

Mr. Chris Linsbeck, Director  
Hernando County Community Services  
20 N Main Street  
Brooksville, FL 34601

RE: Hernando County Parks and Recreation System Plan

Undertaking a parks and recreation system plan can be a complex process. Let alone when completing one for such a diverse, county-wide parks system. Kimley-Horn is excited to provide the following information to assist in the planning of such an undertaking and can be counted upon as a resource to you for questions or additional information.

When undertaking a systemwide plan, there are inherent efficiencies and benefits that can be achieved by planning an effort for the county that answers the following critical questions: where are we today? what do we want to be?, and how do we get there? Benefits include:

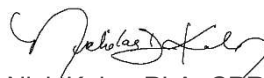
- **Flexibility:** The planning process for a System Plan can be flexible to meet funding availability. We recommend utilizing our depth of knowledge in crafting successful parks and recreation system plans to benefit the County by creating a two-phased planning process. Kimley-Horn can deliver all the needed information, recommendations, and plans for the County, without the need to compromise on quality and thoroughness.
- **Strengthens collaboration:** Residents are generally jurisdictionally blind when it comes to accessing public services and facilities. With the City of Brooksville recently completing a similar planning process for their facilities, parks are likely on the mind of many residents of the County. Being able to leverage the public input and recommendations developed by Brooksville into the County's plan will build on efforts to-date and further benefit the collaboration the plans will bring the Community Services Dept.
- **Enhances funding opportunities:** An adopted plan can easily provide multiple times for return on investment by signaling broad regional prioritization, needs, and coordination, potentially elevating grant applications and partnerships ahead of the pack. Furthermore, the public's needs for recreation has experienced rapid changes in the last few years, necessitating a parks and recreation system plans that looks at needs today and the future.
- **Starting with the end in mind:** The goal we share is the outcomes of this planning effort; a roadmap for parks and recreation for the future. Being able to have an actionable, implementable plan that identifies realistic steps needed for the next year, next five-years, next ten-years, and beyond, will allow the County to catch up to growth and plan for the future better.

Kimley-Horn is pleased to submit the following information to the you for consideration. Our included approach is consistent with guidelines for Park and Recreation System Plans outlined by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) as a best practice. We look forward to the opportunity to discuss this information further and thank you for your time.

Respectfully yours,



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## OUR APPROACH TO PARKS and RECREATION SYSTEM PLANS

Kimley-Horn is a national leader in park and recreation needs assessments, master planning and design. Our team of diverse professionals has helped dozens of communities, small and large, identify needs and priorities for park and recreation as well as plan, develop and implement successful master plans and designs. In working with communities across the country, our team brings a background full of potential ideas and solutions supported by lessons learned.

Our philosophical approach to park and recreation planning and design is rooted in the belief that parks are a foundation to high-quality, livable and resilient communities. We believe that the principles of equity, multiple benefits, and sustainability should be championed in the parks that serve the communities *where we live, work and play*.

A rising challenge to this view is the realization that we have entered a period marked by constrained budgets, social uprising, and concerns for health. We believe parks are a critical part to the answer. By being a contributor to meeting the needs of a diversifying population, improving environmental conditions impacting our neighborhoods, and enhancing the economic vitality we seek, parks and recreation will be seen as a vital community service.

In order to meet this calling, we must recognize the need to rethink our approaches and develop new methods of accomplishing the goals of our communities. What was pioneering even ten years ago, can easily fall short of meeting today's needs, let alone the needs of our future. While some firms focus on reusing old approaches and cookie-cutter standards, Kimley-Horn addresses a need for increased transparency, meeting diverse and growing public needs, and renewing a sense of environmental responsibility. By identifying community goals and objectives, we can ensure that parks and recreation services remain relevant to current and future users, while meeting the challenges of the broader community.

