



CARVER COUNTY PARKS

11360 Highway 212 West, Suite #2
Cologne, MN 55322
Phone (952) 466-5250 Fax (952) 466-5223
www.co.carver.mn.us/parks

Division of Public Works

11360 Hwy. 212 West, Suite #1
Cologne, MN 55322
Phone (952) 466-5200
Fax (952) 466-5223

Park Commission Wednesday, May 20, 2015

6:30 p.m. Tour of Lake Waconia Regional Park

7:30 p.m. Regular Meeting
Lake Waconia Regional Park, Picnic Shelter
8170 Paradise Lane,
Waconia, MN 55387

In the event of in climate weather, the tour will be cancelled
Meeting to be held 6:30 p.m.
Public Works
11360 Hwy 212 West, Cologne MN, 55322

Agenda

- 1) Call Meeting to Order, Roll Call (7:30 p.m.)
- 2) Approval of the April 8, 2015 Regular Meeting Minutes (7:30 p.m.)
- 3) Additions or Deletions to the Agenda (7:31 p.m.)
- 4) Approval of Agenda (7:32 p.m.)
- 5) Commissioner Liaison Report (7:33 p.m.)
- 6) Open to the Public (7:40 p.m.)
- 7) New Business (7:41 p.m.)
 - a. July 4th Fireworks at Lake Minnewashta Regional Park & Lake Waconia Park
 - b. Sling-shot activity request at Lake Minnewashta Regional Park
 - c. Request for Proposal Lake Waconia Regional Park
- 8) Discussion (8:00 p.m.)
 - a. Draft Capital Improvement
- 9) Staff Reports (8:20 p.m.)
 - a. Legislative Update
 - b. Aquatic Invasive Species 2015 Update
 - c. MN River Bluffs Regional Trail
 - d. Events and Activities
- 10) Commission Member Reports (8:30 p.m.)
- 11) Set Next Tour/Meeting Date (8:31 p.m.) – Proposed date June 10th
- 12) Adjourn Meeting (8:32 p.m.)

Please note if a Commission Member cannot attend the meeting, please call the Park Office at 466 – 5250.

Draft Meeting Minutes April 8, 2015

Members Present: Carroll Aasen, Ron Trick, Tom Hermann, Gerald Bruner, Jim Boettcher, Jim Manders, Curt Kobilarcski, Commissioner Tim Lynch

Staff Present: Marty Walsh, Sam Pertz, Connie Keller

Park Commission and Staff Toured Baylor Park from (6:30pm – 8:19pm)

Staff and Park Commission toured the Community Room, Campgrounds, Sugar Shack, walked along the marsh walk, a tour was given to park commission of the observatory buildings from Mr. Hiltner a key holder for the observatory, tour finished with a walk through of the Caretaker house.

Call to Order: Manders, called the meeting to order at **(8:25p.m.)**

Approval of Minutes: **(8:25p.m.)**
Trick motioned to approve the minutes of the March 11, 2015 regular meeting minutes. Bruner seconded the motion.
Motion passed 7 to 0.

Additions/Deletions to the Agenda: **(8:25p.m.)**
None

Approval of Agenda: **(8:26p.m.)**
Boettcher motioned to approve meeting agenda, Aasen seconded the motion.
Motion passed 7 to 0.

Commissioner Liaison Report: **(8:26p.m.)**
None

Open to the Public: **(8:26 p.m.)**
None Present

New Business **(8:27p.m.)**

A. Beach Water Testing

Staff reviewed with Park Commission information on establishing a base line water testing program at Baylor Park, Lake Minnewashta Park and Lake Waconia Park.

Staff stated that in past they have relied on MN Dept. of Health other park agencies and local media reports for what is happening with water quality. Staff also stated that the public is more in tune with what is going on with beaches and water quality. Staff is proposing a pilot program in 2015 to establish a base line for water quality for future beach seasons.

Staff presented the process of the collecting water samples, testing process, time line of when testing will be conducted, reviewed thresholds of water samples and what operational actions would take place and the cost of this service.

Staff reviewed the process if beaches will need to be closed due to testing and the reopening of beaches.

Staff stated that parks will be working with Environmental Services to help with implementing this testing.

Staff also shared with Park Commission past events that initiated water testing.

Question or Comments:

Hermann asked if you sample in the morning do you have the information by afternoon; Staff stated that we will have to work with vendors to see how quickly we get data.

Hereman asked if once a beach is closed you sample every day; Staff stated that we would sample on a timely bases so we can get the beaches back open.

Boettcher asked what type of treatment do they use or is it a natural process; Staff stated that talking with other agencies that they didn't treat with any chemicals, also stated that if swimmers itch was present they could treat for that, but for e coli that would be something that would go away over time.

