

**City of Hallandale Beach  
City Wide Parks Master Plan  
Scope of Services**

**Bermello, Ajamil & Partners, Inc.**  
February 23, 2010

## **INTRODUCTION**

---

A City Wide Parks Master Plan is composed of elements that include defining needs through a number of studies, establishing levels of service (LOS) based on population needs, defining needs through community participation and community recreation surveys, evaluation of trends in sports, and arriving at a combination of these to define the community's needs. All these studies finalize in a Parks Improvement Program that outlines a list of investment priorities for individual park facilities and their respective programs. Crucial to the successful implementation of the Master Plan is the design of individual parks and their different elements be it landscape design, architectural design, marina design or the inclusion of parking and parking structures.

The recently adopted City of Hallandale Beach City Wide Master Plan will form one of the bases for the City Wide Parks Master Plan. The work carried out by the Parks Evaluation Committee, the Parks and Recreation Department community programs, the Parks and Recreation Advisory Board, the Police Athletic League programs and input from other City of Hallandale Beach Departments will be gathered, evaluated and incorporated into the Master Plan.

The approach starts with an analysis of existing conditions and a series of public meetings to identify overall needs based on established standards and community preferences; development of plan concepts and alternatives, presentation of plans for public review and the development of park specific designs based on identified issues and needs.

## **OBJECTIVES**

---

The objectives of the plan are:

- Develop a parks and facilities program that responds to the issues and opportunities facing the City of Hallandale Parks System that addresses future needs based on community input, City of Hallandale conditions and accepted recreational standards.

- Develop a systematic approach for individual park improvements that will include specific designs for each park, identifying required improvements, costs, phasing and project prioritization.
- Develop a parks master plan that addresses current and future needs including park operations and funding constraints.

The emphasis of this plan will be on implementation and moving the individual projects forward to provide community results based on sound planning and a clear city wide recreation requirements vision.

## **SCOPE OF SERVICES**

---

The following is a task by task description of the Scope of Services for this contract:

### **Task 1**

#### **Start up - Kick off Meeting/Parks Tour/Meetings with Elected Officials**

During start-up, B&A will work closely with the City staff on the start-up agenda, site visit itinerary, schedule and review of key contractual issues. These will include schedule, report and invoice formats, and other day-to-day administrative and management issues. B&A will carry out a project review and update, and identify constraints and project parameters. These tools and procedures will be presented to the City and the Team at the Kick-Off meeting.

#### **Task 1A - Kick-off meeting**

B&A will coordinate the kick off meeting with the City and its designated project team. The purpose of the kick off meeting will be to:

- Confirm project goals and objectives
- Collect all base information such as plans, studies, reports and any other documents available from the City on the existing parks system, programs and planned expansion/improvement programs. All existing drawings will be provided to B&A for reproduction and the creation of a project resource data base.
- Establish organizational responsibilities and relationships between and among the City and the Team
- Agree upon management tools and procedures, setting standards to be followed for the duration of the project.
- Agree on the project schedule, timing and content of workshops, recordkeeping standards, and communications with the City, distribution procedures, meeting dates, public notification and preliminary and final submissions.
- Discuss ongoing and/or planned City projects, community issues, and other items that serve to frame the context of the plan.

### **Task 1B - Park Tour with City Staff**

During or shortly after the kick-off meeting, B&A will meet with City staff and conduct a one day tour of all the City Parks.

### **Task 1C - Initial Meetings**

B&A will conduct meetings with each elected City Official to present the goals and objectives, project approach, and expected products of the City Wide Parks Master Plan with the purpose of presenting the consultant team and documenting the expectations, thoughts and concerns of the elected officials.

## **Task 2**

### **Analysis of City Wide Parks System and Existing Parks Conditions**

#### **Task 2A - Preparation of Base Maps and Data Tables**

B&A will prepare base maps for each individual park from information provided by the City, site visits, and aerial photos, with the purpose of using the base maps for planning purposes. B&A will prepare data tables to illustrate parks, recreation and open space characteristics, demographics, and others as needed.

#### **Task 2B - Identification of constraints and parameters**

B&A will identify constraints that may have an impact on the plan development and any parameters the City may want to include in the Master Plan process.

#### **Task 2C - Review of Previous Parks Department Work**

B&A will review Parks Evaluation Committee work and any other studies already conducted on the city's park system. B&A will carry out a summary evaluation of the City of Hallandale Beach Comprehensive Plan Recreation Element to include Joint Use Agreements and private property utilized for community use. B&A will also review the City Wide Master Plan and the 2030 Transportation Master Plan.

