Ivins City Staff Report
City Council Meeting 2/18/2021

Agenda Item: Approval of amount for a consultant to update the Parks & Trail Master Plan, Impact Fee Facilities Plan and the Impact Fee Analysis.

Submitted by: Benny Sorensen

Recommended City Council Action: Approve expenditure of an amount, not to exceed $18,000 for a consultant to update the Parks & Trail Master Plan, Impact Fee Facilities Plan and the Impact Fee Analysis.

BACKGROUND: Rather than go through the full RFP process, we decided that it would be cost and time efficient to use the same consultants that did the Parks & Trail Master Plan, Impact Fee Facilities Plan and the Impact Fee Analysis five years ago. They were great to work with and are very familiar with Ivins and they have all the information and data from the last time, so it will be less work for them to update our plan, than it would be for a company that needs to gather the information that Sunrise already possesses.

FINDINGS AND ANALYSIS:

- Sunrise Engineering was selected to do the Masterplan update in 2016 and they did a great job preparing it.
- We have worked with Sunrise before and are comfortable they will do a great job for us on this update.

SUPPORT MATERIALS:
Professional services fee proposal.

FINANCIAL IMPACT:
Funds for this expenditure were budgeted in FYE 2020/21 budget Line item line item number 45-40-720 Parks & Trail Capital Facilities Plan.

Respectfully Submitted: _____ Date 2-12-21
Benny Sorensen

Content Review: _____
Dale Coulam, City Manager

SUNRISE ENGINEERING
11 North 300 West, Washington, Utah 84780
TEL 435.652.8450 | FAX 435.652.8416

October 8, 2020

Benny Sorensen, Parks & Recreation Director
Ivins City
55 N Main St.
Ivins, UT 84738

Re: Parks & Trails Master Plan Update

Dear Mr. Sorensen,

Sunrise Engineering (Sunrise) is pleased to submit this professional services fee proposal for the project referenced above. We are appreciative of our ongoing work with Ivins City and look forward to future opportunities together.

PROJECT OBJECTIVES

Ivins City (the City) is preparing to update their existing Parks and Trails Master Plan dated July 2016. The existing Parks and Trails Master Plan has a planning period of 6 years and the City has completed most of the planned improvements in that period. The City has requested assistance from Sunrise to update the existing Parks and Trails Master Plan.

SCOPE OF SERVICES

Based on the Project Objectives outlined above, Sunrise proposes to complete the following Scope of Services:

PARKS AND TRAILS MASTER PLAN UPDATE

A. Land Use/Population Analysis

1. Update analysis prepared by City.

B. Goals and Objectives

1. Determine the goals and objectives of parks and trails in the City of Ivins.

C. Establish Demand/Demand Analysis

1. Review and determine existing and future demographics of the City.
2. Determine and update existing demand.
3. Determine future demand at buildout.

D. Existing Facilities/Supply Analysis

1. Update the Inventory of the existing park facilities based on classification, ownership, status, and area.

2. Update the Inventory of the existing trail facilities based on classification, ownership, status, and lengths.

E. Level of Service/Standards Analysis

1. Based on the level of service standards previously established, determine, and update existing level of service for parks.
2. Based on the level of service standards previously established, determine, and update existing level of service for trails.
3. Quantify future facilities that will be needed to maintain current level of service.

F. Proposed Improvements/Future Facilities/Agency Action Plan

1. With input from the City, update the desired level of service at buildout.
2. Identify and provide recommendations, with input from the City, regarding proposed improvements for parks and trails based on desired levels of service at buildout.
3. Update inventory of existing and proposed park and trail facilities which include the following:
   a) Facility name and general location
   b) Vision for the facility
   c) Existing amenities at the facility
   d) Recommendations for the facility
   e) Cost estimates for planned parks and trails
4. Update maps, with input from the City, that show actual location of existing parks and trails, and possible locations for the proposed parks and trails.
5. Priority Ranking System
   a) Actions of highest priority.
   b) Ranking of all recommended actions.
   c) Establish suggested time frame for facilities to be developed.

IMPACT FEE FACILITIES PLAN

1. Identify parks and recreation facilities that will be needed for the initial planning period of six years.
2. Identify costs for each capital facility identified for the six-year planning period.
3. Identify an implementation/phasing plan identifying the year each facility is anticipated to be needed and installed.
4. Identify which facilities are eligible to be funded either fully or partially with impact fees meeting the requirements of State Laws for an impact fee facility plan.

IMPACT FEE ANALYSIS

1. Prepare an impact fee analysis meeting the requirements of State Laws, which may include the following:
   a) Identify the anticipated impact on or consumption of existing park and recreational facilities by anticipated development activity.
   b) Identify the anticipated impact on facility improvements required by the anticipated development activity to maintain the established level of service for park and recreational facilities.
   c) Demonstrate how these anticipated impacts are reasonably related to the anticipated development activity.

d) Estimate the proportionate share of the following:
   i. Cost for existing capacity that will be recouped,
   ii. Cost of impacts on system improvements that are reasonably related to the new development activity.

e) Calculate impact fees and identify how the impact fee was calculated based on the information identified in these previous sections.

f) Provide analysis as to whether or not the proportionate share of the costs of the park and recreational facilities are reasonably related to the new development activity, that items in Section 11-36a-304 (2) of the State Code have been identified as applicable.