Kobilarcski stated that he thinks that is money well spent, and was wondering if any HOA on the lakes test for anything on the lakes; Staff stated the Environmental test for TMDL reading for water quality but they test more on streams, and rivers and not necessarily on the lakes, but as for HOA not that staff is aware of.

Hermann wanted to know if these sample results would be public knowledge and if there is any liability; Staff stated that these samples would hold us to some expectations from closing the beaches and canceling programing.

Manders asked in the past when people did get sick did we do any testing; Staff stated that no we didn't, and not to the level that we are proposing.

Would it make sense to test after large rain events; Staff stated that some beaches do close after a large rain event which is standard.

Manders asked if any of the other agencies are testing for anything else then e coli; Staff stated that most are just testing for e coli.

Staff stated that no recommendation at this point but staff just wanted to make the Park Commission aware of what we are proposing to do and not to the point to produce a policy.

No Other Questions or Comments

Staff Reports: (8:55 p.m.)

A. Legislative Update

Staff updated the Park Commission new legislation that has been introduce for additional operations and maintenance funding for Regional Parks which would be some additional money for Carver County Parks which seems to have some support.

Legacy hearing on the Regional Parks and Trail projects, testimony being taken now on approving Legacy funding for parks and trail projects going forward.

Governors bonding legislation – which there is talk that it may not go far, in the bonding bill is 5 million in for Regional Parks, we will follow that legislation.

Other legislation that was introduced was that you couldn't use eminent domain for park purposes but this legislation might have dried up.

No Comments or Questions

B. Aquatic Invasive Species 2015 Update

Staff is almost finished all the interviews and looking good for staff for this summer. County Board has approved the agreement with the City of Chanhassen which brings them under the umbrella of the County program.

In six weeks, May 9th, we will have staff at the boat accesses.

Questions and Comments:

Boettcher asked if the City of Chanhassen provided the 10 staff; Staff stated that the City did come forward with their 10.

Staff stated that adding Chanhassen increased the hours and budget for AIS. They requested services until October which results in more hours and increase in inspection costs.

Boettcher stated that at the Chanhassen City Council meeting, Lotus HOA was wondering why they are paying and Minnewashta HOA doesn't; Staff stated a program was offered to them with no HOA contribution like Lake Bavaria HOA. Lotus Lake HOA requested more hours of coverage and offered to contribute additional funding.

Discussion was had on the hours of Lotus Lake and the additional costs of the services and services going into November.

Discussion was also had on the decontamination unit and where it would be located and when it might be up and running.

No other Questions or Comments

C. MN River Bluffs Regional Trail

Plans are 95% complete have been sent to the state for review and project memorandum has been completed and submitted, the US Fish and Wildlife has signed the letter stating no impact on their property the board approved the JP agreements with the MN Fish and Wildlife and City of Caver.

Staff is hoping to go out for bid in June, staff is aware that bidding in June is not ideal so hoping to have two bid alternatives one starting in June and July construction dates and one that may extend into next year. We do need to have under contract by June 19th so Federal Funds are not in jeopardy.

The eminent domain process for the small parcel is still ongoing and staff hopes to have that tied up soon.

No Questions of Comments

D. Lake Minnewashta Update

Construction will start back up on Monday; plan is for two weeks for work at the boat landing and two weeks for paving. We are still working on the boat launch area with the contractor and another contractor, hoping to have it worked out soon.

Questions and Comments

Bruner asked why the County couldn't do it ourselves; Staff stated that it is a bigger job than we staff and expertise.

Boettcher will it be open by fishing opener; Staff stated that on if we can't come to an agreement with the existing contractor which won't affect launching boats. Hope to have it all wrapped up by the end of May.

No Questions of Comments

E. Events and Activities

Staff shared with the Park Commission information on the Maple Syrup events at the end of March, had about 300 kids come out to the park and had a great open house event with close to 200 people.

Staff shared upcoming events at Lake Minnewashta Earth Day celebration on April 25th. Also shared the Bike Konnect event on June 20th, looking for volunteers and/or riders.

Staff shared a post card that will be going out to residents outside city boundaries that don't normally don't receive program guides approximately 3000 post cards going out with all the activities this summer.

In the process of hiring a summer park programmer and recreational instructors.

No other Comments or Questions

Commission Member Reports: (9:27 p.m.)

Boettcher really enjoyed the Maple Syrup Event

Next Meeting Date: (9:28 p.m.)

Next meeting will be on May 13, 2015 at 6:30pm meeting at Lake Waconia Regional Park, Waconia.

**May changed back to Public Works if weather is unfavorable.

Adjourn Meeting: (9:30 p.m.)

Aasen motioned to adjourn the meeting, Bruner seconded the motion. Motion passed 7 to 0.