#### **Task 2D - Evaluation of Urban Pattern / Urban Design Considerations**

B&A will analyze and evaluate the City's urban development pattern and urban design form in the context of the Parks Master Plan to arrive at an understanding of how the urban development pattern relates to the recreation areas and their future development. B&A will relate this analysis to the City Wide Master Plan and the recreation needs of the City.

## **Task 2E - Park System Inventory, Existing Resources and Services**

B&A will carry out an inventory of existing parks characteristics in order to understand the sites, their conditions and overall city wide context. B&A will evaluate each existing park and recreational area within the City in reference to

- Buildings and Structures;
- Fields/Courts/Facilities;
- Pedestrian Paving;
- Site Lighting;
- Playgrounds;
- Signage;
- Park Furniture;
- Landscape;
- Irrigation;
- Security and Fencing;
- Accessibility
- Parking;
- General aesthetics and condition of facilities.

The parks to be inventoried are:

- OB Johnson Park
- Golden Isles Park
- Golden Isles Tennis Center
- BF James Park
- Foster Park
- Historic Village
- Ingalls Park
- Bluesten Park Town Center
- Sunset Park
- New Pocket Park (NE quadrant)
- Scavo Park
- South Beach
- North Beach
- City marina

## **Task 2F - Existing Programs and Facilities Analysis**

B&A will assess existing park programs and services and make recommendations for the future. B&A will review existing and previous operational budgets; carry out a complete funding analysis and identify future operational and maintenance standards.

## **Task 2G Needs Analysis**

B&A will make a determination of the hierarchy of recreation programs and facilities needs; make a determination of possible phasing options and tally and summarize survey results for Community Evaluation and Consultant Recommendations. B&A will

develop a Community User Survey to identify community preferences. This survey is to be carried out during the Community Workshop No. 1 in Task No. 5.

### **Task 2H - Needs Assessment Recommendations and Comparison of Needs vs. Available Recreation Resources**

B&A will provide a comparison of the identified recreation and open space needs to the available facilities and programs.

### **Task 2I - Operational Budget Implications for Master Plan Implementation**

B&A will determine staffing requirements for new programs and facilities; Develop operational cost estimates and revenue projections for any new programs and facilities and identify possible funding sources.

#### ***Deliverables:***

- *Inventory of City of Hallandale Existing Conditions in both written and electronic format to include:*
  - *Overall City Wide Base Map with the required information;*
  - *Individual Park maps outlining existing conditions of each park,*
  - *Existing parks programs for each park and identification of the recreation needs vs the existing facilities and programs.*
- *Minutes of staff and other meetings;*
- *Other information as generated during Task 2.*

### **Task 3 Preliminary Summary of Issues and Opportunities**

B&A will summarize in a clear and easy to understand form, the issues and opportunities identified in regards to parks, recreation and open space, recreation and open space needs demands, physical conditions of parks as identified and other issues and opportunities that are relevant to the development of the project and the Parks Master Plan.

#### ***Deliverables:***

- *Summary analysis of the Issues and Opportunities developed in Task 3,*
- *Minutes of staff and other meetings;*
- *Other information as generated during Task 3.*
- 

### **Task 4 City Staff Presentation**

B&A will provide a preliminary presentation to City Staff to obtain their review and comments of the work to present prior to the Community Workshop No. 1.

## **Task 5**

### **Community Workshop No. 1**

#### **Scoping Meeting, Existing Conditions and Community Survey**

Building upon the previous Community forums, B&A will carry out an initial Visioning Workshop to obtain community input on recreational preferences and carry out a Parks Survey to identify both adult and children recreational preferences. Additionally, B&A will carry out specific stakeholder, staff and administration meetings to identify additional needs and requirements.

Subsequent to the Visioning Workshop B&A will prepare a Survey Analysis and tabulate the Visioning Workshop Comments to incorporate into the Master Plan development.

#### ***Deliverables:***

- *Community Survey to include both an Adult Survey and a Children Survey;*
- *Minutes of Workshop Meeting;*
- *Stakeholder and individual meetings minutes;*
- *Other information and changes as required for work process.*

## **Task 6**

### **Individual Quadrant Community Meetings, Existing Conditions and Community Preferences**

With the information gathered and the analyses carried out to present, B&A will meet with individual stakeholders for each of the four quadrants of the City and the Beach Neighborhood. B&A will present the existing conditions analyses, potential design responses and general ideas to gather community expectations, and concerns. B&A will carry out individual meetings for each area as follows:

- Northwest Quadrant
- Southwest Quadrant
- Northeast Quadrant
- Southeast Quadrant
- Beach Neighborhood

The order, location and timing of these meetings are to be determined.