*Kimley-Horn's approach addresses increasing need for enhanced public transparency, meeting diverse and growing public needs, and renewing a sense of environmental responsibility.*



*Example of a Youth Parks and Recreation Workshop*

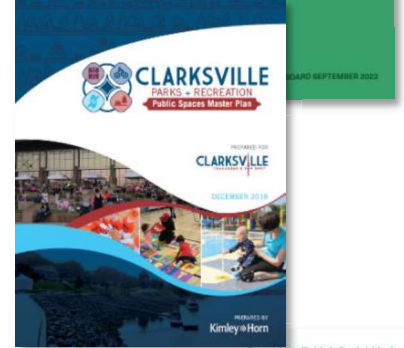
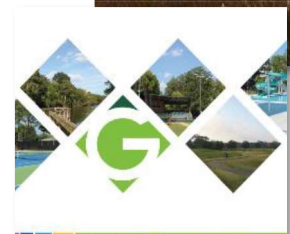
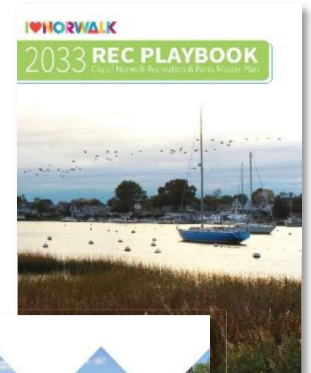
By working together, we can bring innovative solutions forward to create a roadmap for the future. Incorporating goals such as harnessing the combined resources of partner agencies, improving community-wide infrastructure, raising the quality of all residents' lives equitably, and the celebration of Hernando County's rich environmental resources and history.

The Kimley-Horn team has been providing park and recreation master planning services to communities throughout the country for over 20 years. We know the challenges from the staff's perspective because we have been in your shoes and understand the challenges associated with developing an implementable master plan.

Our process has been specifically developed to meet CAPRA accreditation requirements and is tailored to each community's needs. The list below demonstrates a selection of our proven track record in completing successful park and recreation master and similar plans. All projects were completed by members of Kimley-Horn available to the Department:

- City of Winter Haven, FL Parks and Recreation Master Plan
- Manatee County FL, Parks, Recreation, and Open Spaces Master Plan
- Marion County, FL Parks and Recreation Master Plan
- Village of Pinecrest, FL Parks and Recreation Master Plan
- Village of Wellington Parks and Recreation Master Plan\*
- City of Fort Myers Parks and Open Space Master Plan\*
- City of Fort Lauderdale Parks and Recreation Master Plan\*
- Miami-Dade County Open Spaces System Master Plan\*
- City of Greenville, NC Recreation and Park MP
- Buncombe County, NC Parks and Recreation Master Plan
- Buncombe County, NC Greenways and Trails Master Plan
- Buncombe County, NC Open Space Plan
- Town of Pineville, NC Parks and Recreation Master Plan
- Fairfax County, VA PROSA Strategic Plan
- Meck Playbook - Mecklenburg County P&R Master Plan
- City of Raleigh, NC Parks, Recreation and Cultural Resources System Plan\*
- City of Clarksville, TN Parks and Recreation MP
- State of Tennessee State Comprehensive Outdoor Recreation Plan (SCORP)
- State of Mississippi State Comprehensive Outdoor Recreation Plan (SCORP)
- State of Tennessee State Parks Master Plan
- Chesterfield County, VA Comprehensive Parks and Recreation Master Plan
- Town of Vienna, VA Parks and Recreation Master Plan
- Albemarle County, VA Parks and Recreation Needs Analysis
- City of Charlottesville, VA Parks and Recreation Master Plan
- City of Danville VA Parks and Recreation Master Plan
- King George County, VA Parks and Recreation Master Plan
- Pittsylvania County, VA Parks and Recreation Master Plan Update
- Roanoke, VA Parks and Recreation Master Plan
- Warren County, VA Parks and Recreation Master Plan
- City of Norwalk, CT Recreation and Parks Master Plan
- Town of Silverthorne, CO Parks and Recreation Facilities Assessment
- City of Spring Hill, TN Parks Master Plan
- Forsyth County GA, North Forsyth Trails Master Plan
- City of Phoenix, AZ Parks Master Plan
- City of San Diego, CA Parks Master Plan\*
- District of Columbia, Play DC | Parks and Recreation Master Plan\*
- City of Chandler, AZ Parks and Recreation Master Plan

\* Project completed by team member prior to joining Kimley-Horn.



