



**CITY COUNCIL MEETING
OF THE CITY OF CEDAR HILLS
Tuesday, February 21, 2017 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, February 21, 2017, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting and anyone is invited to attend.

COUNCIL MEETING

1. Call to Order, Pledge led by C. Rees and Invocation given by C. Crawley
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

PUBLIC HEARING

4. Amendments to the Fiscal Year 2017 Budget (July 1, 2016 to June 30, 2017)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

5. Appointment of David Bragonje to the Beautification, Recreation, Parks and Trails Citizens Advisory Committee

CITY REPORTS AND BUSINESS

6. City Manager
7. Mayor and Council

SCHEDULED ITEMS

8. Review/Action on a Resolution Adopting Fiscal Year 2017 Budget Amendments
9. Review/Action on Awarding the Bid for the Parks, Trails & Recreation Master Plan
10. Review/Action on Amending Monday & Tuesday Resident Rental Rates for the Vista Room
11. Discussion on the Capital Improvements Plan/Motor Pool Fund
12. Discussion on Highland Gardens Water Connection
13. Discussion on Surplus Property
14. Discussion on the State of the City

ADJOURNMENT

15. Adjourn

Posted this 17th day of February, 2017

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city's website at www.cedarhills.org.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- An Executive Session may be called to order pursuant to Utah State Code 54-4-204 & 54-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Review/Action on FY 2016-2017 Budget Amendments
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Charl Louw, Finance Director
BACKGROUND AND FINDINGS: The City is required to keep expenditures within budget. As the Council is aware, accurately forecasting all the expenditures and needs of the community is difficult; therefore, budget amendments may be necessary to comply with State requirements.	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT: 40-80-822 Parks & Rec Master Plan funding of preferred proposal is estimated to cost between \$30,000 and \$40,000. It will be funded with available unrestricted fund balance in the capital projects fund. 51-73-751 Water Construction Projects will need to be increased by \$25,000 due to costly maintenance issues in the current fiscal year, which will be funded by reserves set aside for these types of expenses.	
SUPPORTING DOCUMENTS: Budget adjustments by fund. See attached.	
RECOMMENDATION: To approve the resolution.	
MOTION: Adopt Resolution No. _____ A RESOLUTION ADOPTING THE AMENDED 2016-2017 FISCAL YEAR BUDGET FOR THE CITY OF CEDAR HILLS, UTAH.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Parks and Recreation Master Plan Contract
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Charl Louw, Finance Director
BACKGROUND AND FINDINGS: The City of Cedar Hills made a request for proposals (RFP) to create a Parks, Trails, and Recreation Master Plan. The plan will use feedback from the residents, staff and the City Council to recommendations for any short-term and long-term maintenance/improvements to our city parks, trails, and recreation programming.	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT: The Parks, Trails, and Recreation Plan proposals start at approximately \$26,420, and options go up to \$45,710.	
SUPPORTING DOCUMENTS: Qualified parks and recreation master plan proposals and staff analysis of proposals.	
RECOMMENDATION: Staff recommends that the City Council review and approve a master plan proposal, subject to legal review.	
MOTION: To approve/not approve a Parks, Trails, and Recreation Master Plan proposal, subject to legal review.	

Parks, Trails, and Recreation Master Plan Proposal #s

	Original Cost	Community Participation		Commun. Evaluation		Inventory & Inv.		Needs Assessment		Needs		Trail System		Acquisition & Maint. Costs		Cost Hours		Policies Development		Objective Plan Adoption		Plan Hours Travel		Scheduling, Material Costs		Total Hrs
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
In Site Design Group	\$ 26,420	2,800	28.0	7,100	82.0	4,030	44.0	3,060	34.0	3,180	32.0	3,340	34.0	1,600	29.0	500	1,000	283.0								
Landmark Design	\$ 31,710	10,970	98.0	3,800	42.0	2,520	26.0	2,380	26.0	2,380	26.0	1,920	18.0	6,240	70.0	500	1,000	306.0								
Sunrise Engineering	\$ 31,800	7,589	43.0	7,362	53.0	1,834	18.0	0.0	0.0	1,490	14.0	3,255	19.0	10,315	84.0	-	-	231.0								
MGB+A--The Grassli Group	\$ 35,035	6,920	73.0	7,440	84.0	3,850	48.0	1,270	14.0	1,420	14.0	6,210	69.0	4,900	53.0	925	2,100	355.0								
Epic Engineering	\$ 38,556	4,219	28.0	7,454	49.0	3,358	23.0	4,848	33.0	5,270	33.0	2,944	20.0	10,493	71.0	-	-	257.0								
Average	\$ 32,704	6,500	54.0	6,631	62.0	3,118	31.8	2,312	21.4	2,748	23.8	3,534	32.0	6,710	61.4	285	620	286.4								
Median	\$ 31,800	6,920	43.0	7,362	53.0	3,358	26.0	2,380	26.0	2,380	26.0	3,255	20.0	6,240	70.0	-	-	283.0								

	Cost		Survey		Survey without		Planning, Design, Trail Analysis		Y2 Analytics	
	Original Cost	Portion	Hours	Survey	Hours	Survey	Hours	Analysis	Hours	Analysis
In Site Design Group	\$ 26,420	?	?	?	?	?	?	?	?	?
Landmark Design	\$ 31,710	\$ (1,350)	14	30,380						
Sunrise Engineering	\$ 31,800	\$ (3,463)	21	28,337						
MGB+A--The Grassli Group	\$ 35,035	\$ (180)	2	34,855						
Epic Engineering	\$ 38,556	\$ (1,398)	9	37,158						

Similar Projects

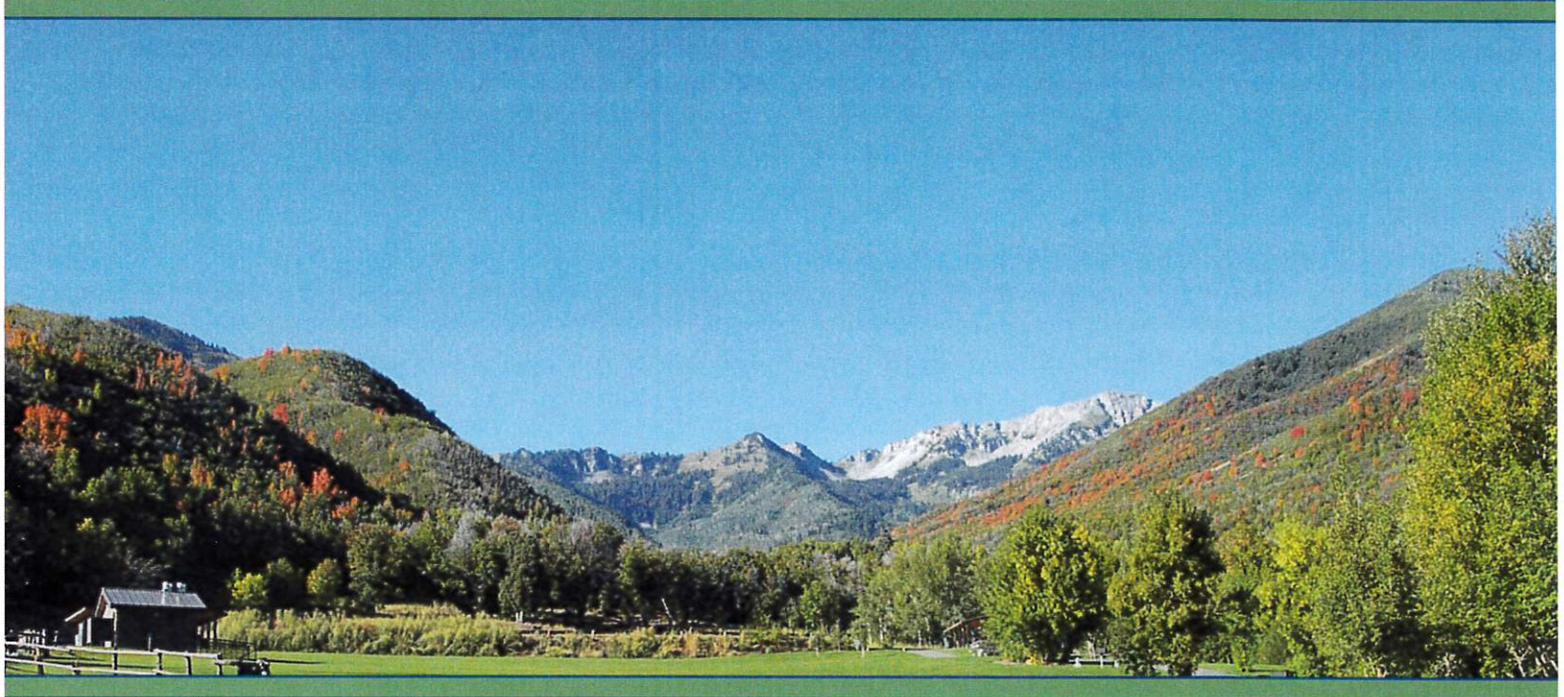
Project	Strengths
In Site Design Group	Award winning landscape projects, cost analysis, proximity, competitive pricing
Landmark Design	Experience with master plans, community participation and feedback
Sunrise Engineering	Civil engineering, Master plans, familiar with city, awards for water & pickleball
MGB+A--The Grassli Group	Familiar with city parks, Master planning, Landscape Architecture, Hours
Epic Engineering	Golf Course, Urban Parks, Plazas, conservation planning

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In Site

DESIGN GROUP

Landscape Architecture Land Planning



**Proposal For:
Comprehensive Parks,
Trails & Recreation
Master Plan Services**

Atten: Charl Louw

10246 N Canyon Road

Cedar Hills, Utah 84062

Submittal Date: 2-15-2017



TRANSMITTAL LETTER:

February 14, 2017

Cedar Hills City
c/o Charl Louw, Finance Director
10246 North Canyon Road
Cedar Hills, UT 84062

RE: Statement of Qualifications/Fee Proposal for Comprehensive Parks, Trails & Recreation Master Planning

Charl,

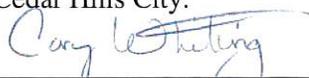
Per your request, In-Site Design Group (ISDG) is pleased to submit this Statement of Qualifications/fee proposal for Landscape Architecture Design Services for Comprehensive Parks, Trails and Recreation Master Plan Services for Cedar Hills City. This project relates closely with several previous projects we have been involved with. Our team of professionals has performed work on similar projects including many parks in Utah as well as several other states in the intermountain west. This experience highly qualifies us to perform the requested scope of work.

We are looking forward to working with Cedar Hills City on this Master Planning. Our talented design team is excited to assist the city in planning great park and trail open spaces for the community to enjoy and spaces that the city can take pride in. Our team of professionals is dedicated and committed to prepare the requested drawings and documents within a short time frame as negotiated with the city.

The ISDG team has lived in Utah for several years and therefore has grown to love and appreciate what Northern Utah has to offer. ISDG has a great interest in developing a sustainable community, which prides itself in conserving and protecting our resources and amenities. ISDG is very talented in many areas of art and design. ISDG feels that the mixing of art, culture and the environment produces the best design for constructing a sustainable community. ISDG believes that by providing landscape architecture services for the community we are fulfilling our stewardship towards the environment where we live, work and play. We also believe that it is our responsibility to help others by providing solutions that result in good design for the user, client and environment. In addition ISDG feels that by working closely with their clients from Concept Design through Construction Documentation, there is a clear line of communication that ensures quality service at a competitive price.

When Cedar Hills City hires ISDG, they will get a local company with lots of park master planning experience, a very competitive price and a company that understands construction costs that aid in accurate budgeting. Finally, by hiring our team, the city will engage a company that has a strong vested interest in the success of Cedar Hills and Utah County. We don't want to do this project merely for the revenue but most importantly we want to help the city and community where we live, work and play to be the best it can be. We commit to go the extra mile to ensure project success and that the outcome decades from now will have a positive impact on the community.

We appreciate this opportunity to provide these services for you and look forward to creating a lasting relationship with Cedar Hills City.


Cory Whiting, PLA, ASLA
Landscape Architect/Owner


Shawn Wilson, PLA
Landscape Architect/Partner



FIRM CAPABILITY:

ISDG is a full service landscape architecture and land planning firm located in American Fork, Utah. We have extensive experience in the landscape and planning industries. This experience includes community master planning, open space and park planning and design, planting design, irrigation design, construction documents, client representation, public presentations, illustrative renderings, landscape construction management and contract administration. Our ability to design a functional and aesthetic landscape is enhanced by our experience in landscape construction and management. Therefore, we are aware of what it takes to provide Cedar Hills City with exceptional master planning services that will result in the long term success of the city including open spaces that are functional, cost effective and enhance the local community.

Through this experience and the utilization of the latest design and drafting software, we are able to provide innovative, practical, and realistic services to our clients. ISDG is able to incorporate its client’s needs into tangible design elements with each project it undertakes and is also able to keep the end user in mind. ISDG is very familiar with the Utah plant palette and is able to design plans that are aesthetically pleasing as well as water-wise. ISDG also prides itself in water-wise and efficient SMART irrigation system design, in fact, ISDG exceeded the distribution uniformity required by Provo City for Joaquin Park. We are very pleased at how that projected turned out. **Our Goal** is to make your City Park and Open Space projects a success. We are sensitive to the importance of schedules and budgets in land development. Let us use our highly trained employees to meet your goal.

Our professional design team have performed work for different levels of government as well as private land developers, elected officials, city personnel, neighborhood committees, etc. on past projects and is therefore very comfortable to work with Cedar Hills City on this Master Planning project. We are confident in our ability to manage the expectation of City Staff, Elected Officials, local citizens and other interested parties.

Our design team also has experience with **Community Development Block Grants**. Joaquin Park in Provo, UT was funded this way. We are currently working on a city park planning/design project for Hyde Park City in Cache Valley where our design team is assisting the city with funding efforts through the RAPZ tax. ISDG can assist the city (if requested) in pursuing CDBG or RAPZ tax funding for future improvements.

In-Site Design Group provides the following services:

- City Submittals
- Concept Plans
- Community Master Planning
- Parks Master Planning
- Cost Estimating
- Landuse Planning
- Photo Manipulation/Visual Simulations
- Presentation Renderings including 3D models
- Site Analysis/Inventory
- 3D Laser Scanning
- Construction Documents
- Contract and Bid Management
- Construction Management
- Water Wise Landscape and Irrigation Design
- Landscape Maintenance Plan
- LEED Design Criteria
- Water Cost Analysis
- Water Smart Irrigation Design
- Written Specifications
- Public Meetings/Presentations

Schedule Control

Our Team is sensitive to the importance of schedules and budgets when working in the Public sphere, therefore we have assembled a team that will be able to meet deadlines the city may request. ISDG will use a quality control and assurance process to ensure the project documents and deliverables are accurate and complete throughout the duration of the

project. This Quality Assurance/ Quality Control (QA/QC) process ensures that all work products are in line with the project scope and that findings and recommendations are reviewed. ISDG will conduct progress meetings to review and adjust project staffing, coordinate project scheduling and perform detailed reviews or other QA/QC to address any issues. In addition, we utilize time tracking software to track the status of the project and maintain control on scheduling and costs. These efforts will ensure that work produced and recommendations made by the Design Team have the best interest of the client in mind. These efforts also ensure that cost, project schedules, and other related efforts are kept in check with budgets and planning.

Project Methodology and Communication:

Our team works in a highly collaborative atmosphere where communication is Key. We focus a great deal of effort to maintain our clients' input and guidance so that their projects remain their projects. Timely, structured and efficient weekly design meetings throughout the design phase prevents waste and enhances the success of the project, especially in the early stages where communication can ensure the team and the client are in agreement.

Unique Capabilities

When it comes to planning and budgeting, anyone can throw numbers around but having a team such as ours be able to give the City realistic budget numbers is imperative. The last thing Cedar Hills City wants to do is create a great long term master plan that can't be implemented due to budget overruns from poor or uninformed planning. We have done over 30 projects for the LDS Church and one compliment they gave us was that we were very accurate in our cost estimates while other Architects/Planners they had worked with were not very accurate. We have yet to go over budget on a project we have completed for the LDS Church.

Our team has extensive landscape construction and landscape maintenance experience. We have provided construction management on several million dollars worth of landscape construction therefore we know what it takes to create a plan that works functionally as well as defines the space aesthetically. Our experience in landscape construction gives us the practical knowledge necessary to develop functional and cost effective landscape architectural designs. We understand what it takes to properly design future park and open space projects so they can be carried thru the construction process as smoothly as possible.

Energy efficiency and conservation is also taken into account in the designs we create. Energy efficiency and conservation items dealt with in a park or trail landscape would typically consist of landscape lighting and the irrigation system design. ISDG is skilled in the design of landscape lighting and irrigation systems. Water conservation is the biggest area of concern for ISDG as Landscape Architects. We pride ourselves in efficient irrigation design. Irrigation design is one of our main company focuses. As such, we have designed landscape irrigation systems for several projects as a sub-consultant to (4) four other Landscape Architecture Firms

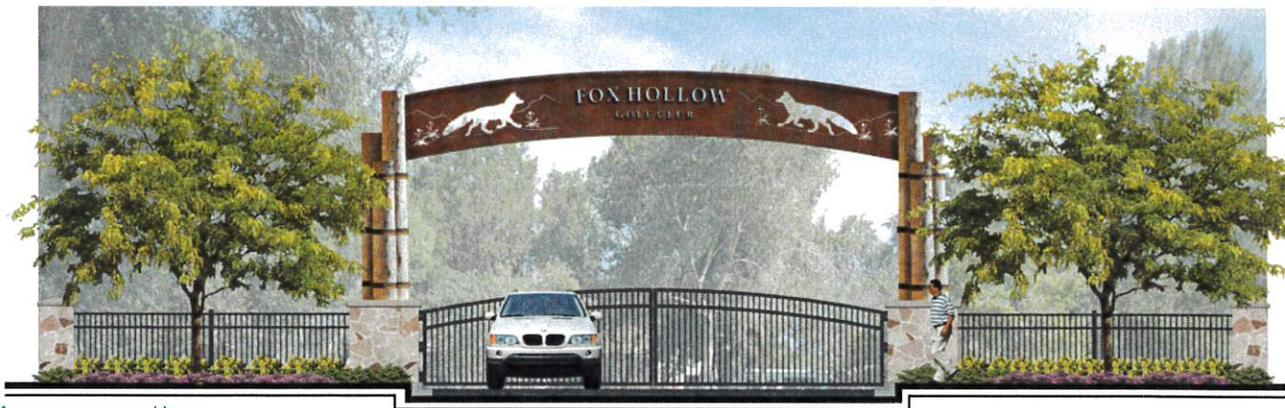


CAD Capabilities

ISDG is well versed in AutoCAD and it is the standard software that we use on our design projects. We are very proficient and skilled not only in AutoCAD but various other programs. We use AutoCAD and other programs on various types of projects such as Community Master Plans, Land Use Plans, Parks and Trails, Commercial Developments, Residential Developments, Civic/Public Projects, Institutional Projects such as Churches, Schools, as well as small and large scale Residential Landscape Design.

Advantages

One of the main advantages of contracting with our design team is that we are very experienced and very competitive. In-Site Design Group is not a large firm, however we feel this is a strong advantage. Larger firms can have large overhead that Cedar Hills City will ultimately pay for. Since our design team is a smaller organization, we don't have the overhead associated with a large office and thus we can keep our prices very competitive. We are also not a one or two man show thus allowing us to have the necessary resources to complete the Master Planning process in a timely manner.



AMERICAN FORK, UTAH
FOX HOLLOW GOLF COURSE
ENTRY DESIGN – SKETCH-UP AND PHOTOSHOP RENDERING

Construction Management and Design/Build Experience

Whiting, Shawn Wilson and Darren Wilson have extensive construction as well as design/build experience. Cory worked for a design/build company for 4 years providing design and overseeing construction on millions of dollars of landscaping. Cory worked closely with contractors of all different trades from concrete and paving to swimming pools, decks and outdoor kitchens to water feature and lighting specialists. Previous to graduating from college, Cory was the co-owner of and Landscape and Irrigation Construction Company for 4 years. Cory has also worked in the maintenance industry for 3 years as well as the concrete and road construction industry. This practical design experience helped Cory understand what really works in the field may not be what is shown in the drawings. Cory is a much better Landscape Architect because of this practical hands-on experience he gained over the years working in construction and maintenance.

Shawn and Darren both worked for a design/build companies prior to joining ISDG and they hold the same design/build experience. Shawn also worked for a very notable Landscape Architecture firm in Las Vegas for four years working on multiple large scale park planning projects.

We are very confident in our abilities to provide value to this planning project. We are a detail oriented firm and attention to detail is what can make or break a project. In addition, we have extensive construction management experience. Our construction management experience has been invaluable to us and our Clients. The LDS Church has hired us as the

Prime Consultant on 6 projects. When we are the prime consultant, we hire any subconsultants and we are responsible for the entire project from concept design construction closeout. We take care of pay requests, lien releases, bidding negotiations, closeout documents and as-builts, etc.

The LDS Church has hired us to do these projects because we are very price competitive, we are very thorough and we do high quality work. Typically only the larger firms do work for LDS Temple projects but we have shown the LDS Church our talents and abilities and they have referred us to do other work. The Church specifically asked us to do the Rome Italy Temple Landscape Architecture Design. We did not go to them to get the job but rather they told the building architect to hire ISDG. We also designed the Provo City Center Temple and provided construction management on that project.

Past Project Experience

Creekside Park – Alpine, UT

c/o Alpine City

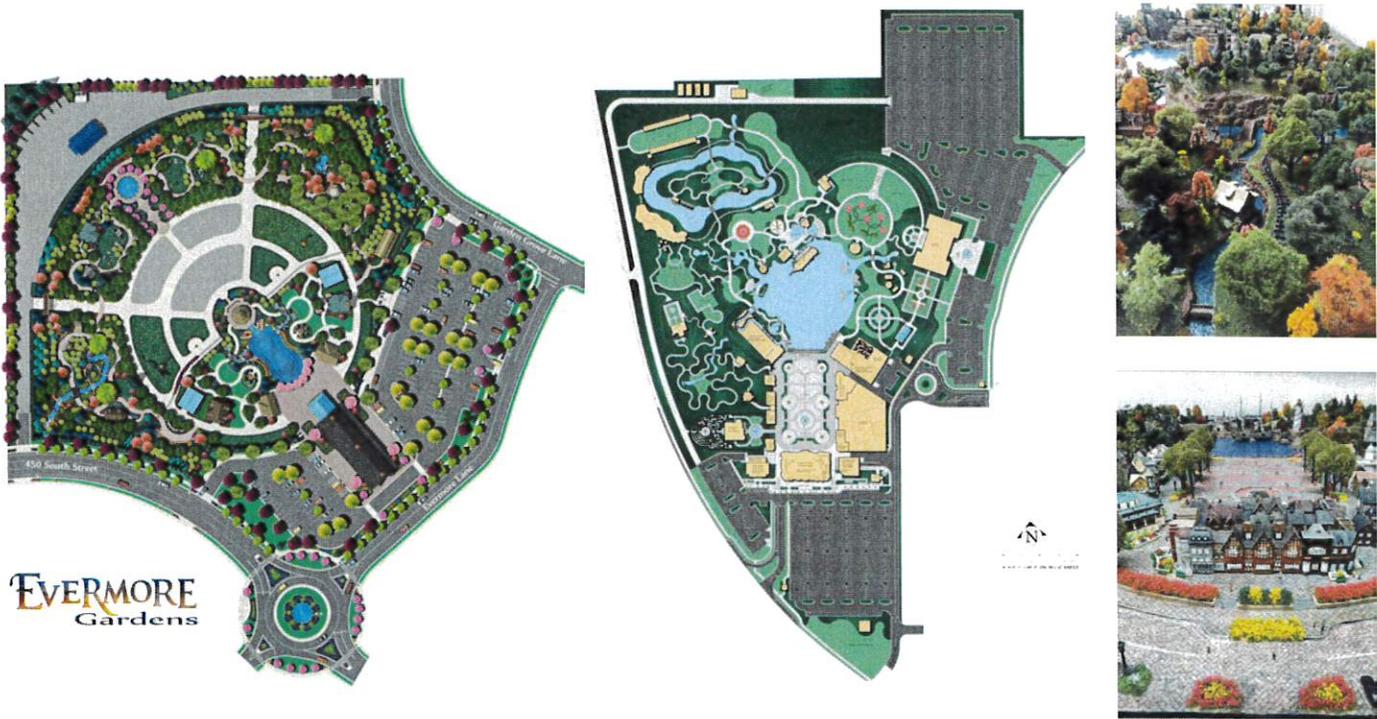
This park is a 22.5 acre park located in Alpine Utah. Design elements included Parking Lots, Multiple playgrounds, Basketball Court, Picnic Areas, Tennis Courts, Jogging/Walking Path, Skate Architecture Area, Racquetball Court, Volleyball Court, Maintenance Facilities, Restrooms and Multiple Pavilions. There is a large detention basin incorporated into the design of this park. We worked on a team with a civil engineer to take this project from concept design through bid documents. ISDG’s scope: Revised Existing Concept, Produce Master Plan, Splash Pad Design, Irrigation Design, Complete Landscape Design and Construction Documents, Cost Estimates, Specifications, Color Renderings, 3D renderings, City meetings and presentations, partial grading and drainage (the utility and civil work was performed by Epic Engineering whom we worked as a subconsultant for.)



**•Evermore Park Master Planning
Pleasant Grove, UT**

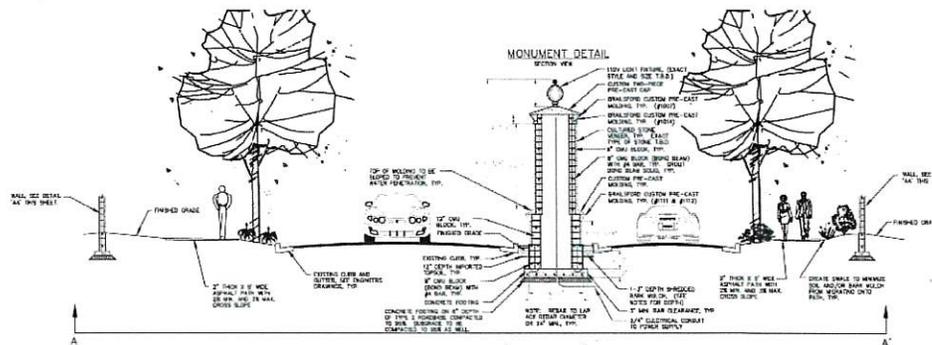
Evermore Park is a forty-five acre “adventure park” set in a magical Victorian atmosphere. Evermore’s event schedule will consist of an autumn fest event called “Ripper’s Cove”, a winter fest titled “An Evermore Christmas”, and a summer fest called “Carnival of Wonders. The park will be open year round, with over half a dozen retail locations, including three quality restaurants. Evermore will feature a three acre cove and a performance stage within the beautiful town square (which will facilitate performances on a daily basis). The park will also be enveloped with elaborate gardens, as well as six large attraction spaces staffed by a cast of professional performers.

Our team provided Master Planning for the entire 45 acres (including planning/design of the 1.5 acre lake, Haunted Forest and many other attractions/garden spaces), landscape architecture and civil engineering for this incredible project. The project has now transformed to include a hotel space, office space, a 4D immersive theatre gaming attraction and a high speed go-cart speedway. The park will open in the fall of 2017.



•**Harvest Park Homes Master Planning**
Harvest Parkway Streetscapes and Round-a-bout – Mapleton, UT
Harvest Park (7.5 acre public park) – Mapleton, UT
Ladybug Park and Trail System – Mapleton, UT
Harvest Park Master Street Tree Plan – Mapleton, UT

This project included master planning, landscape and irrigation design, grading plans and construction documents. Design elements included streetscape design, entry monument and wall design, round-a-bout design and the design of one small community park and one large 7.5 acre park. The large community park included playground areas, soccer fields, pavilion, parking areas, tennis courts and walking paths, etc.



•**Sunsetview Park Master Plan– Provo, UT**
c/o Provo City Parks and Recreation

Sunsetview Park is a 16+ acre park located on the West side of Provo fronting I-15. Additional soccer fields and a baseball field were needed. ISDG was contracted to provide an overall color rendered Master Plan and construction cost estimate that could be used to obtain federal funding for the project. Project elements included restrooms, concessions, play grounds, soccer fields, baseball field, parking, pavilions, walking paths, picnic and BBQ areas, etc.



Pleasant Grove City

I-15 Pleasant Grove Interchange and Pleasant Grove Blvd

The Pleasant Grove interchange landscape theme provided extensive natural landscaping with streams running down the center medians. Pleasant Grove City wanted to make a statement and draw people into the city as this would become the new gateway into Pleasant Grove. Pleasant Grove Blvd runs from the Interchange to State Street in Pleasant Grove. The center median was landscaped by continuing the landscape theme of the Interchange. Cory and Darren played a major role in this project while working for a previous employer many years ago.



•Kriser Homes

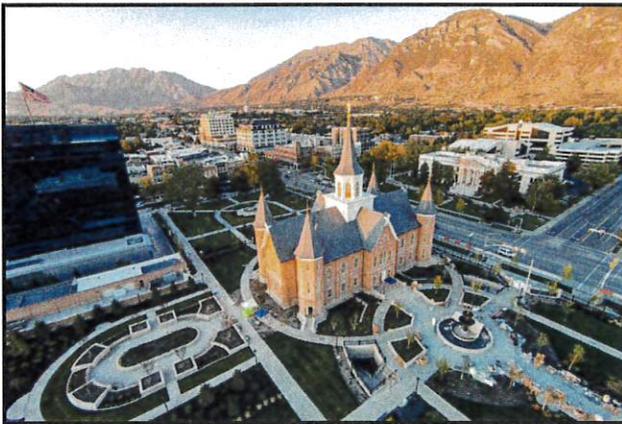
Savoy Gardens Development Master Planning– Pleasant Grove, UT

This project involved initial land planning and lot layout for this 38 acre high-end custom home development, preliminary landscape design, project theming, color renderings of project elements for city presentation. Partial grading plans were also part of the project scope of work. There was approximately 5 acres of open space and park space within the development that was designed by ISDG. ISDG worked with a civil engineering firm who provided the final platting, utility design and roadway design.



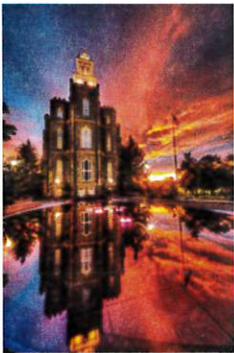
**•The Church of Jesus Christ of Latter Day Saints Provo City Center Temple
 c/o Temple and Special Projects Division**

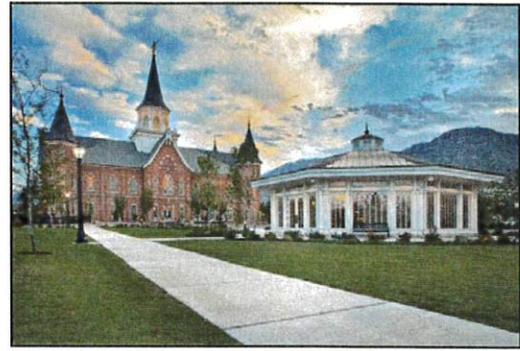
ISDG provided a turn key solution for this project. ISDG provided the site design including layout and design of walkways, fencing, curb and gutter, parking lot, seat walls, raised planters, stairs, handrails, stone dumpster enclosure with metal gate, brick veneer perimeter wall around maintenance building, stone veneer for walls and wall caps, custom fountain design including original artwork for fountain casting, selection of all site furnishings including light poles, bollards, benches, trash receptacles, etc. ISDG also designed the roof top garden including the geo foam and soils plan, planting and irrigation plans, construction details and written specifications. ISDG provided on-site construction management during the course of construction.



**•The Church of Jesus Christ of Latter Day Saints Logan LDS Temple Re-design
 c/o Temple and Special Projects Division**

The LDS Church has requested that costs associated with this project not be made public. ISDG provided a turn key project for this project. ISDG acted as the Lead Architect for a multidisciplinary team including a Civil Engineer, Electrical Engineer, Mechanical Engineer, Structural Engineer and fountain specialist. We provided Concept Design through complete construction documents. We provided bid documents, assisted in contractor selection as well as provided bid and contract management for this large project. We also provided surveying, construction staking, construction management, billing and pay request, lien releases, project closeout, etc. Design began at the end of March 2009. Construction began on July 6. Project was completed in Oct. 2009.