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MEMO

TO: Members of the Park Commission

FROM: Martin Walsh, Parks Director

SUBJECT: Request for Fireworks Displays at County Operated Parks

DATE: May 15, 2015

The Parks Department has received requests to launch fireworks at both Lake Minnewashta Regional Park and Lake Waconia Regional Park for the 2015, 4th of July celebration.

At Lake Minnewashta Regional Park, lakeshore owners have for many years requested and received permission to launch fireworks from the park. The launching area is Boat Access #2 which is closed down to the general public for setup and the launching of fireworks.

Launching of fireworks from the park has been done satisfactory in past years.

At Lake Waconia Regional Park, the Waconia Chamber of Commerce has requested permission to launch fireworks east of the Waconia Event Center. Fireworks have been launched from this area of the park in past years successfully.

This year there is an added complication, the Waconia Event Center has booked a wedding on July 4th, even though our contract prohibits the booking of events on July 4th due to parking shortage and general chaos with a large number of people in the park on that day.

The Waconia Event Center has been advised and they have agreed to maintain parking for the wedding.

Both the wedding and fireworks display will further exasperate parking situation in the park. The fireworks display fallout area occupies the park's overflow parking area preventing vehicles from parking east of the Waconia Event Center in a maintained open space area. The wedding attendees will occupy space near the Waconia Event Center.

Further, County Ordinance pertaining to fireworks states it is unlawful for any person to set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics without authorization from the Board.

Recommendation: It is requested that the Park Commission recommend approval of launching of fireworks to the lakeshore owners of Lake Minnewashta and to the Waconia Chamber of Commerce contingent on completion of a signed permit, receipt of permit fee, and issuance of an insurance certificate meeting the County requirements from the pyrotechnic firms responsible for the fireworks displays.



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Memo

To: Carver County Park Commission
CC: Martin Walsh
From: Sam Pertz
Date: 5/15/2015
Re: Request of the use of sling-shots at Regional Park

Members of the Park Commission,

Scout Pack 337 of the Eastern Carver County area has requested the permission to use sling-shots for programming and training for proper handling of weapons for their Scouts at Lake Minnewashta Regional Park during their overnight camping experience on June 13, 2015.

Staff have met with the Scout leaders, identified specific area in the Park where this activity would be conducted if approved by the Board. Staff has also collected current insurance information and documents, sending through to the Risk Management Office for their approval of the insurance coverage for the County.

It is further planned that the set-up of the sling-shot range will require the collection and removal of all unnatural projectiles discharged so as to leave the park in safe and natural condition. Additionally, per recommendation of the County Risk Management Staff, all members of the Scout group are to sign a waiver & release form developed by the County, and submitted to the Park office prior to the activity. Similar requests have been approved in past by the Park Commission as well as County Board.

As reminder the park ordinance reads:

(F) Firearms; dangerous weapons; fireworks. It shall be unlawful for any person to have in their possession within a park, fire or discharge, or cause to be fired or discharged across, in, or into any portion of a park any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, paintball gun or any other dangerous weapon or projectile, except for purposes designated by the Board in areas and at times designated by the Director

Scout leaders have identified the purpose of the activity and request approval by the County Board to authorize Scout Pack 337 with an educational experience of safe handling and usage of sling-shots.

Recommendation:

It is requested that the Park Commission recommend approval of the sling-shot activity to the County Board.



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MEMO

TO: Members of the Park Commission

FROM: Martin Walsh, Parks Director

SUBJECT: Request for Proposal, Lake Waconia Regional Park

DATE: May 15, 2015

A draft request for proposal (RFP) has been developed for the solicitation of planning services for Lake Waconia Regional Park and is attached.

The RFP has five significant deliverables which are listed below:

1. Acquisition Master Plan Amendment incorporating Coney Island into the Lake Waconia Regional Park boundary. This plan shall focus on incorporating the island into the regional park boundary and development of a cost estimate of immediate stewardship needs to sufficiently address the 2040 Regional Parks Policy Plan.
2. Master Plan Amendment updating the 2001 Lake Waconia Regional Park Master Plan for the existing park area and Coney Island, addressing 2040 Regional Parks Policy Plan requirements, providing and revising schematic designs, incorporating existing and proposed changes.
3. Development of a project scope for a Phase 1 Development Plan and cost estimate for the existing park area and Coney Island is requested. This work shall be concurrent with the Master Plan Amendment and involve schematic design and preliminary engineering of active use areas, utility corridor locations, trail connections to the park, and proposed building locations. The development of an architectural theme will be undertaken as well as building programs. The development of this portion of the work shall dovetail/ allow for smooth transition into the development of construction documents which is not a part of this RFP.
4. Site survey of the existing and proposed active use areas of lake Waconia Regional Park, excluding Coney Island, at a 50' grid, surveying elevations and corners of key existing facilities such as existing buildings, roads, parking lots, beach, box culvert, in AutoCAD.

Additionally, the below timeline is proposed.