## **Task 7**

### **Summary of Issues and Opportunities by Quadrant, Individual Park and City Wide**

Based on the information gathered in the previous tasks, B&A will summarize the issues and opportunities for City Wide parks development as well as each individual park within each of the City's quadrants/neighborhoods. These issues and opportunities will include the required actions identified by the Parks Committee as well as those identified during the previous tasks.

**Deliverables:**

- *Community Survey results and analysis to include both an Adult Survey and a Children Survey;*
- *Stakeholder and individual meeting minutes;*
- *Other information and changes as required for work process.*

**Task 8**

**Alternative Park Plan Design Concepts**

Prior to carrying out Tasks 9 and 10, B&A will prepare, based on the community input gathered, a series of alternative parks master plan design concepts (maximum of two per park). These options will serve as the basis for the Community Workshop No. 2. In addition to the existing parks, plans will be developed for up to two additional park sites identified for potential open space development.

**Deliverables:**

- *Alternative park design concept plans (up to 2 per park),*
- *Minutes of Meetings;*
- *Other information and changes as required for work process.*

**Task 9**

**City Staff Presentation**

B&A will provide a preliminary presentation to City Staff to obtain their review and comments of the work to present prior to the Community Workshop No. 2.

As part of this Staff Presentation, B&A will provide special emphasis on the programmatic issues and master plan design for each of the parks as outlined in the City Wide Master Plan.

**Task 10**

**Individual Quadrant Community Meetings – Individual Park Programs and Conceptual Designs**

B&A will present the respective projects from Task 7 at each City Quadrant meeting to gather community input on the proposed park programs and designs and arrive at a community preferred option for each park.

**Deliverables:**

- *Preferred alternative concept plans for each of the City's parks and up to two additional plans for potential park development sites.*
- *Minutes of City and Quadrant presentation meetings.*
- *Other information resulting from Tasks No. 9 and 10.*

## Task 11

### Community Workshop No. 2

#### Parks Master Plan/Individual Parks and Building Facilities Master Plan

Based on Tasks 1 through 10 B&A will prepare a series of City Wide and Park Specific Master Plan Options to address the program development and coalesce these into an overall City Wide Parks Master Plan. B&A will prepare the elements outlined below prior to the Workshop and work with the participants in the Workshop to obtain community consensus on said elements which are:

- Parks Visioning Master Plan Preparation
- Overall Park Master Plan Development Policies
- Individual Park Development Programs
- Preferred Park Development Design Concepts
- Park Design Alternatives Evaluation Criteria
- Project Prioritization

#### ***Deliverables:***

- *Overall City Wide Master Plan Vision*
- *Preferred Master Plan Alternatives for each individual park;*
- *Individual park development programs;*
- *Park Improvements priorities list;*
- *Minutes of Workshop No. 2.*

## Task 12

### Preliminary Master Plan Development

B&A will further detail the options and recommendations obtained at Workshop No. 2, discuss these with Staff and provide preliminary Opinions of Probable Costs for improvements and operations for discussion and evaluation in the context of available funding and budget constraints. Based on this information, B&A will further define the Parks and Recreation Improvement Priorities.

#### ***Deliverables:***

- *Opinion of Probable Costs for each individual park and the overall park system;*
- *Programming and Operations Recommendations*
- *Operational costs*

## Task 13

### Final Parks Master Plan Preparation

From the Community input obtained in Workshop No. 2, Staff reviews and other input, B&A will prepare the Final Parks Master Plan to include all relevant information collected, analyses carried out, designs proposed and final preferred design options.

The final Parks and Recreation Master Plan Report will include as a minimum the following elements:

- Master Plan goals and objectives
- Needs assessment
- Master strategies for adding and/or eliminating existing services – Recreation Program recommendations
- Park Facility Plan
- Development concepts
- Specific park recommendations
  - List of improvements
  - Design proposals
- Order of Magnitude Cost Opinion
- Project priorities
- Capital Improvement Plan
- Phasing Plan and general schedule for implementation
- Implementation strategy recommendations
- Management and operation recommendations
- Funding sources
- Appendix

***Deliverables:***

- *Preliminary Draft Master Plan with the inclusion of all recommendations.*
- *Presentation may be in a Power Point format for Visioning Workshop No. 3.*
- *preliminary order of magnitude cost estimates and schedule*
- *analysis of project delivery methods to expedite the implementation of projects identified in the Master Plan*

**Task 14**

**City Staff Presentation Final Master Plan Review**

B&A will present and discuss, review and obtain comments from City staff on the Final City Wide Parks Master Plan.

**Task 15**

**Visioning Workshop No. 3  
Final Parks Master Plan Review**

Workshop presentation of Master Plan for each individual park to obtain final community input. This workshop will assure the community that the Master Plan to be presented is the full consensus Master Plan developed during the City Wide Parks Master Plan process as well as to gather any additional input that may be potentially incorporated in the Plan.

