific survey of households regarding issues related to parks and recreation planning in the Parish. With Parish staff input, WRT will develop a short questionnaire covering topics such as park facility usage, user satisfaction, perceived needs, preferences and priorities, and funding. Basic questions about key demographic factors (age, gender, address, length of residency, etc.) will also be included. The Parish will use resident water bills as the primary means to distribute the questionnaire; it will also be posted on the Parish website and/or distributed as a flyer at park facilities to expand input opportunities. The Parish will be responsible for collecting and tabulating the surveys, and for providing the tabulated results to WRT. WRT will be responsible for interpreting/summarizing and analyzing the results.

### **2.3 Community Meeting - Series 1**

Coinciding with the completion of activity 3.3, up to three (3) 2-hour community meetings will be held over two (2) consecutive days. To make the best use of this timeframe, the sessions will be scheduled back to back (morning, lunch, afternoon and/or evening). At least one (1) session each will be held on the East and West Banks. WRT will design a simple flyer and, if necessary, draft a press release, that the Parish may use to advertise the meetings. These documents will be provided in .pdf format for posting on the Parish's website. The meetings will begin with a presentation by WRT of the findings of the inventory and analysis to provide an informed basis for citizen deliberations. The presentation will be followed by facilitated discussion (breakout/focus groups) designed to elicit public input regarding strengths, weaknesses, opportunities, and threats related to the Parish's parks and recreational facilities.

## **Task 3 – Facilities and Programs Inventory/Needs Assessment**

In Task 3, the Parish's existing parks and recreational facilities will be inventoried and assessed. This inventory and assessment will be coordinated with the community input collected in Task 2, including interviews, community meetings, and the household survey, to help define issues and needs. The results of the inventory, assessment, and community input will be synthesized in a summary parks and recreational facility needs assessment.

### **3.1 Existing Facilities Inventory**

Following up on the initial site tour conducted in Task 1.2, WRT will work with Parish staff to develop a comprehensive inventory of all parks and recreation facilities maintained by the Parks and Recreation Department, including undeveloped park and open space acreage. This inventory will consider factors such as the general state and condition, age and size of each Parish-owned facility; safety and security; public access; capacity and location in relation to the population served; and compatibility with and connectivity to the surrounding neighborhoods. GIS data will be used to map the parks and recreational facilities. In addition to the inventory of Parish facilities, recreational facilities operated by the School District and other public, private, and



volunteer recreational providers within and in the immediate surroundings of the Parish will be inventoried based on available records and stakeholder interviews conducted in activity 2.1.

### **3.2 Program Evaluation**

WRT will perform an evaluation of programs and related facilities run by the Department and selected in conjunction with the Department. The Recreation Program Assessment will assess the strengths and weaknesses of the major programming areas. The evaluation will incorporate, but is not limited to:

- Program facilities
- Capacity utilization
- Revenue generation history and opportunities
- Seasonal program capabilities
- Program life cycles
- Existing partnerships/sponsorships and opportunities
- Participation and retention
- Service gaps

### **3.3 Planning Context and Demographics**

WRT will characterize the overall context for the provision of parks and recreational facilities in the St. Charles Parish. Topics addressed will include the regional context; the physical characteristics and development patterns of the Parish as they pertain to parks, recreation, and open space; socio-economic trends based on available data; and population projections. Available demographic data will be used (by census tract if available). The following demographic characteristics data will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

This data will be mapped in GIS to produce density maps to support other tasks. This analysis will provide an understanding of the demographic environment for the following purposes:

- To understand the market areas being served by the park and recreation system and distinguish customer groups.
- To determine changes that are occurring in the Parish and assist in making proactive decisions to accommodate those shifts.
- To provide the basis for an equity mapping and service area analysis

### **3.4 Facility Standards**

WRT will analyze park classifications and facility standards. This will be applied to demographic data from the projected population and combined with program needs identified during the household survey and general observations from the Park Facilities/Program Assessment task. To provide a basis for identifying standards and criteria specific to St. Charles Parish, WRT will undertake an assessment of four different and complementary types of needs for parks and recreational facilities:

- Expressed Needs: Recreational activities presently accommodated within the park system but which are not adequate to meet the demand
- Latent Needs: Recreational activity needs not currently provided within the park system

- Comparative Needs: Needs suggested by comparison (benchmarking) with services provided in communities with similar characteristics
- Normative Needs: Needs as defined by published standards of the National Recreation and Parks Association, Urban Land Institute, and others adjusted to the particular circumstances of the Parish.