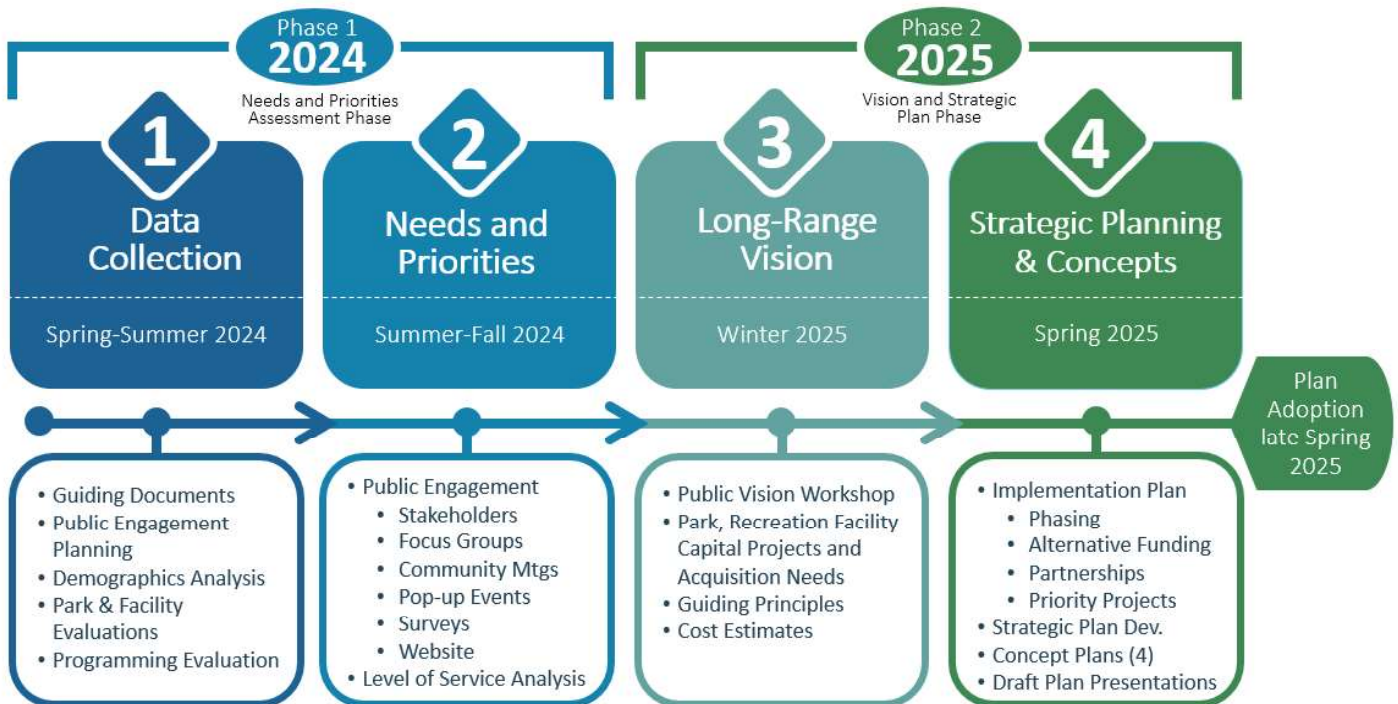
## Scope of Services

Kimley-Horn is pleased to provide the following approach for completion of a Parks and Recreation System Plan. The approach outlined is based on our nation-wide experience in parks and recreation master planning and design with extensive public involvement.

Through our extensive experience, we have found that organizing the approach into two phases is a concise and effective way to stay on schedule and reach consensus. The following diagram presents our recommended approach which meets CAPRA accreditation requirements and allows “feedback loops” for review, comments, and revisions at the end of each step. Each step concludes with an interim product, which ultimately forms the final Master Plan and can be completed as separate efforts, bridging budget years.

The cornerstone to our approach is thoughtful, diverse, and inclusive public engagement. For any plan to become an actionable roadmap for the future, meaningful dialogue through a layering of methods that reach diverse audiences is required. Kimley-Horn has been working with emerging techniques and tools for many years and is able to incorporate a robust public outreach as part of this project.

# PLANNING PROCESS AND SCHEDULE



It is anticipated that prior to the commencement of any project, a detailed discussion of expectations, goals and needs would occur which may require refinement of the following approach.