- RFP submittal deadline 2:00 p.m., June 5.
- Project Kick-off meeting. Week of June 24, 2015, consultant receives project input from the Carver County Parks Department and commences planning process
- Completion of Acquisition Master Plan incorporating Coney Island into the Lake Waconia Regional Park Boundary, no later than August 17th, 2015

- Master Plan Amendment updating the 2001 Lake Waconia Regional Park Master Plan for the existing park area and Coney Island, addressing 2040 Regional Parks Policy Plan requirements, providing and revising schematic designs, incorporating existing and proposed changes May 2016.
- A project scope for a phase I development plan for the existing park area and Coney Island created along with a detailed cost estimate May 2016.

Further the RFP informs the service provider that the County will have a Technical Advisory team to assist with the development of the plan. The role of the technical team is to provide expertise from their area of work or position. The Technical Advisory Team is a separate element from the public engagement program which is required as a part of the development of Regional Park and Trail Master Plans. The service provider will provide us with a public engagement plan which will be incorporated into the master plan development process. Below is a proposed listing of Technical Advisory Committee.

Technical Advisory Committee:

City of Waconia Staff or City Councilor, Planning Commission Member (1)
Waconia Township Town Board Representative (1)
Carver County Parks Staff (1)
Carver County Parks Commissioner Member (1)
Carver County Land and Water Service (1)
Carver County Board Commissioner (1)
DNR Parks and Trails Area Supervisor (1)
USFW Representative (1)

Recommendation: It is recommended that the Park Commission approve the draft RFP.

**Lake Waconia Regional Park
Coney Island
Acquisition Master Plan
&
Master Plan Update**

REQUEST FOR PROPOSAL



**CARVER
COUNTY
PARKS**

SECTION I. GENERAL INFORMATION

Carver County is seeking professional park design and engineering services to amend and update the master plan for Lake Waconia Regional Park.

Background

Lake Waconia Regional Park is to be located off of TH 5 just east of the City of Waconia in Carver County. In 2001 a master plan for the park was created and approved by the County and Metropolitan Council. The current defined boundary of the park encompasses approximately 136 acres. The park is largely undeveloped excepting the beach and picnic areas.

Over the last 14 years additional work has occurred to define a space for a DNR watercraft access, playground, and sledding hill. Further, a ballroom/event center continues to operate within the park.

The County has entered into an agreement with a private landowner to acquire Coney Island. This 30 acre island within Lake Waconia has a rich history, has been used for recreation and is planned to become a part of Lake Waconia Regional Park consistent with the County Comprehensive Plan and 2040 Regional Parks Policy Plan.

A. OBJECTIVE

The purpose for the request for proposal (RFP) is to develop an Acquisition Master Plan Amendment incorporating Coney Island into the boundary of Lake Waconia Regional Park. This work will proceed in an expedited manner addressing key requirements as outlined in Attachment A, while deferring some requirements to an updated master plan for the park.

Second, the proposal will include work to update the 2001 Lake Waconia Regional Park Master Plan and address key master plan requirements not previously addressed in the Acquisitions Master Plan for Coney Island. This plan will make adjustments to include existing and planned changes to the park. The 2001 master plan will serve as an overarching guide for this update.

Third, additional schematic design and preliminary engineering of the active use areas in the park and including Coney Island will be undertaken. A preliminary layout for utilities is desired. A project scope for a phase I development plan for the existing park area and Coney Island created along with a detailed cost estimate. Further, architectural theme or style for proposed buildings is to be developed along with building programs for each structure.

The development of this portion of the work shall dovetail/ allow for smooth transition into the development of construction documents which is not a part of this RFP.

Master plan documents must address the criteria set forth in the new *Metropolitan Council's 2040 Regional Park Policy Plan*. The master plans must be in a form suitable for submittal to Carver County and the Metropolitan Council for review, and must be submitted in both printed and electronic format. A full description of deliverables is included in Section II of this document.

B. ISSUING OFFICE

The RFP is issued by the Carver County Parks Department. All correspondence regarding this RFP must be addressed to:

Carver County Parks Department
11360 Hwy 212 West
Cologne, MN 55322
(952) 466-5200

C. CONTRACT ADMINISTRATOR

Following the signing of the contract, all communications concerning the contract must be directed to Marty Walsh, Parks Director, 11360 Hwy 212 West, Cologne, MN 55322 (952) 466-5252.

D. INCURRING COSTS

Carver County/Parks Department is not liable for any costs incurred by perspective firms prior to the signing of a contract.

E. PROPOSALS

To be considered, each firm must submit one complete copy of their response to this RFP, suitable for photocopying, using the format provided in Section III. No other distribution of proposals is to be made by the submitter. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least sixty (60) days from the due date for proposals to this RFP.