The expressed and latent needs will be defined based on community input from the stakeholder interviews, community meetings, and the household survey (Task 2). Comparative and normative needs will be based on research by WRT. The result will be a synthesized definition of needs in the form of level of service standards, service areas, or other appropriate criteria for different types of parks and recreational facilities. WRT will work with the Parish staff to review and confirm, modify or add to existing park classifications and facility standards for all park sites and amenities. These classifications will consider size of park, population served, length of stay, and amenity types within park. Facility standards include major amenities and the population served per facility.

### **3.5 Service Area Mapping**

The standards and criteria defined in Task 3.4 will be mapped and compared to the Parish's existing supply to identify deficiencies or gaps (i.e., new parks and recreational facilities needed to meet the needs of the present and projected future population). This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. The base information for this analysis will be projected population density by census tract (as acquired during the demographic analysis). A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity.

### **3.6 Development of Level of Service (LOS) Guidelines and Facility Space Guidelines**

Based on the findings from Subtasks 3.4 and 3.5 (Needs Assessment), WRT will develop LOS and facility space guidelines for existing and future parks and recreational facilities.

### **3.7 Park Land Acquisition Criteria**

WRT will articulate criteria for land acquisition, such as: potential to serve currently under-served areas or areas that will experience strong growth in demand for recreational facilities and services; potential for providing opportunities for development of revenue facilities and development partnerships; and potential to preserve environmentally significant and sensitive areas that might otherwise be lost from the public domain. Specific park sites will not be identified.

### **3.8 Staff and Task Force Meetings**

The results of this task will be presented to Parish staff and to the Task Force before moving into the next task. (To ensure time and cost-efficiencies, the meeting with the Task Force will be scheduled to coincide with one of the Consultant's trips to St. Charles Parish related to the St. Charles 2030 Comprehensive Plan.) A consolidated set of comments will be provided by staff to WRT, who will make any necessary revisions to its report.

## **Task 4 –Operational and Financial Assessment**

WRT will perform an analysis of the Department to evaluate its operations and financial situation. This analysis will identify potential future departmental organizational levels along

with appropriate staffing needs and requirements. This evaluation will consider the community input and facilities/program assessment tasks.

#### **4.1 Operational Analysis**

WRT will review the Department to assess its operations and level of effectiveness. This could include data collection, analysis and on-site observations of key organizational components and may include consideration of the following areas:

- Hours of operations
- Programs and services
- Administrative structure/organizational design
- Staffing utilization and needs
- Service contracts, if any
- Performance measures and indicators
- Information systems and technology
- Communications (marketing)
- Field equipment/resources
- Procedures manuals
- Partnerships/volunteer support (Booster Clubs, etc.)

The current operations will be evaluated against best industry practices. A summary of the analysis will be prepared presenting the overall findings, analysis and recommendations.

#### **4.2 Financial/Cost-Revenue Analysis**

The financial situation of the Department will be reviewed with three primary goals:

- Understand the financial dynamics to further advance the understanding of proposed operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Department to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability of the Department including evaluating expenditures and increasing proposed and new sources of revenue

This analysis will look at the operating and capital budget, potential user fees, current and other revenue generating opportunities, grant opportunities, and revenue forecast.

#### **4.3 Staff and Task Force Meetings**

The results of this task will be presented to Parish staff and to the Task Force before moving into the next task. (To ensure time and cost-efficiencies, the meeting with the Task Force will be scheduled to coincide with one of the Consultant's trips to St. Charles Parish related to the St. Charles 2030 Comprehensive Plan.) A consolidated set of comments will be provided by staff to WRT, who will make any necessary revisions to its report before holding the second series of community meetings (activity 5.1).

## Task 5 – Master Plan Development

### 5.1 Community Meetings – Series 2

Up to three (3) 2-hour community meetings will be held over two (2) consecutive days to comprehensively review the outcomes of the previous tasks. WRT will design a simple flyer and, if necessary, draft a press release that the Parish may use to advertise the meetings. These documents will be provided in .pdf format for posting on the Parish's website. To make the best use of this timeframe, the sessions will be scheduled back to back (morning, lunch, afternoon and/or evening). At least one (1) session each will be held on the East and West Banks. Reports may also be posted online. Comments received from the public will be collected and reviewed with Parish staff and the Task Force before responding or integrating any of them into the draft Master Plan document.