Civic/Public Projects including Parks

- Rome Italy LDS Temple (15+ acre site)
- Aba Nigeria LDS Temple Remodel
- Logan LDS Temple Remodel
- Provo City Center LDS Temple (the old Tabernacle re-built as a new Temple), Provo, UT
- Logan LDS Tabernacle (7acre site) - Logan, UT
- Triad Center Renovation, Salt Lake City, UT
- Provo Center Street Re-design and Master Planning– Provo, UT
- South Temple Streetscape – Salt Lake City, UT
- Snows Spring Park – Neighborhood Park, Lehi, UT
- Foothill Park 30 Acres, Provo, UT
- Creekside Park 22.5 Acres, Alpine, UT
- Sunsetview Park 13 Acres, Provo, UT
- Franklin Park 5 Acres, Provo, UT
- Harvest Park 7.5 Acres, Mapleton, UT
- Plain City Park Concept 9 Acres, Plain City, UT
- Joaquin Park, Provo, UT
- Bicentennial Park Concept Plan 14 Acres, Provo, UT
- Traverse Mountain 5-acre park - Lehi, UT
- 70+ LDS Churches along the Wasatch Front
- Fox Hollow Golf Course Clubhouse and Entry – American Fork, UT
- Legacy Farms Park and Open Space planning/design (38+ acres of opens pace) – Saratoga Springs, UT
- Evermore Adventure Park - 45 acres – Pleasant Grove, UT
- Sweetwater Park Phase 1 - (1.6 areas of a 9+ acre park) – Eagle Mountain, UT
- Sage Vista Park – Lehi, UT
- Hyde Park City Park (7 acres) – Hyde Park, UT



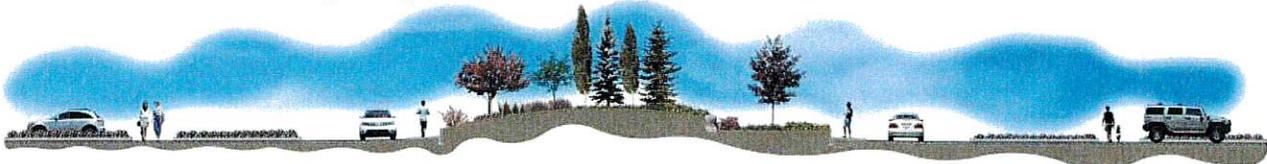
NEIGHBORHOOD PARK
PROVO, UT



NEIGHBORHOOD PARK
LEHI, UTT

Schools and Institutional Projects: Although schools are not parks, they are very parklike and have many of the same design elements therefore we wanted to showcase our school projects:

- Highland High School Baseball Field, Salt Lake City, UT c/o Salt Lake City School District
- Highland High School Softball Field & Concessions Bldg, SLC, UT c/o Salt Lake City School District
- Lincoln Elementary School, Salt Lake City, UT c/o Salt Lake City School District
- Legacy Farms Elementary – Saratoga Springs, UT c/o Alpine School District
- Mountain View K-8 School, Mountain View, WY c/o Uinta County School District #4
- Lyman Administration Building, Lyman, WY c/o Uinta County School District #6
- Afton Administration Building, Afton, WY c/o Lincoln County School District #2
- Thayne Elementary, Thayne, WY c/o Lincoln County School District #2
- Eagle Mountain High School (a new 50+ acre campus) – Eagle Mountain, UT c/o Alpine School District
- Skyridge High School (a new 50+ acre campus) – Lehi, UT c/o Alpine School District
- Dry Creek Elementary School – Lehi, UT c/o Alpine School District
- Blackridge Elementary School – Eagle Mountain, UT c/o Alpine School District
- UVU Pedestrian Tunnel Access – Orem, UT c/o UVU
- Grovecrest Elementary School – Pleasant Grove, UT c/o Alpine School District
- Mt. Pleasant Elementary School – Mt. Pleasant, UT c/o North Sanpete School District
- Cherry Hill Elementary Remodel, Orem, UT c/o Alpine School District
- Albion Middle School Remodel, Sandy, UT c/o Carbon Canyon School District
- Frontier Middle School, Eagle Mountain, UT c/o Alpine School District
- JFK Middle School Remodel, West Valley City, UT c/o Granite School District
- Crestview Elementary School Remodel, Holladay, UT c/o Granite School District
- Orem High School- Orem, UT c/o Alpine School District
- Ephraim Elementary School – Ephraim, UT c/o Sanpete School District
- Gunnison Elementary School – Gunnison, U c/o Sanpete School District
- West Saratoga Transportation Facility, Saratoga Springs, UT c/o Alpine School District
- Dan W. Peterson Special Education School Remodel , American Fork, UT c/o Alpine School District
- Mountainland Applied Technology Center Landscape Renovations, Orem, UT c/o Alpine School District
- Mountain Trails Elementary School, Eagle Mountain, UT c/o Alpine School District
- Greenwood Elementary School Remodel, American Fork, UT c/o Alpine School District
- American Fork Jr. High Remodel, American Fork, UT c/o Alpine School District
- American Fork High School Remodel, American Fork, UT c/o Alpine School District
- Scera Elementary School Remodel, American Fork, UT c/o Alpine School District
- Thunder Ridge Elementary School – Saratoga Springs, UT c/o Alpine School District
- Horizon School (Special Needs School) – Saratoga Springs, UT c/o Alpine School District
- Mountainland Applied Technology Center Landscape Renovations – Orem, UT
- Camp Williams Training Campus, Camp Williams, UT
- Calvin Smith Elementary – Taylorsville, UT c/o Granite School District



MOUNTAIN VISTA PARKWAY STREETScape
 PROVO, UT

FIRM / STAFF QUALIFICATIONS: (see detailed resumes for key personnel below – additional resumes are available upon request)

Company Staff

Cory Whiting – Owner/Landscape Architect
 Gwen Whiting – Co-Owner/Marketing/Company Management
 Shawn Wilson – Partner/Landscape Architect
 Darren Wilson – Senior Landscape Architect/Project Manager
 Sam Thorley – Landscape Designer
 Emily LaFord – Bookkeeping/Accounting/Payroll

CEDAR HILLS CITY

Charl Louw, Finance Director

Cory Whiting, Owner, ASLA, PLA



**Project Manager
 Client Interface
 Team Management
 Planning, Design and Site
 Analysis
 Cost Estimating
 Goals, Objectives and Policy
 Development. Plan Adoption**

Shawn Wilson, Partner, PLA



**Master Planning
 City/Neighborhood Mtgs.
 Planning, Design and Site
 Analysis
 QA/CQ
 Plan adoption**

Darren Wilson, PLA



**Senior Landscape Architect
 Site Evaluation/Analysis
 Needs Assessment
 Cost Estimating
 Document Preparation
 City Meetings**

Sam Thorley, Landscape Designer



**Site Evaluation/Analysis
 Needs Assessment
 Cost Estimating
 Document Preparation**

Cory Whiting, Owner, ASLA, PLA – *Landscape Architect*

Education Bachelors of Landscape Architecture/Environmental Planning from USU

Licensure Utah, Idaho, North Dakota, Montana, Oregon, Colorado and Wyoming Registered Landscape Architect

Honors/Awards Utah ASLA Merit Award for the Provo City Center Temple.
 2015 Project of the Year – Utah Design & Construction – Provo City Center Temple.
 2016 Outstanding Large K-12 Project – Utah Design & Const. – Skyridge High School
 2016 Outstanding Community Impact Project – Utah Design & Const. – The Road Home Family Shelter

Technical Skills Site Inventory & Analysis, Master Planning, Church, Park and School Design, Residential Estate Planning and Design, Irrigation Design Construction Documents, Working Skills in Computer Technology (AutoCAD, LandCad, Sketch-up (3D Design), Graphics



Experience Cory has been in the Landscape Architecture and Construction industry for the past 19 years. He graduated with a BLA from Utah State University. During his schooling at USU, Cory was the co-owner of a landscape construction company overseeing and working on Commercial, Residential, Public and Institutional projects. Cory has also had many years of experience in landscape maintenance for Residential Homes and Institutional Facilities. This vast practical experience coupled with his degree and license gives him an edge when it comes to creating designs that not only look good on paper, but that perform functionally and can also be built on time and on budget.



Upon graduation from USU, Cory worked in Las Vegas for an engineering firm in their Landscape Architecture Division. He worked on residential developments, large commercial projects as well as multiple 20+ acre parks. Cory returned to Utah upon being offered a position with a design/build firm in their Landscape Architecture Department. Over the years, Cory designed and provided construction supervision for millions of dollars worth of landscaping. Cory has a firm understanding of proper construction techniques that add great value when creating a design whether it is a public park, a church, a school or someone's back yard. After several years of professional experience at other design firms, Cory wanted to further his opportunities by founding In-Site Design Group.



Cory has provided design/planning services for Commercial, Residential, Public and Institutional projects in Utah, Nevada, N. Dakota, Oregon, Montana, Wyoming and Idaho. Cory prides himself in customer satisfaction and believes that good design is critical in today's society. The world has limited resources and since development and growth are inevitable, Cory believes he should be part of the solution by providing environmentally responsible design which is aesthetically pleasing.



Cory has served as the President of the Utah Chapter of the American Society of Landscape Architects (ASLA). This was a 3-year term and gave Cory the opportunity to give back to Utah communities and help others inside and outside of the profession of Landscape Architecture.

Shawn Wilson, Partner, PLA – Landscape Architect

Education

Bachelor of Landscape Architecture from University of Nevada Las Vegas

Licensure

Utah, Nevada and Idaho Registered Landscape Architect

Honors/Awards

Summerlin Round-a-bout; SNWA 2006 first place award, NASLA 2006 Award of Excellence, 2003 ASLA Honors award of excellence in the study of Landscape Architecture Dean's Honors List 2002-03.

Utah ASLA Merit Award for the Provo City Center Temple. 2015 Project of the Year Award from Utah Design & Construction for the Provo City Center Temple.

Technical Skills

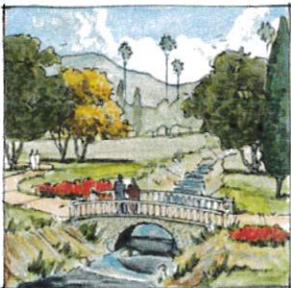
Site Inventory & Analysis, Residential Estate Planning and Design, Desert Adaptive Planting Design, Construction Documents, Working Skills in Computer Technology (AutoCAD, Illustrator, Sketch-up (3D Design), Adobe Photoshop, Illustrator), Graphic Presentation/Hand renderings.

Experience

Shawn has been in the Landscape Architecture and Construction industry for the past 15 years. Shawn is a graduate from the Landscape Architecture Program at the University of Nevada, Las Vegas with an emphasis on urban planning and design. While attending UNLV, Shawn worked for a landscape design build company for 2 years, providing design for custom residential and light commercial projects. Upon graduation from UNLV, he took a designer position at Southwick Landscape Architect in Las Vegas where he was quickly promoted to project manager and L.A.



Shawn currently works for ISDG as a licensed Landscape Architect and Partner. Shawn's current experience includes master planning and design for custom residential, large community developments, recreation and park planning, commercial/light industrial, residential community developments, Government and Institutional Facilities. He works with a variety of clients including engineers, developers, architects, private owners and local/state government agencies.



Shawn excels in hand and computer graphics. He uses his talents to provide clientele with artistic/photo realistic and 3D computer generated renderings of proposed projects, thus helping them to visualize the finished product. Mr. Wilson believes that by providing landscape architecture services to his community he is fulfilling his stewardship towards the environment in which he lives. He also believes that it is his responsibility to help others by providing solutions that result in good design for the user, client and environment.



Park Design/Master Planning in Nevada Shawn designed and/or managed:

- Reunion Trails Park – Henderson, NV
- Sunset Park – Clark County, Las Vegas, NV
- Sigfreid and Roy Park (Russel Road Park) - McCaren Airport, Las Vegas, NV
- Cielo Vista Parks and Streetscapes – Pardee Homes, Las Vegas, NV
- Tenaya Park – Las Vegas, NV
- Lorenzi Park – Las Vegas, NV
- Gilmore Cliff Shadows Park – Las Vegas, NV

Darren Wilson, PLA – Senior Landscape Architect/Project Manager for ISDG

Education

Bachelors of Landscape Architecture/Environmental Planning from USU

Licensure

Utah Registered Landscape Architect

Technical Skills

Site Inventory & Analysis, Master Planning, Civic, Commercial and Ecclesiastical Design, Residential Estate Planning and Design, Irrigation Design Construction Documents, Working Skills in Computer Technology (AutoCAD, LandCadd, Land F/X), Cost Estimating, Construction Management

Experience

Darren has been in the Landscape Architecture and Construction industry for the past 25 years. He graduated with a BLA from Utah State University. During his schooling at USU, Darren worked as a residential design specialist at a local nursery and garden center where he gained valuable experience plant, irrigation and hardscape materials. During this tenure he also became Utah Certified Nurseryman by the Utah Nursery and Landscape Association.

For 20 years, Darren worked at a Landscape Design-Build Firm where he was the Principal Landscape Architect and Project Manager for 18 of those years. During that time he trained and managed many other design professionals including up to 3 other designers in the office at one time. Working at a Design-Build Company provided Darren with years of hands-on experience beyond just designing on paper. He is well versed in all aspects of landscape construction from hardscapes to irrigation, planting and lighting.

Darren has worked with a variety of clients from architects, engineers, developers and governmental agencies to business owners and homeowners. His design portfolio includes Parks, Civic/Public, Community Development, Commercial, Industrial, Institutional Facilities as well as Custom Residential. Darren is currently a Senior Landscape Architect with In-Site Design Group.

Partial List of Past Projects:

I-15 Pleasant Grove Interchange - Pleasant Grove, Utah

Provo Center Street Road Improvements - Provo, Utah

Rocky Mountain Power Reclamation - Various Utah locations

- Camp Williams, Geneva and Pleasant Grove Substations

- Mona Power Corridor

Providence Hall High School - Herriman, Utah

I/M Flash Entry Road Irrigation Plans - Lehi, Utah

Tijuana L.D.S. Temple Irrigation Plans - Tijuana, Mexico

Financial Institutions - Various Utah locations

- Zions Bank, Bank of American Fork, Bank of Utah

L.D. S. Church Meetinghouses (70+) Various Utah locations

Community Developments including some parks (20+) - Various Utah locations

PROJECT UNDERSTANDING AND APPROACH:

We understand that a comprehensive parks, trails, and recreation master plan for Cedar Hills is necessary to reflect community goals and objectives and formulate implementation strategies. The plan will serve as a decision-making tool to assist in providing direction for effective and equitable planning and development of parks, recreation and trail facilities for the City. We also understand that Cedar Hills is close to build out where the demographics are changing. This plan prepared by ISDG shall provide a comprehensive plan for existing and future parks and trails in the city, as well as guidance on a new park that may be implemented in the near future. The following are key tasks of the project:

- Translate community and staff vision into a realistic, strategic and comprehensive planning tool.
- Identify the value and importance that parks, trails, aquatic facilities and recreation to the community as part of improving the quality of life.
- Update, formulate and integrate a plan process that clearly addresses both existing and proposed parks, trails, and facility needs as a function of demand, population characteristics and development standards.
- Articulate appropriate phasing and priorities for implementing specific tasks related to the future parks, trails systems, aquatic facilities, and recreation.
- Guide future funding, acquisition and development decisions related to parks, trails, and aquatic facilities.

The biggest strategy to be used by the ISDG team to accomplish the key tasks noted above is the use our knowledge from past projects to assist the city with value engineering techniques. As an example, we were able to assist Alpine city in saving hundreds of thousands of dollars on their splash pad. ISDG was the first company in Utah to design a pass through system incorporating the waste water from the splash pad to be used in the irrigation of the landscaping. The Utah County Health Department approved our plans. Not only did we save the city hundreds of thousands up front, but we were able to save them in ongoing water and maintenance costs because we were able to recycle the water rather than just dump it down the sewer drain.

ISDG is very adept and skilled at value engineering our projects to meet our Client's needs. Due to our vast construction experience, the ability to properly value engineer our projects and still maintain project integrity is second nature to our company. Not all planning and design firms have this same experience and capability that we do in this regard which helps set us apart from the competition. We can guarantee projects can be built on-time and on budget (like we did for the Logan LDS Temple Landscape Remodel which was completed in 6 months, including design, engineering and construction. We were on-time and under budget.) The following outlines the specific project tasks:

Task 1: Community Participation Requirements - Our team will work closely with City staff to facilitate active community participation. We will assist the city to determine City resident attitudes and opinions in regards to parks, trails, and recreation. ISDG will facilitate public meetings, surveys and/or citizen participation workshops concerning the parks, trails and recreation planning. At least two town hall meetings will be necessary to elicit ideas and solicit public comment prior to formal public hearings. We will provide a survey that can be emailed by the city to residents (if the city has that capacity). The survey can also be uploaded to the city website and/or information can be published in a city newsletter giving instructions to residents to vote on-line through the city's website. (Duration 2 week)

Task 2: Inventory and Evaluation of Existing and Proposed Facilities - Our team will conduct an inventory of existing park and trails facilities in written and mapped format. We will analyze all inventory data, including the preparation of relevant maps, charts and matrixes. We will obtain existing documentation from the city. We will assess the adequacy of existing facilities for meeting current and projected needs and establish a standardized definition for each type of park or trail, including public school and private facilities. Specific recreation facilities located at or associated with each park and trail will also be documented and analyzed. (Duration 3 weeks)



Task 3: Needs Assessment and Analysis - Our team will establish and analyze existing and future needs, including the establishment of levels of service, distribution and other analyses as necessary. We will gather existing data from Cedar Hills staff, historical sources as well as from our new surveys and community participation events. This data will be analyzed and documented to assist as a planning tool for future open space/park needs. (Duration 2 weeks)

Task 4: Trail System Analysis - Our team will analyze existing and future trail and trailhead needs data. We will identify and map trail systems within the city boundaries, including existing and proposed trails and how they may connect to other trails, jurisdictions and various public recreational areas. We will obtain any maps the city currently has and incorporate additional information gathered. (Duration 2 weeks)

Task 5: Park Acquisition, Construction and Maintenance Cost - Our team will provide specific cost estimates for acquiring and constructing future facilities and upgrading existing parks and trails to meet existing and future needs. Cost estimating is a specialized talent that ISDG has. As mentioned already in this proposal, historically we have been very accurate in our cost projections for our Clients. (Duration 2 weeks)

Task 6: Goals, Objectives and Policies Development - Our team will prepare specific goals, objectives and policies that address growth, funding and proposed costs including identifying and recommending potential funding sources (such as CBDG and RAPZ tax) for construction. (Duration 2 weeks)

Task 7: Plan Adoption- Our team will compile & present a draft plan to the City's Planning Commission and City Council. We will coordinate our efforts with other plans and policies to ensure a unified approach is maintained. (Duration 2 weeks)

Final Deliverables for the project will include a PDF copy of the adopted plan, editable digital files of all tables, charts, maps, illustrations, and other graphics included in the adopted plan. The complete adopted plan text will be compatible with the latest version of Microsoft Word. All geographic data can be provide in a digital format compatible and coordinated with the City's Geographic Information System.

PERSON HOURS AND COSTS: (approx. hours and associated hourly rates)

Task 1: Community Participation

Cory	12 hrs @ \$110/hr =	\$1,320.00
Shawn	8 hrs @ \$110/hr =	\$ 880.00
Sam	8 hrs @ \$75/hr.	\$ 600.00
	Sub-total	\$2,800.00

Task 2: Inventory and Evaluation

Cory	12 hrs @ \$110/hr	\$1,320.00
Shawn	6 hrs @ \$110/hr	\$ 660.00
Darren	16 hrs @ \$95/hr.	\$1,520.00
Sam	48 hrs @ \$75/hr.	\$3,600.00
	Sub-total	\$7,100.00

Task 3: Needs Assessment and Analysis

Cory	10 hrs @ \$110/hr =	\$1,100.00
Shawn	4 hrs @ \$110/hr =	\$ 440.00
Darren	12 hrs @ \$95/hr. =	\$1,140.00
Sam	18 hrs @ \$75/hr. =	\$1,350.00
	Sub-total	\$4,030.00



Task 4: Trails System Analysis

Cory	6 hrs @ \$110/hr =	\$ 660.00
Shawn	4 hrs @ \$110/hr =	\$ 440.00
Darren	8 hrs @ \$95/hr. =	\$ 760.00
Sam	16 hrs @ \$75/hr. =	<u>\$1,200.00</u>
	Sub-total	\$3,060.00

Task 5: Park Acquisition, Construction and Maintenance Costs

Cory	16 hrs @ \$110/hr	\$1,760.00
Shawn	4 hrs @ \$110/hr	\$ 440.00
Darren	4 hrs @ \$95/hr.	\$ 380.00
Sam	8 hrs @ \$75/hr.	<u>\$ 600.00</u>
	Sub-total	\$3,180.00

Task 6: Goals, Objective and Policies Development

Cory	14 hrs @ \$110/hr	\$1,540.00
Shawn	4 hrs @ \$110/hr	\$ 440.00
Darren	8 hrs @ \$95/hr.	\$ 760.00
Sam	8 hrs @ \$75/hr.	<u>\$ 600.00</u>
	Sub-total	\$3,340.00

Task 7: Plan Adoption \$1,600.00

Cory	15 hrs @ \$110/hr	\$1,650.00
Shawn	6 hrs @ \$110/hr	\$ 660.00
Sam	8 hrs @ \$75/hr.	<u>\$ 600.00</u>
	Sub-total	\$2,910.00

Grand Total: \$26,420.00 (there are no reimbursable expenses – all costs for printing, etc. are included in our hourly rates noted above)

AVAILABILITY/LOCATION OF KEY STAFF:

Working with all players – city staff, landscape architect, local citizens and other stake holders – early and throughout the entire project results in fewer changes and smoother completion of projects. While this planning project is not likely to receive opposition, getting the most built for the budgets allotted can be achieved only by working simultaneously with all needed city staff and stake holders. Our American Fork office is only minutes away from Cedar Hills City offices which allows us to be on-site within a matter of minutes to respond to any pressing needs that arise throughout this planning project. Our strong commitment to our local economies and small town way of life drive us to exceed expectations. This is not “just another project” for In-Site Design Group. This project is in our backyard and we want to see effective and creative planning take place in the community that we live and work in. Unlike other design firms from Salt Lake City or other areas, we have a strong vested interest in the success of Cedar Hills and its open space park areas.

Due to the size and capabilities of our professional team this park and trails master planning project will only be a small portion of our yearly design projects thus allowing us to not only complete this planning project but to serve the needs of our other customers. In fact, we can easily complete this project simultaneously with all other projects we have in the next 120 days. All work for this project will be completed in our American Fork office.

PROPOSAL FOR PROFESSIONAL PLANNING CONSULTANT SERVICES
CEDAR HILLS
COMPREHENSIVE RECREATION, TRAILS & PARKS



MASTER PLAN

CEDAR HILLS

FEBRUARY 15, 2017



Attention:

Charl Louw
10246 N Canyon Road
Cedar Hills UT 84062



team

Table of Contents

	Page
TRANSMITTAL/COVER LETTER	1
FIRM CAPABILITY	2
TEAM QUALIFICATIONS	11
Landmark Design	11
Y2 Analytics	16
ALTA Planning + Design	16
PROJECT UNDERSTANDING & APPROACH	18
Introduction, Setting & Purpose of the Plan	18
Proposed Scope and Approach	18
Proposed Schedule	22
COST PROPOSAL	23



Transmittal/Cover Letter

Attention: Charl Louw
10246 N Canyon Road
Cedar Hills, UT 84062

February 15, 2017



Landmark Design
LANDSCAPE ARCHITECTURE & PLANNING

Artspace Solar Gardens
850 South 400 West | Studio 104
Salt Lake City, Utah 84101
801.474.3300
www.lidi-ut.com

Cedar Hills Comprehensive Parks, Trails & Recreation Master Plan

Dear Charl:

Thank you for the opportunity to submit our proposal for this project. **Landmark Design** is excited at the prospect of working with you and the community of Cedar Hills. We have prepared a proposal that is efficient and cost-effective, while providing the required deliverables necessary to meet your needs.

Landmark Design has completed numerous projects of a similar nature, and is experienced at interpreting community needs and desires, gathering public input, completing needs analysis, evaluating level of service, determining future needs and their costs, and developing mapping tools that will assist you now and in the future.

I will serve as Principal-in-Charge and Project Manager and will be your primary contact. I will be assisted by Jennifer Hale, Lisa Benson, and other key Landmark Design staff. To provide the specific skills you may desire, we include two subconsultant firms which have specialty input, and can offer optional sources for your consideration.

Y2 Analytics

*In-depth Focus Group Interviews
(optional service)*

ALTA Planning + Design

Enhanced Trail Planning (optional service)

You can reach me at (801) 474-3300, on my cell at (801) 718-4353, or by email at markv@ldi-ut.com. You are also welcome to visit our office, which is located at 850 South 400 West, Studio 104, Salt Lake City, Utah 84101. In my absence, please speak to Jennifer Hale or Lisa Benson at our office (801) 474-3300, both of whom are experienced in work of this nature and can assist you with any questions you may have.

Thank you for this opportunity and for your consideration – we look forward to working with you soon.

Respectfully yours,

Mark Vlasic, AICP, PLA, ASLA, LEED Green Associate
Principal-in-Charge and Project Manager



Firm Capability

Landmark Design is well-versed in planning projects of this nature, having worked successfully on comparable projects for more than 20 years. As described in the following pages, we offer the skills and expertise of senior and principal staff, we are ready to help ensure your expectations are met and exceeded.

The following is a description of **Landmark Design**, focusing on our extensive experience completing comparable projects in the recent past. We have prepared a variety of comprehensive park, trail and recreation master plans for a variety of government entities, both large and small, all of which have been adopted either as stand-alone plans or as elements of a general plan.

The following is a sample list of current, recent and relevant comparable work, with more detailed information following for highlighted projects. The following list illustrates a sample of recent and relevant projects, with more detailed information following for specific projects. Projects listed in bold indicate projects that were prepared with input by one or more of our team of subconsultants.

- **Salt Lake City Parks Needs Analysis Study (on-going)**
- **Orem Parks, Recreation and Trails Master Plan (under adoption)**
- Ogden Parks, Recreation, Open Space and Trails Master Plan (under adoption)
- **South Jordan Parks, Recreation, Community Arts, Trails and Open Space Plan (under adoption)**
- Mountain Recreation Facilities Master Plan - Park City, Snyderville Basin Recreation District and the Park City School District (2017)
- Layton City Parks, Recreation, Trails, Open Space and Cultural Facilities Master Plan (2016)
- Salt Lake City Open Space Signage Master Plan (2016)
- City of Holladay Parks, Recreation, Open Space and Trails Element of the General Plan Update (2016)
- Lehi Parks Master Plan Update (2015)
- Salt Lake County East-West Regional Trails Master Plan (2015)
- Herriman City Parks and Recreation Master Plan Update (2014)
- Mountain Recreation Strategic Action Plan – Snyderville Basin and Park City (2013)
- City of Rawlins, Parks, Recreation and Trails Element of the General Plan (2012)
- Saratoga Springs Parks, Recreation, Open Space and Trails Master Plan (2011)
- Vernal City Parks, Recreation and Trails Element of the General Plan Update (2010)
- Draper City Parks, Recreation, Trails and Open Space Element (2009)
- Jordan River Trail Master Plan (2008)
- Spanish Fork City Parks, Recreation, and Trails Master Plan (2007)
- Twin Falls, Idaho Park, Recreation and Trails Element of the Comprehensive Plan Update (2007)
- Park City Walkability/Bikeability Master Plan (2007)
- St. George Parks, Recreation, Arts, and Trails Master Plan Update (2006)

Each project listed above included an extensive and successful public involvement process, specially tailored to meet the needs of a specific community. We routinely create project webpages that we host and dedicated project websites that can be linked to our client websites and social media outlets.

PUBLIC INVOLVEMENT

Extensive and successful public involvement is at the core of the Recreation, Arts and Park Master Planning process. Public involvement for each project is carefully crafted to meet specific needs. Examples of public involvement tools used include facilitated public workshops and charettes, focus groups and stakeholder groups, steering committees, and other special interest groups and public meetings. Additionally, we routinely create a project webpage hosted by our firm website and/or linked to another website that may include internet surveys, opportunities to obtain information and make comment, and regular updates for public access. We have designed and conducted mail-back surveys with statistically sound results, and we often participate in local events such as "Art in the Park" gatherings, fairs, farmer's markets, community events, and other opportunities to reach people who might not otherwise be reached. We have conducted meetings and gathered public input in churches, food banks, schools, grocery stores, parks, and community and senior centers to reach special populations, and have provided opportunities for Spanish-speaking community members to participate.



These regularly incorporate internet surveys and polls, provide opportunities to obtain information and make comment, and help disseminate information and updates to the public. We have designed and conducted mail-back surveys with statistically sound results, and have experience applying unique surveying methods, similar to those proposed by *Y2 Analytics*. The specific skills and experience of our team of subconsultants - *Y2 Analytics* and *Alta Planning + Design* - are presented in the Team Qualifications section.

PROJECT MANAGEMENT AND QUALITY ASSURANCE/CONTROL APPROACH

Mark Vlasic of Landmark Design will serve as Principal-in-Charge and Project Manager. This is a role he has performed on numerous occasions on similar projects. He will leverage his experience for the benefit of this project, working closely with our Cedar Hills Project Liaison, and maintaining frequent and regular contact throughout the process.

Upon receiving a Notice-to-Proceed, Mr. Vlasic will develop a detailed Project Management Plan for review and approval, which will outline the key tasks, meetings, deliverables and milestones of the project.

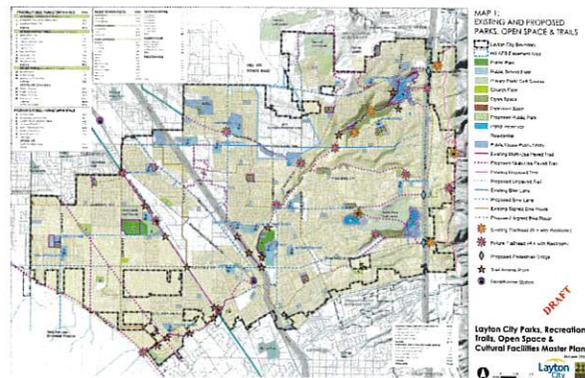
As President and owner of Landmark Design, Mark has the upmost interest in ensuring that the project runs smoothly. He will use all resources required to ensure that plan deliverables are provided on-time and on schedule. Landmark Design has a stellar record in this regard, and we invite you to contact our references below for confirmation of their satisfaction.

REPRESENTATIVE SIMILAR PROJECTS

Layton City Parks, Recreation, Trails, Open Space and Cultural Facilities Master Plan

Landmark Design completed the ***Parks, Recreation, Trails and Cultural Facilities Master Plan for Layton City*** in 2016. The new plan is an

update to the original Layton City Parks and Recreation Plan, which was created more than 30 years ago. The Plan provides a detailed needs assessment and analysis that builds upon the findings of the Layton City Parks and Recreation Needs Assessment Survey (completed by the Utah State University extension in February 2014), helping to understand the full range of park, open space, recreation, trail and cultural facilities required to meet future needs. Priorities, goals and objectives for the plan were determined through a comprehensive public involvement process which included a public scoping meeting, draft plan open house, a project web page, and regular meetings with the Management Committee and a City Staff Management Committee. The Plan also established acquisition and construction costs to help Layton City estimate and prioritize new parks and facilities in addition to upgrades. The plan was adopted in 2016.



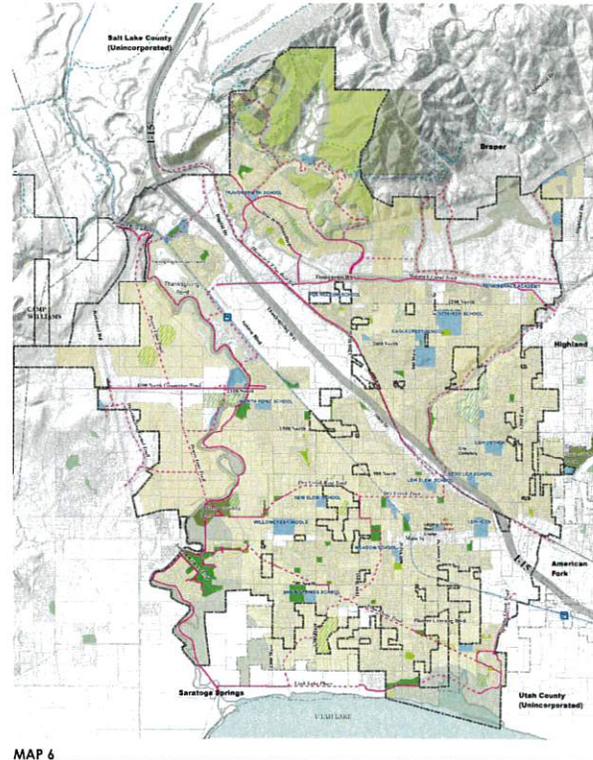
Contact: David Price, Department Director
Layton City Parks and Recreation
Phone: 801.336.3780
Email: dprice@laytoncity.org

Lehi City Parks Master Plan Update (2015)

Landmark Design was hired by Lehi City to update the City's existing parks element of the General Plan and incorporate new community goals, objectives, and implementation strategies. During the six-month process, Landmark Design skillfully resolved community concerns, addressed City Council issues, and built resident support in a community where parks development is a sensitive subject.

The Plan included evaluation of overall service area needs and created a long-term plan for future parks development. The Plan considered the parks, recreation facilities, and trails in communities surrounding Lehi and how they interfaced with the City's own recreational amenities. The inclusion of public input was vital to the preparation of the Plan and included a scoping meeting, open house, and a project website. The ***Lehi City Parks Master Plan Update*** was adopted in April 2015. At its completion, Lehi City extended the contract with Landmark Design to include the design of two community parks.

Contact: Cameron Boyle, Assistant to the City Administrator
Lehi City
Phone: 385.201.2266
Email: cboyle@lehi-ut.gov



MAP 6

Existing & Proposed Trails
 Existing Trail
 Proposed Trail
 Proposed Mountain Trail
 Proposed Bonneville Shoreline Trail
 Lehi City Boundary
 City Park
 Private Park
 Proposed Parks
 Public Open Space
 Environmentally Sensitive Areas/Open Space
 Residential - Existing & Proposed
 Public Facilities/Schools
 Commuter Rail Station/FrontRunner Stations/Changeways

Lehi City Parks
 Master Plan Update
 Revised April 20, 2015
 LEHI CITY

Mountain Recreation Facilities Master Plan (2017) & Mountain Recreation Strategic Action Plan (2013)

Park City, Snyderville Basin Recreation District and Park City School District

The Snyderville Basin Special Recreation District (which serves western Summit County) and Park City Recreation (which serves Park City) jointly sought to understand residents' needs and desires for recreation facilities and programs. Building on two previous studies, both entities desired to organize and prioritize recreation initiatives and resources to achieve definitive goals within a specific period. The result is the ***Mountain Recreation Strategic Action Plan***, which was developed using the data contained in the previous studies supplemented by additional information gathered during several public workshops and meetings, and with the participation of Basin Recreation and Park City staff and the Strategic Action Plan Committee.