## Assumptions

- County will provide construction plans or master plans for parks or recreation facilities relevant to the completion of the System Plan.
- County will provide digital GIS files for the project study area (the study area is determined by expanding the County limits by one mile in each direction) which shall include relevant County layers and those of containing information regarding adjacent municipal/county facilities that are used by residents. Data to be provided by the County include vacant or undeveloped County-owned parcels in addition to existing County owned or managed park sites and facilities.
- Project schedule is estimated to be twelve (12) months.

## Scope of Work:

### Phase I – Needs and Priorities Assessment

Building a roadmap for action requires learning and listening. Our planning process has been honed through decades of working with communities to create plans that bring parks to people and people to parks. Starting with a thorough review and analyses of the County’s assets and goals, we focus on identifying community needs and priorities through facilitation of unique public engagement strategies that target underserved communities and identifications of services gaps.

**1.0 Project Administration** – In addition to the following specific services, Kimley-Horn will coordinate work with the County’s Project Team on a biweekly call, monthly progress reports, and monitor the project’s workplan schedule and progress.

**1.1 Project Kickoff Workshop** – Kimley-Horn will conduct a hybrid in person/ virtual meeting with the Project Team (County Staff) to review and discuss:

- Project purpose, scope, and schedule.
- Project roles and expectations.
- Overview of the County’s recreation facilities/services and attributes.
- Needs, priorities, obstacles, opportunities, and implementation goals.
- Strategies and public engagement alignment goals.
- Attributes of the community’s heritage and sports tourism.
- Stakeholder interviews and Focus Group participants; and
- Final document format.

**1.2 Guiding Documents and Data Review** – Kimley-Horn will review guiding documents and data provided by the County and compile an analysis of relevance to existing efforts. Sources may include the following:

- 2040 Comprehensive Plan
- Bikeways and Trails Master Plan (2018)
- Coast to Coast Connector – Brooksville Gap (2016)
- Hernando County Impact Fee Update Study (2021); Parks Impact Fee Districts
- FY2024-FY2028 Transportation Improvement Program (TIP)
- Kass Circle Community Redevelopment Plan
- Environmentally Sensitive Lands Master Plan

- Hernando County Boat Ramp Master Plan
- Bayport Management Agreement
- Vulnerability Assessment Report (2023)
- Park master plans; Anderson Snow Master Plan
- City of Brooksville Parks and Recreation Master Plan (2023)
- Capital improvements program (current draft) / 5-YR Strategic Plan (infrastructure)
- Annual budget and financial reports
- Asset Management Program and O&M procedures
- List of current partnerships (YMCA, etc.), community special events, current recreation programs and sports leagues (both adult and youth), program levels and schedules; and
- Other relevant studies, data, and information as available

Kimley-Horn will prepare a digital GIS base file in the MXD file format for the project study area (the study area is determined by expanding the County's limits by one mile in each direction) which shall include relevant County layers and those of containing information regarding adjacent municipal/county facilities that are used by residents. Kimley-Horn will use data obtained to prepare a graphic map suitable for use in the System Plan report and for public display. Data to be provided by County should include vacant or undeveloped County/City-owned parcels in addition to existing County owned or managed park sites and facilities. Sources for the GIS data shall be public and may include:

- Municipal data
- Private; HOA
- Non-Profit

**1.3 Demographic Analysis** – Kimley-Horn will evaluate the latest public US Census data and projected population trends in the County including the size, character, ages, gender, ethnicity, income level and education level. Kimley-Horn will review, identify, and summarize trends, and graphically depict key findings in charts, graphs or maps that have specific relevance for park and recreation planning.

**1.4 Park and Facilities Evaluation** – Kimley-Horn will conduct a series of site evaluations to observe County owned and managed park sites, estimated to be 20 sites. Using a criteria adapted from Project for Public Spaces (PPS) methodology for **evaluating the effectiveness and performance of the public space**, the criteria focuses on elements that promote placemaking and high-quality lifestyles for communities. The specific criteria used for the County will be developed with input from County staff. Elements may include:

- **Design and Materials:** Includes observations of the quality of design, materials, use of standards and incorporation of current codes or requirements and the durability of a space.
- **Use:** Includes the observation of users or evidence of users of a space, range of offerings, balance of activities and contextual consistency. Includes the analysis of recreational type.
- **Maintenance:** Includes observations of the quality of upkeep of a space, **general condition and life-cycle**, evidence of pride of users and maintenance, and presence of deferred improvements.
- **Comfort:** Includes observation of a space's first impression, comfort of users, visual attractiveness, and perception of safety.

