WOOD RODGERS

May 24, 2012

Mr. Al Rogers
Washoe County Regional Parks
2601 Plumas Street
Reno, NV 89509

Re: Washoe County Regional Parks Districts Master Plan
Proposal for Planning Services

Dear Mr. Rogers,

Wood Rodgers, Inc. is pleased to provide this proposal for master planning services for the consolidation of parks districts within Washoe County. Currently the Washoe County Parks Districts are subdivided into 20 separate sub-districts out of four overall parks districts. As the County has collected Residential Construction Taxes (RCT) over the years, RCT funds have been allocated to the various sub-districts for use in the construction of "neighborhood park facilities" as defined in NRS 278.4983(8). The allocations for older, more established neighborhoods thus have smaller RCT balances where as areas that have seen residential growth in recent years have larger balances. There is currently not a plan in place for the investment of the current and future funds. Also, the existence of so many sub-districts makes it difficult to provide meaningful improvements in any one district. In an effort to provide greater flexibility to allow for capital improvements to be made in the most effective manner, it is proposed that the sub-districts be collapsed into four more globally defined districts. IVGID and SVGID provide neighborhood park planning services separately from Washoe County. Planning for use of funds and improvements in these park districts is, therefore, not anticipated in this planning effort.

Wood Rodgers understands that our objectives will be to:
(1) Analyze residential trends and park facilities to determine deficiencies both in the amenities at existing park facilities, as well as neighborhood park coverage deficiencies.
(2) Develop a demographic and geographic basis for transition of the park sub-districts.
(3) Create a framework for improvements to existing facilities and acquisition/development of new facilities, including an investment strategy for use of current and future Residential Construction Tax fees and development of improvements.

(4) Identify and recommend limitations in the current Residential Construction Tax structure that may be roadblocks for achieving planned improvements and provide solutions for moving forward.

The following is a detailed outline of the specific tasks and descriptions to be provided with the scope of work.

Task 1: Baseline Analysis

1.1 Project Initiation Meeting

Wood Rodgers will conduct an initiation meeting with Washoe County Parks and Open Space Program Staff. The purpose of the meeting is to identify project goals and objectives, as well as for the planning team to obtain data, reports, and previous plans for facilities within the County. The meeting will also establish the protocol for correspondence, invoicing, and the project schedule and milestones.

1.2 Previous Studies Review

Wood Rodgers will review past studies, master plans, inventories, and reports to establish a baseline for the analysis.

1.3 Project Base Mapping

Wood Rodgers will develop a project GIS for use throughout the analysis and recommendations portions of the project scope. The mapping will identify existing parks facilities, population density and relevant demographics, approved/un-built residential lots, zoning and existing park district boundaries for use in the analysis.

1.4 Demographics Analysis

Wood Rodgers will prepare demographic data from available sources to assess parks and recreation facility needs within the County and the correlation of these needs to existing and anticipated RCT funding levels. Wood Rodgers will assess current neighborhood park coverage in the County relative to existing and approved/un-built residential units for each of the park sub-districts and larger overall parks districts. This information will be analyzed, with tables and exhibits produced to represent demographic trends in the County. Additionally, this demographic information will be compared with counties of similar population and characteristics to that of Washoe. Community and Regional Park acreage standards based on existing and forecasted population statistics will be included.

1.5 Facilities Inventory and Analysis

Wood Rodgers will build upon existing available County facility inventories provided by Regional Parks Staff. Wood Rodgers will supplement facilities inventories and provide a summary of each park and recreation facility. The site visits and inventories will be accompanied by a photographic representation of each of the facilities. It is anticipated that Parks Staff may augment Wood Rodgers staff in the inventory efforts of existing parks. We will then analyze existing facilities relative to their individual and collective amenities to assist in determining neighborhood park deficiencies in existing parks. This item will expand on the existing Washoe County Open Space and Natural Resource Management Plan Park Inventory and Assessment Report.

Task 2: Public Engagement

2.1 Public Outreach

Wood Rodgers will conduct two public scoping meetings to engage the citizens of Washoe County in a dialogue about existing programs and capital expenditures. The objective is to identify goals for future facilities within the County, as well as to build consensus for a streamlining of the parks district boundaries. These public meetings will summarize the existing conditions prepared in the baseline survey, as well as provide a presentation of the preferred alternatives developed from the feedback obtained from the CAB's. The goal of this public meeting is to build community consensus and buy in for future capital RCT expenditures for the improvement of existing facilities and parameters for future facilities.