Landmark Design led the effort, which included the establishment of matrices and the development of systems for identifying a list of prioritized projects. This included detailed evaluation. The result was a prioritization process that is fair, objective, and representative of community desires for both jurisdictions. The Plan also included an analysis of feasible funding sources for both large and small projects, and an analysis of potential sites for major projects.

Criteria Used for Prioritization

CRITERIA	POINTS			
	0	3	6	9
Seasons served	One season	2 Seasons	3 Seasons	Year round
Potential partnering/co-location opportunity between city/basin/school district	No	Less likely - small project	More likely - moderate sized project	Most likely - larger project likely to involve multi-agency
Potential partnering/funding opportunity between city/basin/school district	No	Less likely - small project	More likely - moderate sized project	Most likely - larger project likely to involve multi-agency
Potential partnering/private entity	No	Low potential	Moderate potential	Yes - high potential
Demand Study results	Not mentioned	Mentioned	Not essential, but helpful	Immediate beneficial
Survey results (Score is doubled for this criteria to place a higher importance on public feedback)	Less Important (Low importance/low unmet need) or not mentioned 9 POINTS	Opportunities for Improvement (Low importance/ high unmet need) 6 POINTS	Special Needs (High importance, low unmet need) 12 POINTS	Top Priorities (High importance/ high unmet need) 18 POINTS
Multiple uses - local/recreational	Accommodates a single activity	Accommodate 2 activities	Accommodates 3 activities	Accommodates 4+ activities
Multiple uses - national/international/elite	No potential	Unlikely to accommodate or neutral	Has potential to accommodate	Can accommodate
Land availability - city/basin/school district ownership	Not currently available	Limited possibility for acquisition	Available for possible acquisition	Yes, city/basin/school district owned
Improvements/expansion already planned/committed	Nothing planned/committed	Improvements/ expansion possible	Improvements/ expansion planned	Improvements/ expansion funded
Potential for economic benefit	No benefit	Low potential to benefit economy	Moderate potential to benefit economy	High potential to benefit economy
Enhances tourism	No enhancement	Low potential to enhance tourism	Moderate potential to enhance tourism	High potential to enhance tourism
Available elsewhere in region	Already available within SBSRD or Park City	Yes, within 15 miles	Unavailable within 15 miles	Not currently available in region
Funding availability	Requires bonding by SBSRD and Park City and School District	Requires bonding by SBSRD or Park City or School District	Requires multiple funding sources (grants)	Possible within existing budgets
Operations and maintenance requirements	High Maintenance Cost (indoor facility)	Moderate maintenance cost (park/fields)	Low maintenance cost (open space/trails, etc.)	No maintenance or maintenance costs by others
Flexibility	None	Low potential - very small project	Moderate potential - larger project	High potential - Can accommodate numerous unrelated, non-recreational
Cost	More than \$20 million	Between \$5-\$20 million	Between \$2-\$5 million	Less than \$1 million

While the Strategic Action Plan identified and prioritized recreational facilities, it did not evaluate in detail where these facilities could be located. Landmark Design was once again hired in 2015 to develop a **Facilities Master Plan** that builds upon the 2013 study. In an effort to better understand possible recreation expansion opportunities on City, Snyderville Basin and School District-owned property along with the costs associated with each option, the Landmark Design Team investigated more than a dozen sites and developed more than 40 conceptual designs and associated construction cost and operational cost estimates. The project scope included developing site and architectural concepts for the sites under consideration, applying specific criteria as part of specially-formulated matrices to develop a plan with preferred improvements and options. Similar to the original prioritization study, an intensive and open public input process was utilized to verify preferences and directions. The result is a comprehensive plan that merges the needs of three distinct entities as part of a unified, singular approach. The plan was recently presented to each entity. In February 2017 a Memo of Understanding has been drafted, supporting key principles and calling for continued cooperative implementation efforts.

**Public Involvement
Workshops and Meetings**



Contact: Ken Fisher, Park City Recreation Director
435-615-5411, kfisher@parkcity.org

Brian Hanton, Snyderville Basin Recreation District
435-649-1564, bhanton@basinrecreation.org

Todd Hauber, Park City School District Superintendent
435-645-5600, thauber@pcschoos.us

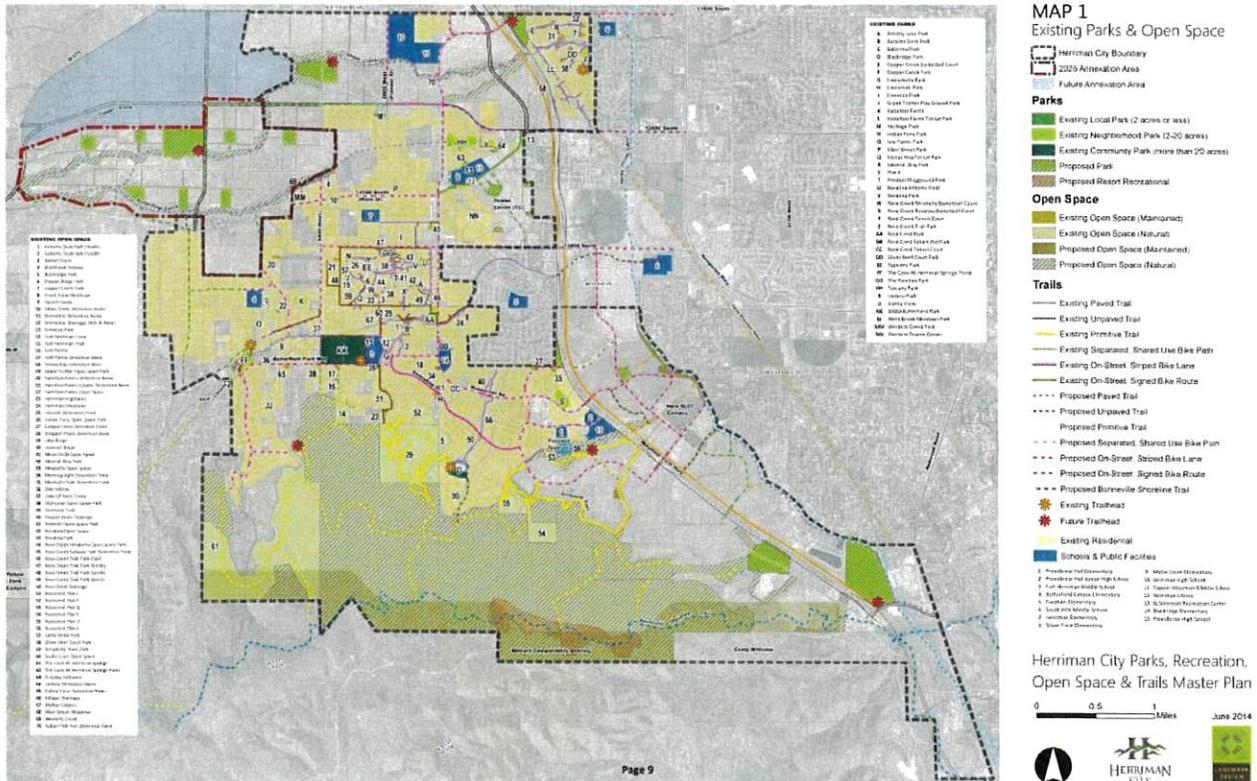


Two Examples of more than 30 Park Concepts Developed for Twelve Identified Sites



Herriman City Parks, Recreation, Open Space and Trails Master Plan (2015)

Landmark Design completed the **Herriman City Parks, Recreation, Open Space and Trails Master Plan** in 2015, which was adopted by the City Council with a favorable recommendation from the Planning Commission. It was adopted simultaneously with the Updated Impact Fees which were prepared using the information generated in the Master Plan prepared by **Landmark Design**. As a rapidly growing community with extensive development likely in the upcoming decades, the plan addresses a set of issues that are distinct from those in Cedar Hills. However, the process is similar, beginning with the documentation of existing conditions, analyzing need and determining and clarifying the future level of service implications. The plan concludes with the identification of new parks and facilities to meet future needs, in addition to the establishment of clear goals, policies and funding strategies for acquisition and construction. The process included a simple internet survey, using Facebook, Twitter and other social media communications as a primary input tool. A range of public involvement tools were used, including public meetings, workshops and stakeholder interviews, which allowed us to convey ideas and information while receiving public input and ideas.



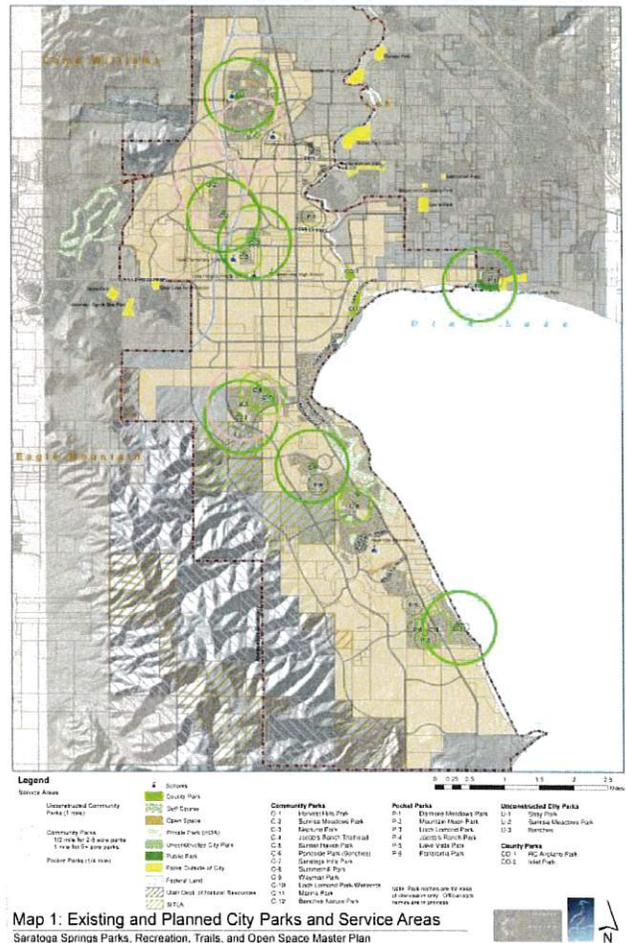
Contact: Bryn McCarty, Planning Supervisor
 City of Herriman, Utah
 Phone: 801.446.5323
 Email: bmccarty@herriman.org



City of Saratoga Springs Parks, Recreation, Trails, and Open Space Plan (2011)

Landmark Design developed a **Parks, Recreation, Trails and Open Space Plan for the City of Saratoga Springs**. The Plan included a public involvement plan encompassing a community-wide resident survey which was designed, implemented, and analyzed by the Landmark Design Team. The plan also included analysis of existing conditions and the current level of service analysis; a needs analysis, the development of standardized definitions; recommendations for future facilities, goals and policies; and implementation costs and funding sources. Since a primary goal of the plan was to set a defensible basis for updated impact fees, the Plan also included a capital facilities plan and outline of a phased development plan.

Landmark Design worked closely with City staff and Administration and a Plan Advisory Committee to identify key growth areas where future parks would be needed, to improve connections to and between parks and neighborhoods through the trail system, and to provide for a variety of developed parks and natural open spaces accentuating the diversity environments adjacent to the lake and in the mountains.



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of

The Plan was adopted in November of 2011 and was completed on schedule and on budget.

Contact:
Jim McNulty, former Planning Director (currently at Utah Transit Authority)
Phone: 801.237.1954
Email: jmcnulty@rideuta.com

City of Saratoga Springs Draper, Parks, Recreation, and Trails Master Plan Update

Landmark Design completed an update of the City of Draper plan, which included a close working relationship with City staff, administration, a citizen steering committee, and numerous public meetings. Following final review by the Steering Committee and Parks and Trails Committee, the Draft Plan was presented at public hearings before the Planning Commission and City Council for approval and adoption as a part of the City's Comprehensive General

Proposed Capital Improvement Budget Priorities

Capital Improvement 5 Year Plan – Priority Designation A	
Existing Neighborhood Park Improvements	\$494,700
Galena Hills Community Park (1/2)	\$3,845,200
Existing Special Use Park Improvements	\$32,900
Canyon Hollow Trailhead	\$605,750
TOTAL	\$4,978,550

Capital Improvement 10 Year Plan – Priority Designation B	
Existing Area Park Improvements	\$2,110,400
Two New Area Parks (1/2)	\$4,118,500
Galena Hills Community Park (1/2)	\$3,845,200
Draper City Community Park	\$668,400
Existing Special Use Park Improvements	\$476,500
Oak Hollow Trailhead	\$47,450
Potato Hill Trailhead	\$47,500
TOTAL	\$11,313,950

Capital Improvement 20 Year Plan – Priority Designation C	
New Neighborhood Park	\$1,169,250
Two New Area Parks (1/2)	\$4,118,500
New Area Park	\$4,118,500
Peak View Trailhead	\$524,750
TOTAL	\$10,031,000

Capital Improvement +20 Year Plan – Priority Designation D	
Two New Neighborhood Parks	\$2,338,500
Two New Area Parks	\$8,237,000
Draper Preserve Trailhead	\$159,950
TOTAL	\$10,735,450



Plan. Our work also included a community-wide citizen preference survey. The plan includes costs for implementation of a variety of parks, facilities, and programs, as well as detailed recommendations, prioritizations and phasing concepts. It also included recommendations for the development and management of parks, recreation programs and facilities, open space, and trail systems.

Contact: Brad Jensen, Engineering
Phone: 801.576.6549
Email: brad.jensen@draper.ut.us

Letters of Recommendation

“Landmark Design has done several plans for Herriman City over the last 10 years, and they continue to impress us with their work. They completed an update to our General Plan in 2013, and recently completed our Parks, Recreation, Trails and Open Space Master Plan. They are always professional and very organized. They are able to work with tight deadlines, and they always deliver. I have watched them in numerous public meetings over the years and they are excellent at dealing with residents, Commissions, and Councils. We are a community dealing with rapid growth and all of the issues that come with that. I have total confidence that Landmark will write the most amazing plans, and keep the best interests of the community at heart. I would highly recommend them to anyone and will to continue to use them on projects in the future.”

*Bryn McCarty, City Planner
Herriman City
(801) 446-5323
bmccarty@herriman.org*

“Layton City Parks and Recreation has been working with the Landmark Design team since April 2015 on the Layton City Parks, Recreation, Trails, Open Space, and Cultural Facilities Master Plan project. Throughout the scope of the project I have found project manager, Mark Vlasic and the other members of the Landmark Design team to be exceedingly professional, very knowledgeable, and extremely easy to work with. The project in Layton City has been very broad and time consuming. Throughout the process, the team from Landmark Design has been nothing short of professional and eager to work through project details, timelines, meetings, and tasks.

I am confident in writing this letter of support that Landmark Design would show any other current project or future project the same attention to detail and professionalism we have witnessed at Layton City. Please contact me at any time with any questions regarding this letter and our experience with Landmark Design.”

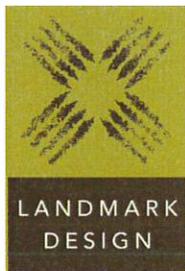
*David Price, Department Director
Layton City Parks and Recreation
801.336.3780
dprice@laytoncity.org*

“Lehi City recently worked with Mark Vlasic and Landmark Design on an update to our Parks and Recreation Master Plan. Parks development has proved to be a sensitive subject in our community. Over the six months that they worked on updating the master plan, Landmark Design showed their proficiency in resolving community concerns, addressing City Council issues, and building resident support.

At the completion of the master plan project, our City Council requested we extend the contract with Landmark Design to include the design of two community parks (a total of 122 acres). One park in particular has been a hot button issue as we have struggled to balance City Council and resident opinions. Through their professionalism, knowledge, and expert opinion, backed with extensive research and generally accepted standards, Landmark has been successful at reaching consensus among stakeholders. In addition, they have completed their work within the allotted timeframe and budget. We recommend Landmark Design and look forward to continuing a professional relationship as we address our future parks and recreation needs.”

Cameron Boyle, Assistant to the City Administrator
 Lehi City
 385.201.2266
 cboyle@lehi-ut.gov

Team Qualifications



Landmark Design

Landmark Design is a Landscape Architecture and Planning firm located at 850 South 400 West, Studio 104, Salt Lake City, Utah 84101. The firm was founded in 1987, and has been providing excellence in service to communities throughout the Intermountain West ever since. We currently employ two certified planners (AICP), four professionally-licensed landscape architect/planners (PLA), one graduate landscape designer/planner, and support personnel.

Our work encompasses a broad range of planning and landscape architectural projects, including the following:

- Parks, recreation, trails, and open space planning
- Parks and trails master planning and design
- Landscape planning and design
- Planning and design feasibility studies
- Environmental studies and strategic plans

We are especially skilled and knowledgeable in the area of park and recreation planning and design, having completed 60+ comparable plans for communities throughout the Intermountain West, all of which were embraced by the public and have been adopted. We have also designed hundreds of parks over the years, each encapsulating extensive public input to ensure they meet the specific needs and vision of the communities and neighborhoods where they are located.

Examples of Recent and On-going Parks Designed by Landmark Design

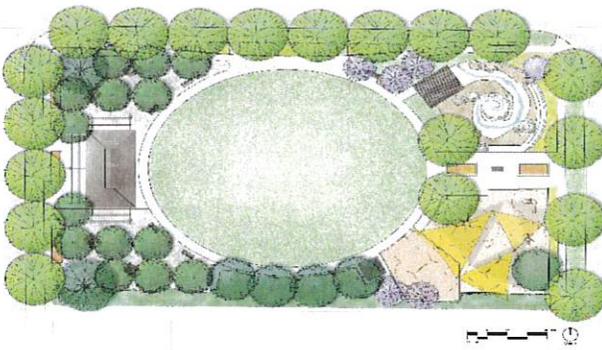
Ron Wood Park, West Jordan, Utah



Spanish Fork North Park



Imperial Neighborhood Park, Salt Lake City



Smith Fields Splash Pad, Draper (Under Construction)



We have keen interest and broad experience in the planning and design of special areas, and we are recognized for our ability of working closely with communities to help them realize their goals while improving the quality of life for their residents.

Our client list is extensive, including the following:

- Utah County and most other counties in Utah
- Most municipalities along the Wasatch Front and Back
- Many of the remaining municipalities, statewide
- Utah Transit Authority (UTA) and Utah Transportation Department (UDOT)
- National Park Service (NPS), US Forest Service (USFS) and US Bureau of Reclamation (BOR)

Project Team

Landmark Design is the primary firm for the project, bringing our most experienced staff to the project. We also provide the *optional services* of two subconsultants to the team, who will help provide more in-depth analysis, if you desire. **Y2 Analytics** offers *optional focus group interview services* to help discern public needs and preferences, and **ALTA Planning + Design** can provide *optional regional trail analysis and trail guideline services*, if desired.

The roles and relationships of our team with each other and with Cedar Hills are illustrated on the Organizational Chart on the following page.

MARK VLASIC, ASLA, PLA, AICP, LEED GREEN ASSOCIATE

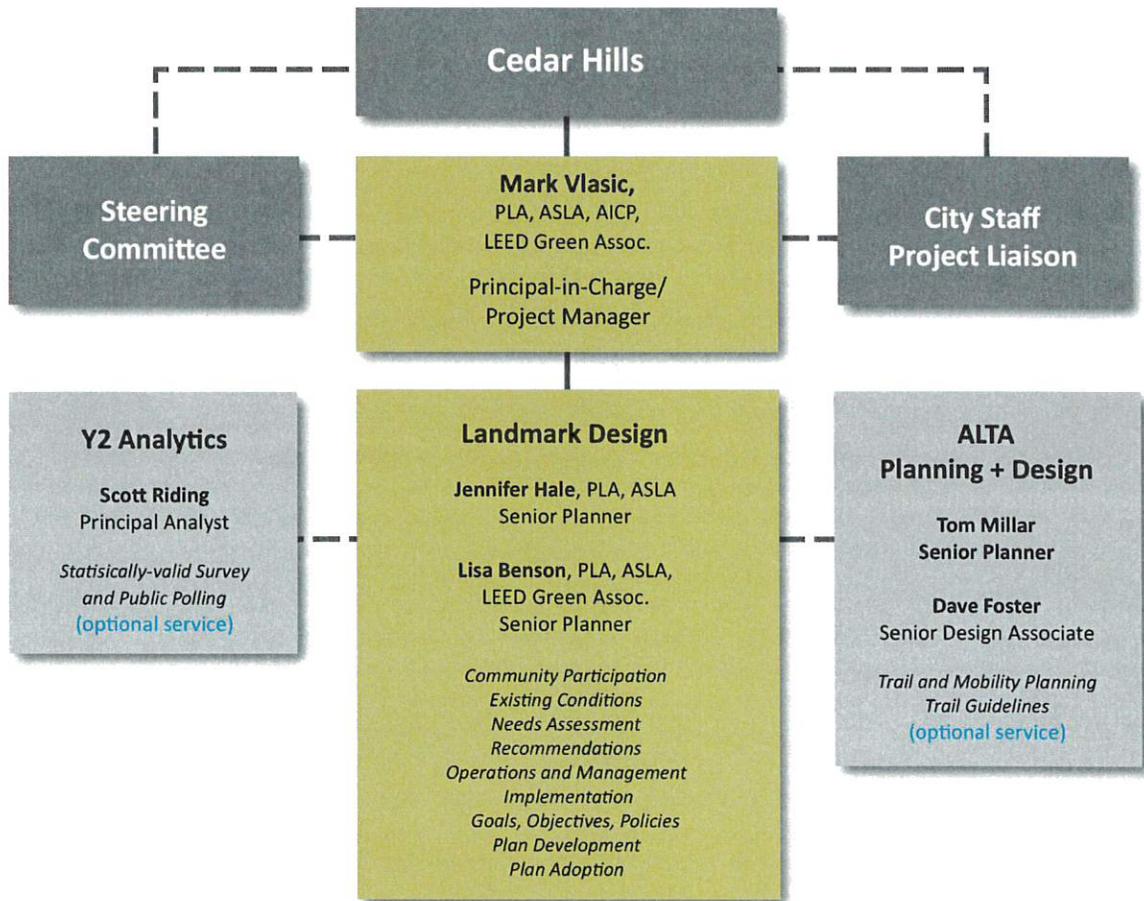
Principal and President, Landmark Design

Project Manager & Principal-in-Charge

Mark Vlasic is a seasoned landscape architect and planner, with over 35-years of local, regional and international professional experience. Mark joined Landmark Design twenty years ago, after returning from Botswana where he led the Physical Planning Division for the Department of Town and Regional Planning in Gaborone, Botswana. Prior to that he was a landscape architect in Sweden and a planner for Salt Lake City Corporation. Mark is a certified planner (AICP), and a professionally-licensed landscape architect (LLA) in Utah, California, Arizona, New Mexico, Idaho and Montana. He recently served more than eight years as a member of the City and County Building Conservancy and Use Committee in Salt Lake City, served as chapter president and trustee for the Utah Chapter of the American Society of Landscape Architects, and is a member of the Landscape Architect licensing board for the Utah Division of Professional Licensing.

Mark has managed a wide-range of comparable projects, and is currently completing several park, recreation, trail and open space plans for cities throughout the Wasatch Front. Recent projects include the Salt Lake county East-West Trails Master Plan; Salt Lake County Parks Master Plan (plan writing and design); Emigration Canyon Trail Master Plan; and the Big Cottonwood Parks Master Plan and ATK Park Master Plan for Salt Lake County Parks and Recreation Division. He also managed the Park City Walkable/Bikeable Neighborhood Study, and the El Morro Historic Promenade for the National Park Service in San Juan Puerto Rico; the Woods Cross City 500 South Corridor Streetscape Study; Davis County Bonneville Shoreline Trail Master Plan; Beck Street Commuter Bikeway Master Plan, and the Mountain Recreation Strategic Action Plan.

Landmark Design Team Organizational Chart



Mark also managed the Cache Valley South Corridor Development Plan in northern Utah; the Saratoga Springs Marina Master Plan; Shay Park in Saratoga Springs; the Vernal General Plan Update; and the Escalante Heritage Center Phase One project.

Education

- Master of Landscape Architecture, University of Washington, Seattle, Washington
- Master Certificate in Urban Design, University of Washington, Seattle, Washington
- Certificate in Landscape Architecture Studies, DIS Program, University of Copenhagen, Denmark
- Bachelor of Science in Urban Planning, University of Utah, Salt Lake City, Utah

Memberships/Affiliations

- American Planning Association (APA)
- Certified Planner, American Institute of Certified Planners (AICP)
- Professional Landscape Architect (PLA) in Utah, California, Arizona, New Mexico
- Council of Landscape Architect Registration Boards (CLARB) Certified
- American Society of Landscape Architects (ASLA)
- Member, Utah Department of Professional Licensing Board for Landscape Architecture



He is also leading efforts on a park needs-analysis plan for Salt Lake City, and is the principal-in-charge of the complex Mountain Recreation Facilities Master Plan, which was just completed on February 14, 2017. Mark has been the consulting city planner for South Ogden City, a position he has held for nearly six years.

JENNIFER HALE, ASLA

*Senior Associate, Landmark Design
Senior Planner/Landscape Architect*

Jenny has worked for Landmark Design for nearly eight years, during which time she has been involved in variety of planning, landscape architecture, urban design and landscape architecture projects. She is currently concluding efforts on the Ogden Parks, Recreation, Open Space and Trails Master Plan, and the Tooele County Deseret Peak Master Plan.

Other recent examples of projects she has been involved in include the Logan City Wayfinding Plan; the Scenic Byway 12 Monument Design Study; Cache Valley South Corridor Development Plan; Woods Cross NW Quadrant Land Use Plan and Highway Entry Concept; National Park Service San Juan Promenade Extension; the City of Woods Cross General Plan Update and Rail Station Plaza Design; Bluff Street in St. George; South Ogden General Plan Update; and the Bitter Creek Reconstruction Plan and the Bitter Creek Design and Environmental Assessment (EA) for Rock Springs, Wyoming among others.

Jenny is passionate about good parks planning, and brings a diverse range of professional and technical skills to the project, including professional computer programs such AutoCAD, ArcGIS, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and SketchUp.

Education

Masters of Landscape Architecture and Environmental Planning, Utah State University, Logan, Utah
Bachelor of Arts in Humanities (English emphasis), Brigham Young University, Provo, Utah

Memberships/Affiliations

Professionally Licensed Landscape Architect, Utah (PLA)
Member, Utah Chapter, American Society of Landscape Architects (ASLA)

LISA BENSON, ASLA

*Senior Associate, Landmark Design
Senior Planner/Landscape Architect*

Lisa has been with Landmark Design since May 2001, during which time she has provided valuable leadership and assistance on a variety of community planning, urban design, land use, transportation and landscape architecture projects. Key examples include the Emigration Canyon Trails Master Plan; Salt Lake City Critical Open Lands Inventory and Preservation Priority Assessment; and St. George Parks, Recreation, Arts, and Trails Master Plan. Lisa is adept at technical analyses, mapping and documentation, and was the primary author of the Salt Lake County Jordan River Parkway Trail, the Salt Lake County East-West Recreational Trail Master Plan, and the on-going Orem Parks, Trails and Recreation Master Plan.

Education

Bachelor of Landscape Architecture and Environmental Planning, Utah State University, Logan, Utah,

Memberships/Affiliations

American Society of Landscape Architects (ASLA)

Professional Landscape Architect – Utah and Colorado (PLA)

**Y2 Analytics**

Y2 Analytics is a Utah-based market research and data analysis group with extensive experience measuring and analyzing public opinion in Utah and across the country. The firm includes seasoned researchers, capable analysts, veteran consultants, and database specialists. While its formal history as a company is brief, the firm's researchers have been designing and executing public opinion research in Utah for over 30 years. Since incorporating in Utah in 2013, the firm has had the privilege of working on nearly every major public policy initiative in the state and with most the largest municipalities. The staff of Y2 Analytics is passionate about rigorous quality and advanced statistical analysis, taking pride on translating often overwhelming amounts of data into clear, actionable information. The intent is to offer clients statistically valid public opinion information when they need it, how they need it, at a price that lets them get it regularly.

Y2Analytics prides itself on our commitment to proper statistical techniques while pioneering new approaches to keep electoral survey research both accurate and cost efficient, applying 30 years of survey experience to draw upon, including hundreds of accurate surveys

SCOTT RIDING

Principal Analysts/ Managing Surveyor

Scott will lead in-depth focus groups and as part of the survey/polling process (optional service).

Scott is the Managing Partner at Y2 and has led the execution of polling, data mining, focus groups, and custom analytics for dozens of organizations, ranging from energy companies and professional hockey teams to school districts and candidates for the U.S. presidency. From 2010 to 2013, he worked as the Director of Data Strategy for TargetPoint Consulting, a national market research and data mining firm.

**Alta Planning + Design**

Alta Planning + Design was formed in 1996 with the goal of creating active communities where walking and bicycling are normal, safe, healthy, and fun daily activities. Today Alta has over 200 staff in 32 offices across North America, including one in Salt Lake City.

Alta Planning + Design provides a unique balance of multimodal transportation infrastructure planning and design services to public agencies, developing plans and programs to support active communities and

sustainable transportation systems, integrating all modes of travel (including walking and bicycling) into people's daily lives and creating healthy, safe, and sustainable communities.

Alta's transportation planners, designers, and engineers offer assistance on bicycle and pedestrian master plans, multimodal studies, corridor design (streetscape, traffic calming), Safe Routes to School plans, bike sharing systems, mobility plans, ADA plans, crossing studies, wayfinding, Complete Streets, transit station access, safety plans, and parking assessments.

Well-designed greenways, multi-use paths, parks, and soft-surface trails provide many transportation, economic, health, environmental, and civic benefits. These specialized projects require a holistic knowledge of the environment, land use, user needs and landscapes. Alta has helped develop some of the best-known regional trail systems, often in difficult sites, in Utah and across the country. Specialized areas of expertise include water corridors, rail trails, mountain bike systems, open space and park integration, trail master plans, soft trails, and multi-use paths and greenway design.

TOM MILLAR

Planner

Tom is a bicycle and pedestrian planner and designer with a background in the public sector. His current work is primarily focused on planning and design in the Intermountain West, especially Idaho, Utah, and Montana.

Education

BA, Urban Planning with Spanish Minor, University of Utah, 2013

Key projects which Tom has participated include the following:

Lindon Bicycle and Pedestrian Master Plan, Lindon, UT

Lindon is a small, suburban city near Cedar Hills. Alta has developed nearly every bicycle and pedestrian master plan done thus far in northern Utah County and Tom's work managing this project with Lindon not only incorporated the client's vision and the community's identity, but also promoted and enhanced connectivity between Lindon and adjacent communities so that the Utah County bicycling and walking network can be fluid and predictable.

Eagle Mountain Bicycle and Pedestrian Master Plan, Eagle Mountain, UT

Alta developed the Eagle Mountain Bicycle and Pedestrian Master Plan. With over thirty miles of shared use paths already constructed, Eagle Mountain sought to ensure that future growth and development assisted in creating a walkable and bikeable community by focusing on the City's most pressing issues: *Improving the Existing System*, *Planning for Eagle Mountain's Youth*, and *Shaping Future Development*. Tom served as the assistant project manager and led the graphic design, document layout, design standards development, and mapping.

Salt Lake City Pedestrian and Bicycle Master Plan, Salt Lake City, UT

The Salt Lake City Pedestrian and Bicycle Master Plan is a detailed plan for the future of walking and bicycling in Utah's capital city. Building on progress in active transportation in the city and input from thousands of people, the plan set a groundbreaking, state-of-the-practice vision for Salt Lake City including bicycle and pedestrian priority projects; pedestrian land use design typologies; connectivity with adjacent municipalities; a low-stress facility network throughout the City; and a 20-year recommendations map divided into smaller, achievable time frames, facility types, and priority.

DAVID FOSTER, PLA, LEED AP

Senior Planner/ Design Associate

David brings eleven years of comparable planning and design experience in pedestrian and bicycle infrastructure, streetscapes, recreation, and urban design projects across the country to the project. He provides a unique blend of technical expertise concerning bicycle and pedestrian planning issues, constructability knowledge, public facilitation experience, and creativity to his projects. David utilizes his strong graphic and oral communication skills to help clients and stakeholders develop a clear understanding of

Education

Bachelor of Landscape Architecture, Ball State University, 2006

project conditions and solutions.

Key projects which Tom has participated include the following:

Logan Bicycle and Pedestrian Master Plan, UT

Mica Peak Non-Motorized Recreation Plan, Spokane County, WA

Greater Yellowstone Trail Concept Plan, Montana, Idaho and Wyoming

Tom and David will provide enhance input related to trails and trail guidelines (optional service).

Project Understanding & Approach

INTRODUCTION, SETTING & PURPOSE OF THE PLAN

Cedar Hills is a small community that lies beneath the magnificent Wasatch Mountains. With a population of approximately 10,000 it is built-out, making it essential that the remaining decisions related to parks, recreation and trails are correct. The small town “vibe”, open spaces, parks and connections with the landscape are primary reasons that residents have chosen this special place as their home, and primary contributors to the Cedar Hills “quality of life”.