- **Access and Connectivity:** Includes observation of **universal accessibility barriers**, multi-modal connectivity, dominance of the space by a transportation use other than pedestrian and bicycles and ease of access from surrounding areas.
- **Parking:** Analysis of current parking conditions at existing facilities.
- **Sustainability:** As a three-part category, observations focus on social interactions and connections to surrounding neighborhoods, environmental considerations and promotion that result in net positive contributions, and economic viability and contributions.

The inventory will include review of the following:

- Park Name and Facility addresses (by County)
- Existing park type/classification and functionality description (by County).
- Acreage (from County available GIS data)
- Inventory of amenities (based upon observations)
- Capacity of amenities based upon industry standards and national Facility LOS benchmarks.

The evaluation will use observational-based information collected to rate the performance of each park or trail, providing summaries of key successes, and opportunities for improvements. Existing conditions of park amenities will be identified and combined with observations to outline recommended capital and operational improvements tied to documented needs and community priorities.

*NOTE: This evaluation is not intended to be an engineering review of the viability, integrity, or structural condition of existing facilities.*

- 1.5 Recreation Programs Assessment and Trends Analysis** – Ballard\*King will evaluate the County's recreation programs and services through recreation assessment process and inventory. This process offers detailed insight into the existing program and service menu and helps to identify strengths, challenges, and opportunities for future program direction. The intended outcomes for the recreation assessment will be to develop a strategic vision for the recreation program delivery process, identify any program gaps, and make recommendations for strengthening program and service offerings.

The recreation assessment process will begin with a staff workshop to review gather input on issues, challenges, strengths, and weaknesses of programs and services. Ballard\*King will ensure the process is highly collaborative with an intended result of strengthening programs and services. A series of analyses will then assist in the evaluation of the County's recreation program services, including:

- **Program Evaluation:**
  - Demographic trends and impacts (Demography summary to be provided by Kimley-Horn)
  - Age Segment Analysis
  - Program inventory
  - Core Program Identification
  - Program Lifecycle Analysis
- **Supply/Demand Analysis:** alignment of core programs to demographics, survey results, and community needs assessment
  - Three-year review of program registration and revenues
  - Program evaluation process review
  - Similar provider analysis
  - User fee/Cost recovery analysis
  - Identification of potential strategic partners
  - Identification of gaps in service and program offerings

- Recommendations for organizational structure and/or staffing
- **Trends:** Applicable trends data analysis

**1.6 Level of Service Gap Analysis and Benchmarking Analysis** – Kimley-Horn will work with County staff to verify existing park level of service standards in coordination with current NRPA and SCORP standards as well as with the County’s Comprehensive Plan (including updates). The Level of Service (LOS) gap analysis will include acreage and facility level of service comparisons using demographic projections analyzed before. Kimley-Horn will prepare estimated park acreage and facility needs for 5, 10 and 15-year increments.

Kimley-Horn will also conduct a GIS-based Access for Gaps/Proximity service area analysis for each existing park based on County-wide provision of access. Drive-to (10 miles), bike-to (3 miles) and walk-to (1/2 mile) distances (based on available GIS data for streets within the County) will be identified, allowing the team to identify gaps in overall service area. County and other provider information will be identified.

Kimley-Horn will complete a comparative analysis of the County’s parks system with a selection of peer communities based on County staff input. Categories of comparison may include, staffing and funding levels/expenditures, Level of Service standards and demographics. Figures will be compared to peer and national average where possible.