F. ACCEPTANCE OR REJECTION OF PROPOSAL CONTENT

In submitting this proposal, it is understood that the right is reserved by the owner to reject any and all proposals. The contents of this RFP and the proposal will become contractual obligations if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.

G. SELECTION CRITERIA

Responses to this RFP, as described in Section III, will be evaluated by a selection committee. Please keep in mind that this project will be public process-oriented consistent with 2040 Regional Parks Policy Plan, so proposals should do a thorough job of explaining the public engagement plan and how elements of the plan would be conveyed to the public.

H. CHANGES IN THE RFP

Changes made to the RFP as a result of questions or concerns raised will be put in writing to each prospective consultant prior to seven (7) calendar days before the date of opening of the sealed proposals.

I. PROPOSAL RECEIPT

One (1) complete copy of the proposal, suitable for photocopying, must arrive at the Carver County Parks Department on or before the date and time specified on page 6 of the RFP. Prospective submitters are responsible for the timely delivery of their proposal. Late proposals will not be considered or accepted.

J. DISCLOSURE

All information in a submitter's proposal, except fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 "Minnesota Government Data Practices Act".

K. TYPE OF CONTRACT

A sample contract, which would be executed between Carver County and the consultant, is included as Attachment C of this document. Carver County reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the Carver County Parks Director's judgment, the best interest of Carver County will be so served. In determination of awards, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied, and the delivery terms will be considered.

L. COST LIABILITY

Carver County assumes no responsibility of liability for costs incurred by the consultant prior to the signing of this agreement. Total liability of Carver County is limited to the terms and conditions of this agreement.

SECTION II. WORK STATEMENT (Deliverables)

A. DELIVERABLES

a. Acquisition Master Plan Amendment incorporating Coney Island into the Lake Waconia Regional Park boundary. This plan shall focus on incorporating the island into the regional park boundary and development of a cost estimate of immediate stewardship needs to sufficiently address the 2040 Regional Parks Policy Plan.

b. Master Plan Amendment updating the 2001 Lake Waconia Regional Park Master Plan for the existing park area and Coney Island, addressing 2040 Regional Parks Policy Plan requirements, providing and revising schematic designs, incorporating existing and proposed changes.

c. Development of a project scope for a Phase 1 Development Plan and cost estimate for the existing park area and Coney Island is requested. This work shall be concurrent with the Master Plan Amendment and involve schematic design and preliminary engineering of active use areas, utility corridor locations, trail connections to the park, and proposed building locations. The development of an architectural theme will be undertaken as well as building programs. The development of this portion of the work shall dovetail/allow for smooth transition into the development of construction documents which is not a part of this RFP.

d. Site survey of the existing and proposed active use areas of lake Waconia Regional Park, excluding Coney Island, at a 50' grid, surveying elevations and corners of key existing facilities such as existing buildings, roads, parking lots, beach, box culvert, in AutoCAD.

e. Provide both the Acquisition Master Plan incorporating Coney Island and Master Plan Amendment updating the existing park area and the new area of Coney Island. Provide Five (5) copies of each printed on 8-1/2" x 11", 70# off white, printed two sides, black ink, spiral bound, hard cover, and sufficient illustrations and photos that display major elements of the text.

f. The master plan document must be suitable for copying on a commercial black and white and color copying machines.

g. Five (5) copies of the entire master plan document must also be submitted in electronic format (CDs). One electronic version must be suitable for web site/Internet use.

h. Other innovative methods to convey the master plan content to the public, once it is completed, are also encouraged.

I. Geotechnical investigation is not requested but may be added in the form of a supplemental agreement.

B. DOCUMENT CONTENTS

The acquisition master plan amendment to adjust the park boundary and the master plan amendment for Lake Waconia Regional documents must address the pertinent components of the *Metropolitan Council's 2040 Regional Parks Policy Plan*.

Additionally, each document should address additional Regional Park Policy Plan directives expressed in the *Metropolitan Council's Thrive MSP 2040 Plan*.

CARVER COUNTY WILL PROVIDE

Carver County has available to the successful bidder, digital orthophotography of the project area taken during the spring of 2014. The orthophotography is color, has a ground resolution of 6 inches, and has a horizontal accuracy of +/-1.5 feet.

Also, the 2001 Lake Waconia Regional Park Master Plan.

Digital contour data with 2-foot contour intervals is also available for the entire project area. The contour data can be downloaded, at no charge, from the Minnesota Department of Natural Resources, (MNDNR), via the MNDNR's "MnTOPO" viewer application. This contour data was acquired during November, 2011, has a vertical accuracy of approximately +/-0.6 feet, and is available in GIS and CAD file formats.

C. FEES

The Firm's quoted fee shall include estimated reimbursable fees including all expenses associated with mailings and publications to the technical advisory committee. The total fee shall be quoted as a 'not to exceed' fee.