PROPOSED SCOPE & APPROACH

We have read the RFP, discussed needs and desires with city staff, and now have a good understanding of the requirements for this project. We understand that resources are limited, and that the scale of the project is relatively small, which is reflected in our scope, approach and fee proposal. We understand that the project not only requires us to address the “big picture”, making needs as part of an objective and logical process, but that we must capture the vision and provide details to create a clear framework of implementation projects to follow.

Our approach utilizes a “tried and true” process, utilizing the experienced staff of Landmark Design to prepare the master plan. If additional public polling or trail assessments are desired, we also include **OPTIONAL SERVICES** by Y2 Analytics and ALTA Planning + Design, for your consideration. We would like to stress that the master plan will be complete and comprehensive without the inclusion of these services, and we offer them in the spirit of “dialing down” two important aspects.

TASK 1: PUBLIC INVOLVEMENT

Landmark Design will work closely with Cedar Hills to facilitate a public participation program that provides meaningful opportunities for citizen involvement. It is our intent to provide good information, to make participation easy, to listen carefully to what participants tell us, and to be responsive to comments and input received.

There are several elements of public involvement program we propose, as follows:

- A Project Steering Committee to guide progress on the plan;
- A kick-off meeting to define the scope and become familiar with Cedar Hills;
- A Scoping Meeting to receive and communicate information about parks and recreation needs and facilities;
- A project web page which will also receive public input and host an informal internet survey; and
- A Draft Plan Open House.

We will be available to present at public hearings during the review and adoption process, and anticipate two such meetings.

Cedar Hills will be responsible for scheduling meetings, providing notice through community newsletters and mailings, and arranging venues for meetings. Landmark Design will facilitate all public meetings and workshops, document the proceedings, and prepare summary documents for distribution.

Project Web Page

A project web page will be established as a central clearinghouse for information and input for the master plan. The web page will contain general information about the project such as purpose, schedule, and project status, in addition to more specific information such as mapping and draft plan ideas. We will also include contact information and an on-line comment form and polling opportunities, so that people have multiple avenues to provide comment and feedback, to ask questions, and to participate.

Landmark Design will be responsible for keeping the project web page current, and Cedar Hills will provide a link to the project web page on the City's website, eliminating the need for the City to post the information on its own website. We invite you to see similar web pages hosted on the Landmark Design website at www.ldi-ut.com.

Internet Survey

Landmark Design proposes utilizing a simple on-line survey to broaden public input and to provide a better understand needs and preferences. We have used similar processes many times in the past, and have found it to be a cost-efficient and accurate tool for gauging public perceptions and needs. Landmark Design will design and implement the survey, program it into an online system, and provide an interface for sharing it with citizens who want to take part.

If deeper understanding is desired, Y2 Analytics can conduct **in-depth Focus Groups** as an **Optional Service**. This method provides a meaningful way to explore options, get feedback, and understand priorities through in-depth focus group sessions. These are discussion groups of five to six randomly selected people from the community, who will be guided through a set of topics by a trained and experienced moderator. The intent is to foster discussions that provide candid feedback, including baseline preferences, reactions to potential directions, and a wrap-up of comparative insights. Y2 Analytics has been designing and conducting focus groups for over 10 years for dozens of clients, using tried and tested scientific approaches to the conversation, shepherded by a meticulously constructed

and a client-approved interviewer's guide. It is proposed that two groups of Cedar Hills citizens be run concurrently – one each of men and women (sociological research shows that women tend to be more candid when they are discussing their opinions with only other women). Y2 will recruit participants, screen them for eligibility, conduct the focus groups, analyze the discussions, and provide an anonymized transcript for internal review.

Master Plan Steering Committee

Landmark Design proposes the formation of a Steering Committee made-up of City Staff, citizen representatives, individuals with recreation interests, and representatives of the Planning Commission and City Council. The purpose of this group is to oversee progress on the plan and provide direction. The committee will meet two to three times as part of clarifying issues, needs, ideas and planning directions.

Public Meetings

Two Public Meetings are proposed as part of the planning process, as described below:

1. Public Scoping Meeting

The Landmark Design Team, with the assistance of City staff, will conduct a community-wide public scoping meeting at the beginning of the planning process. We will facilitate community discussions that will help residents identify issues, concerns, ideas, and opportunities related to parks, trails, open space, and recreation. Depending on the turnout, participants will either be divided in small groups facilitated by Team members, or assembled into a larger group for facilitated input. Comments and information will be recorded on large tablets at the meeting, all of which will be analyzed and reviewed in a fair manner. Landmark Design will document and summarize the information, providing it to the Steering Committee and staff for review and posting it on the project web page and social media for review.

2. Draft Plan Public Open House/Workshop

We will present the *Draft Parks, Recreation and Trails Master Plan* to the public during this meeting, utilizing a series of tools to elicit response and preferences. The Open House format allows people to review key maps and information, informally ask questions and receive one-on-one communications with the Planning Team and City staff. We generally have the information displayed on boards and easels, and provide comment forms for individuals to record their thoughts and recommendations. With the assistance of Cedar Hills staff, Landmark Design will conduct and facilitate the meeting, prepare an analysis of comments received, and determine any changes or modifications necessary to address the concerns and comments received. Comments and responses will be reviewed with the Project Steering Committee and, if appropriate, will be included in the final draft.

3. Public Hearing and Adoption

Landmark Design will present the Plan to the Planning Commission and the City Council during the approval process, and will make the necessary changes. We will prepare a Power Point presentation summarizing the process, findings, and recommendations. We assume that a joint meeting with members of the Planning Commission and the City Council can be arranged if possible.

TASK 2: DATA COLLECTION

Existing Plan, Document & Data Review/ Evaluation of Existing & Proposed Facilities & Programs

Landmark Design proposes a “kick off” meeting with city staff and the Project Steering Committee, at which time we would like to tour the City and informally discuss the issues and concerns to be addressed. We will confirm that background information provided is up-to-date, including digital mapping, existing plans, reports, and other documentation.

The adequacy of existing parks, trail and recreation facilities will be analyzed, utilizing current and projected demographic data as the basis. Private and public recreational facilities, school facilities and other recreation facilities will be included in the inventory, and will be addressed separately. We will meet with those responsible for recreation programs to receive all information relevant to the project, and identify areas where additional programs may be needed or specific groups may be targeted.

TASK 3: NEEDS ASSESSMENT & ANALYSIS

Landmark Design will evaluate existing standards or guidelines, and determine their appropriateness with respect to new information generated through the existing conditions analysis and public participation. We will also determine the current level of service (LOS), which will be projected into the future and/or modified depending on direction provided by the steering committee. Projections for future need and a future LOS will be provided for the ten-year (2017 through 2027) planning horizon and through buildout.

TASK 4: TRAIL SYSTEM ANALYSIS

Trails serve many purposes. To some they are transportation corridors moving through urban areas between home and work; to others they are a pleasant way to achieve some level of physical fitness; and yet others use trails to take a leisurely walk with friends or as a diversion for engaging with the natural environment.

Landmark Design will analyze the existing trail systems, utilizing readily available mapping and data from Cedar Hills, Mountainlands Association of Governments, Utah County and others. We will prepare relevant maps, and identify and map trails systems that complement those which are already established. A full range of trails will be considered and classified, as well as trailheads and support facilities adjacent to or incorporated into the trail system. Safety, access to designated open spaces and other recreation facilities, and other desired destinations will be a paramount requirement of the Plan.

If deeper understanding and analysis of trails is desired, we offer the specialty skills of ALTA Planning + Design as an **OPTIONAL SERVICE** for your consideration. As niche specialists in this branch, ALTA will assess the nuances of physical improvements (roadway crossings, transitions from on-street bike lanes or sidewalk facilities), aesthetic qualities, site security elements and maintenance and management needs of the city's trails. Alta will also work closely with Landmark Design in the preparation of trail design guidelines to be incorporated into the plan, addressing the following:

- Design considerations for bicyclists, pedestrians, and other trail users
- Off-street and on-street intersection treatments and guidelines
- Guidelines and options for innovative "low impact" trail designs
- Suite of trail facility type design guidelines or standards

TASK 5: ACQUISITION & CONSTRUCTION COSTS

Landmark Design will provide opinions of probable cost for the acquisition and development of parks, recreation and trail facilities that are proposed, and if needed, for those existing facilities that need to be updated or remodeled. The Team will identify known funding sources and tie those sources to program and facility development priorities.

TASK 6: GOALS, OBJECTIVES & POLICY DEVELOPMENT

Landmark Design will prepare goals, objectives and policies to guide implementation of the Plan. The Action Plan will address areas of new growth, costs and funding mechanisms and approaches,

development review processes and procedures, and development timing for key elements or facilities identified in the Plan.

TASK 7: PLAN DEVELOPMENT & ADOPTION

Landmark Design will document the planning process and the outcomes in an Administrative Draft for Project Steering Committee review. Members of the public and others will have opportunities to review the plan at the Draft Plan Open House and on the project web page. Comments and suggested changes received during the Draft Plan Open House meeting and from the web page will be documented and reviewed with the Project Steering Committee, and if appropriate, incorporated into the Final Plan Document.

Landmark Design can present the Final Plan for adoption to the City's Planning Commission and City Council, preferably as a joint meeting.

FINAL PRODUCT

Following adoption of the Master Plan, Landmark Design will prepare the final document for publication, and will provide the following to Cedar Hills

1. A CD-ROM with the final master plan, executive summary, appendices, and mapping in PDF format.
2. The complete adopted plan in editable format - Microsoft Word, Microsoft Excel. Adobe InDesign as appropriate. We will also format the plan to be incorporated into the General Plan, if desired.
3. All GIS data and maps, artwork, charts, tables, etc.in editable format compatible and coordinated with the City’s Geographic Information System (GIS) and operational systems.

PROPOSED SCHEDULE

As illustrated to the right and assuming we receive a notice-to-proceed in late February 2017, our planning efforts can be complete in July 2017, with adoption inputs to follow in August. To accomplish this schedule, will require timely reviews, which will be facilitated through our staff Liaison.

Task	2017				
	Mar	Apr	May	June	July
Task 1: Public Involvement					
Kickoff (1) & Steering Committee Meetings (2)	K	SC		SC	
Project Web Page					
Survey (Internet)					
Public Scoping Meeting		PS			
Draft Plan Open House					DP
Joint Public Hearing (1)					CC
Task 2: Data Collection					
Existing Plan, Document & Data Review					
Inventory & Evaluation of Existing & Proposed Facilities & Programs					
Task 3: Needs Assessment & Analysis					
Task 4: Trail System Analysis					
Task 5: Acquisition & Construction Costs					
Task 6: Goals, Objectives & Policy Development					
Task 7: Plan Development & Adoption					
Task 8: Final Product					

SC - Steering Committee Meetings
 PS - Public Scoping Meeting
 DP - Draft Plan Open House
 PC - Planning Commission Public Hearing (Joint)
 CC- City Council Public Hearing (Joint)



Cost Proposal

As illustrated in the accompanying table, Landmark Design proposes a Not-to-Exceed fee of \$31,710 to complete the plan as described, including all reimbursable costs and fees.

Optional services by Y2 Analytics and Alta Planning+ Design are also indicated for your consideration. We would be more than happy to discuss the merits of both options, and would like to stress that the final deliverable will be thorough, comprehensive and engaging, with or without the optional services.

Fee Proposal

TASKS	LANDMARK DESIGN			TOTAL
	MV	JH/LB	Staff	
HOURLY RATES	\$150	\$110	\$75	
TASK 1: Public Involvement				
One (1) Kickoff Meeting	4	8	0	12
Two (2) Steering Committee Meetings	8	12	0	20
One (1) Public Scoping Meeting	4	12	8	24
One (1) Draft Plan Open House Meeting	4	12	8	24
One (1) Joint PC/CC Public Hearings/ Adoption Meeting	4	0	0	4
Project Web Page/On-line Poll	0	8	6	14
In-Depth Focus Group Interviews (OPTIONAL SERVICE by Y2 Analytics - see below)	0	0	0	0
In-Depth Trail Analysis and Guideline Development (OPTIONAL SERVICE by ALTA Planning + Design - see below)	0	0	0	0
TASK 2: Data Collection				
Base Mapping / Plan Review	2	4	8	14
Inventory & Evaluation of Existing & Proposed Facilities & Programs	2	6	20	28
TASK 3: Needs Assessment & Analysis				
Park Types/ LOS and Distribution Analysis/ Facilities and Programs Analysis, Future Needs Analysis	2	12	12	26
TASK 4: Trail System Analysis				
Regional and Recreational Trail Analysis/ Documentation of Existing Trails, Future Needs Analysis	2	8	16	26
TASK 5: Acquisition & Construction Costs				
Identification of Implementation Requirements/ Funding Sources/ O&M Requirements, etc.	2	8	16	26
TASK 6: Goals, Objectives, & Policy Development				
Prepare goals, objectives and policies to guide implementation.	2	12	4	18
TASK 7: Plan Development & Adoption				
Draft Master Plan Documentation	2	12	24	38
Final Master Plan Documentation	0	12	20	32
Total Hours by Personnel	38	126	142	306
TOTAL ESTIMATED LABOR EXPENSE BY STAFF	\$5,700	\$13,860	\$10,650	\$30,210.00
Estimated Reimbursable expenses (to be billed at cost):				
1) Mileage (estimated)				\$500.00
2) Miscellaneous (printing, plotting, meeting materials, etc.)				\$1,000.00
Subtotal Reimbursable Costs				\$1,500.00
GRAND TOTAL - FEES AND EXPENSES (ON-LINE SURVEY)				\$31,710.00
OPTIONAL SERVICE by Y2 Analytics - In-Depth Focus Group Interviews to enhance public participation				\$8,000
OPTIONAL SERVICE by ALTA Planning + Design - In-Depth Trail Analysis and Guideline Development to enhance trail element				\$6,000





City of Cedar Hills

Comprehensive Parks, Trails, and Recreation Master Plan Services

February 15, 2017

Attention: Charl Louw, 10246 N Canyon Road, Cedar Hills, Utah 84062

Transmittal Letter

Section 1



6875 South 900 East, Salt Lake City, Utah 84047
TEL 801.523.0100 | FAX 801.523.0990 | sunrise-eng.com

February 15, 2017

Charl Louw, Finance Director
10246 North Canyon Road
Cedar Hills, Utah 84062

RE: Comprehensive Parks, Trails, and Recreation Master Plan Update Proposal

Dear Mr. Louw and Selection Committee Members,

Sunrise Engineering is pleased to submit this proposal for professional planning services. Our involvement with similar planning projects and our broad experience with parks and recreation work in general uniquely qualifies us for this effort. Please consider the following points and how our specific qualifications will benefit the City of Cedar Hills.

- **Broad Practical Experience:** Our planning team leads, Steve Hansen, Cody Howick, and Joe Phillips, have been involved in more than 50 recreation projects collectively. Our master planning work isn't based on theory; it's based on real planning, funding, design, and construction experience.
- **Cost Forecasting Resources:** Our planning team maintains a database of bid tabulations from actual projects, including those completed for Utah entities. Cost forecasts we'll prepare in your planning effort will be based on completed local projects.
- **Public Participation Experience:** Many of our park planning and design projects have included public opinion and participation efforts. We have effectively formulated, managed, and implemented public input into project and plan outcomes, and will do the same for your plan.
- **Project Experience:** Our project team has completed park projects in surrounding areas. We understand the local development climate, regional recreation amenities and trends, trail networks, and climate requirements in planning for parks projects.
- **Proximity of Local Office:** Our local office in Salt Lake City provides you with in-person accessibility to your planning consultant.
- **URPA and NRPA Membership:** We maintain current membership in the Utah Recreation and Parks Association. One of our Utah projects, St. George City's Little Valley Pickleball Facility, won URPA's Innovation of the Year Award in 2012.
- **Master Plan Experience:** Our firm has completed literally hundreds of master planning and impact fee analyses for all types of municipal systems, including recreational systems. We maintain a current understanding of the Utah Impact Fees Act (Chapter 11-36a of the Utah Administrative Code). And, we often help clients walk through the code requirements, including noticing and certification requirements, as part of our services. We'll provide that same service to you during development of your plan.

Based on the points highlighted above, we hope you'll recognize us as the parks and recreation experts in Utah and the most qualified firm to complete your Comprehensive Parks, Recreation and Trails Master Plan Services.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "J Phillips", is written over a light blue horizontal line.

Joseph K. Phillips, P.E.
Principal-in-Charge
jphillips@sunrise-eng.com
435.652.8450

Firm Capability

Section 2



Firm Capability

OVERVIEW OF SUNRISE ENGINEERING INC.

Sunrise Engineering collaborates with its clients to develop solutions that work well within their project requirements. The result is an optimum balance of cost and operational performance. The majority of our work continues to be performed for repeat clients. These continuing relationships are a reflection of our clients' trust and satisfaction.

Our firm was established in 1978 and is acknowledged as a regional leader for professional engineering and consulting services. Our multi-disciplinary practice serves both public and private clients in a diverse range of projects across the western United States. We have established a reputation for budgetary responsibility and engineering excellence, as evidenced by our receipt of the PSMJ National Client Satisfaction Award for seven consecutive years.

OFFICE LOCATIONS

Salt Lake City Office

6875 South 900 East
Salt Lake City, Utah 84047

801.523.0100

Washington Office

11 North 300 West
Washington, Utah 84780

435.652.8450

Additional Sunrise Offices:

Cache Valley, Utah

Cedar City, Utah

Fillmore, Utah

Vernal, Utah

Richfield, Utah

Star Valley, Wyoming

Cheyenne, Wyoming

Payson, Arizona

Phoenix, Arizona

Las Vegas, Nevada

Sunrise is led by an Executive Management Team who shares responsibility for the vision and operation of the firm. Their ability to work together and lead by example has brought continued success. Our current staff includes 235 people, 40 of which are licensed engineers with a broad range of experience and diversity of interests. They are licensed to practice in 17 states.

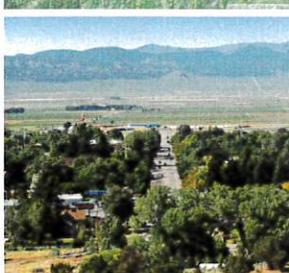
Services offered by Sunrise include civil and municipal engineering of all disciplines, parks and recreation, environmental engineering, renewable energy, hydroelectric facilities, mining services, electrical engineering, building inspection, plan review, survey, GIS mapping and asset management, site development for residential, commercial, and industrial improvements, natural gas design and safety training, etc. Our diversity of experience and professionals allows us to complete the majority of services for our clients from within our own organization.

Specifically, Sunrise offers the range of experience and services necessary to complete the City of Cedar Hills Comprehensive Parks, Trails, and Recreation Master Plan Services. We have completed more than 50 of similar projects and we're an active member of the National Recreation and Park Association and Utah Recreation and Parks Association.

Our clients can depend on us to carefully administer projects from conceptualization through construction administration. For a more detailed description of our company please visit our website at www.sunrise-eng.com

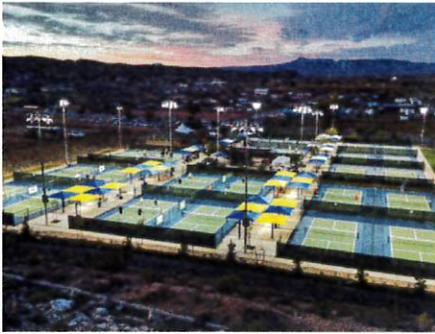
REPRESENTATIVE MASTER PLAN, PARK, AND TRAIL PROJECTS

Sunrise Engineering has completed hundreds of Master Planning and Impact Fee Facilities Plans and Analyses for all types of municipal systems, including Parks and Recreation. The following pages illustrate plans and projects that are similar in nature to the Scope of Work in the RFP and being contemplated by the City of Cedar Hills.

PROJECT NAME/ TEAM MEMBERS	PROJECT HIGHLIGHTS	CLIENT CONTACT
 <p>Washington City Parks, Trails, and Recreation Facilities Master Plan</p> <p>Cody Howick, P.E. Joe Phillips, P.E. Kelvin Smith, E.I.T.</p>	<ul style="list-style-type: none"> • Projected growth rates, calculate population capacity • Inventory existing facilities, establish existing and desired level of service • Future demand analysis, recommend future improvements • GIS mapping of new improvements, coordination with SUHBA • Impact fee analysis, impact fee certification • 110,000 square-foot recreation facility analysis 	<p>Roger Carter City Manager 435.656.6300 rcarter@washingtontcity.org</p> <p>Barry Blake Parks and Recreation Director 435.656.6321 bblake@washingtontcity.org</p>
 <p>Santa Clara Parks and Trails Master Plan</p> <p>Cody Howick, P.E. Steve Hall, P.E. Joe Phillips, P.E.</p>	<ul style="list-style-type: none"> • Project growth rate, planning period determination • Establishment of equivalent residential units • Inventory of existing facilities • Recommendations for future facilities, opinions of probable cost • Impact fee analysis, impact fee certification 	<p>Brad Hays Director of Parks and Trails 435.656.4690 bhays@sccity.org</p>
 <p>Ivins City Parks and Recreation Master Plan</p> <p>Cody Howick, P.E. Joe Phillips, P.E. Kelvin Smith, E.I.T.</p>	<ul style="list-style-type: none"> • Projected growth rates, housing unit analysis • Industry existing facilities • Establish existing and desired level of service • GIS mapping of new improvements • Needs assessment and analysis • Trail system analysis 	<p>Benny Sorensen Parks and Recreation Director 435.634.0689 bsorensen@ivins.com</p>
 <p>Springdale Town Parks Capital Facilities Plan</p> <p>Cody Howick, P.E. Joe Phillips, P.E.</p>	<ul style="list-style-type: none"> • Tabulate and inventory existing facilities • Establish existing and desired level of service • Recommend future improvements • Impact fee analysis • Impact fee certification • Projected growth rates 	<p>Rick Wixom Town Manager 435.772.3434 rwixom@infowest.com</p>
 <p>Panguitch City Trails Master Plan</p> <p>Cody Howick, P.E. Joe Phillips, P.E.</p>	<ul style="list-style-type: none"> • Develop web-based application to showcase trail systems • Create OHV trail systems map • Summary description for each trail • Traditional design guidelines • Turn by turn directions • Trail system analysis 	<p>Lori Talbot City Manager 435.676.8585 lori.panguitchcity@gmail.com</p>
 <p>Parowan City Area Trails Master Plan</p> <p>Cody Howick, P.E. Kelvin Smith, E.I.T.</p>	<ul style="list-style-type: none"> • Project growth rates, calculate population projections • Establish inventory, existing and target level of service • Recommend proposed trail systems (pedestrian, mountain bike, road bike, OHV) • Recommend funding opportunities • Trailhead design guidelines • Trail system analysis 	<p>Ben Johnson City Council Member 435.477.33331 pcmanager@infowest.com</p>

Representative Park and Recreation Projects

	Public Participation	Conceptual Planning and Budgeting	Funding	Environmental Services	Survey and GIS Services	Site and Civil Engineering	ADA Compliance	Electrical Engineering	Landscape Architecture	Irrigation System Design	Building Architecture	Permitting	Bidding and Negotiating	Construction Administration
Court Facilities														
11th Avenue Park Court Improvements - Salt Lake City, Utah		●			●	●	●		●	●			●	●
Trailside Park Tennis Courts - Park City, Utah						●							●	●
Dee Glen Sports Park Tennis Courts - Salt Lake City, Utah						●								
Little Valley Pickleball Facility - St. George, Utah	●	●			●	●	●	●	●	●	●	●	●	●
SUU Tennis Court Reconstruction - Cedar City, Utah		●			●	●	●						●	●
Bloomington Pickleball Courts - St. George, Utah					●	●		●						●
SUU Pickleball Courts - Cedar City, Utah		●			●	●	●						●	●
Cedar High School Tennis Courts Reconstruction - Cedar City, Utah		●			●	●	●						●	●
Sun River Pickleball Courts Reconstruction - St. George, Utah		●			●	●	●	●					●	●
Entrada Court Replacement Concepts - St. George, Utah	●	●												
Desert Rose Park Pickleball Courts - Ivins, Utah						●							●	●
Trails														
Gadsby North Trailhead - Salt Lake City, Utah		●			●	●	●	●						
Jordan River Parkway Trail - Salt Lake City, Utah		●			●	●	●	●						
Garden City Bike Path - Garden City, Utah		●			●	●							●	●
Meadow Valley Wash Shared Use Trail - Caliente, Nevada	●	●	●	●	●	●	●	●	●	●			●	●
Mill Creek Shared Use Trail - Washington, Utah		●		●	●	●							●	●
Claude Drive Trail Connector - Santa Clara, Utah		●			●	●	●							
Rail City Pedestrian Way - Caliente, Nevada	●	●	●	●	●	●	●	●	●	●			●	●
Lava Flow Shared Use Trail - Santa Clara, Utah		●			●	●							●	●
Hams Fork Trail - Kemmerer, Wyoming		●			●	●	●						●	●
Sand Hollow Wash Shared Use Trail - St. George, Utah		●			●	●							●	●
VanBuren Concept Plan - Avondale, Arizona		●												
Salt River Canal Linear Park - Guadalupe, Arizona						●	●						●	●
Specialty Facilities														
Sullivan Park River Soccer Park Splash Pad - Washington, Utah						●								
Lincoln County Fair and Rodeo Grounds - Panaca, Nevada	●	●	●	●	●	●	●	●				●	●	●
Echo Canyon Campground - Pioche, Nevada	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Andy Ballard Equestrian Arena - Draper, Utah		●			●	●								
Starvation Reservoir ADA Path and Fishing Pier - Duchesne, Utah	●	●	●		●	●	●	●	●	●	●	●	●	●
Camp Success Preservation and Enhancement - Ely, Nevada	●	●	●	●	●		●	●				●	●	●



Little Valley Pickleball Facility - St. George, Utah

INTERNAL PROCEDURES

Sunrise Engineering has a reputation for providing exceptional service for nearly four decades. Our mission statement is “Creating solutions that work and relationships that last.” Our corporate culture includes quality, entrepreneurship, and family. A balance between work life and personal life is the key to our corporate success. This balanced approach has led to long lasting relationships with clients and employees.

Emphasize Customer Service

Sunrise Engineering recently won PSMJ’s Premier Client Satisfaction Award for the seventh year running. The award represents our commitment to finding client-focused solutions and our track record of providing impeccable customer service. That means we’ll return your calls, keep our promises, listen to your point of view, address your concerns, be helpful to you, treat you with courtesy and respect, and go the extra mile for you. We know that our organization will be successful only as long as we maintain long-term relationships, and long-term relationships depend on good customer service.



Little Valley Sports Fields Phase V - St. George, Utah

Maintaining Project Schedules

Most plans and projects have a fixed budget, and overrun of the budget must not occur. With construction windows, timelines can also be very important to the success of a project. At Sunrise, we track budgets and report regularly to the Owner through the pay request process. We also track timelines during the planning, design, and construction phases of the project. We know that continual monitoring of budgets and timelines helps the Owner foresee potential problems so they can be mitigated. Through our internal Project Management Plan we will help you complete a successful plan and project through good budget and timeline management.

WORKLOAD

We have the staff size and resources to delegate tasks as needed so that our team can give your planning project 100% of the time and staff needed to meet your schedule. Our current workload will not affect this planning project.



11th Avenue Park - Salt Lake City, Utah

QA/QC Procedures

Sunrise has a responsibility for the accuracy and completeness of any plans or designs we prepare and requires that all such deliverables are thoroughly checked. The stamping Engineer is accountable for everything shown on the drawings or documents to which his seal is attached. To help ensure complete and accurate deliverables, Sunrise has incorporated a process whereby calculations, documents, and plans are independently checked, and reviewed by a qualified individual other than the originator.

Sunrise's Quality Control program is based on the philosophy that:

- Quality is achieved by individuals performing work functions carefully.
- Quality is controlled by adequate planning, coordination, supervision and technical direction, proper definition of job requirements and procedures, and the use of appropriately skilled personnel.
- Quality is verified through checking, reviewing, and surveillance of work activities with documentation by individuals who are not directly responsible for performing the initial work activity.
- Quality is assured by assigning a manager or designee to perform Quality Control functions consisting of surveillance and auditing of the work and the procedures followed when performing the work.

Project Management Techniques

Sunrise recognizes that effective project management is critical in order to meet the budgets and deadlines established for a project. Because this concept is so important to our success as a business, we take great care in hiring and training talented employees with a track record of success. We have adopted numerous practices and techniques to help ensure the success of all projects. Some of these practices are detailed below:

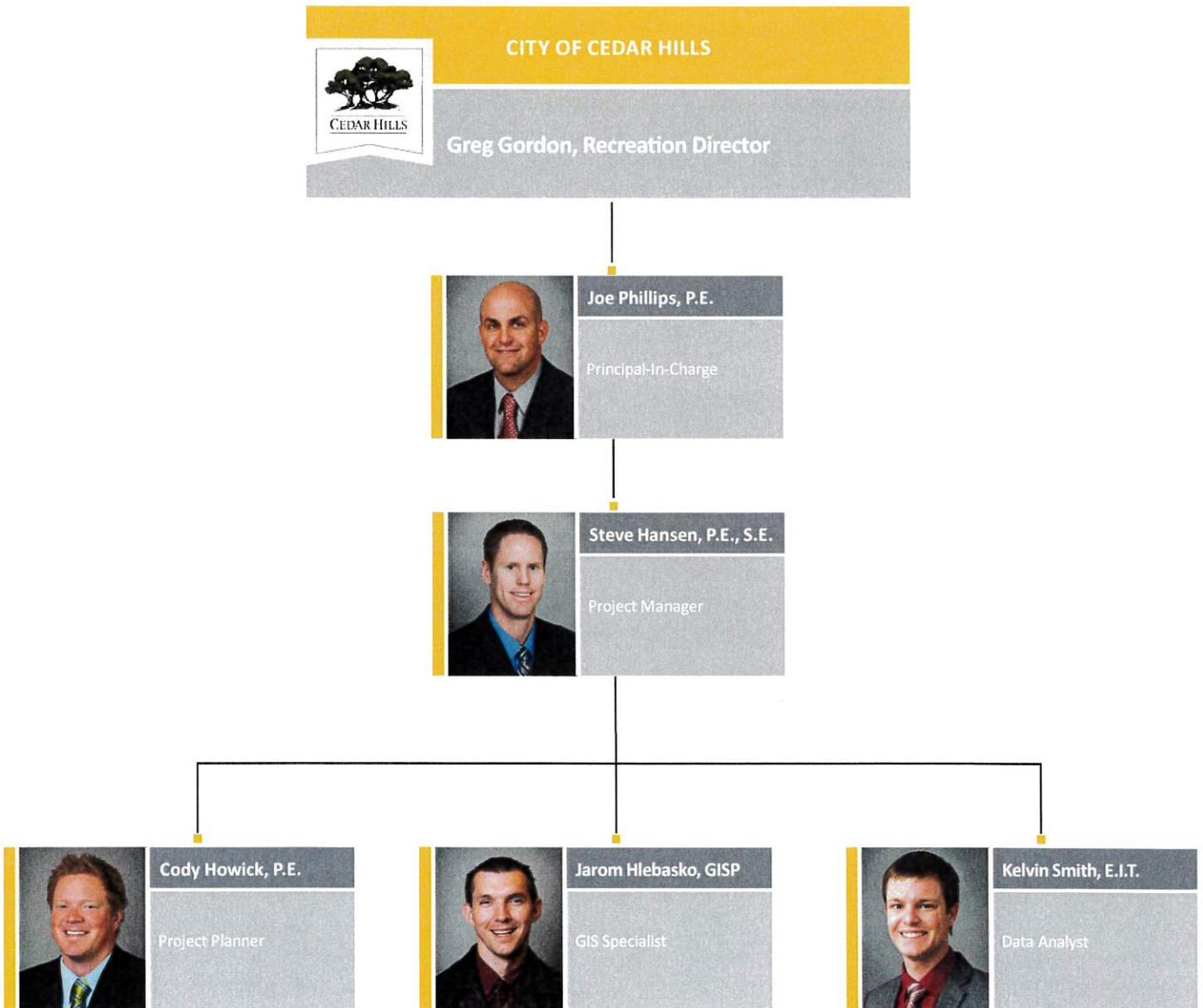
- **Project Management Plans** – Prior to beginning work on a project, our project managers are required to create a written Project Management Plan which outlines a plan to meet the project objectives, scope, schedule, and budget.
- **“Two Deep” Project Management** – Sunrise has implemented a “Two Deep” Project Management policy to help ensure that work on a project moves along satisfactorily even in the absence of the project manager. The PM and Assistant PM work together to manage the project objectives, schedule, and budget.
- **Project Kick-off Meeting** – At the start of each project, a Project Kick-off Meeting is held with all team members and the project management plan is reviewed. In this meeting all team members are made aware of and agree to the schedule, budget, and other details of the plan.
- **Progress Reports to Clients** – The project manager is responsible to send monthly progress reports to our clients to keep them updated on the progress of projects. These reports also provide an opportunity to inform the client of any potential challenges and plans to address or alleviate them.
- **Client Sponsors** – Each client is assigned a Client Sponsor. The client sponsor is a senior staff member who is not directly involved with the day-to-day production of a project. This individual is responsible to contact the client to discuss their satisfaction with the service being provided by Sunrise. This allows our clients the opportunity to give feedback they may not be comfortable sharing with the project manager.