**1.7 Public Engagement** – Kimley-Horn will conduct a series of focus group meetings, stakeholder interviews, and a community meeting to gather qualitative information regarding needs and priorities from residents. In coordination with the County, efforts will be made to reach diverse segments of the community including underserved populations, youth, elderly, and disabled park users and non-users to obtain input for the System Plan regarding park improvements, services, usage, and preferences. The public involvement task may include the following events:

- a) Stakeholder Interviews (10):** Up to ten interviews, each approximately 45 minutes in length and may be completed virtually. Interview notes will be provided blind to County official and stakeholders. Community stakeholder interviews will be coordinated with Focus Groups for location and date/time.
  - County Officials and Stakeholders: Commission members, County Manager, Dept. Director interviews; and
  - Chair of Tourist Development Council and Waterways Advisory Committee.
- b) Virtual Focus Group meetings (5):** Up to five focus groups, each online Focus Group will be approximately 60 minutes and include between 6-10 participants. All meetings will be held virtually through either MS Teams or Zoom and hosted by Kimley-Horn. Focus Group participants may represent some of the following special interests:
  - **Athletics:** Customers/participants and staff leads for athletic leagues and programs,
  - **Seniors/Active Adults:** Participants and staff leads for senior programs.
  - **Parents and Youth:** 12 and under representatives and parent participants in department programs, and school district representative(s).
  - **Connectivity:** local advocates from the bike and pedestrian community.
  - **Sustainability:** local advocates, representatives from area advocacy groups
- c) Community Workshop (2):** One in-person meeting at a centrally located facility and one (1) virtual presentation and workshop to be facilitated by Kimley-Horn via Zoom.



- d) **Pop-up Events (3):** Up to three (3) in-person pop-up tents/booths at local community events, to be coordinated with County staff.
- e) **Handouts and Other Media:** Kimley-Horn will provide a set of announcements for social media postings (Facebook, Instagram, and Twitter) for public engagement events. Graphic flyers and posters will be provided for posting at park and public facilities.

Kimley-Horn will engage residents via the project website through a series of leadup questions and mapping exercises for those that may not be able to attend the community meetings or focus groups in person. All stakeholder interviews, focus groups, and community meetings are to occur over a single week period to build public excitement and participation. For each public meeting, County staff will be responsible for the arrangement of meeting logistics such as identification of focus group participants and advertising.

- 1.8 **Statistically Valid Survey (OPTIONAL)** – Kimley-Horn will work with County Staff to develop a statistically valid mail/telephone survey focusing on parks, facility and trail demands/needs, usage, and priorities of residents. Kimley-Horn and subconsultant ETC Institute will detail the methodology of the survey and work with the County in the development of the questions. A draft survey instrument of the statistically valid survey will be provided to the County for review prior to administration of the survey and may not exceed five pages in length.

Techniques utilized for administration of survey will include mail, telephone, and a website. The statistically valid survey will have a minimum guaranteed sample size of 300 with a level of confidence of 95% and margin of error of  $\pm 5.5\%$ . Survey will include a set of priority investment charts and national benchmarking, tailored to the questions of the survey.

- 1.9 **Statistical Online Survey** – Kimley-Horn will prepare a web-based survey (via Survey Monkey) The survey will have a target sample size of 300 with a level of confidence of 95% and margin of error of  $\pm 5.5\%$ . The on-line survey results will help identify and verify trends within the County for residents and other users of services, usage of parks, importance, barriers to use or participation, communications, funding, priorities, and demographics.

- 1.10 **Needs and Priorities Assessment Summary and Staff Presentation** – Based on the tasks outlined above, Kimley-Horn will establish recommendations for opportunities and constraints based on the analysis of existing conditions, public survey, stakeholder interviews, and analysis of data. This information, along with the results of the survey and public input will provide the basis for determining the priority for provision of parks and recreation programs and services in the County.

Kimley-Horn will present initial findings of the Needs and Priorities Assessment to County staff one (1) time as a mid-point check-in to confirm key findings and prepare to launch the next phase of the project.

**Phase I – Deliverables include:**

- *Kickoff Workshop notes (Task 1.1)*
- *Draft/Final Public Engagement Plan (Task 1.1)*
- *Guiding Documents Summary (Task 1.2)*
- *Base Map(s) (Task 1.2)*
- *Demographic Analysis (Task 1.4)*
- *Parks and Facilities Evaluations Summary (Task 1.4)*

- *Recreation Programs Assessment and Trends Analysis Summary (Task 1.5)*
- *Level of Service Analysis Maps (Task 1.6)*
- *Comparative Analysis (Task 1.6)*
- *Public Engagement notes (Task 1.7)*
- *Public Engagement Outreach materials (Task 1.7)*
- *OPTIONAL Statistical Survey (Task 1.8)*
- *Statistical Online Survey (Task 1.9)*
- *Needs and Priorities Assessment Summary (Task 1.10)*
- *Needs and Priorities Assessment PowerPoint (Task 1.10)*