D. PROPOSED TIMETABLE:

- RFP submittal deadline 2:00 p.m., June 5.
- Project Kick-off meeting. Week of June 24, 2015, consultant receives project input from the Carver County Parks Department and commences planning process
- Completion of Acquisition Master Plan incorporating Coney Island into the Lake Waconia Regional Park Boundary, no later than August 17th, 2015
- Master Plan Amendment updating the 2001 Lake Waconia Regional Park Master Plan for the existing park area and Coney Island, addressing 2040 Regional Parks Policy Plan requirements, providing and revising schematic designs, incorporating existing and proposed changes May 2016.
- A project scope for a phase I development plan for the existing park area and Coney Island created along with a detailed cost estimate May 2016.

SECTION III. INFORMATION REQUIRED FROM ALL PROPOSAL SUBMITTERS

A. PROFESSIONAL QUALIFICATIONS

- State the full name and address of your organization, and if possible, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Minnesota.
- Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study or project. Identify individuals by name and title that will do the work on this project. Resumes or qualifications are required for proposed project personnel.
- History of the firm, in terms of length of existence, etc.
- Familiarity with the study area, in particular, the existing and planned local, state and regional trail system; state, regional and county parks and local communities.

B. PAST INVOLVEMENT WITH SIMILAR PROJECTS

List specific types of experience your firm has had in the following areas:

- Planning and preparing master plans or master plan amendments for regional and/or state parks and trails.
- Working with public-citizen groups on planning projects and using innovative methods to build community support.
- Preparing development and operation costs for park facilities including multiple-use pedestrian trail.
- Working with the *Metropolitan Council's Regional Parks Policy Plan*.

C. BRIEF STATEMENT OF PLANNING APPROACH

Submit written narrative of the planning approach that you will utilize for the project.

- The approach must include the use of a public planning process that emphasizes community collaboration and minimizes conflicts. The use of innovative methods to communicate with the public is encouraged.
- The proposal should address the specific number of scheduled meetings necessary, and representation on the technical committee, to achieve the most productive results.
- Further, this narrative could be supported by sketches or graphic material that would illustrate alternative approaches which may be considered for the project as you feel are necessary at this stage of involvement (optional).

D. FEE QUOTATION

Submit as part of proposal packet:

Firm name and contact information

• Fee proposal for the deliverables of:

- A) Acquisition Master Plan Amendment incorporating Coney Island into Lake Waconia Regional Park. \$ _____
- B) Update the 2001 Park Master Plan including Coney Island. \$ _____
- C) Additional program development, schematic design, preliminary engineering of the active use areas in the park including Coney Island, development of an architectural theme/style, project scoping for a phase I Development and detailed cost estimate. \$ _____
- D) Site Survey at 50' grid in the planned active use area, location and elevation of key structures in the park outside of the active use area. \$ _____

Total (A,B,C,D) \$ _____

The quoted fee for each shall include estimated reimbursable fees including all expenses associated with mailings and publications to the technical committee. The quoted fee shall also include sales tax, if applicable.

- Also include a per-meeting cost for any meetings that are held beyond those specified in the proposal.
- Signature of authorized firm negotiator/expeditor.

E. AUTHORIZED NEGOTIATOR/EXPEDITOR

Include the name and phone number of person(s) in your organization authorized to negotiate/expedite the proposal contract with Carver County.

F. ADDITIONAL INFORMATION AND COMMENTS

Include any other information that may be pertinent, but not specifically asked for elsewhere. Any changes in an RFP received from the County shall be acknowledged in the proposal. Additional information on the Carver County Parks Department can be found at: <http://www.co.carver.us/parks>
One (1) copy of the proposal, suitable for photocopying, must be received at the following address on or before 2:00 p.m., on June 5, 2015.
Please remit the proposal to:

Marty Walsh, Parks Director
Parks Department
11360 Hwy 212 West
Cologne, MN 55322
(952) 466-5252

Regional Park Master Plan Requirements from the 2040 Regional Parks Policy Plan

□ **Boundaries and acquisition costs.** A list of parcels to be acquired and the estimated total cost and schedule for their acquisition, and information on natural resources, site suitability, special assessments, potential contamination based on data from the Minnesota Pollution Control Agency and other conditions that affect acquisition of the site or location of the boundaries.

This information needs to be addressed in the master plan amendment.

• **Stewardship plan:** A program for managing park property, including activities, expenses and anticipated revenue prior to developing the property for recreation purposes. Planned non-recreation uses and disposition of revenue from such use should be detailed.

This information needs to be addressed in the master plan amendment—discuss how the County will manage the island prior to development.

• **Demand forecast:** The recreational demand to be met by the site as identified by the Council, the regional park implementing agency, or other sources.

Please state in your first amendment that this information will be addressed in the subsequent master plan amendment.