Staff Qualifications

Staff Qualifications

Below is an organizational chart which represents an overview of our proposed team including the roles of the key team members. Sunrise’s team has managed over 50 parks and recreation projects and studies in Utah and Nevada over the past 9 years. Steve and Cody will manage the majority of the work on this plan. He will direct the efforts of team members with specific project roles including Kelvin Smith (data analyst) and Jarom Hlebasko (GIS Specialist).

Joe Phillips also has been involved with over 55 parks and recreation projects and he will provide technical expertise, review of the master plan and quality control. Our proposed team is based in our Salt Lake City and Washington offices, and we are fully available to take on this planning project! Our team will provide a highly qualified and fresh look for the City’s parks and recreational needs.



Joe Phillips, P.E.

Mr. Phillips has overseen and managed the planning, design and construction of many municipal engineering projects. Much of his experience has come from serving as a contracted City or District Engineer; this has given Mr. Phillips considerable knowledge of the day-to-day operations and technical issues experienced by municipalities and improvement districts. Mr. Phillips also has extensive real experience in planning, design, and construction of community parks and recreation facilities. Many of his projects have required acquisition and management of public funding packages and coordination with federal and state governmental agencies.

EXPERIENCE

Parks and Recreation

- Herriman City W and M Butterfield Park
- City of Caliente Dixon Park
- Meadow Valley Industrial Park Entrance Features
- City of Caliente Rose Park
- City of Caliente Super Park
- Toquerville City Park Improvements
- City of Caliente Rail City Linear Park
- St. George City Firehouse Park
- City of Caliente Meadow Valley Wash Linear Park
- Lincoln County Pioneer Park
- Lincoln County D.C. Day Park
- SUU Tennis Courts Rebuild Project
- Lincoln County Pioche Park Phase II
- Lincoln County Fair and Rodeo Grounds
- Mt. Moriah Youth Camp
- St. George City Little Valley Pickleball Complex
- White Pine County Ruth Community Park
- White Pine County Broadbent Park
- White Pine County Bianchi Park
- White Pine County Steptoe Park
- White Pine County McGill Avenue / Circle K Park
- White Pine County Camp Success Phases I and II
- City of Caliente Pool Building Replacement
- Lincoln County Echo Canyon Campground
- Springdale Parks Impact Fee Analysis
- Snyderville Basin Trailside Park Tennis Courts
- Santa Clara City Parks Impact Fee Analysis
- Washington City Parks Master Plan and Impact Fee Analysis
- Ashley Valley Nature Park Trailhead
- Bloomington Pickleball Courts Construction Administration
- Santa Clara Claude Drive Trail Connection
- Salt Lake City 11th Avenue Park Tennis Courts Project
- SUU Pickleball Court Replacement Project
- St. George Bloomington Baseball Field
- Parowan Trails Master Plan
- Panguitch Trails Master Plan
- Sun River Pickleball Courts Project Review
- St. George Little Valley Soccer Complex
- St. George Curly Hollow Soccer Complex
- St. George Hidden Valley Park Court Replacement



JOE PHILLIPS, P.E.

Principal-in-Charge

EDUCATION

M.S. - Civil Engineering, Brigham Young University, 2001

B.S. - Civil Engineering, Brigham Young University, 2001

YEARS IN PROFESSION

15; 15 with Sunrise

REGISTRATIONS

Registered Professional Engineer:
Nevada No. 017304, Utah No. 4777017,
Arizona No. 43311, State Water
Right Surveyor: Nevada No. 1262

AREAS OF EXPERTISE

Parks and Recreation, Master Planning,
Municipal Engineering, Water Systems

AWARDS

ASCE Southern Utah Branch
Outstanding Water Works Project
2008 (Orderville Town Culinary Water
Improvements Project)
Utah Recreation and Parks Association
Innovation of the Year Award, 2012
(St. George City, Little Valley Pickleball
Complex)
APWA Southern Utah Branch Public
Works Project of the Year, 2012 (St.
George City, Little Valley Pickleball
Complex)

Steve Hansen, P.E., S.E.

Steve has 14 years experience in the industry with a broad spectrum of civil and structural engineering projects. He has completed numerous parks and recreation projects and has served as project manager for the Andy Ballard Equestrian Center in Draper, Utah, and the 11th Avenue Park Improvements project in Salt Lake City, Utah.

Part of Steve's experience includes water and structural design for recreation projects including parks and other municipal facilities. He recently completed the Sullivan Virgin River Soccer Park Splash Pad project and the Fillmore City Park Splash pad project. As part of the Ogden Water Treatment re-construction project, Steve participated in the design of a zero scape low water use employee and visitor park.

With his structural background, Steve has designed several park structures including pavilions, restrooms buildings, foundations for playground equipment, and retaining walls. His recent experience includes the Wellington Pavilion design and the Mt. Ogden Golf Course Pavilion Structure.

EXPERIENCE

Parks and Recreation Experience

- Salt Lake City 11th Avenue Park Improvements Project
- Draper Andy Ballard Equestrian Center
- Jordan River Trail Pedestrian Bridge Abutment
- Sullivan Virgin River Soccer Park Splash Pad
- Fillmore Park Splash Pad
- Seegmillar Park Pre-Fab Storage Building Project
- Mt. Ogden Golf Course Pavilion Project
- Wellington Pavilion Project

Project Manager Experience

- Andy Ballard Equestrian Center, Draper, Utah
- 11th Avenue Park Improvements Project, Salt Lake City, Utah
- Eagle Mountain 2.5 MG Water Storage Tank, Eagle Mountain, Utah
- Herriman 2.0 MG Water Storage Tank, Herriman, Utah
- Herriman 5.0 MG Water Storage Tank, Herriman, Utah
- Stansbury Park 3.0 MG Water Storage Water Tank, Stansbury Park, Utah



STEVE HANSEN, P.E., S.E.
Project Manager

Education

M.S. - Civil Engineering
Brigham Young University

YEARS IN PROFESSION

14; 7 with Sunrise

REGISTRATIONS

Professional Engineer: Utah No. 5048199, Nevada No. 018101, California No 70192, North Dakota No. 8015, Arizona No. 59754
Structural Engineer Utah No. 5048199

Cody Howick, P.E.

Mr. Howick has proficient knowledge and experience in the planning, design, and construction of various engineering projects ranging from municipal engineering to land development. A great deal of his experience has come from design, and construction administration of community parks and recreation projects; he has been personally involved in over 50 park projects in his career with Sunrise Engineering.

Many of his projects have involved public participation for scoping and project development; this has given him a thorough understanding of how to reflect public input into the final result of a park improvement project. He is particularly attentive to the Owner's needs, and seeks to implement the Owner's vision in his projects. Mr. Howick also has a great deal of experience with various modeling software (AutoCAD Civil 3D, AutoCAD Impressions, ArcGIS Online, SurvCE, Micro-station, H2ONet, SewerCAD, etc.) which have been essential in the planning and design of past projects.

EXPERIENCE

Parks and Recreation

- Southern Utah University Tennis Court Reconstruction
- Southern Utah University Pickleball Courts
- Southern Utah University Soccer Field Improvements Project
- Washington City Parks and Recreation Master Plan
- Ivins City Parks and Recreation Master Plan
- Panguitch City Trails Master Plan
- Parowan City Trails Master Plan
- St. George City Little Valley Pickleball Facility Phase I and II
- St. George City Little Valley Soccer Fields Phase V
- St. George City Fields Phase IV Grading
- St. George City Firehouse Park
- St. George City Elks Field Relocation
- St. George City Bloomington Pickleball Courts
- St. George City South Block Regional Park Concepts
- Santa Clara City Claude Drive Trail Connector
- Santa Clara City Parks and Recreation Impact Fee Facilities Plan and Analysis
- Santa Clara City Gubler Park Improvements Project
- Salt Lake City 11th Avenue Park Improvements - Tennis and Pickleball Courts
- Snyderville Basin Recreation District Trailside Park Tennis Courts
- Caliente City Meadow Valley Wash Linear Park Improvements Project
- Caliente City Dixon Park Improvements Project
- Caliente City Rose Park Improvements Project
- Caliente City Super Park Improvements Project
- Caliente City Rail City Linear Park Improvements Project
- Caliente City Highway 93 Pedestrian Route Improvements Project
- Caliente City Pool Park Complex Phase II Project
- Lincoln County Pioneer Park Upgrades
- Lincoln County D.C. Day Park Upgrades
- Lincoln County Fair and Rodeo Grounds Project
- Lincoln County Echo Canyon Campground



CODY HOWICK, P.E.

Project Planner

EDUCATION

B.S. in Civil Engineering
Utah State University

YEARS IN PROFESSION

9; 9 with Sunrise

REGISTRATIONS

Nevada No. 021987
Utah No. 8159105-2202

MEMBERSHIPS

National Recreation and
Park Association (NRPA)
Utah Recreation and Park
Association (URPA)
Nevada Rural Water
Association (NvRWA)
American Society of Civil
Engineers (ASCE)

AREAS OF EXPERTISE

Parks and Recreation, Master
Planning, Municipal Engineering

AWARDS

Utah Recreation and Parks Association
Innovation of the Year Award, 2012
(St. George City, Little Valley Pickleball
Complex)
APWA Southern Utah Branch Public
Works Project of the Year, 2012 (St.
George City, Little Valley Pickleball
Complex)

Jarom Hlebasko, G.I.S.P.

Mr. Hlebasko has been involved with numerous GIS projects throughout the states of Utah, Wyoming, Idaho, Arizona, and Nevada. He has 10+ years of experience with Sunrise Engineering providing mapping services and analysis through ArcGIS for Desktop software, ArcGIS for Server software, and ArcGIS Online (in the cloud) infrastructures, much of which have been in the areas of utility mapping (Water Distribution Systems, Sanitary Sewer Systems, Storm Water Systems, Irrigation Systems, and Power/Electrical Systems), transportation, recreation, and facility management. He has vast experience and knowledge in ESRI Software and Extensions, ArcGIS Online for Organizations, and GPS data collection methods. Jarom has hands-on managing experience with ArcGIS for Server providing and maintaining hosted services, versioning workflows, disconnected editing, synchronization, SDE databases, and best practices for publishing content. Jarom also utilized ArcGIS for Server in the creation of custom Web applications based on the client's needs.

Other areas Jarom has proficiency in include parcel development, 3D Analysis, Spatial Analysis, Raster Analysis, Topology, Geodatabase design and organization, and cartography. As the GIS Team Leader and Specialist, Jarom prides himself on finding answers to real-world questions and exhibits best practices and implementation techniques on any scale of work.

EXPERIENCE

Geographic Information Systems (GIS) and Mapping

- Afton Water and Sewer System
- Caliente City Water, Sewer, and Power System and Zoning Implementation
- Centerfield Water, Sewer, and Cemetery System
- Delta City Water and Sewer System and Zoning Implementation
- Enoch City Sewer System, Addressing, and Zoning Implementation
- Enterprise City Water, Sewer, and Power System
- Eureka Water and Sewer System
- Fillmore City Water, Sewer, and Cemetery System and Zoning Implementation
- Fredonia Sewer System
- Gunnison City Water, Sewer, Irrigation, Stormwater, and Cemetery System and Zoning Implementation
- Iron County Parcel Management
- LaVerkin City Water and Irrigation System
- Leeds Transportation Management
- Lincoln County, NV Addressing, Parcel Management, and Zoning Implementation
- Lincoln County, NV Transportation Management
- Lincoln County, WY School District Transportation Management
- Kane County Water Conservancy District Water System
- Panguitch City Trails Master Plan and Application Development
- Parowan City Trails Master Plan
- Rich County Parcel Management
- Santa Clara City Water, Sewer, Irrigation, Stormwater, and Power System
- Santa Clara City Addressing, Park Recreation, Zoning, and Government Implementation
- Springdale Water, Sewer, and Irrigation System
- Uintah County Trails Management
- Wasatch County Parcel Management
- Victor City GIS and Planning



JAROM HLEBASKO, G.I.S.P.
GIS Specialist

EDUCATION

B.S.- Engineering Technology
Southern Utah University, 2007
A.A.S - Design Technology
Southern Utah University, 2007
2 Yr. Certificate, GIS
Southern Utah University, 2007
1 Yr. Certificate, Civil Design
Southern Utah University, 2007

YEARS IN PROFESSION

10; 10 with Sunrise

REGISTRATION

GISP Licensed

AREAS OF EXPERTISE

GIS Management and Analysis
GIS Utility Systems and Transportation

Kelvin Smith, E.I.T.

Mr. Smith has been educated in numerical modeling, GIS for desktop and GIS Web Applications. His experience with GIS Web Application development and GIS Data Analysis allows for a seamless transition to import GIS data into various computer models. His understanding of engineering being done with GIS information adds value to Cedar Hill's project by focusing on the GIS Application deliverable with the knowledge of how the GIS information could be used for future projects.

EXPERIENCE

Parks and Recreation

- Ivins City Parks and Trails Master Plan
- Lincoln County Pioneer Park Upgrades
- Lincoln County Echo Canyon Campground
- Parowan City Trails Master Plan
- White Pine County Camp Success Preservation and Enhancement Phases I and II
- Washington City Parks and Recreation Master Plan

GIS Analysis and Development

- Caliente City ArcGIS Online Services
- Ivins City Parks and Trails Master Plan
- Lincoln County Water District Water Master Plan
- KCWCD Water System Viewer Web App
- Panaca Dike Evaluation and Model Analysis
- Parowan City Trails Master Plan
- Santa Clara Local Government Web App
- Santa Clara Utility Systems Web App
- Washington City Parks and Recreation Master Plan

Master Planning and Studies

- Alamo Stormwater Master Plan
- Caliente Stormwater Master Plan
- Eagle Valley Stormwater Master Plan
- Panaca Stormwater Master Plan
- Pioche Stormwater Master Plan
- Rockville Pipeline Company Water Master Plan
- Washington City Wastewater Master Plan

Municipal Engineering

- Caliente City Municipal Engineering Services
- Caliente City ArcGIS Online Services
- Lincoln County Miscellaneous Engineering Services
- Panaca Farmstead Association Miscellaneous Engineering Services
- Pioche Town Miscellaneous Engineering Services
- Pioche Public Utilities Miscellaneous Engineering Services
- Springdale Town Municipal Engineering Services
- Washington City Miscellaneous Engineering Services



KELVIN SMITH, E.I.T.
Data Analyst

EDUCATION

M.S. - Civil Engineering, Brigham Young University, 2013
B.S. - Civil Engineering, Brigham Young University, 2012

YEARS IN PROFESSION

3; 3 with Sunrise

AREAS OF EXPERTISE

Parks and Recreation, Master Planning, Watershed Modeling, Hydraulic Modeling, Municipal Engineering, Water Systems

Project Understanding and Approach

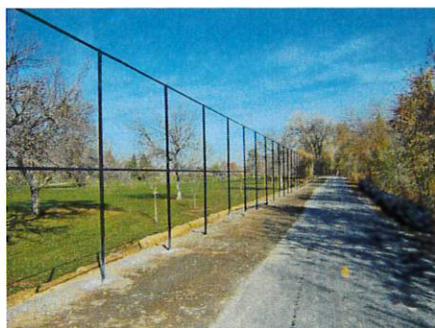
Project Understanding and Approach



Trailside Park - Park City, Utah



11th Avenue Park - Salt Lake City, Utah



Jordan River Parkway - Salt Lake City, Utah

SUMMARY OF KNOWLEDGE ABOUT CEDAR HILLS

The previous Qualifications Section has demonstrated Sunrise’s history and experience of working with cities and municipalities in Utah. The foundation of our business is the relationships we have with the cities and towns that we serve, and our ability to meet their planning, design and construction needs.

Sunrise Engineering has accomplished the tasks described in this RFP scope of work for several communities similar in size to Cedar Hills. We will apply the following knowledge of the area to benefit Cedar Hills.

1. Familiarity with City ordinance, codes, design, and construction standards.
2. Involvement with community programs and surrounding events such as the Family Festival, Cedar Hills Golf Club, and the American Fork Half Marathon.
3. Knowledge of State code 11-36a-601 regarding the planning and impact fees of a city’s parks, trails, and recreational systems.
4. Proficiency in coordinating multiple City departments and varied points of view.
5. Responsive service to support the City in meeting schedule requirements.
6. Experience with financing and implementing plans associated with capital improvements planning, specifically with regards to impact fee facilities plans and analyses.
7. Broad range of planning and GIS services to meet the City’s needs.
8. Working with knowledge of soil types, climate, construction industry, construction costs and other local factors having worked in southern Utah for 20 plus years.
9. Reject any work for private groups within those cities for whom we provide planning and professional services.

PROJECT UNDERSTANDING AND APPROACH

We understand that the City of Cedar Hills is seeking assistance in creating a Comprehensive Parks, Trails, and Recreation Master Plan that will incorporate community goals and objectives, and formulate implementation strategies. Sunrise has completed numerous parks and recreation planning design and construction projects for both large and small communities. Although the scope and level of detail can vary from planning efforts to projects, our commitment to providing our clients with a cost effective solution which meets their individual needs remains constant. **In preparing our proposal and reviewing the scope of work in the RFP, we feel that you have covered the required services very well.** In this section we will identify specific solutions to critical objectives and tasks we feel are key elements in the proposed master plan.

1. Objective: Develop a public outreach strategy

Solution: Developing and administering a community needs and preference survey will require input and involvement by Cedar Hills residents, City staff, and local agencies, as well as recreation and community groups. To facilitate this, we propose the following:

- Public meetings and workshops – our existing relationships will be valuable in bringing local agencies together and helping to find common ground. Sunrise, a local business, will coordinate these public meetings with the City and its residents to extract concerns and opinions regarding the existing planning, vision, design, construction, and policies with regards to parks, trails and recreation within the City. A well-publicized “unstructured” workshop to generate themes and issues in a non-threatening, informal setting will be used to obtain opinions from the community.



W and M Butterfield Park - Herriman City, Utah



Firehouse Park - St. George, Utah



Lincoln County Fair and Rodeo Grounds - Panaca, Nevada

- **Public surveys and comments** – one of the most difficult tasks in any planning effort is the ability to reflect public opinion in a plan. Sunrise will utilize a scientific approach involving Survey Monkey via emails, interactive GIS mapping via the cloud, and other methods to inform the public and solicit their input and direction in the planning process.
- **Town hall meetings** – we believe the direction of the plan should receive input from the community and its stakeholders. Once the information has been assembled and available mapping updated, Sunrise will present the information for discussion. At this meeting the multitude of ideas can be discussed, bringing a focus to the key projects, policies, and programs that will become the basis of the plan.
- **Needs Assessment** – assessing the needs allows an understanding of issues and concerns that are confronting the community and City. In conjunction with information derived from the public input process, there are other factors that should be considered as part of the needs assessment such as a trends report, resource inventory and evaluation, conditions assessment, participation rates and use patterns, planning unit profiles, relationships to other plans, and literature.

2. **Objective:** Identify and evaluate existing and proposed facilities

Solution: Many efforts have already been made by the city to plan for parks and recreational facilities. GIS data will be gathered from the City and this data will assist us in building a preliminary focus-driven GIS web application that shows parks, trails, and recreation systems that the city has already developed or plans to develop in the future.

- **Existing facilities inventory** – we will use an interactive GIS web application, matrices, and charts to identify existing recreational facilities by general type, classification, offerings, developed versus undeveloped, uses, and conditions.
- **Identify and characterize improvements** – with additional information coming from public input and stakeholders, Sunrise will take this data and merge it into the GIS database to heighten collection processes and maximize efficiency. Sunrise will perform an in-depth GIS analysis of park conceptual locations, service area maps to expose deficiencies, gaps in trails and pedestrian route networks, parks and trails connectivity, identify origin and destination points, identify regional significances, detect accessibility options and implications, consider unique facilities and services, and classify general condition of the facilities.
- **Define existing and desired level of service** – from the existing inventory we will establish an existing level of service for each recreational facility type. We will communicate with the City to understand the community’s objectives and goals for opportunities for each facility type, we will analyze build out conditions, and we will consider NRPA recommendations for levels of service for each recreational type to establish a desired level of service for the community.

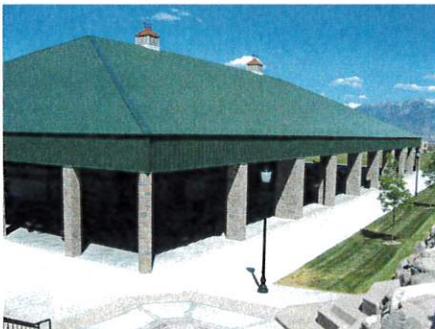
3. **Objective:** Implementation of the master plan

Solution: The finalized document, GIS database and mapping components for the Cedar Hills Parks, Trails, and Recreation Master Plan will be delivered to the City and can be published online through the means of web applications for access by the City, participating stakeholders, and the public. With the GIS mapping analysis and the review of policies and programs, Sunrise will:

- **Goals, objectives, and policy development** – in consultation with the City, we will review existing policies and identify similarities as well as differences for review by the City. We will review and compile goals, objectives, policies and standards for the planning, design and construction of potential recreational facilities that may be implemented as a basis for city use.
- **Ensure financial viability** – we will prepare cost estimates and forecasts based upon recent bid tabulations in the Utah Valley and Salt Lake Valley. We will prepare phasing plans and prioritize recommended project based on projected cash flow. We will identify potential funding sources and provide support to the City in applying for such funding.



Gubler Park Improvements Project - Santa Clara, Utah



W and M Butterfield Park - Herriman City, Utah



Mill Creek Shared Use Trail - Washington, Utah

- **Adoption of the master plan** – we will prepare a written summary report of the items discussed and subsequent recommendations for potential projects, policies, standards programs, etc. This document and all the GIS mapping will be presented to the Planning Commission and City Council.

We recognize that the City will have certain visions and concepts they will want implemented in the master plan. We will adapt our approach to ensure that your objectives and goals are captured in the final product.

INNOVATIVE TECHNIQUES

Based on past experience we consider the use of an interactive GIS database an innovative technique in the communication of a master plan. GIS provides unique, clean, and practical mapping solutions to any recreational system. Sunrise can gather, analyze, host and support your GIS database and make it available to the public through the cloud or city website. The GIS platform provides an effective, efficient, and powerful planning tool for your recreational systems. In order to produce a streamlined analytical implementation plan of the parks, trails and recreational facilities, these specific GIS concepts and tools will be employed.

- **Database creation** – set up domains and subtypes to reduce human error and redundancy issues.
- **Inventory** – from this database creation, one can provide customized data entry for parks, trails, and recreational facilities such as recreational offerings, amenity lists, ADA access, maintenance records, billing records, record reservations and events, etc. These solutions are highly adaptive, and our GIS team will work with you to find the information that fits your needs.
- **Service areas** – set up service areas based upon classifications to detect gaps in networks and address areas of deficiency.
- **Route network connectivity** – use automated topology best practices to address connectivity issues (dangles, pseudos, gaps, overlaps) and fix such areas.
- **Proposed facility priorities** – use symbolization to classify the proposed facilities according to the priority of which facilities need to be constructed right away versus the non-pressing ones.
- **Facility conditions** – with input from the city and stakeholders, assign condition values inside the facility system network. We will create an online collection process that will allow cities to collect condition values by adding point data to the network while they are in the field observing each facility.
- **Cost tools** – after identifying deficiencies in the facilities, we can perform a least cost facility analysis.

With information coming from public input, city staff, city officials and other stakeholders, Sunrise will take this preliminary data and create an intuitive GIS database to heighten collection processes and maximize efficiency. Sunrise will perform an in-depth GIS analysis of park acreage, buffers, services areas, trail mileage, gaps in the trail networks, identify regional significances, detect accessibility options and implications, and classify general condition of the facilities. This GIS database would then be given to the City upon completions of the plan and can be used as a powerful management tool of your valuable assets.



Dixon Park Complex - Caliente, Nevada

SPECIFIC ISSUES THAT MAY APPLY TO CEDAR HILLS

The National Recreation and Park Association (NRPA) has identified and established standards for the development of park facilities to help communities set guidelines for the types, sizes, proximity, and number of recreational facilities that should be provided for the community. The NRPA cautions communities that these standards are only guidelines, and that each community can adjust these standards to meet their individual requirements. We would recommend Cedar Hills consider the following points when determining a target level of service:

- NRPA standards are tailored more for an urban environment
- Cedar Hills is located in an ideal location for access to outdoor recreation and natural parks.
- In many instances, recreational facilities such as community centers, golf courses, etc. are not accounted for in the target, but enhance the recreational opportunities for local residents.



Meadow Valley Wash Shared Use Trail - Caliente, Nevada

Cedar Hills is located in a region known for a variety of outdoor recreational opportunities. Its close proximity to golf courses, state parks, national parks, national forests, etc. add to the recreational needs of the community. Therefore, it may not be necessary for the City to strictly adhere to these guidelines, however, these standards and guidelines are beneficial in planning and developing a recreational facilities master plan.

TENTATIVE SCHEDULE

Tasks	Start Date <i>(date)</i>	End Date <i>(date)</i>	Duration <i>(days)</i>
Execute Agreement for Professional Services	1-Mar-17	2-Mar-17	1
Kickoff Meeting with City / Discuss Plan Goals & Objectives	8-Mar-17	9-Mar-17	1
Develop & Adminster Community Needs Survey	10-Mar-17	30-Mar-17	20
Facilitate Workshops, Public Meetings & Town Hall Meetings	10-Mar-17	29-May-17	80
Analyze and Collect Data from Public Outreach Programs	30-Mar-17	6-Apr-17	7
Inventory of Existing Facilities (Parks, Trails, & Recreational Facilities)	8-Mar-17	7-Apr-17	30
Identify & Characterize Proposed Facilities (Parks, Trails & Recreational Facilities)	7-Apr-17	7-May-17	30
Level of Service Analysis	7-Apr-17	7-May-17	30
Establish Demand / Needs Assessment and Analysis	7-May-17	14-May-17	7
Develop Schedules / Prepare Cost Estimates	14-May-17	21-May-17	7
Identify Goals, Objectives, Policies and Standards	21-May-17	24-May-17	3
Agency Action Plan for Proposed Facilities	24-May-17	27-May-17	3
Prepare Written Report and Exhibits	27-May-17	26-Jun-17	30
Prepare & Present Plan to Planning Commission & City Council	26-Jun-17	10-Jul-17	14
Total	1-Mar-17	10-Jul-17	131

This schedule assumes timely reviews by external agencies, SEI cannot be liable for actions or schedules beyond its control

Person Hours and Cost

Person Hours and Cost

The following is a summary of the proposed cost, with a detailed cost proposal in the chart below including estimated hours spent by each staff member on each task, billing rates and total cost.

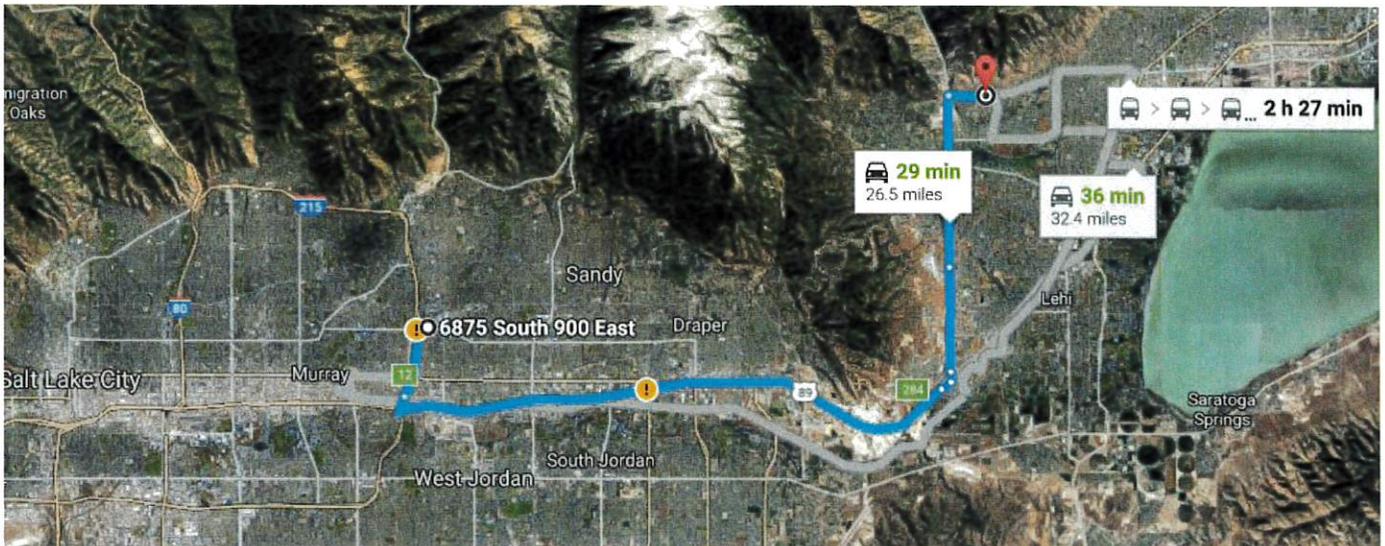
CEDAR HILLS LEISURE SERVICES COMPREHENSIVE PARKS, RECREATION AND TRAILS MASTER PLAN SERVICES Project Management Plan Sunrise Engineering, Inc. Project Engineer's Estimate of Professional Services										
TASKS PROPOSED	STAFF MEMBER	Joseph Phillips	Steve Hansen	Cody Howick	Jarom Hlebasko	Kelvin Smith	Reimbursable Expenses		HOURS PER TASK	COST PER TASK
	TITLE	Principal-In-Charge	Project Manager	Project Planner	GIS Specialist	Data Analyst	Mileage	Copies, Boards, Other, etc.		
	RATE	\$159	\$141	\$125	\$99	\$99	\$0.59 /	~		
Kickoff Meeting with City / Discuss Plan Goals and Objectives	Hours Cost		3 \$477	10 \$1,250			632 \$373	\$100	10	\$2,200
Develop & Administer Community Needs Survey	Hours Cost	1 \$159	8 \$1,272	2 \$250	18 \$1,782				21	\$3,463
Facilitate Workshops, Public Meetings & Town Hall Meetings	Hours Cost		8 \$1,272	2 \$250			92 \$54	\$200	2	\$1,776
Analyze and Collect Data from Public Outreach Programs	Hours Cost		2 \$318	2 \$250	6 \$594	12 \$1,188			20	\$2,350
Inventory of Existing Facilities (Parks, Trails, & Recreational Facilities)	Hours Cost		4 \$636	2 \$250	16 \$1,584	4 \$396			22	\$2,866
Identify & Characterize Proposed Facilities (Parks, Trails & Recreational Facilities)	Hours Cost	1 \$159	4 \$636	10 \$1,250	4 \$396	6 \$594	540 \$319	\$100	21	\$3,454
Level of Service Analysis	Hours Cost			2 \$250		8 \$792			10	\$1,042
Establish Demand / Needs Assessment and Analysis	Hours Cost			2 \$250	8 \$792	8 \$792			18	\$1,834
Develop Schedules / Prepare Cost Estimates	Hours Cost			4 \$500	2 \$198	8 \$792			14	\$1,490
Identify Goals, Objectives, Policies and Standards	Hours Cost	1 \$159		4 \$500		4 \$396			9	\$1,055
Agency Action Plan for Proposed Facilities	Hours Cost	1 \$159		4 \$500		4 \$396			9	\$1,055
Prepare Written Report and Exhibits	Hours Cost	1 \$159		4 \$500	8 \$792	40 \$3,960		\$100	53	\$5,511
Prepare & Present Plan to Planning Commission & City Council	Hours Cost		4 \$636	16 \$2,000	4 \$396	2 \$198	540 \$319	\$200	22	\$3,749
HOURS PER STAFF MEMBER		5	33	64	66	96			231	
COST PER STAFF MEMBER		\$795	\$5,247	\$8,000	\$6,534	\$9,504	\$1,064	\$700		\$31,800

Assumptions

1. Meetings with the City will include a kickoff meeting, and a level of services/proposed improvements meeting.
2. The cost does not include consideration of any recreational program offerings
3. The public participation process will include two public meetings, and development of a survey to be sent by the City via emails, flyers, and social media.
4. A statistically valid community survey is excluded from the cost and scope of work.
5. Meetings with UVHBA and/or independent reviews are not included in the scope of work or cost.
6. A single round of revisions following the draft report is included in the scope of work and cost. Additional revisions have been excluded.
7. It is assumed the City will provide the following:
 - A. Work elements and recommendations from the general plan.
 - B. Coordination with various boards, governmental departments, agencies, community groups, etc.
 - C. Scheduling and arranging for facilities for meetings.
 - D. Provide a supportive role in each task outlined in the RFP within the available budget.
8. One presentation will be given to the City Council/Planning Commission.

Sunrise understands that the City has a budget for completion of this master plan and will work with the City to adjust the scope of work as required to fit within the available budget.

Availability/Location of Key Staff



The Cedar Hills City Offices are only a 30 minutes drive from our Salt Lake City Office

Availability/**Location of Key Staff**

Sunrise Engineering’s managers and support staff are typically working on three to six projects at any given time. However, as critical milestones and deadlines approach, their time is focused on meeting your project commitments. We have the staff size and resources to delegate tasks as needed so that our team can give your project 100% of the time and staff needed to meet your schedule.

Sunrise Engineering’s Salt Lake City Office is located at 6875 South 900 East Salt Lake City, Utah. That is about 25 miles away, and a 30 minute drive. Jarom Hlebasko is located out of our Cedar City office. This is where the majority of the GIS work will be performed.

The majority of the work will be out of our Salt Lake and Washington offices. Steve Hansen will work out of the Salt Lake office and although Cody Howick, Joe Phillips, and Kelvin Smith are based out of the Washington office, they will work from our Salt Lake City office at strategic times and will always be available to meet with Cedar Hills.

