

SCOPE OF WORK

Task 1: Hold a Start-up Meeting

- Conduct a project start-up meeting with the Park and Recreation Director to:
 - Confirm the goals and objectives for the project,
 - Set a refined project schedule,
 - Determine progress reporting requirements,
 - Define lines of communication;
 - Exchange information,
 - Identify critical issues, and
 - Address other items that may arise.

Deliverables: Electronic version of notes from the Start-up Meeting

Task 2: Develop a Base Map

- Create a GIS Base Map of Existing Conditions from the most recent orthophotos for Memorial Park and other GIS data supplied by the Town, the Lamoille County Planning Commission, the Vermont Center for Geographic Information, and the Federal Natural Resources Conservation Service's Web Soil Survey, including the Town's recent Natural Resource Assessment of Memorial Park.
- Contact State and federal resource agencies to find if they have concerns, notes, comments, or knowledge of special features of the site that they want us to consider as we develop a Master Plan for the Park, as well as potential permitting requirements that may need to be met prior to undertaking any modifications to the existing Park.
- Confirm existing data and gather additional information in the field about playing field conditions, plantings and vegetation, paved surfaces, lighting features, other recreational facilities (including skateboard, tennis, basketball, and playground) and other aspects of the Park and add to the Base Map as appropriate.
- Prepare a Site Analysis that considers the existing conditions and the constraints and opportunities they provide and the implications they make about future park layouts.
- Circulate the GIS Base Map of Existing Conditions and Site Analysis to the PAC for their review and comments via email.

Deliverables: GIS Base Map of Existing Conditions and files with site and regional resource information and the Site Analysis.

Task 3: Gather Background Information

- Review for their continued applicability to the Memorial Park Master Plan the findings of or information in;
 - The 2005 recreation survey completed as part of the work on the un-adopted Stowe 10-Year Recreation Master Plan,

- The 2008 Community Survey results,
- The 2007 Stowe Village Vibrancy Plan and the subsequent 2008 Village Center Committee Report,
- The Stowe Town Plan,
- Stowe Ice Rink plans and permits,
- Land and Water Conservation Fund documents,
- Stowe Skateboard Coalition presentations and information,
- Other relevant existing documents.
- Review current recreational standards for their recommendations on the types of facilities a community the size of Stowe should ideally provide for their residents and compare these to the current private and public facilities currently available in the Town as inventoried in the 2005 Stowe 10-Year Recreation Master Plan or updated by the Town Parks and Recreation Director to create a list of potential uses or facilities for Memorial Park.
- Review the layout and basic soundness of the David Gale Recreation Center and other Park structures.
- Interview Town officials and staff that may have information, ideas, or suggestions on the current and future uses of Memorial Park and/or its facilities, including:
 - The Stowe Parks and Recreation Director,
 - The Stowe Planning Director,
 - The Stowe Public Works Director,
 - The Stowe Town Manager,
 - The Stowe Parks and Grounds Superintendent and other Parks and Recreation staff,
 - The Historical Society and Museum Director,
 - The Chair of the Planning Commission,
 - The Chair of the Development Review Board (DRB)
 - The Recreation Commission,
 - A representative of the Stowe Skateboard Coalition,
 - The principals of the Stowe Grade, Middle and High Schools, and
 - The Chair of the Stowe Historic Preservation Commission.
- Suggest a draft evaluation system to use in deciding which of the numerous facilities suggested for the Park in the next Task may actually be included in the Master Plan which will most likely consider:
 - The support for the facility or use by residents of the Town;
 - The overall need for the use or facility in the Town;
 - The ease of locating the facility or use elsewhere in the Town;
 - The ease or difficulty in realizing the use or facility based on costs, permitting, and other factors;
 - The overall amount of space required for the use or facility;
 - The existing conditions in the Park;
 - The compatibility of the facility or use with other proposed Park uses;
 - The support for such a use or facility in other official Town plans or recommendations;

- The current existence of such uses or facilities in the Park.
- Participate in an initial discussion with the Town Selectboard to:
 - Confirm their views of the goals and objectives for the project,
 - Identify critical issues of concern to them,
 - Discuss initial concepts and desires for the Park;
 - Clarify areas of uncertainty surrounding the purpose, history, and use of the Park,
 - Discuss the draft evaluation system, and
 - Address other items that may arise.
- Hold an initial meeting with the Project Advisory Committee (PAC) to:
 - Confirm the goals and objectives for the project,
 - Identify critical issues,
 - Discuss initial concepts and desires for the Park; and
 - Address other items that may arise.
- Organize and hold one public user group discussions in conjunction with the Town Parks and Recreation Department and the Recreation Commission to informally discuss suggestions, sentiments, desires, wishes, concerns, and ideas with Park users and Town residents, specifically touching on, at a minimum:
 - The need for additional facilities in the park and what they might be,
 - The future of Jackson Arena and a new Ice Rink,
 - The use of Town park land for school activities or specialized activities,
 - The preservation of existing uses or facilities, and
 - The expansion, upgrading, or reconstruction/expansion of the David Gale Recreation Center.
- Develop a draft Background Information Memorandum that highlights the information gathered and developed in this task and circulate it to the PAC for their review.
- Meet with the PAC to discuss the draft Background Information Memorandum and to prioritize the various different needs, suggestions, and recommendations and to finalize the evaluation system.
- Finalize the Background Information Memorandum, including the evaluation system, by including the results of the prioritization discussion with the PAC.

Deliverables: Electronic version of the Background Information Memorandum, with the evaluation system.