WRITTEN REPORT

1. Prepare the Parks and Trails Master Plan, Impact Fee Facilities Plan and Impact Fee Analysis in report format for delivery to the City.

PROFESSIONAL SERVICES FEES

Sunrise proposes to complete the work outlined in the Scope of Services as follows:

Phase	Estimated Fee
Ivins City Parks & Trails Master Plan Update	$18,000

Professional services at hourly rates or beyond those included in the Scope of Services outlined above will be completed by Sunrise at the rates and fees given in the attached Exhibit A.

ASSUMPTIONS

1. The City will provide the GIS database including the following feature classes: Land use plan, zoning map, planning points, aerial photogrammetry and topography, previous parks and trails master plans, previous parks and trails capital facilities plans, list of Ivins City parks with descriptions, current parks and trails master planning maps, as-built of City and developer projects as necessary, etc.

2. The following items are excluded from the Estimate Fee above but may be provided as an additional service if mutually agreed upon.
   a. Consideration of any recreational program offerings or analysis.
   b. Meetings with Southern Utah Home Builders Association (SUHBA) and/or other 3rd party or independent reviews.
   c. Presentations to the City Council.
   d. Additional revisions beyond the single round of revisions following the draft report.
   e. Detailed survey services for the purpose of defining locations, elevations, and areas of the existing parks and recreation facilities.
   f. Detailed concept plans for future park and recreation facilities. Projected costs for future facilities will be based upon park type classifications and average cost per acre park type.

If the City chooses to move forward with the project, we recommend execution of an agreement based on this proposal in a format agreeable to the City. We appreciate the opportunity to work with the City on this and other projects. Please call me at (435) 652-8450 with any questions or concerns.

Sincerely,

Marvin J Wilson, P.E.
Senior Vice President

Attachment

SUNRISE ENGINEERING

FEE SCHEDULE

EXHIBIT A

Work Code	Work Classification	Hourly Rate	Work Code	Work Classification	Hourly Rate
101	Engineer Intern (E.I.T.) I	$99	451	Training Specialist I	$130
102	Engineer Intern (E.I.T.) II	$108	456	Training Manager	$156
103	Engineer III	$139	460	Training Director	$180
104	Engineer IV	$162	500	Funding Specialist	$129
105	Engineer V	$183	510	Plan Reviewer	$115
110	Principal Engineer	$199	511	Building Inspector I	$68
121	Electrical Engineer Intern (E.I.T.) I	$114	512	Building Inspector II	$91
122	Electrical Engineer Intern (E.I.T.) II	$128	513	Building Inspector III	$113
123	Electrical Engineer III	$145	525	Building Official	$132
124	Electrical Engineer IV	$167	601	GIS Tech	$71
125	Electrical Engineer V	$190	602	GIS Tech II	$82
126	Principal Electrical Engineer	$206	611	GIS Specialist I	$103
301	Engineering Tech I	$79	613	GIS Analyst	$118
302	Engineering Tech II	$95	614	GIS Programmer	$103
303	Engineering Tech III	$109	615	GIS Team Leader	$134
312	Electrical Tech II	$100	51	Administrative I	$45
313	Electrical Tech III	$118	52	Administrative II	$59
314	Electrical Tech IV	$130	53	Administrative III	$74
315	Electrical Tech V	$143	96	Public Information Manager	$115
351	Construction Observer I	$67	705	Planner V	$140
352	Construction Observer II	$83	712	Project Manager II	$173
353	Construction Observer III	$99	723	Water Rights Specialist III	$129
354	Construction Observer IV	$113	921	Survey Tech	$80
401	CAD Drafter I	$69	930	Survey CAD Tech	$115
402	CAD Drafter II	$79	935	One Man Survey Crew	$150
403	CAD Drafter/Designer III	$99	940	Survey Manager	$160
404	CAD Drafter/Designer IV	$110	945	Registered Surveyor	$170
			950	Principal Surveyor	$185

REIMBURSABLE EXPENSE SCHEDULE

Expense	Rate	Mark-Up
Mileage	$0.59 per mile	N/A
Field Vehicle (on site)	$50 per day	N/A
Per Diem Meals	$57 per day	N/A
Troxler Nuclear Density Gauge	$40 per day	N/A
High Density Scanner	$150 per hour	N/A
Material Testing Lab Work	Actual Cost	15%
Outside Consultants, Aerial Photography, etc.	Actual Cost	15%
Lodging	Actual Cost	10%
Other Expenses incurred	Actual Cost	10%

Fees automatically change after the beginning of the year and are subject to change on other occasions. Base 01-2020