References

References



Sunrise Engineering is committed to producing quality work and lasting relationships. We are the only firm in the United States that has received the National PSMJ Premier Client Satisfaction Award for the seventh year in a row.

The Premier Award honors Architecture/Engineering/Construction firms that provide their clients with top quality communications, impressive performance and cost effective solutions.

Our clients' confidence in our skilled engineers has led to long term relationships and years of successful projects.

Salt Lake City Corporation

Ron Salisbury - Landscape Architect III
801.535.6157
ronald.salisbury@slcgov.com

Washington City

Roger Carter - City Manager
435.656.6300
rcarter@washingtontcity.org

Ivins City

Benny Sorenson - Parks and Recreation Director
435.634.0689
bsorensen@ivins.com

Southern Utah University

Ben Johnson - Manager of Building Maintenance, Repairs, and Project Administration
435.586.7716
johnsonb@suu.edu

Iron County School District

Hunter Shaheen - SDBO/Energy Specialist
435.704.4517
hunter.shaheen@ironmail.org

St. George City

Jeff Peay - Parks Planning Manager
435.634.5849
jeff.peay@sgcity.org

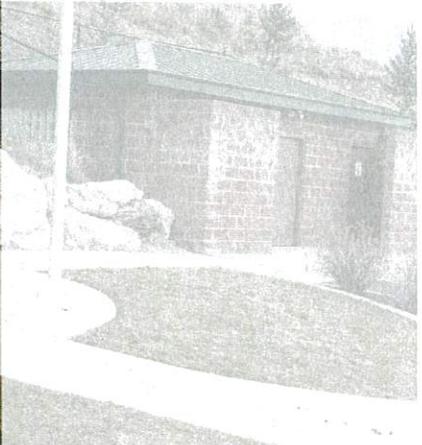
Santa Clara City

Brad Hays - Parks Director
435.656.4690
bhays@sccity.org



CEDAR HILLS: COMPREHENSIVE
 PARKS, TRAILS, & RECREATION
 MASTER PLAN SERVICES
 ATTN: CHARL LOUW
 10246 N CANYON ROAD
 CEDAR HILLS, UTAH 84062

RESPONSE TO RFP
 15 FEBRUARY 2016





February 15, 2017

Charl Louw, CPA
Finance Director
1246 N Canyon Road
Cedar Hills, UT 84062

SUBJECT: CEDAR HILLS COMPREHENSIVE PARKS, TRAILS, AND RECREATION MASTER PLAN SERVICES

Dear Mr. Louw,

We thank you for the opportunity to submit a proposal for the Cedar Hills Comprehensive Parks, Trails, and Recreation Master Plan Services project. We have assembled a well-qualified team with experience in high quality master planning and park design. We have a solid reputation for meeting clients' needs through clear communication of vital information, and are experts at understanding and meeting project budgets and timeframes.

The following staff is committed to your project: Jay Bollwinkel, Principal-in-charge; Dan Sonntag as Project Manager; and Kathryn Sonntag providing research, documentation and other master planning support. Susan Becker and Scott Aylett of Zion's Bank Finance will provide fund sources and GIS mapping. Please be assured our senior management will continuously review progress in an effort to maintain quality control and respond most appropriately to clients' needs. Please contact us at any time to provide feedback so your project meets your needs.

Qualifications Summary & Subconsultants: MGB+A has current parks and recreation master plan experience. We are currently finishing up the Cedar City Parks and Recreation Master Plan update. Our most notable recent project is the award-winning Logan City Parks and Recreation Master Plan. The Logan Plan has been an effective tool in guiding the City Council to reserve land and install critical elements as Logan City expands. **Subconsultants:** We propose using Cedar Hills' GIS mapping department to make GIS maps, which will reduce our fee by \$2,500 on this project. In the event Cedar Hills would prefer *not* to provide the GIS mapping, Scott Aylett of Zions Public Finance will provide this service (fee already included).

Specialized Services: Up to date aerial photography with our in house drone (pilot license # 3936742), and our experience collecting data through statistically accurate online surveys. MGB+A is expert in park design and cost estimating. Zions Public Finance is GIS capable and are experts at identifying sources for project funding.

We look forward to meeting with you to further discuss our team's qualifications.

Sincerely,

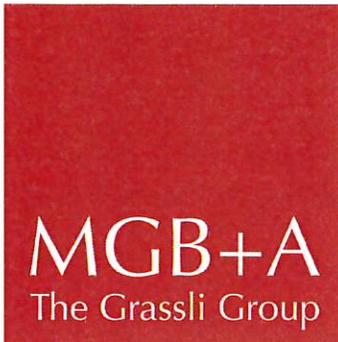
A handwritten signature in red ink that reads "Jay Bollwinkel".

Jay Bollwinkel, ASLA, AICP, LEED ND
Principal/Corporate President, MGB+A

table of contents



02	SIGNED TRANSMITTAL LETTER
04	FIRM CAPABILITY
07	FIRM QUALIFICATIONS
10	PROJECT UNDERSTANDING AND APPROACH
19	PERSON HOURS AND COST AVAILABILITY/LOCATION OF KEY STAFF

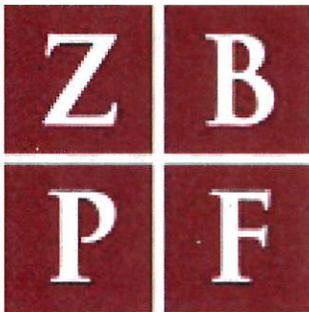
**Main Office:**

145 West 200 South
Salt Lake City, -Utah 84101

Jay Bollwinkel, Principal In Charge
Dan Sonntag, Project Manager
Kathryn Sonntag, Planning

The MGB+A Design Team has nearly 50 years of experience combining personnel and project management from design development to project implementation. The team is recognized for its ability to satisfy the desires and interests of clients with sound planning, design, and installation principles. The members of the MGB+A Design Team have considerable experience in a wide range of professional offices throughout the United States. This range of experience provides a substantial knowledge base for innovative design and construction solutions.

The essence of the MGB+A Design Team's design approach is a process which defines the problem, compiles and evaluates the essential data, develops design alternatives based on the findings of the research and inventory, and derives a final solution. An integral part of this process is the creative interaction between client, design team, contractor, and project user. Continuous involvement of the client in the project, from its initial stages through final design and installation, assures a solution based on client needs.

**ZIONS BANK PUBLIC FINANCE****Main Office:**

One South Main Street, 18th floor
Salt Lake City, Utah 84133-1109

Scott Aylett, GIS
Susan C. Becker, Economic Consulting

Zions Public Finance, Inc. (ZPFI) is comprised of a team of 21 professionals committed to providing unparalleled service to municipal entities, local districts, government agencies and private clients throughout Utah and the Intermountain West. We have two primary service areas: 1) financial advisory to assist governmental entities in the bonding and disclosure/reporting process; and 2) municipal consulting services focusing on economic development, planning, real estate development advisory, feasibility studies, capital facility planning and fee-related services.

Our Municipal Consulting Group, an integral part of ZPFI, is well known and respected throughout the Intermountain Region for its leadership in economic development, redevelopment, market analysis, real estate development advisory, capital facility finance planning, feasibility studies and fiscal/economic impacts analysis.

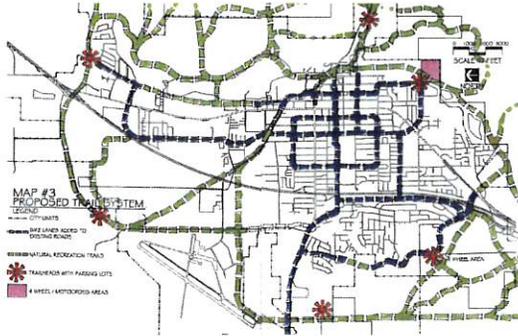
The consultants at Zions have a depth of experience in recreation projects, including needs assessments, statistically-valid surveys, public involvement, fee structures and recreation funding strategies. Within the last two years we have evaluated the financial feasibility and funding options for a sports complex in Saratoga Springs; researched and reviewed funding options for alternative recreation expansion plans in Park City; and have written various park fees for Henderson NV, Layton, Herriman, Weber County and Springville. We are currently assisting with a Parks Master Plan for and writing park fees for Orem UT, drafting fees for South Weber and Wellsville and are evaluating financial scenarios for Salt Lake City Cemetery.

Staff Availability

Staff mentioned in this proposal will be available throughout the project, especially at key points.

Zions Bank opened its public finance operations in 1974. Zions merged with Smith Capital Markets in 1989 and acquired Discount Corporation of New York in 1993. In 1994 Zions changed the name to Zions Bank Public Finance. Zions Bank Public Finance began providing municipal consulting services in 2004. Zions Bank is a corporation licensed to operate within the State of Utah with a Salt Lake City business license (license number LIC1979099755).

RELEVANT AND UNIQUE EXPERIENCE



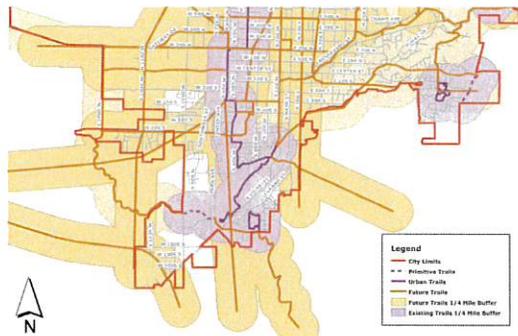
CEDAR CITY PARKS, REC & TRAILS MP

- Close to Wasatch Mountains.
- Similar city size.
- To be completed in spring 2017.



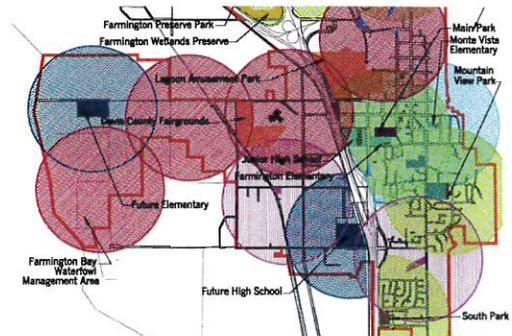
NORTH SALT LAKE REC MP

- Similar size and location next to the Rocky Mountains.
- NSL's trail system has the unique challenge of transitioning from urban to mountainous terrain.
- Parks on steep slopes.



LOGAN CITY PARKS & REC MP

- Trail connection from urban to mountainous terrain.
- UASLA Award winning master plan.
- In depth public input.



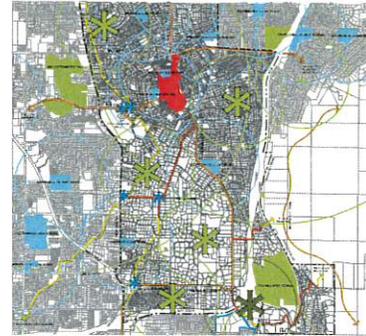
FARMINGTON PARKS & LEISURE MP

- Similar size and location adjacent to the Rocky Mountains
- Similar demographics as Cedar Hills.



AMERICAN FORK PARKS AND TRAILS MASTER PLAN

- Adjacent to Cedar Hills.
- Public input.
- American Fork provides some recreation to Cedar Hills Residents.
- Regional trans connect to Cedar Hills.



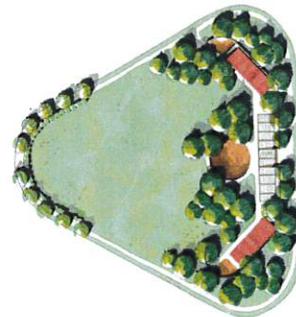
HOLLADAY PARKS, RECREATION, AND TRAILS MASTER PLAN

- Similar Demographics.
- Trail converting to from urban to mountains.
- School use recreation programs.



HIGHLAND OPEN SPACE & TRAILS

- Adjacent to Cedar Hills.
- Similar demographics.
- Regional trails that connect to Cedar Hills.



CEDAR PARK, CEDAR HILLS

- Located in Cedar Hills.
- Pavilions and other such amenities.

PROJECT TEAM | FIRM QUALIFICATIONS



CEDAR HILLS



DAN SONNTAG | PLA, ASLA
Project Manager, Availability 70%



JAY BOLLWINKEL | PLA, ASLA, AICP, LEED ND
Principal in Charge, Availability 75%



KATHRYN SONNTAG
Planning, Availability 80%



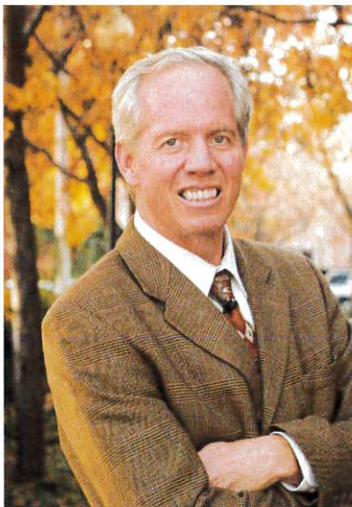
SCOTT AYLETT
GIS, Availability 20%



SUSAN C. BECKER
Economic Consulting & Planning,
Availability 20%

Principal

JAY BOLLWINKEL, ASLA, PLA, AICP, LEED ND



Landscape Architecture License
108570-5301



Mr. Bollwinkel manages complex projects from marketing, client relations and contract negotiation, through the design and construction document phase. Construction coordination is one of his strengths, emphasizing quality in construction installation techniques to achieve landscape architectural design intent. Mr. Bollwinkel excels in the realms of regional and city planning. He has participated in public workshops, such as Envision Utah, directing neighborhood groups and governmental agencies through complicated public input processes relating to controversial projects. He is an effective group facilitator and understands the importance of integrating opposing viewpoints into a consensus solution. Mr. Bollwinkel has also served his professional colleagues as a former president of the Utah Chapter of the American Society of Landscape Architects and various other community service organizations.

EDUCATION

Bachelor of Landscape Architecture and Environmental Planning:
Utah State University | Logan, Utah 1987
Associates of Arts and Sciences:
Ricks College | Rexburg, Idaho 1984

PROFESSIONAL AFFILIATIONS

American Planning Association
American Society of Landscape Architects

CERTIFICATIONS

Licensed Landscape Architect (UT, CA, AZ, ID, NV, MO)
American Institute of Certified Planners
Licenced Drone Pilot

RELEVANT EXPERIENCE

Logan City Parks and Recreation Master Plan
Farmington City Parks and Recreation Master Plan
North Salt Lake City Parks and Master Plan
Holladay Parks and Recreation Master Plan

Associate
Landscape Architect

DAN SONNTAG, ASLA, PLA



Landscape Architecture License
8280020-5301



Dan Sonntag is an award-winning Landscape Architect with expertise in Recreation Planning, Sports complex and Sports Field Design, Park and Open Space Planning, Wetland Mitigation, and Sustainable Stormwater Management. Mr. Sonntag brings many skills to the table including strong design ability, construction knowledge, graphic communication, riparian habitat knowledge, and project management experience. Mr. Sonntag was integral to the development of the Salt Lake City Regional Athletic Complex and is currently the project manager for the Elko City Sports Complex.

EDUCATION

Master of Landscape Architecture

Pennsylvania State University |
Pennsylvania, 2006

Emphases: Watershed Stewardship,
Wetland Design

Bachelor of Landscape Architecture and
Environmental Planning

Utah State University | Logan, Utah, 2004

Associate of Arts

College of Eastern Utah | Price, Utah, 2000

Portuguese Emphasis

RELEVANT EXPERIENCE

Farmington City Parks and Recreation
Master Plan

Cedar City Recreation Master Plan Update

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects

Utah Recreation and Parks Association

CERTIFICATIONS

Licensed Landscape Architect, Utah

AWARDS & SERVICE

2008-2014 Volunteer Scout Master,
Boy Scouts of America

2006 ASLA Merit Award, Graduate
Submission

2004 ASLA Honor Award,
Undergraduate Student Submission

Urban Planner

KATHRYN SONNTAG, ASLA



Kathryn is a skilled and intuitive planner and designer who specializes in creative problem solving and systems thinking. Ms. Sonntag brings a strong background in graphic and written communication, conceptual visualization, and natural and human ecologies. Most recently, she has been integral in the creation and successful dissemination of Envision Utah's state-wide visioning survey, the culmination of the Your Utah, Your Future campaign, spearheaded by Utah's Governor Herbert.

EDUCATION

Master of Landscape Architecture

Utah State University | Logan, Utah,
2014

Bachelor of Environmental Studies, Cum
Laude, Bachelor of English

University of Utah | Salt Lake City, Utah,
2008

AWARDS

2010-2012 Academic scholarships,
Utah State University

2001-2002 Academic scholarships,
University of Utah

RELEVANT EXPERIENCE

Your Utah. Your future. project

Envision Madison (Idaho)

Redwood Road Corridor Study

Cedar City Recreation Master Plan
Update

Economic Consultant and Planner

SUSAN C. BECKER

For the past 22 years, Susie has specialized in economic consulting and planning and has been the lead consultant on some of the largest and most challenging projects in the intermountain region. Susie wrote the Economic Best Practices for Salt Lake County that is an integral part of the Cooperative County Plan, created an urban renewal area (URA) which is the largest in the State of Utah for the town of Vineyard (former Geneva Steel Site), testified before the Governor's Legislative Task Force on economic policies and procedures in Utah and led a team that wrote and was awarded a \$5 million HUD sustainability grant for a consortium of government entities along the Wasatch Front including UDOT, UTA, Envision Utah, Salt Lake City, Salt Lake County, the University of Utah and others.

EDUCATION

Master of Business Administration,
University of Utah

MBA Ace and Dean's Scholar

Bachelor of Arts, Humanities, Brigham
Young University

RELEVANT EXPERIENCE

Draper Open Space Plan and Funding
Options

Park City/Snyderville Basin Recreation
Options

Prospector Square Financial Feasibility
Analysis

PUBLIC SERVICE AND AFFILIATIONS

Urban Land Institute, Mentor

Utah Redevelopment Association

Utah Economic Alliance

Utah League of Cities and Towns, Land
Use Task Force

WFRC Economic Development

SELECTED PRESENTATIONS

"Downtown Revitalization," Utah
League of Cities and Towns

"Basics of Market Analysis," Main Street
Annual Conferences

Geographic Analyst

SCOTT AYLETT

During his time with ZPFI, Scott has specialized in economic plans, retail and housing market studies, and the economic development and affordable housing portions of general plans. In addition to extensive analytical skills, Scott contributes considerable skills in GIS analysis to provide in-depth geographic analytics. He has extensive experience in using geographic land analysis to enhance economic and financial examination through mapping and tracking of market areas, demographics, and other relevant factors.

Scott interned with Spanish Fork City before joining ZPFI. While with Spanish Fork City, he conducted several analyses, including an analysis with recommendations to increase annual revenues and attendance at the City's water park. Other analyses performed while with Spanish Fork City included business licensing and sales tax revenues, contract analysis of solid waste collection, a market comparison of employee benefits, and a rate analysis of the curbside recycling program. Furthermore, Scott worked with the Office of Community and Economic Development on numerous development projects, including the administration of business licenses, annexations, zone changes, new development and redevelopment projects.

EDUCATION

Master of Public Administration, Brigham
Young University

Bachelor of Arts, Speech
Communications, University of Utah

RELEVANT EXPERIENCE

Holladay General Plan – Affordable
Housing and Economic Development

Murray General Plan - Affordable
Housing and Economic Development

APPROACH | PROJECT UNDERSTANDING



Demographics: Cedar Hills is a city of approximately 10,000 residents over 10 square miles and was the fastest growing city in Utah during the 1990s. Cedar Hills currently ranks second in Utah for median household income.

Existing Parks and Recreation Plan: The current Parks and Recreation Master Plan is an element of the General Plan completed in 1995. Much of the goals from this general plan element have been completed. The opening paragraph from that document establishes the vision for Cedar Hills:

“An open atmosphere has always been an identifying characteristic of the Cedar Hills area. It has perhaps been the primary factor that has drawn people here. A feeling of openness can continue amid residential and other development through the establishment of parks, trails and open space areas. In addition, the population requires ample recreational space. The City’s desire is to build a sufficient network of parks, connected by a trail system that will contribute to the healthy, active lifestyles of the residents while also contributing to maintaining the historical feeling of openness.”

ZAP Tax: The ZAP Tax initiative failed in the last election possibly due to a misconception about what was included. We understand that the City wants to use this new Comprehensive Parks, Trails & Recreation Master Plan to identify specific park and recreation elements that can be used to educate the public and build consensus for another ZAP Tax initiative.

Park Expansion Opportunity: There is a 12 acre park (Harvey Park) tentatively planned for a parcel east of Deerfield Elementary School. The City is in negotiations with the property owner. This parcel is flat and could accommodate rectangular fields if desired by the community.

Current Parks & Recreation Programs: Soccer is growing in popularity in the City and current facilities are not meeting the demand. Basketball (Junior Jazz) is the most popular activity that the City offers with 1000+ kids signed up to play this year. Games occur in the junior high and high schools. Practice occurs in elementary schools. Cedar Hills has no recreation center but having one in the future could be an asset to meet a growing need.

Existing Park Inventory									
Park Name	Turf Areas	Pavilion	Parking Lot	Rest-room	Play Structure	Soccer Field	Baseball Field	Ball Court	Trails
Sunset									
Forest Creek									
Cedar Run									
Heiselt’s Hollow									
Heritage									
Mesquite									
Timpanogos Cove									
Trailhead									

Trails: The City has various local trails in parks and neighborhoods that lead to regional trails like the Murdock Canal Trail on the south; Forest Creek Trail/Highland Trail on the north; and Bonneville Shoreline Trail on the east. These trails form a loop trail system around the City providing the community with walking and exercise opportunities.

Cedar Hills Golf Course makes up most of the City's open space area. The course is managed by Cedar Hills and extends into the Highland City limits. The golf course has been reconfigured to allow for other recreational opportunities. This area has steep slopes so passive recreation activities may be preferred.

Future Recreational Features: Cedar Hills has considered incorporating a splash pad or other aquatic facility and a skate park as part of their recreational offerings. The City would like to understand the desires of the community through a statistically valid preference survey to see if these features should be included in future park expansions. The survey could help understand other desired recreational amenities that may not be apparent to the city.

Cooperation with adjoining cities: Cedar Hills does not charge extra recreational fees for neighboring residents to participate in their recreation programs. Adjoining cities charge additional fees for Cedar Hill's residents to participate in their programs. American Fork accommodates baseball and soccer sports that can't be hosted by Cedar Hills because of limited space. There is a need for better cooperation between adjacent cities for recreation programs and park use to make sure that as many recreational needs can be provided as possible. The community preference survey must qualify respondents according to the city they are from so Cedar Hills can understand who is using the Cedar Hills rec services and what the local taxpaying citizens' desire vs non-residents.

The Master Plan update will analyze these options as well as other important parks, recreation, and trails data, to provide the City with a range of viable recreation opportunities in harmony with community needs.

The following is an outline of the recommended tasks to prepare the Comprehensive Parks, Trails & Recreation Master Plan. A representative from MGB+A and from Cedar Hills is expected to be at all Advisory Committee meetings, project team meetings, and public presentations.

INITIAL PROJECT ORGANIZATION

DEFINE ROLES AND RELATIONSHIP

- **Identify key personnel**, agencies, and individuals to develop communication and correspondence networks. Representative groups include Cedar Hills City Council and Planning Commission members; Beautification, Recreation, Parks and Trails Committee representatives; recreation program director; sports leagues personnel, etc.
- **Set up a Project Team** with MGB+A and Cedar Hills representatives who are responsible for executing the work according to contract.
- **Establish an Advisory Committee (AC)** with the City that will help guide the Comprehensive Parks, Trails & Recreation Master Plan to its fruition. Committee members may include members of the City Council; Planning Commission; Mayor; Beautification, Recreation, Parks and Trails Committee; and community members with interest in the Comprehensive Parks, Trails & Recreation Master Plan.

PROJECT MANAGEMENT

- **Mr. Dan Sonntag** will be the project manager for the consultant team, coordinating the efforts of the consultant with the Advisory Committee and others as required throughout the progression of the project. The balance of our team will assist in the development and production of the master plan, including cost estimates, diagrams, and related information.
- **Bi-weekly meetings** with the Advisory Committee will take place for a total of six meetings to complete this project.
 - Review timetable and milestones.
 - Assign roles and responsibilities.
 - Refine master plan approach and direction.
 - Review mission statement, goals, and objectives of the City relating to Comprehensive Parks, Trails & Recreation Master Plan activities.

Cedar Hills tasks:

- Set up Advisory Committee by selecting and contacting members, convening first meeting.
- Contact members to schedule and attend all Project Team meetings.
- Contact members to schedule and attend all Advisory Committee meetings.
- Act as liaison between City and Advisory Committee.

MGB+A tasks:

- Advise on selection of Advisory Committee.
- Write meeting minutes and all written materials establishing the committee, its goals, tasks, and schedule.
- Prepare agenda and take minutes for all Project Team meetings.
- Prepare agenda and take minutes for all Advisory Committee meetings.
- Act as Project Team leader.

TASK 1: COMMUNITY PARTICIPATION

The MGB+A Team's experience in facilitating meetings and communicating with the public will be an asset to the process. Our team provides information in an understandable form and has consistent success in bringing opposing sides to a consensus. We propose two public input meetings combined with an opinion survey to gather input and one open house to present final results. We recommend holding meetings at City Hall or other local venue as determined so it is easy for citizens to attend. Sample meeting agendas are shown on page 13.

- The first meeting with the Advisory Committee (AC) will focus on brainstorming important parks, recreation, and trails facilities and programs that exist, are needed in the community, and exist in other communities that would benefit the residents of Cedar Hills. Information will be used to develop maps and information for public meetings.
- Citizens of Cedar Hills will be invited via advertisement in utility bills, the city website, and social media. Inviting surrounding communities that benefit from Cedar Hill's recreation programs to the meeting will be considered.

Public Meeting #1 Goals: Listen and Record, Develop and Launch Survey

- The first public input meeting will help prioritize the list of parks and recreation elements according to the greatest need and be used to develop the community needs and preference survey questionnaire.
- The survey will be fully developed after meeting #1 and after AC review and input. The Survey will be digital in format and distributed via utility bills, the city website, and social media. We typically receive at least ten times the input online over people who attend the public input meeting.
- After accumulating information for two weeks online (or a time determined appropriate by the AC), we will review the survey and workshop results as well as existing documents, plans, programs, policies, and related information with the AC.
- Survey Quality Control: Adequate survey return and demographics sampling will be managed in such a way to make the survey results statistically valid.

Public Meeting #2 Goals: Review Ideas and findings with the Public

- Once a preliminary master plan is drafted based on input from public meeting #1 (Task 7 – Plan Adoption) and the survey results are synthesized (Task 3), we will assist the AC in hosting the second town hall meeting.
- Communicate inventory findings, survey results, cost estimates, and general proposed master plan direction.
- Obtain and record feedback on proposed park locations, recreation programs, and the trails master plan approach.
- We will summarize comments taken during public input meeting #2 and review with the AC. We will use this information to complete the final refinements for the master plan and cost estimate as directed by the AC.
- This draft will also be posted on social media for two weeks for input. Once all input is received, we will review with the AC and incorporate the relevant input and finalize the master plan (Task 7 – Plan Adoption).
- Present final master plan and cost estimate to the WC for approval prior to Planning Commission and City Council for adoption.

APPROACH | PROJECT UNDERSTANDING

Sample Public Input Meeting #1 – Brainstorming – Agenda

- 7:00 PM Welcome – Introduce AC & consultant team – explain listening/brainstorming process.
- 7:15 PM Introduce attendees to each other, the AC and the consulting team.
- Explain brainstorming and objectives for the meeting.
 - Discuss and brainstorm all needs, wants and desires of the master plan with the group.
 - Other general issues as discovered during the general session.
- 7:30 PM Breakout Groups (10-15 each) to receive individual input.
- Document needs, wants and desires on a large tablet or overhead projector where all can see.
 - Display AC committee prioritized facility needs.
 - Receive comments and brainstorm possibilities.
 - Create a prioritized list of parks, recreation, community art and trails needs, wants and desires.
- 8:00 PM Each group presents prioritized list to the overall group and receives input.
- 8:30 PM Each participant places stickers on the elements they feel are the most important.
- 8:45 PM Wrap up and announce next meetings. Adjourn.

Sample Public Input Open House Meeting # 2 Agenda

- 7:00 PM Welcome – Introduction to the Master Plan Process – Statement of Goals and Objectives for Meeting.
- 7:15 PM Display and explain the maps, graphs, matrices, graphics and costs.
- 7:30 PM Obtain input from the participants. This could be an informal open house setting or other as requested by the AC.
- 8:30 PM Wrap Up/Summary of input received and the City's master plan adoption process.
- 8:45 PM Adjourn.

Product(s)

- Site analysis plan showing existing and potential recreation sites.
- Two public input workshop and input summary.
- Opinion survey summary.
- Two Advisory Committee meetings.

Cedar Hills tasks:

- Collect all applicable materials from City staff and coordinating agencies. Deliver to MGB+A.
- Provide base maps with aerial photos and other layers of information (Task 2).
- Assist with mapping of all existing recreational sites (Task 2).
- Invite people to public workshop as advised by MGB+A.
- Compile database of workshop invitees and attendees for future notification and/or involvement.
- Distribute questionnaire via utility bill, City website, and social media (MGB+A to assist). .

MGB+A tasks:

- Advise on materials to collect.
- Present inventory and analysis of existing conditions (Task 2).
- Develop questionnaire (SurveyMonkey or equal).
- Set agenda for Public Workshops, recruit facilitators, and conduct workshops.
- Summarize and present workshop results (Task 3).
- Compile and summarize questionnaire results for review at public input meeting (Task 3)

TASK 2 – INVENTORY AND EVALUATION OF EXISTING AND PROPOSED FACILITIES

- Collect information from Cedar Hills, related agencies, and applicable others to assemble base data.
- Mapping existing parks, proposed parks, undeveloped park land, recreation facilities, trails (by type and surface material) and related structures and facilities including bridges, underpasses, parking lots, etc. parking lots, etc. – trailheads, shared/joint use of facilities with other communities, evaluation of level of usage, open space, public school grounds, private facilities, public facilities and recreation programs within the planning area.
- Cedar Hills to compile and synthesize all relevant reports, studies and other background data.
- After collecting the data from the City, the MGB+A team will conduct an on-site inventory and analysis of existing recreational site and facilities to determine their condition and significance, especially with regard to phasing and life-cycle cost estimating. This will include:
 - Existing school facilities that are used for community recreation activities.
 - Existing City Park and recreational facilities.
 - Road rights-of-way widths on major and collector roads (for trail use).
 - Canal rights-of-ways.
 - Vacant parcels accessible to the public.
 - Vacant parcels adjacent to recreational activities.
 - Cedar Hills, Utah County and any Federal lands regional trail system maps and plans.
 - Proposed sites as recommended by the City and Advisory Committee.
- Analyze information to determine constraints, opportunities, and needs.
- Gather population, characteristics, density, and demographic trends from the City.
- Brainstorming session with AC about existing and potential parcels and their possible uses.
- Prepare an analysis map and existing conditions plan of Cedar Hills.
 - Proposed and undeveloped parks, recreation, and trails facilities within the parks, recreation and trails area, analyzing existing uses and conditions.
 - Define current level of service and level of service desired assuming build-out conditions for each regional, community, neighborhood and mini park.
 - Define developed park land vs. unimproved park land (open space) and determine methods of achieving desired level of service.
 - Assess the adequacy of existing facilities in meeting current and projected needs.
 - To ensure uniformity and consistency in the data collection process, a standardized definition should be given for each type of recreational facility including public school grounds and private facilities.
 - Recreational uses and facilities shall be identified and classified into distinct areas.

Product(s):

- Base map showing all existing parks, recreation, trails and schools.
- Roads plan and ROW width for road side trails.
- Drainages that can accommodate trails.
- Proposed parcels that can accommodate parks, trails, etc.

Cedar Hills tasks:

- Gather population characteristics.
- Optional City provided GIS mapping services (\$2,500 deducted from total fee).

MGB+A tasks:

- Analysis and existing facilities map.
- Current level of service and level of service desired mapping.
- NRPA standard comparison adjusted to Cedar Hills.
- Existing facility assessment.
- Consultant provided GIS mapping (already included in proposed fee).

TASK 3: NEEDS ASSESSMENT AND ANALYSIS

INFORMATION SYNTHESIS

Synthesize information collected in the workshop, from the community needs and preference survey and online to identify City resident attitudes and opinions in regards to parks, trails, recreation facilities and programs in the City.

- Tabulate and prepare relevant maps, charts and matrices showing residents' attitudes and opinions.
- Project the necessary space and facility requirements for each class and type of park.
- Determine deficiencies or excesses, as the case may be, should be extended for the present.
- Map other potential parks contiguous to neighborhood planning areas, which might otherwise offset deficiencies. School open space figures will be listed separately and not factored into the needs assessment.

Product(s):

- Synthesis of community needs and preference survey.

Cedar Hills tasks:

- Gather community surveys mailed through utility billing and deliver to MGB+A.
- Assist in mapping of potential parks and facilities.
- Identify existing deficiencies in parks and recreation programs.

MGB+A tasks:

- Community needs and preference survey synthesis.
- Mapping of potential parks and facilities – schools to be listed separately.

TASK 4: TRAIL SYSTEM ANALYSIS

Analyze existing and proposed trails how they may connect to other trails, jurisdictions and various public recreational areas.

- Identify the types of use most appropriate for the existing and proposed trails.
- Categorize trails by safety, access to open space and parks, logistics (right of way, established facilities, construction concerns, future development, connectivity, etc.), circulation and opportunities for loop trails and likelihood of use.
- Consider other possible trail routes such as natural pathways (along irrigation canals and rights of way located throughout the City), and the role they may play in the trails master plan.