## ***Phase 2 – Vision and Strategic Plan/ Parks Master Plan***

Visioning allows us to identify future capital projects based upon residents’ needs and priorities and through a goal of continuing to make Hernando County a premier place to live, work and play. Supported by a realistic Strategic Plan, this phase of work strives to align community goals with action items, funding sources, and recommendations. Our primary goal during this phase is to provide the County with an implementable plan for the future that captures the community’s input and generates enthusiasm.

- 2.1 Visioning Workshop** – Consultant will facilitate a one-(1) day in-person series of two (2) Visioning Workshops with County staff, general public, special interest groups, stakeholders, school representative(s), and community officials to develop a long-range vision for the County’s parks, recreation, and open space system.

The general agenda of the workshops will consist of an afternoon 2–3-hour session with County staff and invited stakeholders. A second workshop will be an evening session of two (2) hrs. in length which will include a brief presentation and an open house workshop format. A preliminary list of topics for the workshops includes:

- Presentation of the Needs Assessment findings.
- Discussion of alternative “responses” to needs and priorities, including alternative roles for the County as provider, partner, and/or facilitator.
- Development of 5-year and 10-year **goals and objectives** with long-term 15+-year goals identified.
- Review of NRPA facility guidelines/national benchmarks.
- Recommendations of key “sub-systems” for further planning and development, including guiding principles and potential planning criteria.
- Alignment with County’s connectivity goals and projects.
- Review and discuss LOS gaps and standards and alternatives for parks and facilities.
- Potential partnership and alternative funding opportunities.
- Park and recreation facilities improvement recommendations.
- Potential greenway trail enhancements and connections.

Kimley-Horn will prepare a summary set of notes of key principles, concepts, and ideas developed during the workshop for review and future refinement. County staff will be responsible for the arrangement of meeting logistics such as identification participants, advertisements, catering, if desired, and booking of meeting facilities.

**2.2 Order of Magnitude Estimate of Probable Construction Costs** – Kimley-Horn will prepare an “order-of-magnitude” opinion of probable construction costs (Excel) to implement each of the parks and/or other improvements identified during the Vision Workshop and the, including:

- Land Acquisition (based on costs/acre provided by the County)
- Park/Facility Development (based on comparable facilities)
- Operations and Maintenance for proposed system (based on historic data provided by the County and 2023 NRPA Agency Performance Review and Field Report)

**2.3 Implementation Strategies Workshop** – Kimley-Horn will facilitate a half-day Implementation Workshop with County Staff and County-identified stakeholders to review the cost statement (by Kimley-Horn), and to discuss various Implementation Strategies for the Master Plan, including public and private initiatives. A preliminary agenda for the workshop includes:

- Review of the vision and estimate of costs.
- Review of the needs and priorities summary.
- Review of current five-year capital improvement plan (CIP).
- Review of funding projections.
- Vision goals and objectives.
- New park, recreation facilities, greenway, and/or parkland acquisition priorities and recommendations.
- Determination of top spending priorities.
- Development of funding, phasing strategies for 5-, 10-, and 15+-year periods for existing and proposed system.
- Coordination with other long-term goals of the County.
- Discussion about operationalizing the plan and developing ways to monitor progress.

County staff will be responsible for the arrangement of meeting logistics such as identification participants, communications of invites, food, if desired, booking of meeting facilities, and provision of a presentation screen.

**2.4 Conceptual Park Plans** – Kimley-Horn will create a series of up to four (4) individual park concept plans that incorporate design guidelines for facilities and activity spaces to meet future needs and priorities of the community. Kimley-Horn will determine the four sites based upon input and agreement from County staff. A high-level programmatic plan and budget-level opinion of probable cost will be prepared for each site. Additional concept plans can be completed as additional services.