Task 4: Develop a Park Program

- Prepare a written draft Memorial Park Program that summarizes the uses and facilities that the Town intends to include in the Master Plan, using the Background Information Memorandum, the GIS Base Map of Existing Conditions, the site analysis, input from the Parks and Recreation Director, and our professional opinion as filtered through the evaluation system.
- Circulate draft Memorial Park Program to the PAC, the Planning Commission, and the Selectboard for their review.

- Meet with the Planning Commission to discuss and refine the draft Memorial Park Program.
- Meet with the PAC to discuss and refine the draft Memorial Park Program.
- Organize and hold a public user group discussion in conjunction with the Town Parks and Recreation Department and the Recreation Commission to review the draft Memorial Park Program with Town residents and other interested individuals.
- Edit the draft Memorial Park Program as appropriate to incorporate the comments from the Selectboard, users, and residents and circulate it to the PAC for review and comment via email.
- Meet with the Selectboard to discuss the edited draft Memorial Park Program.
- Finalize the Memorial Park Program and submit to the PAC and Selectboard.

Deliverable: An electronic version of the written Memorial Park Program (MPP) describing the desired uses and facilities for Memorial Park.

Task 5: Develop a Park Master Plan

- Gather information on the current area needs and requirements of the various uses and facilities included in the MPP, primarily using layouts and dimensions in the latest version of the U.S. Military's *Planning and Design of Outdoor Sports Facilities*.
- Develop at least two alternate conceptual layouts that include as many of the uses and facilities as possible that are included in the MPP, as well as other necessary circulation, infrastructure and amenities using the data gathered in the first step of this task and circulate the plans with the PAC for their review.
- Meet with the PAC to discuss and refine the alternate conceptual layouts and select up to two of the most desirable ones, as edited, for presentation to the public for their comments.
- Organize and hold a public user group and resident discussion in conjunction with the Town Parks and Recreation Department and the Recreation Commission to review up to two alternate conceptual park layouts with Town residents and other interested individuals with the goal of selecting a preferred conceptual layout either from one of the two presented or from a combination of elements from each of the alternate layouts.
- Refine or create a preferred Master Plan Conceptual Layout based on the input from the PAC and the public and circulate it to the PAC.
- Work with appropriate Towns groups to develop alternate locations for those uses and facilities initially considered for or currently accommodated in the Park that are not included in the MPP.
- Prepare a written draft Memorial Park Master Plan Memorandum that describes how the preferred Master Plan Conceptual Layout accommodates the elements of the MPP with an explanation, if needed, as to why some elements of the MPP are not included in the Master Plan Conceptual Layout.
- Circulate the Master Plan Conceptual Layout and the Memorial Park Master Plan Memorandum to the PAC, the Planning Commission, the DRB, the Selectboard and others that were interviewed in Task 3 for their review.
- Meet with the DRB to review and refine the Master Plan Conceptual Layout.
- Meet with the PAC to review and refine the Master Plan Conceptual Layout and the Memorial Park Master Plan Memorandum.

- Request review comments via email from the Planning Commission and other that received the master Plan Conceptual Layout and Memorial Park Master Plan Memorandum.
- Meet with the Selectboard to review the Master Plan Conceptual Layout and the Memorial Park Master Plan Memorandum and make final adjustments to appropriately address their comments or suggestions.

Deliverable: Electronic and four paper copies of the Master Plan Conceptual Layout (the Layout) and the Memorial Park Master Plan Memorandum.

Task 6: Develop an Implementation Plan

- Develop preliminary estimates of probable construction costs for the various elements of the Layout, excluding those potential elements for which plans and estimates have already been prepared, such as the Ice Rink or the Rotary Barn and circulate to the PAC for their review.
- Develop preliminary estimates of probable construction costs for those elements for which alternate locations were found in Task 5.
- Develop a draft prioritization and phasing plan for the Layout, using information gathered in Tasks 1, 2, 3, and 4, and circulate to the PAC for their review.
- Develop a draft time line for the implementation of the various elements of the Layout and circulate to the PAC for their review.
- Summarize the required permits for the elements of the Layout using information gathered in earlier Tasks.
- Research potential funding sources for the various elements of the Layout.
- Meet with the PAC to discuss and refine the preliminary estimates of probable construction costs, the draft prioritization and phasing plan, the draft implementation time line, funding sources, and the permitting requirements.
- Edit and finalize as appropriate to reflect the comments from the PAC the preliminary estimates of probable construction costs, the draft prioritization and phasing plan, the draft time line implementation plan, funding sources, and the permitting requirements; combine them into an Implementation Memorandum; and submit to the PAC.

Deliverables: An electronic version of the Implementation Memorandum, including the preliminary estimates of probable construction costs, the prioritization and phasing plan, the implementation time line, funding sources, and the permitting requirements.

Task 7: Prepare a Final Memorial Park Master Plan Report

- Research and identify potential funding opportunities for implementation of the Layout.
- Assemble the Memorandums and other deliverables prepared in this and the earlier Tasks and edit as needed to create a draft final Memorial Park Master Plan and submit to the PAC for review and comment via email.
- Meet with the PAC, if needed, to discuss the draft final Memorial Park Master Plan and edit as needed.
- Submit the Memorial Park Master Plan to the PAC and the Town.
- Assist the PAC and the Town staff in presenting the final Memorial Park Master Plan to those that participated in its development at a Town Selectboard meeting.

Deliverables: Two electronic version and ten paper copies of the final report, including a graphic schematic layout of Memorial Park.