***Deliverables:***

- *Final Master Plan Report outlining the improvements to each individual park*
- *Implementation Plan to address park construction*
- *Preliminary order of magnitude costs and improvements*

- *Park operations*
- *Recreational programs and funding.*
- *Review options on the construction delivery methods to expedite the implementation of the Master Plan.*

## **Task 16**

### **Final Presentation to Commission**

B&A will carry out a formal presentation to the City Commission of the City Wide Parks Master Plan. A Power Point presentation outlining the Master Plan elements will be prepared. Boards with drawings will be presented as needed.

#### ***Deliverables:***

- *Printed and digital copies of Final Master Plan,*
- *Executive Summary of Master Plan and Power Point Presentation for Commission.*
- *Representative boards on proposed master plan elements.*
- *Ten (10) physical copies of the City Wide Parks Master Plan report will be provided.*
- *Additional electronic media of the final Master Plan will also be provided to allow the City to distribute electronic and physical copies of the work.*

## **COMMUNITY OUTREACH AND PUBLIC INVOLVEMENT**

*A crucial component of the Master Plan process will be a comprehensive public participation program to ensure that the Master Plan reflects the needs and interests of all residents of Hallandale Beach. The public, City agencies, community based organizations and institutions will have opportunities to be actively involved in the master planning process through a number of avenues.*

### ***Staff and Administrative Meetings***

- *Individual City Commissioner Meetings – As directed by the City Manager and staff, B&A may conduct one-on-one meetings with each City Commissioner to explain the goals and objectives of the project, the approach and final products. These individual meetings will be scheduled sequentially to be carried out in a two day period of time.*
- *Administration/staff workshop meetings - The following list of meetings will be carried out with staff:*
  - *Kick-Off Meeting;*
  - *Monthly Project Progress Meetings (up to five (5));*
  - *Final City Commission Presentation.*

## **Community Workshops/Meetings**

*The Community Workshops/Meetings will serve to identify existing and latent recreation needs in the community as well as to prioritize the required investments in park programs and facilities. B&A will work in close cooperation with the City of Hallandale Beach to organize and schedule the meetings.*

*In light of the urban pattern of the City of Hallandale Beach and the specific needs of the project the community outreach will provide for:*

### Overall City wide Meetings

*A total of three (3) City Wide workshop meetings will be held. The meetings will be organized as follows:*

- An initial Scoping Meeting to announce the project, establish a rapport with the community, present preliminary existing conditions findings and administer the Community Survey;*
- A City Wide Parks Preliminary Master Plan Workshop meeting;*
- A Final City Wide Master Plan presentation to gather community input on the final master plan prior to preparation of the final report and presentation to the City Commission.*

### Individual City Quadrant Meetings

*For each of the City's Quadrants, two (2) project specific community meetings will be held. The meetings will be held for the four quadrants and an additional two for the Beach Neighborhood for a total of ten (10) public neighborhood meetings. These quadrant/neighborhood specific meetings will deal with the recreation needs of each area and will place special emphasis on the physical improvements to each of the individual parks with the purpose of establishing park designs for each of the recreational facilities. These meetings will be carried out in a more personalized level with the residents/stakeholders of each area.*

**Outreach Material** – *B&A will prepare all written and graphic outreach material for distribution to print media including any handouts and posters necessary to provide information to the community. Printing, advertising and distribution costs for this material are not included as part of the B&A scope of services fee proposal. B&A will discuss and establish with City staff the most appropriate media to reach the residents and provide for the widest dispersion of information and community participation.*

**FEE PROPOSAL:**

<b>Task 1 through Task 16</b> (not including, Neighborhood Meetings, Workshops or Subconsultant Fees)	<b>\$193,492.00</b>
<b>Workshops</b> (Tasks 5, 11 and 15)	<b>\$ 10,600.00</b>
<b>Neighborhood and Elected Official Meetings</b> (Tasks 1.C, 6 and 10)	<b>\$ 12,600.00</b>
<b>Subconsultant Fees</b> (User Needs Inventory and Analysis)	<b>\$ 29,900.00</b>
<b>*Printing and Reimbursable Expenses</b>	<b>\$ 3,000.00</b>
<b>TOTAL FEE</b>	<b>\$249,592.00</b>

**\*Printing and Reimbursable Expenses:**

This fee includes providing 10 copies of the final Master Plan Report and copies of interim reports for the City. Additional copies will be invoiced as additional expenses. Reimbursable expenses will be itemized and billed at actual costs and include, but not be limited to, photocopies and printing, postage and shipping, long distance telephone, faxes and all travel related expenses.