### 5.2 Draft Master Plan

The Master Plan document will include the findings and analysis from all previous tasks. In addition, the document will contain the following elements/sections:

- **Policy Framework**  
This section will comprise a vision, general goals, and measurable objectives for the future development of the Parish's parks system. This vision, goals and objectives will be consistent with those developed as part of the St. Charles 2030 Comprehensive Plan. The framework will address parks, open space, recreational facilities, and recreational programs.
- **Plan Strategies and Options**  
The Master Plan will include strategies and options designed to provide for the present and future park and recreation needs of the residents of St. Charles Parish. As appropriate, these strategies and options will address both the system as a whole (e.g., operations and funding) and individual parks and facilities within the system (i.e., improvements to existing facilities or new facility development or partnerships to address deficiencies identified in the needs assessment). Strategies for park and recreation facilities, services, and programs; open space and natural resources; trails and greenways; public access to the water; and other topics as appropriate will be developed.
- **Cost Estimate**  
WRT will prepare an *order of magnitude* cost estimate for capital expenditures based on the inventory and assessment of needs. This estimate is suitable for system-wide capital improvement budgeting and support of funding proposals, and will not provide construction cost estimates for specific projects.
- **Prioritization and Phasing: 5-year and 20-year Implementation Options**  
WRT will prioritize facilities and programs development actions according to criteria such as: under-served existing needs; needs based on changing demographics and participation trends; needs of special population groups; needs based on changing geographical development patterns; potential for revenue generation and/or funding potential. Facility and program options will be identified for both a 5-year and 20-year time horizon.

- **Funding Strategy**

WRT will identify potential sources of capital and operating funds to support the plan. This work will include identification of “best practices” in other jurisdictions based on WRT’s experience elsewhere. Funding mechanisms will be described and evaluated in terms of appropriateness for St. Charles Parish.

## **5.2 Draft Review**

WRT will submit the Draft Master Plan document to Parish staff for review. One color reproducible hard copy and a digital file will be provided. The Parish will be responsible for copying and distributing the document to Task Force members and others as may deem appropriate, and may choose to post it online.

## **5.3 Staff and Task Force Meetings**

WRT will hold meetings with Parish staff and the Task Force to collectively discuss the draft document. (To ensure time and cost-efficiencies, the meeting with the Task Force will be scheduled to coincide with one of the Consultant’s trips to St. Charles Parish related to the St. Charles 2030 Comprehensive Plan.). One (1) set of consolidated comments will be provided by the Parish to WRT, who will make necessary revisions to the document to produce a final document.

## **5.3 Presentation to Parish Council**

Following all reviews of the draft document, incorporation of review comments, and preparation of a final document, WRT will present the Parks and Recreation Master Plan to Parish Council for adoption.

**EXHIBIT B****St. Charles Parish Parks & Recreation Master Plan  
Compensation Schedule**

The following cost estimate is based on an assumption of no more than 4 trips for meetings by the Consultant to St. Charles Parish specifically for this project. Two additional meetings are intended to coincide with Consultant trips scheduled as part of the ongoing Comprehensive Plan process (CPSC). Any deviation from this design that results in additional trips being required of the Consultant to complete this scope will be considered additional services. Such additions will require advance authorization in writing and compensation based on amounts and methods contained in the authorization.

<i>Task</i>		<i>Professional Fees</i>	<i># Trips</i>	<i>Pers/Days</i>
Task 1	Project Kickoff	\$ 4,760.00	1	5
Task 2	Public Input	\$ 12,480.00	1	4
Task 3	Inventory/Needs Assessment	\$ 20,960.00	w CPSC	1
Task 4	Operational & Financial Assessment	\$ 14,960.00	w CPSC	1
Task 5	Master Plan Development	\$ 18,880.00	2 plus 1 CPSC	6
<b>Professional Fees Total</b>		<b>\$ 72,040.00</b>		
Upset Limit		<b>\$ 6,800.00</b>		

*Reimbursables (travel expenses for 4 trips plus lodging, meals and car rental fees associated w/ 2 other trips dovetailing into CPSC trips, reproduction, phone, public outreach support - communications/graphics, etc.)*