

Parks and Recreation Master Plan Update Grosse Ile Township

Scope of Work

Task 1 Project Kick Off

September 2009

Success in planning is greatly influenced by attention to detail and a shared understanding of expectations from the outset. Our team will begin with a kick off meeting to discuss project organization, project schedule and scope, public involvement, review of the current plan to confirm implementation since that plan was adopted, and any significant changes that were not contemplated during that planning process. The kick off meeting should be held with the Recreation Supervisor and others designated by the Township.

Meeting 1

Kick off meeting with Township staff

Meeting 2

Kick off meeting with Community Recreation Commission

Following the kick off meeting with staff, our team will conduct a kick off meeting with the Community Recreation Commission to review the process and obtain their initial ideas. The session will include discussing project organization, identifying critical issues, and generating preliminary ideas.

Task 2 Data Collection

October 2009-January 2010

LSL will inventory and analyze existing recreation facilities and programs in terms of current trends, population needs, facilities, and services with an emphasis on context of the parks, trails, condition of facilities, ADA compliance, and compliance with MDNR standards. Our inventory will also address private, school, regional and county recreation facilities that serve Grosse Ile.

Data collection will also include review of current applicable planning documents such as the Township's Master Plan, current budgets and the administrative structure. While no longer required by the MDNR guidelines, a brief community profile (regional setting, population trends and projections, housing characteristics, natural resources, land use, transportation,) will be prepared since it helps provide context for recommendations.

A preliminary analysis of facilities in the Township will be conducted based on national standards with a consideration of local needs. Based on our knowledge of Grosse Ile and recreation trends we initially believe the following to be some of the biggest park and recreation issues facing the Township. Our team will help find creative and practical solutions to these issues.

- Update the plan to reflect the improvements and investment made to the Township's park system in the past five years
- Maximize the potential of the Township's active parks
- Preserve or restore natural areas and passive open space
- Desire for pathways and park linkages
- Need to keep pace with recreation trends
- Coordinate with the school district for sharing of facilities
- Offer active and accessible neighborhood parks for residents to interact
- Preserve community character
- Recognize that changing family composition, such as two-person working households, smaller household numbers, single-parent households, and an aging population, may present the need for greater variety and different user times
- The recreation system of the Township is more heavily relied upon to improve the quality of life and is an important element in homebuyer decision making
- Higher demand for non-motorized pathways to function as a mode of transportation as well as a source of recreation and exercise
- Accommodate activities for young people that are not interested in traditional organized sports

Task 3 Public Involvement

November 2009

In our many years of working with communities and the public, our team has learned that public involvement has several purposes beyond meeting statutory requirements. First, effective public involvement allows us to understand expectations and hear ideas. Second, a public forum allows Township staff and officials an opportunity to educate the public about the relevant issues that face the area. Third, our public outreach program creates a valuable social opportunity for residents to work together and to get involved in a meaningful way. Our team will facilitate the public involvement events in collaboration with Township staff.

In accordance with MDNR guidelines, which require two venues for public involvement, and our experience, our team recommends a series of focus groups for the Master Plan and two park specific workshops, in addition to the public hearing. It is the responsibility of the Township to schedule and contact participants for the focus groups, workshops, and public hearing.

Meeting 3
1/2 day of Focus
Group meetings

Meeting 4
Centennial Farm
Workshop

Meeting 5
Waters Edge Workshop

Task 4 Prepare Draft 1

January-February 2010

Once we have completed the above described data collection and have compiled the public involvement results, plan preparation will begin. Our team will use mapping, graphics, charts, and text to relay this information in a user-friendly and stimulating manner. Chapters will include:

