

December 14, 2022



Erin Pangborn, Recreation Director
Town of Plattsburgh
Parks & Recreation Department
151 Banker Road - Plattsburgh, NY 12901

Re: Park Improvement Program: Design Development Services

Dear Erin:

It was great to meet you and Jordanne in person and to visit the park sites with you all and the town planning staff. The town clearly has excellent park and recreation assets and we are pleased to be able to help support your mission.

Attached please find a scope of services to assist in the preparation of park improvement plans as we had discussed.

We are very proud to be part of the town's team with the goal of enhancing the quality of life for the Town of Plattsburgh's residents.

Looking forward to the opportunity to work with you.

Yours truly,

A handwritten signature in blue ink, appearing to read "John".

John J. Behan, AICP
Principal

112 Spring Street, Suite 305
Saratoga Springs, New York 12866
Phone (518) 583-4335

Town of Plattsburgh

Park Improvement Program: Design Development Services

Behan Planning and Design—Scope of Services—December 13, 2022

Project Understanding: The town recognizes the needs and opportunities for upgrades to its parks and wants to prepare develop conceptual designs and determine approximate costs so future projects maximize community values and advance the town's goals in a financially feasible manner. This effort is being led by the town Parks and Recreation Department with the goal of preparing a realistic multi-year plan for upgrades with conceptual designs for six of the town's parks: Cadyville, Cliff Haven, East Morrisonville, Everest Rabideau, Treadwells Mills, and West Plattsburgh. (The other town parks may receive similar design development for improvements as a future phase.)

Some key principles/priorities to guide the planning and decision making include (in no particular order):

1. Safety
2. Accessibility/Inclusivity
3. Efficient Use/Re-Use of Space
4. Field Quality/Drainage
5. Identity/Community Character and Adjacent Natural Resources
6. Multi-Generational
7. Financial Feasibility

Project lead for the town is Recreation Director Erin Pangborn. Cary Engle, Landscape Architect with Behan Planning and Design will serve as project manager for Behan Planning and Design. Support from town and consultant staff will be provided as required and will include input from town committees/boards including the Parks Committee and Town Board along with other stakeholders as appropriate in developing concept designs for six town parks.

Project Approach/Tasks/Deliverables:

- Review and refine project goals in collaboration with town staff (building upon above list of principles).
- Review existing plans and studies for the parks system provided by the town.
- Preparation of simple existing conditions /opportunities and constraints analysis for each of six parks for review with town staff. (including map of environmental features of site and adjacent area in a general manner—topography, soil drainage characteristics, wetlands, flood zones, adjacent land uses.)
- Narrative statement of evaluation of management objectives and summary of needs/opportunities for each park (from staff with input from Parks Committee and Behan Planning and Design.)
- Preparation of conceptual level improvement plan for each of the six identified parks. (Plan view aerial image of park site with proposed conceptual layout of improvements.)
- Review discussion draft concept plans in collaboration with town staff (may include Parks Committee).
- Develop concept-level opinion of probable cost for each park.
- Identify selected list of potential funding sources.
- Present draft conceptual designs to town representatives (Staff/Committee/Town Board)
- Submit final conceptual design summary report.

Product: The final report will include an aerial concept-level land use plan for each park along with a brief narrative describing the objectives to be achieved. The plan will depict a preferred future development scenario and supporting graphics/imagery that will illustrate the recommended uses and program for the six identified parks. An opinion of probable cost will be provided for each concept plan. The cost opinion will address the initial/immediate phase of improvement.

Design Implementation: Develop brief memo report of implementation activities/opportunities/phasing priorities in collaboration with town staff.

Project Budget: Behan Planning and Design and team will complete the above scope of services for a lump sum fee of \$50,000 inclusive of expenses. Staff combined hourly rate of \$125 creates an approximate 400 hours of work. Invoicing for tasks accomplished on a percentage complete basis of the lump sum fee.

Schedule: Authorization to proceed on or about December 15. Project complete on or about July 1, 2023.

Supplemental Services: The following services may be authorized by the town to be provided by the consultant as either an additional lump sum fee or hourly services. Additional services shall only be authorized by written agreement between the town and the consultant:

- Additional services not describe in above scope of services.
- Detailed site plans.
- Preparation of construction documents.
- Procurement, construction administration support (contract documents, bidding, award, construction observation, review of payment applications, etc.)
- Environmental review services (SEQR, NEPA compliance, etc.).
- Grant writing services.

Exclusions: Hazardous materials testing, identification of contaminants/pollution sources, soil testing, cultural resources evaluation, wetland flagging, similar activities.