Product(s):

- Existing and proposed trail mapping categorized by safety, access, logistics, etc.
- Natural corridors consideration.

Cedar Hills tasks:

- Assist in existing and potential trail identification.

MGB+A tasks:

- Existing and proposed trail mapping and categorization.

TASK 5: PARK ACQUISITION, CONSTRUCTION AND MAINTENANCE COST

Prepare cost estimates for potential park acquisitions, construction and maintenance and for possible updates or remodels of existing parks and trails facilities.

Product(s):

- Park land acquisition, construction and maintenance cost estimating.
- Existing park and trails facilities updates/remodel cost estimating.

Cedar Hills tasks:

- Assisting in providing typical acquisition land cost data.
- Assisting in identifying existing park facilities needing updating.

MGB+A tasks:

- Prepare cost estimating for land acquisition, construction, maintenance, existing facility updates and remodels.

TASK 6: GOALS, OBJECTIVES AND POLICIES DEVELOPMENT

ACTION PLAN

- Prepare action plan for parks, recreation, community arts and trails components, including:
 - Trail corridors
 - Closing current trail gaps and proposing new trails.
 - Future parks
 - Acquisition of land and improvement implementation.
 - Open space connections.
 - Recreation programs.
 - Existing program effectiveness.
 - Other missing program creation as needed.
 - Cost estimates for parcel acquisition and facility construction.
 - Prioritized to acquire land in growth areas.
 - Recommend zoning changes for targeted properties
 - Phasing plan for recreation elements.
 - Acquisition and implementation timing with priority in growth areas.
 - Alternatives and recommendations for plan implementation.
 - Identify potential funding sources for construction, operation and maintenance
- Provide report on potential funding sources (Zions Bank Action Item).
- Review with Advisory Committee for comments and direction.

CONCEPT DESIGN

- Prepare schematic maps, text, and charts in the form of a draft outline and Concept Master Plan.
- Review the Concept with the Advisory Committee, City, and related others.

Product(s):

- Draft Project Action Plan.
- Conceptual Parks, Recreation, and Trails Master Plan.
- Three Advisory Committee meetings.

Cedar Hills tasks:

- Collect demographic data. Deliver to MGB+A.
- Develop priorities and weighting factors to determine planning strategy.

MGB+A tasks:

- Prepare comparisons of current City recreational opportunities to recommended standards.
- Prepare overview of existing recreation services.
- Prepare action plan.
- Prepare concept Master Plan with text, maps, and graphics.

TASK 7: PLAN ADOPTION

PRELIMINARY MASTER PLAN

MGB+A will integrate comments received from the draft review and refine the document into a Preliminary Master Plan for review. The Preliminary Master Plan gives greater definition to the Master Plan in the form of physical facilities, programs, phasing, costs, and items as determined in the data research and analysis phase of the project.

- Establish cost guidelines for park/trail construction.
- Review Preliminary Master Plan in a joint City Council and Planning Commission work session for comments and input.
- Review Preliminary Master Plan with Advisory Committee.

Once complete we will conduct town hall meeting #2 (see Task 1 – Community Participation).

Product(s):

- Preliminary Comprehensive Master Plan.
- Advisory Committee meeting.
- City Council/Planning Commission review meeting.

Cedar Hills tasks:

- Distribute draft plans, prepare materials for, and attend City review meeting.
- Invite public and previous workshop participants to City review meeting.
- Summarize comments from City review meetings.

MGB+A tasks:

- Prepare cost estimate for Master Plan elements as needed.
- Write final Master Plan text and prepare related graphics and maps.
- Provide standard cost guidelines on parks/trails elements.
- Provide digital copies of all Master Plan materials.
- Provide materials for City review meetings, as needed.

APPROACH | PROJECT UNDERSTANDING

FINAL AND APPROVED MASTER PLAN

Refine the Preliminary Comprehensive Master Plan based on corrections, suggestions and input received into a Final Comprehensive Master Plan.

- Prepare a rough cost estimate for improvements.
- Prioritize projects for funding and possible phasing.
- Submit for Planning Commission and City Council approval.
- Prepare documents in final format (digital and printed) and deliver to City.

Product(s):

- Final Comprehensive Master Plan.
- Completed City approvals.

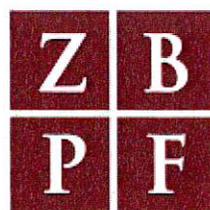
Cedar Hills tasks:

- Prepare maps for Master Plan.
- Print and distribute Final Master Plans.
- Submit plans, prepare materials for, and attend City approval hearings.
- Invite public and previous workshop participants to City approval hearings.
- Summarize comments from City approval hearing and include as addendum to final plan.

MGB+A tasks:

- Write final Master Plan text and provide or coordinate maps and related graphics as needed.
- Provide digital PDF copies of all Master Plan materials.
- Provide materials for City approval hearings, as needed.





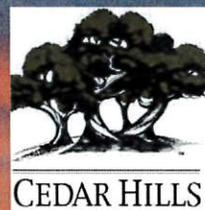
ATTENTION:
CHARL LOUW
10246 N CANYON ROAD
CEDAR HILLS, UTAH 84062

epic

E N G I N E E R I N G

STATEMENT OF QUALIFICATIONS FOR
CEDAR HILLS PARKS, TRAILS AND RECREATION

MASTER PLAN
FEBRUARY 15, 2017



Charl Louw
10246 N Canyon Road
Cedar Hills, Utah 84062
(801) 785-9668
clouw@cedarhills.org

SUBJECT: CEDAR HILLS COMPREHENSIVE PARKS, TRAILS AND RECREATION MASTER PLAN SERVICES

Mr. Louw,

Epic Engineering, P.C. is pleased to submit this SOQ to Cedar Hills for consideration to provide a Parks, Trails, and Recreation Master Plan. Epic was founded 20 years ago to provide professional engineering services for municipal and local government clientele and we excel in customized personal attention to support and supplement municipal staff.

For each project, we build a team of professionals who combine recreation management experience, local expertise, and parks and recreation facility planning expertise in order to address the overall complexity of developing a system-wide master plan. Epic Engineering is a full-service engineering firm with all the necessary disciplines in house so that you have one source to turn to. This eliminates the confusion and gaps of service that often occur with multiple contractors and consultants.

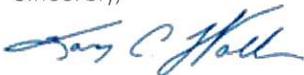
Our team is always professional, courteous and flexible in handling any situation that may arise and when communicating with others. We pride ourselves on being great listeners and we believe that communication is the key to any successful relationship. Our team will communicate and collaborate on a daily and weekly basis, both verbally and through written reports, with district staff to ensure we are always on the same page without confusion.

As a fiscally-minded firm, our Epic Engineering works hard to find creative solutions that create value. We don't want to get you into a situation that you can't afford. In fact, we guarantee we will save you the money you spend on engineering costs in the construction cost of the projects we design.

- Epic Engineering, P.C., (Epic) is a professional corporation that was established in 1997
- Epic's Utah Valley Office will be the primary office location where the majority of work will be performed:
514 East 1860 South, Provo, Utah, 84606, 435.315.EPIC.

Our staff is committed to forming long-term relationships with the Cedar Hills, and to assist with both current and future needs of the city. As a forward-thinking firm, we not only provide solutions for today, but we look down the line at what needs you'll face as the city continues to grow.

Sincerely,



Epic Engineering, P.C.
Korey Walker, P.E. President and CEO

FIRM CAPABILITY

Epic Engineering, P.C., is a medium-sized, full-service architecture and engineering firm. Established in 1997, the company has averaged more than 60 employees for the last five years and currently employs a team of more than 100 engineers, architects, scientists, planners, technicians and administrative employees. As award-winning experts in the field of engineering, we understand that it is critical to have the benefit of securing the local knowledge and responsiveness of a small organization, backed by the depth of resources only a larger firm can offer. That is why Epic provides the following **unique advantages** to Cedar Hills:

Epic Local Resources. With multiple locations in Utah, we are able to serve our clients with offices near you with **Epic responsiveness** while maintaining the professional expertise found in larger urban cities. Our local and combined staff allow us to provide a comprehensive experienced team that can address all aspects of your project.

Epic Transparency. Our team is professional, courteous and flexible in handling any situation that may arise and when communicating with others. We pride ourselves on being great listeners and we recognize that communication is the key to a successful relationship. We are confident we will offer Cedar Hills an honest, full-service experience in developing concepts and exploring new ideas together to ensure your satisfaction.

Epic Collaboration. The integration of your staff, shareholders and the design team will ensure our design team takes into account the concerns, ideas and wishes of those who live and work in Cedar Hills. Our goal is to build a strong relationship of trust as we communicate and collaborate regularly to ensure your vision and needs are fulfilled. We look forward to working as a team in an open, transparent and collaborative process to ensure your expectations are met in a timely manner and on budget.

Epic Client Service. As a full-service engineering firm, Epic is unique in its project delivery style. We will provide Cedar Hills with a single point-of-contact who has access to all our solution-based technical divisions. This means that you, as the client, will only have to communicate with one person to find a solution to any aspect of the project.

Utah Offices:

Heber City
50 East 100 South
Heber City, UT 84032
(435) 654-6600

Provo City
514 East 1860 South
Provo, UT 84606
(435) 315-3742

West Valley City
3341 South 4000 West
West Valley, UT 84120
(801) 955-5605

Vernal City
60 North 800 West
Vernal City, UT 84078
435.781.2113

North Dakota Offices:

Williston
1418 2nd Ave. #3
Williston, ND 58801
(701) 774-5200

Killdeer
49 Central Ave. S
Killdeer, ND 58640
(701) 203-6247



Epic Headquarters in Heber, Utah

Epic Philosophy about Parks and Recreation. One of the greatest attractions to both families and businesses is the quality of community's parks, recreation, and open space systems. Families and corporations alike judge a community by its investment, use, maintenance, and livability of its natural and active park systems, trails, and recreation programs. The health and wellness of a community is directly benefited by its ability to plan and design a comprehensive system of park and recreational opportunities for its existing and future residents.

Epic Engineering has proven success in providing planning and design services for parks, trails and recreation facilities to and communities across the Western United States.

Capabilities:

- Conservation Planning
- Greenways and Trails
- Regional Open Space Planning
- Community and Neighborhood Parks
- Athletic and Recreational Facilities
- Urban Parks and Plazas
- Historic Preservation and Interpretive Facilities
- Site, Landscape and Irrigation Design
- Funding and Grant Applications
- Master Plan Development

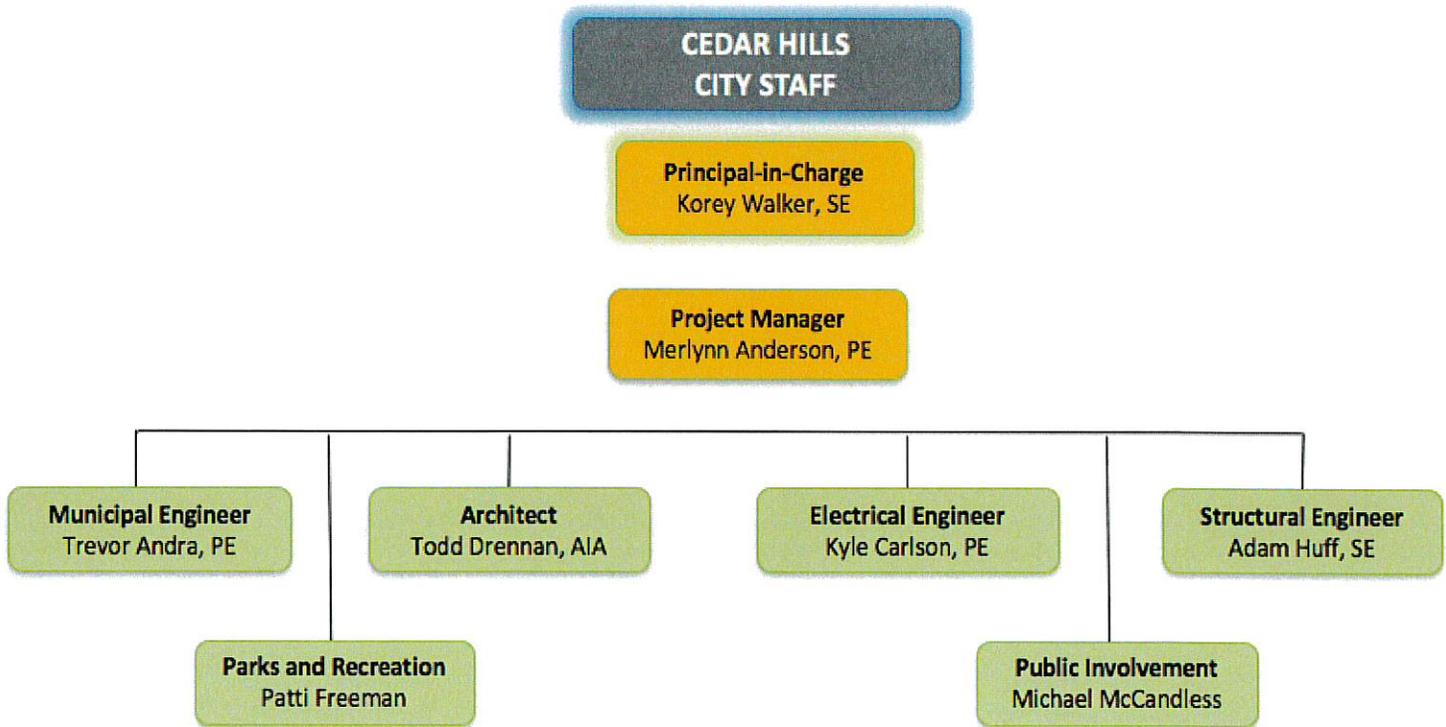
Representative Projects:

- Saratoga Springs Hazard Mitigation Plan, Saratoga Springs City, Utah
- Eccles Theatre Restrooms Remodel, Logan, Utah
- Latter-day Church of Christ Recreation Center, West Valley, Utah
- Main Street and Center Professional Plaza Master Plan, Heber, Utah
- Snake Creek Downtown Plaza, Heber, Utah
- High Plains Cultural Center, Killdeer, North Dakota
- Magna Water District Master Plan Update 2012
- Draper Irrigation Company Master Plan Update
- Syracuse City Capital Facilities Plan
- Tuhaye Development Golf Course Community, Kamas, Utah
- Eagle Mountain City Capital Facility Plan, Impact Fee Study and Economic Analysis
- Jensen Park Design, Syracuse City, Utah
- Eagle Mountain Park Design, Eagle Mountain, Utah
- Ranches Parkway Design, Eagle Mountain, Utah



Tuhaye Golf Course, Kamas, UT

STAFF QUALIFICATIONS



Korey Walker, SE – Epic Engineering Principal-in-Charge, Epic CEO

(UTSE No. 204425) Mr. Walker received his Bachelor’s degree in Civil Engineering from Brigham Young University and has been working professionally for 21 years. Having served as an Assistant City Engineer, Assistant District Engineer, City Engineer and District Engineer, he has amassed a broad knowledge in municipal engineering and various design projects, municipal administration situations, funding opportunities and development patterns. His work experience has included federal funding acquisition, environmental and compliance evaluations, wetland delineations, compilation of specifications, design and generation of engineering estimates.

Merlynn Anderson, PE – Project Manager

(UTPE No. 174674) Merlynn has more than 30 years of experience since graduating from Brigham Young University with a Bachelor’s Degree in Civil Engineering. Mr. Anderson has managed and designed numerous roadway, trail and bridge improvement projects throughout the Western United States. He most recently completed the feasibility study and design of a multi-use trail in Rose Creek Canyon near San Diego California. This included the evaluation of trail feasibility, bridge options, aesthetic treatments, alternative trail alignments and development of trail plans for construction. Other trail projects include the Beale Air Force Base for the base housing recreation network trail, Helper segment of the Price River trail and the award winning Bluff Street at Red Hills Blvd in St. George which incorporated four box culverts that connected the Red Hills Trail / Snow Canyon Trail and Bluff Street Trail under the new interchange ramps. He also prepared the Murray City Master Transportation Plan, including the Parks, Trails and Recreation elements in the plan through the adoption of the plan by the City. Mr. Anderson also managed a project with Provo City in the design and construction of the Lakeview Park which included picnic pavilions, baseball fields, restrooms, parking lot and trail connections to the adjacent Lakeview Elementary.

Patti Freeman – Parks and Recreation Specialist

Patti Freeman has 28 years of experience in Parks and Recreation, including grant and funding acquisition. She currently serves at Brigham Young University as the Associate Dean of Undergraduate Education and General Education, and Professor in the Department of Recreation Management. Freeman received her Bachelor Degree from Brigham Young University in Recreation Management and Youth Leadership with an emphasis on outdoor recreation, her Master Degree from Western Illinois University in Recreation and Park Administration, and her Ph.D. from Indiana University in Human Performance with an emphasis in Leisure Behavior and a minor in Educational Inquiry Methodology. She wrote her dissertation on “The Experience of ‘Flow’ During Challenge Education Activities for Adults.”

Todd Drennan, A.I.A – Architect

With a Masters of Architecture Degree and Experience throughout the USA and Europe, Mr. Drennan brings a wide range of creative solutions and innovative design to a variety of Commercial, Industrial, Municipal, Recreational, Religious, Medical, and Residential clientele. His local professional knowledge of the building code and construction practices affords work within budget and Quality Standards for a successful project. A few similar representative projects are: Hill AFB Fitness Center, Layton, Utah, Hurricane City Pool, Hurricane, Utah, Wasatch County Aquatic Center, Heber, Utah and Brigham Young University Student Athlete Center, Provo, Utah

Michael McCandless – Public Involvement and Economic Development

Mike McCandless received his Bachelor Degree from SUU in Communications. He served as the Economic Development Director and County Planner for Emery County between 2004 and 2014. In this role, he was responsible for the care and implementation of the County General Plan, Zoning Ordinance, the Wildland Urban Interface (WUI) Code and drafting the specific zoning language and implementation practices. He also served as co-lead for the county in the creation of the Price BLM Resource Management Plan. He was involved in the development of specific planning projects in Trail Mountain Resort, Swasey Shores, and Fillmore Subdivisions. Mr. McCandless also served on the Board of Directors of the Castleland RC&D council which assisted the Division of Fire, Forestry and Public Lands in implementing CWPP projects in Carbon, Emery, Grand and San Juan Counties. He served as the RC&D liaison for most of these projects. Mr. McCandless also currently serves as the Chairman of the North Emery Water Users Special Service District and on the Executive Committee of the Governor’s Rural Partnership Board.

Kyle Carlson, PE – Electrical Engineer

(UTPE No. 7784884) Mr. Carlson graduated from Utah State University with a B.S. and M.E. in Civil Engineering and has 10 years of experience, including eight years with Epic Engineering. Kyle has been involved in the design and construction management of municipal infrastructure projects, including design of street lighting, parking lots, and park facilities. He has also assisted in engineering studies such as master plans, water rights evaluations and cost/benefit analyses. Mr. Carlson is the design engineer for electrical systems in Epic’s MEP department and has designed electrical systems for dozens of commercial and multi-family residential buildings over the past several years.

Trevor Andra, PE - Municipal Engineer

(UTPE No. 9645233) Trevor has been involved with developing rate studies, impact fee facility plans, master plans, master plan updates and feasibility studies for culinary water, sanitary sewer, secondary water, transportation and parks. Mr. Andra has the experience and planning skills required to coordinate with each affected public utilities and municipalities including Questar Gas, Cable, and telephone.

Adam Huff, S.E., Structural Engineer

(UTSE No. 4857777) Mr. Huff graduated from Utah State University in 2001 with a bachelor’s degree in Civil Engineering. Since then, he has focused specifically on structural engineering, and has performed many designs for projects, such as large and small scale commercial projects, municipal buildings and custom homes. Mr. Huff is licensed as a structural engineer in Utah, Wyoming, Colorado, Nevada and Idaho. Mr. Huff has also provided structural peer review services for Syracuse City, Salt Lake City and the Town of Daniel on-call.

PROJECT UNDERSTANDING AND APPROACH

Epic Engineering understands that the City of Cedar Hills parks, trails, and recreation facilities and programs provide a comprehensive mix of amenities, programs and services that the community embraces. The parks, trails and recreation facilities provide a quality of life and lifestyle that the residents of Cedar Hills have come to expect. Not only does the City provide a variety of park types, it also excels at park connectivity as evidenced by the success of the Forest Creek Trail that runs from the existing trail in Heritage Park, north to Redwood Drive, then east to Cottonwood Drive, and north again to the Highland City Trail, which runs by the Cedar Hills Golf Club which is another City recreation facility. Other trails that connect with the City include the Bonneville Shoreline Trail near the mouth of American Fork Canyon at the Highland City Trail which travels south along Canyon Road, crosses under Canyon Road through a tunnel and then continues just south of the LDS church located at Bayhill Drive and Canyon Road. Beyond parks, trails and recreation facilities, Cedar Hills also excels at preserving unique landscapes that provide open spaces within and near the City limits that offer tremendous opportunity for passive recreation and wildlife habitat that we at Epic Engineering want to assist the City in preserving with implementation of a comprehensive Master Plan.

The amenities, programs and services that make Cedar Hills's system what it is today are the result of many decades of hard work and community support. Cedar Hills currently maintains five public parks for the residents enjoyment and are developed with restroom facilities, playground equipment, picnic table pavilions, water and electricity and abundant open spaces for many outdoor activities. They are Heritage Park, Sunset Park, Heiselt's Hollow Park, Timpanogos Cove Park and Mesquite Soccer Park.

Epic Engineering's understanding and approach to the Parks, Trails, and Recreation Master Plan is to establish a ten-year road map that will provide direction and strategies to the City in order to assist with the development of parks, open space, trails, recreation programming and recreation facilities in the community in the coming decade. Our approach to development of the Master Plan will include extensive community input and a series of technical reports and assessments, based on site visits and meetings with staff. In addition, the process will include involvement and review by the Community Services Department leadership, Planning Commission input and the Cedar Hills City Council. The Community Services Department facilitates the production of various community events, including recreational, fitness, and sports programs. The department oversees the Cedar Hills Golf Club, Cedar Hills Grill, Youth City Council, the annual Family Festival, and all amenities at the Cedar Hills Community Recreation Center. The City Review team will be presented with all of the technical reports during the Master Plan development stage. In addition, the General Plan revision of 2002 Parks and Recreation Elements will be reviewed in order to build on work previously completed.

The following outlines the list of tasks and Scope of Work for the Plan's development and completion.

Task 1: Community Participation Requirements

An important component of the Master Plan development is the community input process, which includes key leader meetings, focus groups, and public meetings at the beginning and at the end of the process. The input process includes the facilitation of a series of questions relating to overall strengths, overall improvement areas needed, and residents' assessment of parks, trails, open space, and recreation programs. A consensus of comments relating to system strengths included the number of miles of trails, the quality of the parks and the Recreation Center, and the variety of program offerings. The subtasks are:

Task 1.1 Public meetings - At least two meetings are planned, one at the beginning of the project to gather local input into the Master Plan development and then at the end when the plan is ready for presentation to the City Council and Planning Commission.

Task 1.2 Key leader meetings - These will be held on a regularly scheduled period during the development of the Plan with the select team members of City Staff. Additional meetings will be held on an as needed basis to present information and updates.

Task 2: Inventory and Evaluation of Existing and Proposed Facilities

Task 2.1 Inventory of Existing Parks and Recreation facilities - The Master Plan will include a thorough review of the parks and facilities within the system. The team members, including City Staff, will assist in reviewing all of the parks and facilities and provided assessments of general conditions of each asset. A tour of the system will help with assessments are examples of individual park improvements needed. This includes general upgrades to irrigation systems, interpretive signage, restrooms, playground shade structures, picnic tables, pavilions, parking, and trailheads.

Task 2.2 Evaluate Proposed Parks and Recreation facilities - Once the existing facilities have been identified, the information gathered during public meetings and from the Task 3 Needs Assessment, proposed facilities can be generated and individually evaluated, assessed for the project goals and objectives, and advanced for further development and conceptual cost calculations. This task will include the listing and review of existing and projected inventory of park land and outdoor amenities such as playgrounds and indoor recreation space and consideration for upgrades, replacements or rehabilitation.

Task 3: Needs Assessment and Analysis

Task 3.1 Community profile demographics and trends - Demographics information will be collected in order to align programs, facilities, and amenities with changing demographics, and will need to be analyzed as an important component of the program and facility mix. As for recreation trends in the Utah region, indoor fitness activities have very high participation rates, including spinning and fitness classes. Outdoor recreation activities also have high participation numbers, including hiking, biking, camping, fishing, rafting, and climbing.

Task 3.2 Priority Needs Assessment - The Facility Priority Needs Assessment is a ranking of facility/amenity needs for Cedar Hills residents. The ranking includes an evaluation of both quantitative and qualitative data, included from the household survey and community input processes. The determination also includes a consultant evaluation and Review Committee and City Council evaluation of the system as well. From our experience the top four facility/amenity items are:

- Natural surface trails for hiking and biking
- Hard surface trails for biking and pedestrians
- Neighborhood Parks and picnic facilities
- Indoor recreation facilities

Task 3.3 Open Space Considerations and Land Conservation and Protection Strategies - The purpose of the Open



Tubaye Golf Course, Kanab, UT

Space Plan element is to describe the actions that are required by the City of Cedar Hills and its partners to continue to preserve and care for valued open spaces throughout the community. One of the goals of this Plan is to define the major elements and programmatic objectives for the Cedar Hills open space program. To accomplish this, the findings, conclusions and implementation of the General Plan revision of 2002 Parks and Recreation Elements will be evaluated and expanded upon as the foundation for the new Open Space element of the Master Plan. This Plan also includes an Open Space Operations and Management element. Land Conservation and funding strategies will be included into the Master Plan.

Task 4: Trail System Analysis

Task 4.1 Existing Trail Assessment - Goals of the Plan will include defining the major trail types; identify existing and future trail networks and locations; establishing programmatic objectives for developing the trail system; and to evaluate key operational and maintenance issues. To accomplish this, the findings, conclusions and implementation of the General Plan revision of 2002 Parks and Recreation Elements will also be used as the foundation for the new Trails element of the Master Plan.

Task 4.2 Trail Plan Development - The purpose of the Trail System Plan and Analysis is to describe, in detail, the vision, structure, policies, priorities and actions that the City of Cedar Hills and its partners will need to undertake in order to expand upon and care for its interconnected network of trails, both hard and natural surface. This will also involve trail head parking infrastructure, multi-modal consideration for access to schools, business areas, transit stops and residential connections. Maintenance issues will also be incorporated into the trail plan based on hard or soft scaping, roadway crossings or structures, traffic signal coordination and innovative trail sharing options along roadways. From our experience with shared roadway and bicycle trails, there is always some apprehension unless there is a positive barrier between the traffic and cyclists.



Task 5: Park Acquisition, Construction and Maintenance *along Bluff Street at Red Hills Blvd. St. George, UT*

Cost

Task 5.1 Facility Standards Analysis - This analysis includes mapping of the park land and amenities included within the facility standards. The maps will show the current parkland, athletic fields, and other amenities. The maps will be in a format that is easily distributable to members of the community utilizing the most recent web mapping applications. In addition to the maps, a Service Area Analysis will be useful in identifying deficiencies and duplication of amenities, based on geographical area and population density, maintenance schedules and future amenities. The standards, such as number of parking stalls, restrooms, pet areas, showers and lockers, etc., will be specific to Cedar Hills needs and will take into consideration community input results, national standards developed by the National Recreation and Park Association, comparisons to other communities in Utah, and the PROS database of standards from communities across the country. This analysis is one of the tools in a toolbox in the development of a plan for parks and community standards for the types of amenities that will be proposed.

Task 5.2 Parks Plan Development - New park potential sites will also be identified based on the outcomes from local input and needs assessments and the City Standards for development of Parks. Each location will be evaluated for several issues including safety, property location, access to neighborhoods, schools, trails and parking. From our experience, local "mini-parks" can also be implemented into neighborhoods such as building in an existing drainage basins or other areas adjacent to the housing, especially high density housing. Another innovative application will be for multi-use recreation facilities to be built near schools, hospitals, offices and even shopping areas with a Plaza or children's playgrounds, skate parks, and multi-seasonal usage such as cross country skiing at golf courses. Joint venture partnerships with developers and businesses can be a source of funding and help in the acquisition of property to develop the park facilities such as shared restrooms and parking areas.

Task 5.3 Construction and Maintenance Cost - The Parks, Trails, and Recreation Master Plan will address the area within the existing incorporated boundaries of Cedar Hills and identify maintenance management strategies to improve and keep the existing facilities at standards expected by the citizens. These improvements will be detailed with costs to construct as well as routine maintenance, scheduled upgrades and phased construction options. These costs will be used in the development of a Parks, Trails and Recreation Plan Capital Improvement Plan that will be included in the Master Plan.

Task 6: Goals, Objectives and Policies Development

Task 6.1 Goals and Objective Review - As stated in the RFP documents, the Project Goals for Cedar Hills is close to build out where the demographics are changing. This plan is intended to provide a comprehensive plan for existing and future parks and trails in the city, as well as guidance on a new park that may be implemented in the near future. The review of the Goals and Objectives as established by the City will be effective in the preparation of the Master Plan and development of Parks, Trails and Recreation facilities strategies.

Task 6.2 Policy Development - Our team will work the City in developing the policies necessary to implement the Parks, Trails and Recreation Master Plan based on the Mission to promote and provide a full range of parks, trails, natural lands, recreational facilities, and amenities that enrich the quality of life for all residents and visitors. These services shall enhance the health and well-being of those we serve in a financially responsible and environmentally sustainable manner. As a leading community, Cedar Hills Parks and Recreation can focus on health, wellness, vitality, safe access to amenities and an exceptional quality lifestyle. It is within the spirit of the Parks, Trails and Recreation Master Plan that the elements contained within the mission and vision are deployed throughout the 10 year period of the Plan.

Task 6.3 Prioritize Elements - The Cedar Hills Parks, Trails and Recreation Master Plan will be instrumental in providing healthy lifestyles, community development and the conservation of natural lands. The Plan's intent is to continue this legacy and to build greater strength in the service delivery system as a result of having engaged the public in the development of the Plan and reviewing all elements of the operation, based on best industry practices. The elements of the plan can be prioritized based on the Goals and Objectives as established by the City. These elements can then be prepared in the Master Plan and presented to the Public for input.

Task 7: Plan Adoption

Task 7.1 Final Public Meeting - The commitment to implementing the Parks, Trails, and Recreation Master Plan is an essential step in successfully integrating the public support. A final meeting with the general public will from input and the City Planning for the future. Having this commitment ensures alignment among future actions, resource allocation, and resident needs.

Task 7.2 Prepare Master Plan - All element of the Parks, Trails and Recreation evaluations and proposed elements will be developed into the Master Plan. All comment from the Public Meetings will be addressed as well as input from the City Staff and other review members. The formal plan including graphs, mapping and summaries will be prepared and submitted with the Capital Improvement Plan for adoption by the Planning Commission and City Council.

Task 7.3 Prepare Capital Improvement Plan - The Capital Improvement Plan (CIP) is a prioritized list of needed and desired park and recreational amenities based on the City's level-of-service standards, identified gaps in service, and community input. The CIP includes estimated project costs and is prioritized into short term (1-3 years); mid term (4-7 years) and long term (8-10 years) projects. While the CIP does establish a road map for the life of the Master Plan, it should be recognized that the CIP will have annual evaluation by City staff, Parks and Recreation Review Team, Community Services Department and City Council and may be modified based on the changing needs of the community and available funding over time.

Task 7.4 Planning Commission and City Council Meeting - The Proposed Parks, Trails and Recreation Master Plan will be presented to the City Planning Commission and City Council for their review approval. Upon approval, a PDF of the adopted plan will be submitted to the City and will also include the entire document in "Word" format with all tables, charts, maps, illustrations and other graphics. All GIS information will also be coordinated with the City's GIS system format.