• **Development concept:** A plan for recreational development and natural resource management that should include:

- Description and location of planned development and natural resources management projects.
- Approximate capacity of each facility.
- Mapping of existing and planned local and regional trail connections to the site and information on how they relate to development within the park.
- Wayfinding signage plan, indicating the types of signs and general locations within the park.
- Information on the source and location of drinking water that is adequate for the recreational uses of the park.
- Schedule and cost estimates for each project.
- Conflicts between recreational and natural-resource management needs in developing the park/trail unit should be addressed and resolved. Amendments to an acquisition-phase master plan should be made prior to funding recreation and visitor support facilities if there is insufficient detail on the scale and cost of the facility. Alternatively, the final design/engineering phase of a proposed facility should be funded first, with construction funding provided in a separate capital improvement grant.

Please state in your first amendment that this information will be addressed in the subsequent master plan amendment.

• **Conflicts:** Identification of conflicts with other existing or proposed projects or land uses affecting the park/trail unit, including steps necessary for their resolution.

This information needs to be addressed in the master plan amendment.

• **Public services:** A description of any non-recreational public services and facilities, such as roads or sewers, needed to accommodate the proposed recreational use, including the timing of these services and the arrangements necessary to provide them.

Please discuss the lack of public services to the island in the first amendment that additional information will be addressed in the subsequent master plan amendment.

• **Operations:** Rules, regulations or ordinances affecting the site, including estimated operations and maintenance costs and sources of revenue to operate and maintain recreation facilities and to manage natural resources in the park/trail unit. The operations plan should indicate how energy to operate and maintain the park unit is being managed and conserved. The plan should also state how solid waste from park users is recycled and disposed of consistent with applicable laws.

Please discuss rules/regs/ordinances that affect the site and estimated O&M costs prior to development of the island (existing O&M for the park plus any increase for the island). Your subsequent master plan amendment should include estimated O&M costs after the proposed development.

• **Public engagement and participation:** A process to engage the public and involve affected agencies, local units of government, and local, state, and federal recreation providers in the development of the master plan. The public engagement process must seek to mitigate existing racial, ethnic, cultural or linguistic barriers and include people of diverse races, ethnicities, classes, ages, abilities and national origin. A master plan must include the public engagement plan and describe the process undertaken to engage those mentioned above. The process must include opportunity for the public to be heard and to have influence over the contents in the master plan. The Council will provide staff assistance, where appropriate.

Regional park implementing agencies are encouraged to include transportation and transit planners in the development of a master plan, when appropriate.

The regional park implementing agency shall present the master plan and planned amendments to all affected agencies, local units of government, and local, state and federal recreation providers and address their concerns prior to submitting the plan to the Council. The master plan submitted to the Council shall include a summary of comments received that identifies issues raised and content resulting from engagement efforts.

Have you talked to the City of Waconia about the purchase? Please discuss this in the amendment as well as any opportunities for public input at County Board meetings where the acquisition has been/will be discussed.

This requirement will need to be followed as the more detailed master plan amendment is developed; the subsequent amendment will need to outline the process followed.

• **Public awareness:** Plans for making the public aware of services available when the regional park is open, including how to access the park by transit, if applicable.

This information needs to be addressed in the master plan amendment.

• **Accessibility:** A plan that addresses accessibility, affordability, and other measures designed to ensure that the facility can be used by people with limited mobility.

Please state in your first amendment that this information will be addressed in the subsequent master plan amendment.

• **Natural resources:** As part of the master plan, there should be a natural-resource management component that includes:

– A Natural Resources Inventory (NRI) as a part of the master plan process. An NRI should include a land cover inventory that is consistent with the Minnesota Land Cover Classification System developed by the Minnesota Department of Natural Resources and the MetroGIS – a consortium of government entities in the region that create, manage and share digital geographic-based data in a geographic information system (GIS). The natural resource inventory should include native plant communities mapped in the Minnesota County Biological Survey and listed species (rare, endangered, and threatened) that are documented in the Natural Heritage Information System. The natural resource inventory may include other land-based information.

The Council has created the Natural Resources Digital Atlas (NRDA) – an easy-to-use mapping application designed to assist communities and other organizations and users in the Twin Cities metropolitan area to identify and protect locally or regionally significant natural resources. Using consistent, region-wide information based on the above data or tool will assure compatibility with other natural resource inventories that have been completed or will be done in the metropolitan region.

The Natural Resource Inventory should be a basis for projects/proposals to restore degraded resources and maintain high-quality natural resource features, including the estimated capital costs of natural resource restoration projects. Regional park implementing agencies should consult with natural resource professionals in the design and final construction of park facilities, especially trails, that are adjacent to or cross over natural resource areas. The final design and construction should allow the public to view and enjoy these natural habitats with minimal adverse impact on that habitat.

