

**PROPOSAL FOR
PROFESSIONAL SERVICES
FOR
PARKS, RECREATION AND OPEN SPACE MASTER PLAN
INDOOR FACILITY NEEDS ASSESSMENT UPDATE
TAYLOR, TEXAS**

February 3, 2005

I. PROJECT DESCRIPTION

Carter & Burgess, Inc. (C&B) will provide professional planning and landscape architectural services for the City of Taylor (The City) for an update to the Indoor Recreation Priorities section of the existing Parks, Recreation, and Open Space Master Plan. The scope of work will be performed in two phases with Phase I including the Public Input and Needs Assessment and Phase II the Priority Ranking and Recommendations. As additional expertise for the needs assessment involved in Phase I, C&B will retain the services of National Service Research (NSR) as a subconsultant.

II. SCOPE OF SERVICES

PARKS, RECREATION, AND OPEN SPACE MASTER PLAN - UPDATE

A. PHASE I – Public Input and Needs Assessment

Community Input Process

1. NSR staff will conduct one evening public forum meeting to gather public input on programs/activities/amenities for a teen recreation center and a recreation center for all ages (City of Taylor to advertise meeting to the public, contact local recreation advocates, contact teens at middle schools, and provide location to hold public meeting).

Citizen and Teen Survey

1. NSR will design a citizen and teen survey based upon information gathered in the community input phase. NSR will solicit input and review of the survey from City Staff and the Advisory Committee.
2. It will be the responsibility of the City to print and mail approximately 3,000 to 4,000 surveys randomly to citizens. NSR will provide a business reply permit in order for citizens to return the survey.
3. NSR will request that the City coordinate with local schools to have 11 to 15 year old students complete a survey. NSR will request that the City collect the completed surveys and mail them to NSR for computer processing.
4. NSR will computer tabulate all returned surveys (up to 600 citizen surveys and 600 teen surveys) and present the results of the public forum meeting, and citizen and teen surveys in a final report in text and graphic form.

B. PHASE II – Priority Ranking and Recommendations

1. Priority Ranking Analysis

- a. Based upon the citizen survey findings, public forum meeting, City staff input, and Park Board input, C&B will prepare a priority ranking for indoor recreational programming needs within the community. The following steps will be included:
- 1) From needs assessment results, prepare a priority ranking point system and matrix.
 - 2) Complete the priority-ranking matrix based upon needs assessment results and other sources of input received.

2. Recommendations for Indoor Facilities

- a. Based upon the priority ranking results, prepare a supplemental document to the existing Parks, Recreation and Open Space Master Plan that will be a definitive programming directive for indoor recreational facilities within the City. The following steps will be included:
- 1) Preparation of the final narrative of a supplemental document to the existing Parks, Recreation and Open Space Master Plan that contains recommendations and explanations of top priority indoor recreation programming items.
 - 2) Submittal of one (1) unbound black and white copy of the Preliminary indoor recreation recommendations for City review and comment.
 - 3) Preparation of the final narrative addressing City comments.
 - 4) City Council resolution adopting supplemental information as an update to the Parks, Recreation and Open Space Master Plan.
 - 5) Submittal of fifteen (15) copies of document to the City
 - 6) All text for the document will be provided to the City on compact disk in a .pdf format.
 - 7) Submit supplemental information to TPWD.

Schedule

The proposed schedule is outlined below:

Approval By City Council	January 25 th
Advertise Public Meeting	January 26 - February 15 th
Discuss Public Meeting Issues	January 26 - February 10 th
Hold public meeting in Taylor	February 15 th
Design Citizen And Teen Survey	February 16 - 24
Final Approval Of Surveys By City	February 25
City To Print And Mail Surveys	February 28 - March 4
Distribute Teen Surveys To Students	February 28 - March 4
Survey Return Period	March 4 - 26
Computer Tabulate Returned Surveys	March 26 - March 31
Create Priority Matrix And Write Final Report	April 1 - May 15 th
Present Findings to P&Z/Council	May 15 th
Final Submittal To TPWD	May 15 th

III. COMPENSATION

PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

PHASE I - Public Input and Needs Assessment	\$6,000.00
PHASE II - Priority Ranking Analysis	\$3,850.00
TOTAL FEE	\$9,850.00

IV. ADDITIONAL SERVICES

Any additional items not included in this proposed scope of services, as may requested by the City of Taylor, will be covered as additional services as authorized by the City. Additional services may include, but are not limited to the following: additional public meetings; additional focus group meetings; video recording of any meetings; special presentation graphics; posting of information on the city web page; additional master plan documents/booklets; or additional color maps or exhibits from the master plan.