Wood Rodgers will prepare a written summary of comments from the two scoping meetings. The summary will be provided to Regional Parks staff along with presentation materials for staff to reach out to CAB's and the Parks Commission for additional comments. Staff comments will be combined with the comments from the scoping meetings and included on the Regional Parks website. Additionally, Wood Rodgers will prepare an online survey to be hosted on the County's website to solicit additional feedback for individuals that were not able to attend the public scoping meetings.

Task 3: Recommendations

3.1 Facilities Priorities, Strategies and Recommendations

Wood Rodgers will prepare a facilities plan, which will include priorities, strategies, and recommended improvements to both existing facilities and new facilities. Additionally, a series of overall goals and strategies will be prepared that will serve as the guiding principles for future growth and expansion of facilities in the County. Included with the facilities plan will be a discussion and recommendations for related issues which currently limits the application of RCT for such things as, but not limited to: Operations and Maintenance, improvements to regional facilities, mobile home valuation, overall impact fee cap, and definition of "neighborhood use".

3.2 Capital Improvement Matrix

To assist the County in future prioritization of capital and infrastructure preservation improvements, Wood Rodgers will prepare a matrix, consisting of short-, mid-, and long-term improvement projects with order of magnitude cost estimates. This matrix can then be utilized by the County to pull projects "off the shelf" and serve as a measurable implementation plan.

3.3 Master Plan and Investment Strategy Draft

Wood Rodgers will prepare a draft Master Plan and Investment Strategy for the Washoe County Department of Regional Parks & Open Space. The "Plan" will consist of planned improvements to existing and future park facilities and goals/policies to guide future growth in each of the four proposed park districts. The "Strategy" will bridge the plan for future improvements with the capital improvement matrix to synthesize the "Plan" into incremental action items that will assist decision making for future parks and open space investments.

3.4 Plan Adoption

Wood Rodgers will include comments obtained by Regional Parks Staff during presentation of the draft Plan to the Parks Commission and general public comment from the Regional Parks website and provide revisions and prepare a Final Master Plan. The plan will be presented to the Parks Commission and Board of County Commissioners for final adoption.

Special Conditions & Items Needed:

1. *Client to provide GIS data including, but not limited to: aerial orthophotos, parcels, zoning, approved un-built residential lots, parks, park districts/sub-districts, census data, streets, city boundaries, GID boundaries.*
2. *Client to provide any previous reports, master plans, cost estimates, and funding availability for creation of baseline case scenario*
3. *Any cost estimates prepared represent preliminary amounts that are subject to change. Wood-Rodgers, Inc. will not assume responsibility for the use of these costs in budget analysis or be held liable for potential development cost increases associated with the development of this project.*

Closing

This proposal is based on knowledge of the project at its current status. If this proposal meets with your approval, please sign the attached Agreement and return the original to our office. This proposal will remain valid for a period of ninety (90) days from the date of issuance.

We have included Exhibit "A" Wood Rodgers cost estimate for this proposal. We have included Exhibit "B", an hourly rate Fee Schedule for Time and Materials work and for Client requested changes affect the scope of work contained.

Thank you for the opportunity to work with you on this project. We are confident that the team at Wood Rodgers will provide the quality and timeliness of services needed to make this a successful project. Should you have any questions or require additional information, please contact our office.

Sincerely,
Wood Rodgers Inc.

Melissa Lindell, AICP
Principal

Andrew D. Durling, AICP, LEED AP
Associate

WOOD RODGERS

Exhibit "B"

RENO PUBLIC WORKS
FEE SCHEDULE
Effective January 1, 2012

CLASSIFICATION	STANDARD RATE
Principal Engineer/Hydrogeologist/Surveyor/Planner/LA*II	$210
Principal Engineer/Hydrogeologist/Surveyor/Planner/LA*	$185
Associate Engineer/Hydrogeologist/Surveyor/Planner/LA*	$160
Engineer/Hydrogeologist/Surveyor/Planner/LA*-III	$145
Engineer/Hydrogeologist/Surveyor/Planner/LA*-II	$120
Engineer/Hydrogeologist/Surveyor/Planner/LA*-I	$115
Assistant Engineer	$95
Resident Engineer	$145
Inspector/Construction Project Manager	$125
Cad Technician-III	$95
Cad Technician-II	$85
Cad Technician-I	$75
Field Technician III	$85
Field Technician II	$80
Field Technician I	$70
Lab Technician II	$80
Lab Technician I	$70
Project Coordinator	$70
Administrative Assistant	$60
2-Person Survey Crew	$160
3-Person Survey Crew	$220
Consultants, Outside Services, Materials & Direct Charges	Cost Plus 10%
Overtime Work	Rate Plus 50%

*LA = Landscape Architect.