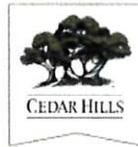


Lakeview Elementary and Park, Provo, UT

COST PROPOSAL

CEDAR HILLS PARKS, TRAILS AND RECREATION MASTER PLAN PROPOSAL - PERSON HOURS AND COST												
 		duration (days)	KOREY WALKER - PRINCIPLE-IN-CHARGE	MERLYNN ANDERSON PROJECT MANAGER	PATTI FREEMAN PARKS AND REC. SPECIALIST	MIKE MCCANDLESS PUBLIC INVOLVEMENT	KYLE CARLSON ELECTRICAL ENGINEER	TREVOR ANDRA MUNICIPAL ENGINEERING	ADAM HUFF STRUCTURAL ENGINEER	TODD DRENNAN ARCHITECT	CLERICAL	PHASE TOTAL
			LABOR \$	\$181	\$146	\$170	\$143	\$120	\$150	\$150	\$170	\$62
TASK 1: COMMUNITY PARTICIPATION REQUIREMENTS			HOURS									
1.1	Initial Public meeting	1	1	2	2	4					1	
1.2	Key Leadership meetings	6		12	6							
TASK HOURS			1	14	8	4	0	0	0	0	1	28
TASK FEES			\$181	\$2,044	\$1,360	\$572	\$0	\$0	\$0	\$0	\$62	\$4,219
TASK 2: INVENTORY AND EVALUATION OF EXISTING AND PROPOSED FACILITIES												
2.1	Inventory of Existing Parks and Recreation facilities	10		8							1	
2.2	Evaluate Proposed Parks and Recreation facilities	20		24	16							
TASK HOURS			0	32	16	0	0	0	0	0	1	49
TASK FEES			\$0	\$4,672	\$2,720	\$0	\$0	\$0	\$0	\$0	\$62	\$7,454
TASK 3: NEEDS ASSESSMENT AND ANALYSIS												
3.1	Community Profile demographics and trends analysis	10		1	4	4						
3.2	Priority Needs Assessment	10		2	4							
3.3	Open space considerations and protection strategies	10		2	4	2						
TASK HOURS			0	5	12	6	0	0	0	0	0	23
TASK FEES			\$0	\$730	\$1,752	\$876	\$0	\$0	\$0	\$0	\$0	\$3,358
TASK 4: TRAIL SYSTEM ANALYSIS												
4.1	Existing Trail assessment	10		8	4						1	
4.2	Trail Plan development	20		16	4							
TASK HOURS			0	24	8	0	0	0	0	0	1	33
TASK FEES			\$0	\$3,504	\$1,168	\$0	\$0	\$0	\$0	\$0	\$146	\$4,818
TASK 5: PARK ACQUISITION, CONSTRUCTION AND MAINTENANCE COST												
5.1	Facility Standards Analysis	5		1	2							
5.2	Parks Plan Development	20		2	16							
5.3	Construction and Maintenance Costs	10		2			2	4	2	2		
TASK HOURS			0	5	18	0	2	4	2	2	0	33
TASK FEES			\$0	\$730	\$3,060	\$0	\$240	\$600	\$300	\$340	\$0	\$5,270
TASK 6: GOALS, OBJECTIVES AND POLICIES DEVELOPMENT												
6.1	Goals and Objectives Review	1		1								
6.2	Policy Development	5		1	2	8						
6.3	Prioritize Elements	5		8								
TASK HOURS			0	10	2	8	0	0	0	0	0	20
TASK FEES			\$0	\$1,460	\$340	\$1,144	\$0	\$0	\$0	\$0	\$0	\$2,944
TASK 7: PLAN ADOPTION												
7.1	Final Public Meeting	1	1	2	2	2					1	
7.2	Prepare Master Plan	20		24	8	4						
7.3	Prepare Capital Improvement Plan	10		2		8	2	4	2	2		
7.4	Planning Commission and City Council Meeting	1		2	2	2					1	
TASK HOURS			1	30	12	16	2	4	2	2	2	71
TASK FEES			\$181	\$4,380	\$2,040	\$2,288	\$240	\$600	\$300	\$340	\$124	\$10,493
PEOPLE / PROJECT TOTAL HOURS			2	120	76	34	4	8	4	4	5	257
PROJECT TOTAL AMOUNT												\$38,556.00

CEDAR HILLS PARKS, TRAILS AND RECREATION MASTER PLAN SCHEDULE



		DAYS	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
TASK 1: COMMUNITY PARTICIPATION REQUIREMENTS								
1.1	Initial Public meeting	1	█					
1.2	Key Leadership meetings	6	█	█	█	█	█	█
TASK 2: INVENTORY AND EVALUATION OF EXISTING AND PROPOSED FACILITIES								
2.1	Inventory of Existing Parks and Recreation facilities	10	█	█				
2.2	Evaluate Proposed Parks and Recreation facilities	20			█	█	█	
TASK 3: NEEDS ASSESSMENT AND ANALYSIS								
3.1	Community Profile demographics and trends analysis	10		█	█			
3.2	Priority Needs Assessment	10		█	█			
3.3	Open space considerations and protection strategies	10		█	█			
TASK 4: TRAIL SYSTEM ANALYSIS								
4.1	Existing Trail assessment	10		█	█			
4.2	Trail Plan development	20			█	█	█	
TASK 5: PARK ACQUISITION, CONSTRUCTION AND MAINTENANCE COST								
5.1	Facility Standards Analysis	5		█	█			
5.2	Parks Plan Development	20			█	█	█	
5.3	Construction and Maintenance Costs	10				█	█	
TASK 6: GOALS, OBJECTIVES AND POLICIES DEVELOPMENT								
6.1	Goals and Objectives Review	1				█		
6.2	Policy Development	5				█	█	
6.3	Prioritize Elements	5				█	█	
TASK 7: PLAN ADOPTION								
7.1	Final Public Meeting	1				█		
7.2	Prepare Master Plan	20					█	█
7.3	Prepare Capital Improvement Plan	10						█
7.4	Planning Commission and City Council Meeting	1						█

AVAILABILITY/LOCATION OF KEY STAFF

	TITLE	LOCATION	PROJECT HOURS	PERCENT PROJECT TIME COMMITMENT
KOREY WALKER	PRINCIPAL IN-CHARGE	HEBER CITY	3	5%
MERLYNN ANDERSON	PROJECT MANAGER	WEST VALLEY	99	90%
PATTY ANDERSON	PARKS AND REC	PROVO	105	85%
ADAM HUFF	STRUCTURAL ENGINEER	HEBER CITY	4	5%
TREVOR ANDRA	MUNICIPAL ENGINEER	WEST VALLEY	8	10%
KYLE CARLSON	ELECTRICAL ENGINEER	WEST VALLEY	4	5%
MICHAEL McCANDLESS	PUBLIC INVOLVEMENT	PROVO CITY	34	50%
TODD DRENNAN	ARCHITECT	HEBER CITY	4	5%



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Greg Gordon
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Resident Rates for the Use of the Vista Room for Weddings/Corporate Events
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Chandler Goodwin
BACKGROUND AND FINDINGS:	
<p>Staff presented the Mayor and Council an updated copy of our resident night usage schedule for the past year at the recent budget retreat. This resident rate was established to offer our residents an option for using the Vista Room on Monday & Tuesdays at a reduced price. (\$20/hour for half room rental; \$40/ hour for full room)</p> <p>Since the inception of this price structure, resident usage has grown tremendously. We are finding that when this deeply discounted rate is utilized for large events, such as weddings, corporate events, etc. additional resources are being used which are not being fully accounted for in the \$20/hour rate. Our staff has been excited by the resident participation and continues to provide "above and beyond" service, despite the additional staffing and facility burdens.</p> <p>We would propose that a rate be established which still provides a significant discount to residents, yet covers the City's costs for staffing, facility maintenance, etc.</p> <p>Existing Resident Rate: \$ 20/hour for half room; \$40/hour for full room Proposed Resident Rate: \$450 for full-room, 6 hours (Breakdown: \$75/hour) Existing Non-Resident Rate: \$1,550 for full-room, 7 hours (Breakdown: \$221/hour)</p>	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT:	
SUPPORTING DOCUMENTS:	
RECOMMENDATION:	
<p>Staff recommends the new rate of \$450 for any Monday/Tuesday resident rate go into effect for any future booking for a wedding/corporate or large event, up to 6 hours. Any events that have already been booked will remain at the \$40/hour for full room rental or \$20/hour for half room rental. This will only affect future bookings.</p>	
MOTION:	
To approve/not approve the Vista Room resident rental rate of \$450 for any Monday/Tuesday.	

FY17 Cedar Hills Resident Mon/Tue Vista Rental

Hours	Rental Fee	Space	Type of Event	Labor Costs
AUGUST				
4	\$80	1/2 Room	Party	\$52
SEPTEMBER				
1	\$20	1/2 room	YW Activity	\$13
2	\$40	1/2room	Art Show	\$26
3	\$120	full room	Business Party	\$39
5	\$200	full room	Wedding	\$140
OCTOBER				
1.5	\$30	1/2 room	YW Activity	\$20
4	\$160	full room	Ward Party	\$52
2	\$40	1/2 room	Constitution Conservatives	\$26
2.5	\$50	1/2 room	LP Youth Football	\$33
7	\$280	full room	Wedding	\$160
4	\$160	full room	LP Cross Country	\$52
JANUARY				
3	\$60	1/2 room	Wedding Luncheon	\$39
3	\$120	full room	Wedding	\$80

Total Rental \$1,360

Total Labor Costs \$731
 ** Does not include utilities and/or damages



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	FY 2017-2018 Budget Presentation Discussion
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Charl Louw, Finance Director
BACKGROUND AND FINDINGS: Presentation of the FY 2016-2017 Capital Projects Fund, and Motor Pool Fund preliminary budget plans.	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT:	
SUPPORTING DOCUMENTS: Preliminary budget related to Capital Projects Fund and Motor Pool Fund. See attached.	
RECOMMENDATION: To review and comment on the 2018 Capital Projects Fund, and Motor Pool Fund preliminary budget plans.	
MOTION: No motion necessary. This is a discussion item only.	

MOTOR POOL REVENUES

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
60-30-100 Charges to General Fund	\$82,198	\$80,682	\$77,227	\$82,266	\$5,039
60-30-200 Charges to Water & Sewer Fund	\$68,376	\$65,782	\$62,656	\$67,483	\$4,827
60-30-300 Charges to Golf Fund	\$9,500	\$16,020	\$16,020	\$15,920	(\$100)
60-70-205 Gain on Sale of Assets	\$56,675	\$41,410	\$25,679	\$8,000	(\$17,679)
	\$216,749	\$203,894	\$181,582	\$173,670	(\$7,912)

MOTOR POOL EXPENDITURES

VEHICLE EXPENDITURES	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
60-40-100 Gas & Oil - Admin/Gen/Rec	\$6,098	\$5,306	\$8,100	\$3,500	(\$4,600)
60-40-200 Vehicle Maintenance - Admin/Gen/Rec	\$1,247	\$2,036	\$1,300	\$1,000	(\$300)
60-40-300 Insurance - Admin/Gen/Rec	\$1,457	\$1,365	\$1,600	\$1,000	(\$600)
60-40-400 Gas & Oil - Bldg/Zoning	\$382	\$465	\$1,250	\$1,000	(\$250)
60-40-500 Vehicle Maintenance - Bldg/Zoning	\$44	\$168	\$500	\$400	(\$100)
60-40-600 Insurance - Bldg/Zoning	\$486	\$455	\$900	\$700	(\$200)
60-40-700 Gas & Oil - PW	\$16,487	\$13,672	\$30,000	\$30,000	\$0
60-40-800 Vehicle Maintenance - PW	\$11,578	\$13,250	\$13,000	\$13,500	\$500
60-40-900 Insurance - PW	\$7,285	\$6,823	\$7,750	\$7,750	\$0
60-40-930 Gas & Oil - Golf	\$889	\$863	\$1,500	\$1,400	(\$100)
60-40-940 Vehicle Maintenance - Golf	\$613	\$785	\$1,000	\$1,000	\$0
60-40-950 Insurance - Golf	\$486	\$455	\$500	\$500	\$0
60-40-905 Contingency	\$0	\$0	\$0	\$0	\$0
	\$47,052	\$45,643	\$67,400	\$61,750	(\$5,650)

EQUIPMENT EXPENDITURES	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
60-60-100 Capital Outlay	\$7,057	\$0	\$0	\$0	\$0
60-60-400 Rent Expense	\$20,182	\$14,917	\$22,000	\$25,000	\$3,000
60-70-200 Depreciation	\$80,924	\$91,427	\$92,182	\$86,920	(\$5,262)
	\$108,163	\$106,344	\$114,182	\$111,920	(\$2,262)

GRAND TOTAL	\$155,214	\$151,987	\$181,582	\$173,670	(\$7,912)
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NET TOTALS	\$61,534	\$51,907	\$0	\$0	\$0
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ESTIMATED NET POSITION

	FY 2018 BUDGET
Beginning Unrestricted Net Position	\$121,972
Change of Unrestricted Position	\$96,582
Remaining Unrestricted Net Position	\$218,554

CAPITAL OUTLAY

2018 Diesel Flatbed Truck
 2018 1 Ton Regular Truck
 2018 Zoning Vehicle

CAPITAL PROJECTS FUND REVENUES

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-30-100 Impact Fees - Park Development	\$32,268	\$34,501	\$11,280	\$11,280	\$0
40-30-110 Impact Fees - Park Land	\$0	\$0	\$0	\$0	\$0
40-30-120 Impact Fees - Recreation	\$0	\$0	\$0	\$0	\$0
40-30-130 Impact Fees - Public Safety	\$7,922	\$13,549	\$5,320	\$5,320	\$0
40-30-140 Impact Fees - Streets	\$7,721	\$12,855	\$15,623	\$15,623	\$0
40-30-145 Commercial Street Improvement Fee	\$0	\$12,186	\$21,500	\$21,500	\$0
40-30-500 Mass Transit Sales Tax Revenues	\$4	\$12	\$0	\$0	\$0
40-30-550 CARE Sales Tax Revenues	\$0	\$43,757	\$40,000	\$0	(\$40,000)
40-30-600 Interest Income	\$9,628	\$23,794	\$15,000	\$15,000	\$0
40-30-700 Grant Income	\$0	\$5,587	\$5,000	\$5,000	\$0
40-30-902 Proceeds From Sale of Capital Assets	\$0	\$0	\$115,811	\$0	(\$115,811)
40-99-105 Bond Financing Proceeds	\$0	\$1,644,000	\$1,020,000	\$1,896,277	\$876,277
40-30-801 Transfers in from General Fund	\$375,857	\$651,532	\$34,000	\$80,000	\$46,000
40-30-802 Transfers in from W&S Fund	\$78,856	\$76,532	\$0	\$0	\$0
	\$512,256	\$2,518,305	\$1,283,534	\$2,050,000	\$766,466

CAPITAL PROJECTS FUND EXPENDITURES

STREET PROJECTS		FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-78-100 Mass Transit		\$4	\$12	\$0	\$0	\$0
40-78-731 Sidewalk Projects		\$0	\$0	\$0	\$0	\$0
40-78-732 Harvey Traffic Mitigation		\$0	\$0	\$0	\$0	\$0
40-78-733 Sign Projects		\$15,000	\$0	\$0	\$0	\$0
40-78-779 Street Lights		\$0	\$0	\$30,000	\$0	(\$30,000)
40-78-781 Harvey Blvd Widening		\$0	\$0	\$500,000	\$600,000	\$100,000
40-78-783 GIS - Streets		\$0	\$0	\$0	\$0	\$0
		\$15,004	\$12	\$530,000	\$600,000	\$70,000

PARK PROJECTS		FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-80-802 Deerfield Park - Land Purchase		\$0	\$0	\$972,000	\$0	(\$972,000)
40-80-803 Deerfield Park - Development		\$0	\$0	\$1,500,000	\$2,000,000	\$500,000
40-80-817 Bayhill Trailhead Park		\$0	\$19,736	\$446,224	\$0	(\$446,224)
40-80-822 Park & Rec Master Plan		\$0	\$0	\$0	\$0	\$0
40-80-823 Park Improvements		\$0	\$0	\$0	\$0	\$0
		\$0	\$19,736	\$2,918,224	\$2,000,000	(\$918,224)

MISCELLANEOUS PROJECTS		FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-95-102 Miscellaneous		\$0	\$0	\$0	\$0	\$0
40-95-103 Cottonwood Electric, Gas, Excavation		\$15,877	\$4,250	\$0	\$0	\$0
40-95-115 Avanyu Projects		\$0	\$0	\$0	\$0	\$0
40-95-125 Trench Box		\$0	\$0	\$0	\$0	\$0
40-95-126 Heritage Park Amphitheater Improvements		\$0	\$0	\$50,000	\$50,000	\$0
40-95-127 Fencing for Public Works Building		\$0	\$0	\$25,000	\$0	(\$25,000)
40-95-128 Practice Range Fencing		\$0	\$0	\$37,825	\$0	(\$37,825)
40-95-135 Golf Maint. Equipment Facility & Site		\$2,900	\$0	\$200,000	\$0	(\$200,000)
40-95-150 Impact Fee Analysis		\$0	\$0	\$0	\$0	\$0
40-95-200 Community Recreation Center - Phase II		\$0	\$0	\$0	\$0	\$0
40-95-202 Community Rec Pergola		\$0	\$0	\$0	\$0	\$0
40-77-720 Public Works Building Basement		\$0	\$0	\$0	\$0	\$0
		\$18,777	\$4,250	\$312,825	\$50,000	(\$262,825)

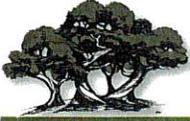
DEBT SERVICE		FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-98-105 Interest Expense		\$81,063	\$48,115	\$0	\$0	\$0
40-98-200 2006 Excise Revenue Bond - PWB		\$75,000	\$75,000	\$0	\$0	\$0
40-98-795 Trustee Fees		\$1,650	\$1,650	\$0	\$0	\$0
		\$157,713	\$124,765	\$0	\$0	\$0

OTHER USES		FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET	CHANGE
40-96-100 Transfer to the Gen Fund		\$0	\$6,000	\$6,000	\$0	(\$6,000)
40-99-101 Other Financing Use-Payment to Escrow		\$0	\$1,826,563	\$0	\$0	\$0
40-99-102 Bond Issuance Costs		\$0	\$23,405	\$0	\$0	\$0
40-97-100 Transfer to the Golf Fund		\$0	\$0	\$0	\$0	\$0
40-96-115 Transfer to the Community Recreation Fund		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$6,000	\$0	(\$6,000)

GRAND TOTALS	\$	191,494	\$	148,763	\$	3,767,049	\$	2,650,000	\$	(1,117,049)
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NET TOTALS	\$320,762	\$2,369,542	\$2,483,515	\$600,000	\$1,883,515
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ESTIMATED FUND BALANCE		FY 2018 BUDGET
Beginning Fund Bal		\$600,000
Change in Restricted/Nonspendable Fund Bal		\$600,000
Net change of Unrestricted Fund Balance		\$0
Remaining Fund Balance--Restricted for Debt Service		\$0



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Jeff Maag, Public Works Director
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Culinary Water meter requirement
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Jeff Maag

BACKGROUND AND FINDINGS:

Cedar Hills provides water to a limited number of users that are outside the jurisdictional boundaries of the City; Cedar Hills also receives water from other jurisdictions. Cedar Hills is required to meter and backflow protect each point of connection and we require metering and backflow protection at all service connections. Highland Gardens (AF City) submitted a permit application for a new larger culinary water service to their property on 4800 N. Cedar Hills staff reviewed and approved the permit with conditions that the water be metered and protected for backflow. American fork City reviewed and approved Cedar Hills' plan review and the proposed equipment.

A permit was issued 11/2/15 and the property owner's contractor proceeded to install the new water line but failed to install the required meter, backflow devise and meter box. Staff reviewed the permit at the time of expiration and contacted the owner with a request for final inspection. During the inspection it was noted that the owner had made the connection to the Cedar Hills water main and had energized his new lateral without authorization. The owner and AF City were notified that the installation was not installed as per the approved plans, that the permit was no longer valid and that the lateral valve had been closed.

The owner contacted Mayor Gygi and staff for a review of his project. Staff agreed to a permit extension for an additional 180 days. This permit extension expires April 14, 2017; at which time staff will close the street valve if the project is not completed as per the approved plans.

Considerations:

- 1) The project includes the addition of a new 6" culinary water service lateral to private property outside Cedar Hills' jurisdiction. This service will provide water for a fire suppression system and hydrant.
- 2) Cedar Hills ordinance requires that all service laterals be metered (7-1B-6).
- 3) Backflow protection is required by City Ordinance (Chapter 5).
- 4) Owner to provide and install backflow device (7-5-3, B, 2).
- 5) Meter and backflow equipment must be listed for fire service.

PREVIOUS LEGISLATIVE ACTION:

City Code 7-5-1-4 & 7-1B-6-8.

FISCAL IMPACT:

N/A

SUPPORTING DOCUMENTS:

See attached correspondence

RECOMMENDATION:

Staff recommends that Highland Gardens comply with Cedar Hills Code prior to receiving the requested water service.

MOTION:

N/A

September 30, 2015

Plan review

Permit #698

Permit request submitted for the installation of a six (6) inch culinary water lateral to the business "Highland Gardens" located at 9736 North, North County Blvd., American Fork City. The proposed lateral will be located on Harvey Blvd., City of Cedar Hills. A (6) six inch water lateral connected (tapped) to a (8) eight inch City water main using a resilient wedge tapping valve and placement of an appropriate thrust block, will provide service to the property on the south side of Harvey Blvd (see plan). As per plan this service lateral will provide water to a fire riser (sprinkler system) and a fire hydrant located approximately six hundred four (604) ft. from the meter. This water line and the fire suppression/hydrant are not in the City of Cedar Hills and will not be maintained by Cedar Hills. It is understood by the City of Cedar Hills that this pipeline will not be owned by American Fork City; but is a private water line installed and maintained by the property owner as required by American Fork City. The City of Cedar Hills provides one (1) service lateral to each property. Highland Gardens currently has a two (2) inch service lateral installed.

Each service lateral is required to have back flow protection and metering equipment enclosed in a meter can/vault and protected from freezing.

Due to the size of the requested service lateral a concrete vault will be required to house the required meter.

The six (6) inch, Sensus Fire Line (FM-720-R1), water meter is recommended, or submit an equivalent alternative for review. This is a combination type meter and will meet the requirement for one service lateral per property. The meter provides a two (2) inch meter for the normal daily water usage and can provide large line flow when demand is high. This will require that the current two (2) inch line be routed to connect to the new meter.

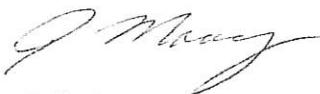
Water Meter maintenance will be provided by American Fork City which is similar to other meters in the area.

Prior to construction a street cut permit will be needed from our Public Works Department.

Scheduling will need to take place so as to have a public works Technician on site during connection and for inspections.

This plan review does not include any approval for system installation outside of Cedar Hills with the exception of the service lateral.

The City of Cedar Hills does not guarantee that the water line pressure will stay at current levels and the fire suppression design should take this into consideration.



Jeff Maag

Building Official

City of Cedar



51 East Main, American Fork, UT 84003
Office (801) 763-3000
Fax (801) 763-3033

October 27, 2015

Mr. Jeff Maag
City of Cedar Hills
10264 N Canyon Road
Cedar Hills UT 84062

RE: PERMIT #698 - 9736 N NORTH COUNTY BLVD, AMERICAN FORK UTAH

Dear Mr. Maag:

American Fork City is in receipt of your letter dated September 30, 2015 for permit #698 to install a culinary water lateral, meter, and fire hydrant for the Highland Gardens at 9736 N North County Blvd, American Fork, Utah. American Fork City is in favor of the connection per the enclosed approved and stamped plan as well as the requirements outlined in your letter. American Fork City will require inspection of the infrastructure that is installed within its city limits.

American Fork City appreciates its association and working relationship with the City of Cedar Hills. If you have any questions regarding this matter, please give me a call at 801-763-3060.

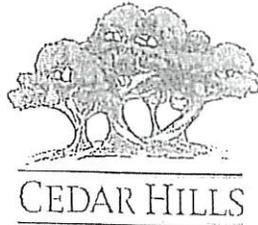
Sincerely,

Jay Brems
Water/PI Division Superintendent

Enclosures

Mayor James H. Hadfield

Carlton Bowen, Brad Frost, Robert Shelton, Jeff Shorter, Clark Taylor



October 3, 2016

Ken Stratton,

The City of Cedar Hills Building Department is providing this notice to inform you that Permit number 698 has expired. It appears that inactivity on the project has been significantly longer than the 180 days permitted by code. Our last available report is dated November 3, 2015. If you feel that this information is inaccurate please provide documentation to assist us in updating our records.

Technicians have visited the site and found that the proposed installation has not been completed as per approved plans. If you have completed this work, within the past week, please contact our office to schedule an inspection.

During the site inspection our Technicians noted that the street water valve for the new 6" service lateral was opened and that no meter or back flow protection was provided. The opening of this valve has not been approved by the Cedar Hills public works department. The review also noted that two water service laterals extended to the site. As per the permit only one service lateral per property is permitted.

Due to the nature of the proposed use for the 6" water connection (fire suppression), we will permit this opened connection to remain opened until October 17, 2016. On October 18, 2016 the valve will be closed and the service to your property will no longer be provided by the 6" connection. We recommend that you evaluate this situation and take whatever steps you feel to be appropriate.

American Fork City Fire, Building and Public Works departments will also receive this letter to allow them to rectify any issues that may result from this action.

If you are still interested in completing the proposed project; contact the Cedar Hills Building Department. Permit renewal fees for this permit are \$103.00.

Jeff Maag
Building Official
City of Cedar Hills
(801) 785-9668

CC:

American Fork City
Fire Department
Building Department
Public Works Department



October 14, 2016

Ken Stratton,

As per request the City of Cedar Hills Building Department has approved a time extension to Permit #698 for a period not to exceed 180 days; as per ICC Residential code section R105.5.

This extension is granted to allow the owner time to evaluate the required equipment, (Watts Series 709DCDA double check detector assemblies), and determine if there is an equivalent, approved, device that will satisfy the permit requirements and then to complete the installation.

The City of Cedar Hills Public Works department has agreed to allow the current installation to be energized; with the condition that the owner/contractor notify the department prior to any work commencing on the system. The street valve will be closed prior to work being started for City system protection. Note that only Cedar Hills Public Works staff is authorized to manipulate the valve in the street controlling flow to the site owners system.

Also noted is the change to the permit allowing the current 2" lateral/meter used for culinary purposes to remain as installed. The new installed lateral will be used solely for fire suppression/fighting purposes.

A handwritten signature in cursive script, appearing to read "Jeff Maag".

Jeff Maag
Building Official
City of Cedar Hills
(801) 785-9668

CC:

American Fork City
Fire Department
Building Department
Public Works Department

Jeffrey Maag

From: Nestor Gallo <NGallo@afcity.net>
Sent: Thursday, November 03, 2016 11:11 AM
To: Jeffrey Maag; David Bunker; Dee Howard
Cc: Jay Brems; Trent Andrus
Subject: RE: Highland Garden site plan - fire line connection

Thank you Jeff ... I agree with you.

The project may be under construction within the American Fork City boundaries but Cedar Hills is the water provider and consequently any new development should follow Cedar Hills' standard specifications, policies and procedures.

I will explain the contractor the reason for these requirements.
It makes perfect sense.

Thank you again for your prompt response.
Best regards,

Nestor Gallo, P.E.
City Engineer
Engineering Division
Public Works Department
American Fork City
(801) 404 7969

From: Jeffrey Maag [<mailto:JMaag@cedarhills.org>]
Sent: Thursday, November 3, 2016 8:59 AM
To: Nestor Gallo <NGallo@afcity.net>; David Bunker <DBunker@cedarhills.org>; Dee Howard <DHoward@cedarhills.org>
Cc: Jay Brems <JBrems@afcity.net>
Subject: RE: Highland Garden site plan - fire line connection

Nestor,
Thanks for taking the time to communicate with us. Attached find some of the communications from our Building and Public Works departments.
Cedar Hills is happy to accommodate the request to provide water to the Highland gardens project.
The plans provided to our public works department for review included a 6" service lateral to private property. We require that all service laterals that the City does not maintain to be metered and backflow protected. This helps us meet requirements to protect our drinking water from contaminants.
Obviously we all understand that there is a jurisdictional boundary associated within the water delivery system. Cedar Hills requires that the meter and backflow devices be provided near the boundary area allowing both jurisdictions access.
The meter recommended by our public works department is designed to permit full water flow during fire demand as well as meter low flow at other demands. We do not require this particular meter and are willing to review/approve a meter that is equivalent.
Hope this helps you understand the situation from our public works department.
Thanks, we always appreciate your help.

Jeff Maag



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, Interim City Manager
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Discussion on Surplus Property
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, Interim City Manager
BACKGROUND AND FINDINGS: <p>Cedar Hills owns multiple pieces of land that are unusable for development, or are leftover parcels from previous developments. The first parcel is along Cedar Hills Drive and is a piece that is located between two homes. The piece was originally planned to be a cul-de-sac but the development happened in a way that left this piece as a junk parcel. One of the adjacent homeowners is interested in purchasing the parcel; the parcel is approximately 3000 square feet, or about .07 acres. The parcel is not useable as a developable lot for a single family home.</p> <p>The second piece of land is a city-owned piece that is along Cedar Hills Dr. but is land locked. The piece houses an abandoned water tank that was owned by the State Development Center, and other active utilities (irrigation ditch and Rocky Mountain Power easements). Due to the current state of the land, staff is concerned about selling the property as a single-family parcel due to the abandoned utilities and the active utilities on the site. The parcel could be sold to adjacent land owners as undevelopable land.</p>	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT: Additional funds based on the sale of land	
SUPPORTING DOCUMENTS: Parcel Map 1, Parcel Map 2	
RECOMMENDATION: To advise staff and provide direction on the sale of City property.	
MOTION: No motion necessary, discussion item only.	

Utah County Parcel Map

36:408:0046

STOUT, JESSE and STEFANIE...
10138 N PINON DR - CEDAR HILLS
Value: \$262,300 -- 0.39 acres

36:408:0045

MANUELE, STEFANIE...
10124 N PINON DR - CEDAR HILLS
Value: \$255,900 -- 0.48 acres

36:148:0500

STREET ON BOOK 36 PAGE 148...

Value: \$0 -- 0 acres

14:003:0174

CEDAR HILLS CITY ...
Value: \$0 -- 5.48 acres

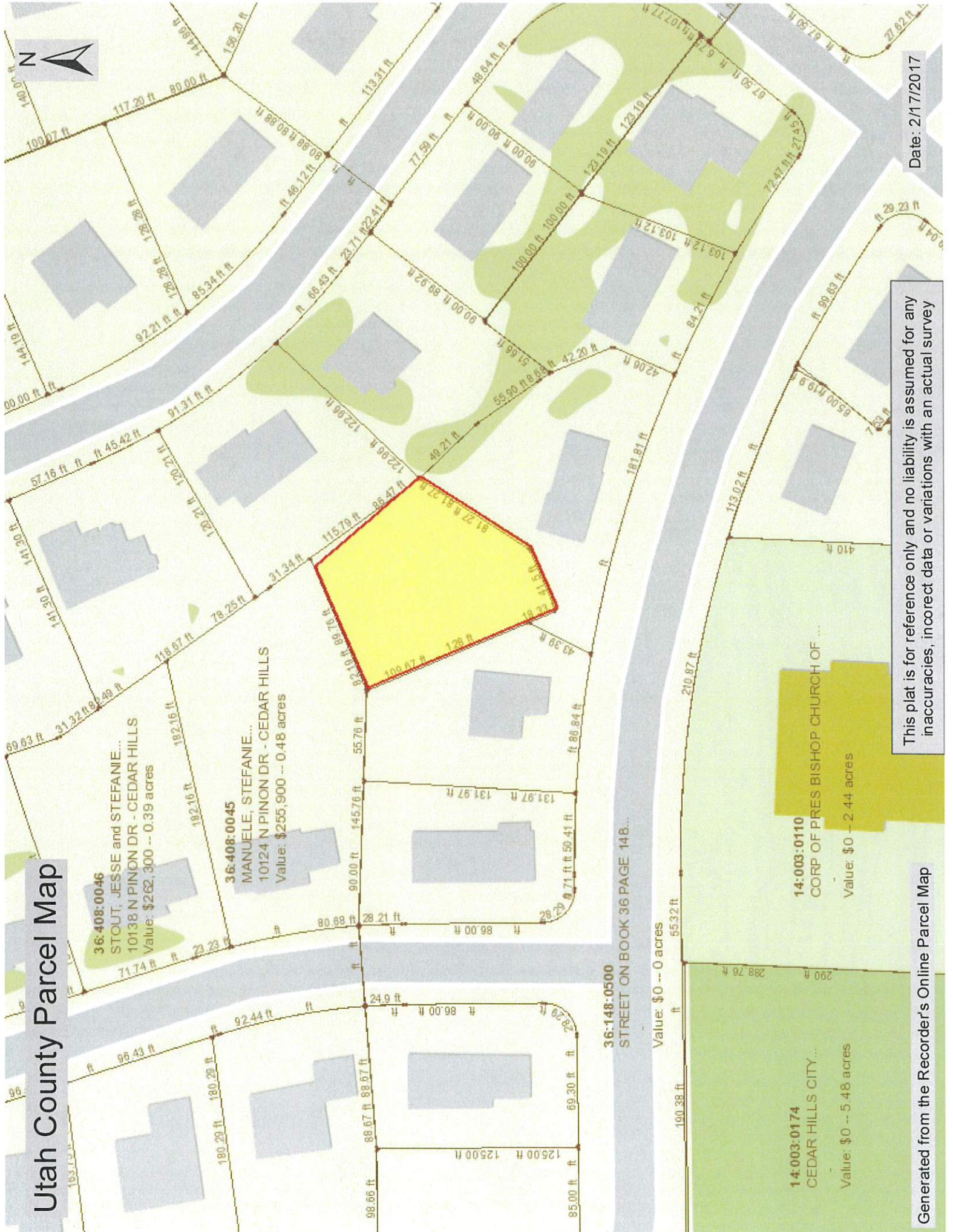
14:003:0110

CORP OF PRES BISHOP CHURCH OF ...
Value: \$0 -- 2.44 acres

Generated from the Recorder's Online Parcel Map

This plat is for reference only and no liability is assumed for any inaccuracies, incorrect data or variations with an actual survey

Date: 2/17/2017





CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Chandler Goodwin, Interim City Manager
DATE:	2/21/2017

City Council Agenda Item

SUBJECT:	Discussion on State of the City
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, Interim City Manager
BACKGROUND AND FINDINGS: The 2016 State of the City is nearing completion; it has been sent off for formatting and will be complete in the next couple of weeks. Staff would like direction from the Mayor and Council regarding the late delivery of the 2016 State of the City information.	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: N/A	
SUPPORTING DOCUMENTS: N/A	
RECOMMENDATION: To direct staff on the State of the City for 2016	
MOTION: No motion necessary, discussion item only.	