– Information on how surface water and groundwater resources in the unit, including wetlands, will be protected. This should include standards and requirements that are consistent with the Minnesota Pollution Control Agency’s best management practices for stormwater management. The master plan should include provisions to, first, avoid wetland impacts; second, minimize impacts; and, finally, mitigate impacts when no other options are available.

– Information on how vegetation will be managed.

The first master plan amendment should include a MLCCS map of the regional park and a description of the natural resources on the island. Please also indicate that additional information to satisfy the requirement will be addressed in the subsequent master plan amendment.

Attachment B

Technical Advisory Committee

A committee will be formed to assist in the planning process. They are a technical advisory committee composed of professional staff or citizen representative. The technical advisory committee will assist the consultant in the master plan process. Following is a list showing the proposed composition of the committee:

Technical Advisory Committee:

- City of Waconia Staff or City Councilor, Planning Commission Member (1)
- Waconia Township Town Board Representative (1)
- Carver County Parks Staff (1)
- Carver County Parks Commissioner Member (1)
- Carver County Land and Water Service (1)
- Carver County Board Commissioner (1)
- DNR Parks and Trails Area Supervisor (1)
- USFW Representative (1)

The committee will have at least one individual from each listed organization, commission, or community.

(Insert or add professional Service Agreement)



Carver County Parks

Department of Public Works

11360 Highway 212
Suite 2
Cologne, MN 55322
Phone (952) 466-5250 Fax (952) 466-5223
www.co.carver.mn.us/parks

11360 Hwy. 212, Suite 1
Cologne, Minnesota 55322
Phone (952) 466-5200
Fax (952) 466-5223

MEMO

TO: Members of the Park Commission

FROM: Martin Walsh, Parks Director

SUBJECT: 2016-2021 Capital Improvement Program

DATE: May 15, 2015

The County has four stated goals for the Parks Capital Improvement Program (CIP). These goals are to:

1. Sustain the Park System through an orderly progression of capital investment.
2. Develop trail areas
3. Develop park areas
4. Acquire land and right of way consistent with approved plans

The proposed 2016-2021 CIP follows these goals. In the development of the proposed CIP, there are 6 funding sources to consider. These funding sources are:

- A. Acquisition Opportunity Fund – Used to acquire land within regional park and regional trail corridors
- B. Parks and Trails Funds- Can be used for the four strategies identified in the Parks and Trails Legacy Plan (Connecting People to the Outdoors, Acquire Land and Create Opportunities, Take Care of What We Have, Coordination Among Partners) for capital projects, recreation programs and services, marketing and acquisition.
- C. Metropolitan Council Capital Improvement Program – Has been used to reimburse the County for previous land acquisition costs related to Lake Waconia Regional Park, but can be used for capital projects
- D. County Program Aid – Funding received from the State, the County has directed these funds for capital projects for highways, County facilities and park projects
- E. General Fund and Designated Park Fees- Use for capital equipment, repairs, planning services
- F. Federal Transportation Funding

Below is a brief listing by year for 2016-2018 of proposed CIP items with funding source identified by an above letter.

2016

- Reimbursement for Land Acquisition- C
- County Road 10 Trailhead-D
- Capital Equipment Replacement-E
- Lake Waconia Regional Park Development Plan-E
- Repurpose Caretaker Homes-D

- Repurpose LMP Boat Access-D
- Sustain Parks with Orderly Maintenance Projects-E

2017

- MN River Bluffs RT, Co. Rd 61- Bluff Creek-F&B
- Pavement Management Trails-B
- Lake Waconia Regional Park Development Plan-E
- Capital Equipment Replacement (Standard)-E
- Save CPA Funds for Phase I Development LWP-D
- Sustain Park System Orderly Maintenance Projects (Standard)-E

2018

- Metro. CIP Funds for Phase 1 development LWP instead of reimbursement of land acquisition-C
- Reimbursement for Land Acquisition-C
- TH 5 Trail, 101 to Audubon-F&B
- Save CPA Funds Phase I Development LWP-D
- Lake Waconia Regional Park Development Plan-E
- Capital Equipment Replacement (Standard)-E
- Sustain Park System Orderly Maintenance Projects (Standard)-E

For the years 2019-2021 a strategy of saving Parks and Trails funds and County Program Aid is considered

2019-2021

- Save P&T Funds and CPA for Phase 1 development LWP-B&D
- Metro. CIP Funds for Phase 1 development LWP instead of reimbursement of land acquisition-C
- Arboretum trail, if grant application is successful
- Lake Waconia Regional Park Development Plan-E
- Continue with capital equipment replacement-E
- Sustain Park System Orderly Maintenance Projects (Standard)-E

Recommendation: The proposed CIP will be reviewed in greater detail and is a discussion item on our agenda. A proposed action is not requested at this time.