



Memo

3/7/2019

To: Mayor and City Council members

Upcoming award for our Multi-Modal Master Plan plus Parks Master Plan update. The Multi-Modal Plan looks at our trail, bicycle path and sidewalk network including a gap analysis and naturally ties with our Parks Master Plan which is due for an update for grant eligibility. This combines to two for consistency and efficiencies.
-Trent

To: Clay Pearson, City Manager

From: Jameson Appel, Project Manager

CC: Jon Branson, Deputy City Manager
Trent Epperson, Assistant City Manager
Robert Upton, P.E., Director of Engineering
Chris Orlea, Director of Parks & Recreation

Date: March 7, 2019

Re: Pre Award Memo Multi-Modal Master Plan, Design Contract

Purpose

The memo provides information regarding the Multi-Modal Master Plan (MMMP) which in itself includes the development of a Trails Master Plan (TMP), Sidewalk Gap Analysis (SGA) and Parks Master Plan (PMP). This memo contains staff recommendation for award of a professional services contract for the development and completion of this Multi-Modal Plan scheduled for award in the March 25 Agenda.

Background

The proposed project takes a holistic approach to address needs of multiple departments and combines efforts through a singular scope and consultant. By approaching the creation of a Multi-Modal Plan Master Plan and supplementing that effort to produce additional associate master plans as appendices, the City will generate greater efficiencies and avoid redundancy in associated tasks.

Multi-Modal Master Plan encapsulates Trails Master Plan (updated 2007) and Sidewalk Gap Analysis in addressing future and existing needs for the City's trails, sidewalks, bicycle, and way finding needs. This plan is intended to create a continuous, safety-oriented system of sidewalks, bikeways, greenways and trails in and the around the City. MMMP provides the means to identify modes of transportation in a comprehensive plan in order to plan for land and right of way acquisition, identify future Capital Improvement Projects, and develop strategies to implement new policies and procedures.

Similarly, Pearland's Parks Master Plan is intended to help meet the needs of current and future residents by positioning Pearland to build on the community's parks and recreation assets and identify new opportunities. The purpose of the PMP is also to identify several data sets including demographics, industry trends, levels of service, deficiencies, and provide statistically valid data driven by surveys, focus groups and other empirical methods. As a general best practice and a requirement for certain grant awards, Parks and Recreation Agencies are required to adopt an updated parks master plan to serve 5-year cycles. The most recent iteration of the City of Pearland's Parks Master Plan was approved by Council November 13, 2015.

Throughout 2018, the City began contacting fellow municipalities and reviewing available multi-modal and parks plans of peer communities. In early 2019 the City began discussions with Half Associates (HA) to build a scope and fee for Pearland's unique needs. HA was chosen in part due to the quality of

workmanship they exhibited in similarly constructed multi-modal, trail and park master planning documents performed for peer cities and their high marks during subsequent reference referrals.

The Multi-Modal Master Plan was first included in the City's Capital Improvement Program (CIP) in 2017. In the 2019-2023 CIP manual the project description was focused to include a more thorough concentration on the Trails Master Plan and Sidewalk Gap Analysis.

Scope of Project

The scope of the project is broken into multiple phases and finalizes with implementation and final documentation/adoption. Project initiation phase primarily serves to gather data and analyze baseline community conditions in preparation for public outreach. The data includes the demographic profile of the City as well as profiles from comparison communities which are drawn from the City's ten predetermined peer communities.

Public Outreach begins with kick-off meetings with stakeholder City Departments including Engineering and Capital Projects, Public Works, Pearland Economic Development Corporation, and Parks and Recreation among others. A field reconnaissance by the consultant is followed by visioning meetings with key community representatives to guide the initial plan goal and objective development. Follow up meetings and data collection will lead into online surveys, public open houses and consultant participation during annual community events such as Pearland's Winterfest. The Multi-Modal phase includes corridor, neighborhood, regulatory, connectivity and pedestrian level of service analysis and concludes with a conceptual development plan for the City.

The PMP will take into consideration the current trends across the country and benchmark those among the requests made by residents as collected by the instruments previously mentioned. HA will create a current inventory and provide an assessment of existing parks and recreation facilities including private or quasi-private facilities. HA will conduct an audit of Parks and Recreation's current recreational programming and provide operational analysis. Unique to the 2020 PMP, HA will prepare a conceptual development plan for the Hunter Park property, which is a neighborhood park but could serve to fulfill a community park level of service. HA will make recommendations for land acquisition, a Capital Improvements Program and prioritize physical improvements during the implementation portion of the study. A final PMP will be prepared and presented for adoption by City Council.

The development of the update to the PMP is needed to meet the five year cycle requirement and due to its hand in hand operation with the MMMP it only makes logical prudence to update the PMP with this project. However, due to the PMP being outside of the scope of the CIP's description and justification, a portion of the project will be funded by Parks and Recreation Park Development Funds.

The split funding, which was divided by task during the scoping and fee proposal process, will be \$161,801.50 through Parks and Recreation and \$135,369.50 through CIP.

Fee Breakdown:	
Phase I: Project Initiation and Background	\$25,774
Phase II: Project Outreach	\$49,470
Phase III: Multi-Modal Active Transportation Master Plan	\$77,463
Phase IV: Parks, Recreation, and Open Space Master Plan	\$95,899
Phase V: Implementation Program	\$26,992
Phase VI: Final Master Plan Document	\$26,992
Expenses	\$2,225
Total	\$297,171

Staff has reviewed the proposal and found the scope accurately describes the necessary work components and believe the fee is fair and reasonable for the work and services involved.

Budget Info:

Funding Sources	Series	To Date	Future	Total Budget
General Revenue - Cash				-
Certificates of Obligation Bonds				-
Certificates of Obligation				-
General Obligation Bonds				-
General Obligation Bonds				-
W/S Revenue Bonds				-
Other Funding Sources (Park Dev Fund)			162,000	162,000
Other Funding Sources (Fund Balance)*		400,000		400,000
Total Funding Sources		400,000	162,000	562,000

Expenditures	To Date	Future	Total
PER			-
Land			-
Design		297,171	297,171
Construction			-
Construction Management/Inspection			-
Construction Materials Testing			-
FF&E			-
Total Expenditures	-	297,171	297,171

Project Balance/Contingency	264,829
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*The budget is being reduced in the FY19 CIP projections upon City Council approval.



Schedule Info:

After the design notice to proceed is issued, phase 1-5 will begin a 360 calendar day schedule. Phase 6 which will involve finalization and adoption of Parks Master Plan and will require an additional 60 calendar days to complete.

Recommendation:

At the March 25th City Council meeting Staff will recommend that Council award the contract for services to Halff Associates in the amount not to exceed \$297,171.00

Previous Memos: N/A