Last Updated: 5/24/2012

Exhibit A
Cost of Services

Task #	Task	Item No.	Task Description	Principal Planner Hourly Rate	Principal Planner # of Hours	Principal Planner Cost	Associate Planner Hourly Rate	Associate Planner # of Hours	Associate Planner Cost
1	Baseline Analysis	1.1	Project Iniation Meeting	185	2	$ 370.00	160	4	$ 640.00
		1.2	Previous Studies Review	185	6	$ 1,110.00	160	12	$ 1,920.00
		1.3	Project Base Mapping	185	4	$ 740.00	160	12	$ 1,920.00
		1.4	Demographic Analysis	185	24	$ 4,440.00	160	24	$ 3,840.00
		1.5	Facilities Inventory & Analysis	185	12	$ 2,220.00	160	24	$ 3,840.00
			Sub-Totals		48	$ 8,880.00		76	$ 12,160.00
2	Public Engagement	2.1	Public Outreach	185	20	$ 3,700.00	160	20	$ 3,200.00
			Sub-Totals		20	$ 3,700.00		20	$ 3,200.00
3	Recommendations	3.1	Facilities Strategies & Recommendations	185	32	$ 5,920.00	160	24	$ 3,840.00
		3.2	Capital Improvement Matrix	185	8	$ 1,480.00	160	20	$ 3,200.00
		3.3	Master Plan & Investment Strategy	185	32	$ 5,920.00	160	20	$ 3,200.00
		3.4	Plan Adoption	185	24	$ 4,440.00	160	8	$ 1,280.00
			Sub-Totals		96	$ 17,760.00		72	$ 11,520.00
			GRAND TOTALS		164	30,340		168	26,880

Item No.	Associate Landscape Architect Hourly Rate	Associate Landscape Architect # of Hours	Associate Landscape Architect Cost	Planner II/GIS Hourly Rate	Planner II/GIS # of Hours	Planner II/GIS Cost	Clerical Hourly Rate	Clerical # of Hours	Clerical Cost	Other Direct Cost	Subconsultant Cost	Totals # of Hours	Totals Cost
1.1	160		$ -	120		$ -	60	1	$ 60.00	$ -	$ -	7.00	$ 1,070.00
1.2	160	4	$ 640.00	120		$ -	60	4	$ 240.00	$ -	$ -	28.00	$ 3,910.00
1.3	160	4	$ 640.00	120	24	$ 2,880.00	60	2	$ 120.00	$ -	$ -	46.00	$ 6,300.00
1.4	160	4	$ 640.00	120	32	$ 3,840.00	60		$ -	$ -	$ -	84.00	$ 12,760.00
1.5	160	32	$ 5,120.00	120	32	$ 3,840.00	60	6	$ 360.00	$ -	$ -	106.00	$ 15,380.00
Sub-Totals		44	$ 7,040.00		88	$ 10,560.00		13	$ 780.00	$ -	$ -	289	$ 39,420.00
2.1	120		$ -	120	32	$ 3,840.00	60	2	$ 120.00	$ 1,750.00		74.00	$ 12,610.00
Sub-Totals		0	$ -		32	$ 3,840.00		2	$ 120.00	$ 1,750.00	$ -	74	$ 12,610.00
3.1	120	20	$ 2,400.00	120	32	$ 3,840.00	60	6	$ 360.00	$ -	$ -	114.00	$ 16,380.00
3.2	120	8	$ 960.00	120	12	$ 1,440.00	60	6	$ 360.00	$ -	$ -	54.00	$ 7,440.00
3.3	120	8	$ 960.00	120	40	$ 4,800.00	60	4	$ 240.00	$ -	$ -	104.00	$ 15,120.00
3.4	120	4	$ 480.00	120	20	$ 2,400.00	60	6	$ 360.00	$ -	$ -	62.00	$ 8,960.00
Sub-Totals		40	$ 4,800.00		104	$ 12,480.00		22	$ 1,320.00	$ -	$ -	334	$ 47,880.00
GRAND TOTALS		84	11,840		224	26,880		37	2,220	1,750	-	677	99,910