- **Section 1: Community Description.** This section will summarize social and physical characteristics relating to Grosse Ile such as population, housing, income, land use, and vegetation as it relates to park and recreation.
- **Section 2: Administrative Structure and Planning Process.** A summary of how park and recreation services and facilities are provided to Township residents will be included in this section. This will include the relationship between the Community Recreation Department, School Districts, Wayne County, the Huron-Metropolitan Authority, and the State of Michigan. In addition, we will include required information about public involvement, the recreation budget, grant history and funding sources.
- **Section 3: Recreation and Resource Inventory.** Our team will update the current park and recreation inventory to account for recreation facilities and services, both public and private. We will elaborate on the accessibility and availability of these facilities and how they factor into the analysis.
- **Section 4: Park and Recreation Analysis.** Modifications to the MDNR Recreation Plan guidelines have minimized emphasis on analyzing the inventory in relation to the national recreation standards; therefore, the team will provide a park and recreation analysis that is more value-based. Our team will place more emphasis on information such as public involvement results, input from recreation staff and users, our experience and knowledge of Grosse Ile, the social and physical characteristics of the city, national recreation trends, and our professional expertise.
- **Park Concept Plan.** Concept plans for Centennial Farm and Waters Edge will be updated to reflect future recreation needs for the community.

This portion of the draft plan will be submitted for review by the subcommittee via e-mail. Our team will then meet with staff to confirm accuracy of information, discuss possible edits, and to establish a starting point from which to generate recommendations.

Meeting 6
Review of Draft 1 with
Subcommittee

Task 5 Prepare Draft 2

February-March 2010

Our team will revise Draft 1 and add the second segment of the plan dealing with the action program. The complete plan will meet standards set forth by the MDNR. We will place strong emphasis at this stage in ensuring the action plan includes creative and feasible recommendations. Draft 2 will include:

- **Sections 1-4.** Updated per subcommittee and staff comments.
- **Section 5: Action Program.** This section will include an update to the goals of the current plan, park specific recommendations, Township-wide recommendations, a five year plan for capital investment, and a listing of possible funding sources.

Draft 2 will be submitted for review by the subcommittee via e-mail. Our team will then meet with the subcommittee to discuss revisions, and ensure recommendations are desirable and feasible.

Meeting 7

Review of Draft 2 with Subcommittee

Task 6 Prepare Draft 3

March-May 2010

After review and comment by the subcommittee, a third draft will be e-mailed for submission to the Community Recreation Commission for their comments.

Meeting 8

Review of Draft 3 with Subcommittee

Task 7 Prepare Draft 4, Public Hearing and Adoption

May-August 2010

Draft 4, will be e-mailed for submission to the Community Recreation Commission and Township Board for the public hearing and approvals. In accordance with the MDNR Recreation Plan Guidelines, the public hearing draft must be available for public review 30 days prior to final adoption.

Following the Community Recreation Commission public hearing and recommendation, a memo describing any applicable final revisions will be provided to supplement Draft 4 of the plan, if needed. Once the final revisions are acceptable, the plan will be adopted by the Township Board, which may occur at the public hearing. It is not anticipated that LSL will be present at the adoption or recommendation meetings if they occur at subsequent meetings.

Meeting 9

Community Recreation Commission Public Hearing and Recommendation

Meeting 10

Township Board Public Hearing and Adoption

Task 8 MDNR Submission and Plan Finalization

August-September 2010

LSL will finalize the adopted plan and prepare the plan for submission to the MDNR, including insertion of necessary adoption documentation. At the same time, LSL will prepare final copies for SEMCOG and Wayne County and distribute 15 copies of the adopted plan and a CD to the Township. LSL can provide additional copies of the plan at an extra fee.

Fee

The total fee for the above scope of work is \$24,000.00. Invoices will be submitted monthly based on the percent complete. The fee could be adjusted if the Township desires to increase or decrease the scope of work, such as the number of meetings. Any additional items, including extra meetings or drafts outside of this proposal are an extra cost.

Reimbursable expenses are an additional cost and are estimated to be \$1,500, including: copying, document reproduction, photography, map reproduction and materials, public meeting materials, meals and travel. These expenses are invoiced at documented cost.