**2.5 Strategic Plan** – Kimley-Horn will develop a 10-Year Strategic Plan that will include strategies for improvements to the parks system, open spaces, trails, recreation/sports facilities, and recreation services. The plan shall include, but not be limited to, the following:

- a) Documentation of plan goals and objectives.
- b) Key findings of demographic and needs and priorities assessments.
- c) An order of magnitude estimate of overall implementation and O&M costs for full Vision.
- d) Funding and Phasing Strategies:
  - i. A prioritized list of capital projects (parks and facilities) based on established goals, performance evaluations, community input and trends for the parks and recreation into a

10-YR+ Capital Improvement Program (CIP) including suggested timelines. Projects must meet the County's criteria for inclusion in the CIP.

- ii. Identification of short-term (1-5 years); mid-term (6-10 years) and long-term (10+ years) recommendations and priorities into five-year increments through 2035+ with longer-term (10+year) projects identified.
  - iii. Identification of potential funding alternatives tied to project type and funding sources requirements.
- e) Identification of future potential expansion opportunities for existing parks.
  - f) Level of Service (LOS) recommendations, including acreage, facilities and access standards and definitions.
  - g) Development of policies for public, private, and non-profit partnerships opportunities.
  - h) Identification of park land for possible acquisition of new park sites (target areas), open spaces, sports facility, and civic space to meet future needs for potential acquisition or partnership strategies and development of criteria for site future site acquisition considerations.
  - i) Development of an Action Plan with Priority Next Steps and short-term recommendations.

**2.6 Draft System Plan Document** – Kimley-Horn will prepare a draft System Plan document and PowerPoint for review by County staff. County staff will provide Kimley-Horn with consolidated written comments which Kimley-Horn will incorporate into a final report document.

Following completion of revisions, Kimley-Horn will post the final System Plan document to the project website for review and comment by residents for a three (3) week period in lead up to presenting the plan to Board of County Commissioners.

**2.7 Public Open House** - Kimley-Horn will conduct an Open House for public review of recommendations. The County will be responsible for meeting logistics such as advertisement, meeting facility, invites and presentation screen.

**2.8 Board of County Commissioners Presentation** - Kimley-Horn will present the Final System Plan to County Commissioners for review, discussion, and recommendation for approval/adoption.

**2.9 Final Report and Website Materials** – Kimley-Horn will provide the final report in PDF format for posting to the County's website with an executive summary incorporated. Ten (10) printed color copies of the final report will be provided to the County. Kimley-Horn will provide up to three (3) flash drives with project files to include MXD, InDesign, MS Word, and PDF files of the report, meeting notes, and graphic files.

**Phase II – Deliverables include:**

- *Vision Workshop notes (Task 2.1)*
- *Estimate of Probable Costs (Task 2.2)*
- *Implementation Workshop notes (Task 2.3)*
- *Concept Park Plans (Task 2.4)*
- *Strategic Plan (Task 2.5)*
- *One (1) digital report document (Task 2.6)*
- *One (1) digital draft PowerPoint (Task 2.7)*
- *One (1) digital PDF format Final System Plan report (Task 2.8)*

- *Ten (10) color printed and bound copies of Final System Plan Report (Task 2.9)*
- *Three (3) Flash drives with project files (Task 2.9)*

**Services not included:**

Any services not specifically identified in the above Scope of Services or changes to this scope requested by the City, will be considered additional services. These services, including but not limited to the following, are not included in this Agreement.

- Conceptual Master Plans of individual parks, facilities, or trails other than what is included in this SOW
- Illustrative graphic plans or renderings
- Financial advisory
- Meeting room or facilities booking and fees
- Development of mailers, notifications, or postage
- Social media hosting

**Additional Services**

Any Additional Services requested by the City and approved in writing shall be billed and performed at our then current hourly rates.

**Information provided by County**

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Available GIS data for park and recreation facilities properties and inventory.
- Available data from previously completed System Plan.
- Approved or draft plans or reports with implications to this project.
- List of current partnerships, prior funding sources (including grants), community special events, current recreation programs and sports leagues (both adult and youth), program levels and schedules.

**Schedule**

The Consultant will develop a preliminary project schedule following the Project Kick-Off Meeting with mutually agreed upon timelines during the call. The Consultant will provide these services as expeditiously as practicable with the goal of meeting the established schedule which is assumed to be 12 months from Notice to Proceed (NTP). A Preliminary Project Schedule (Exhibit A) will be reviewed with the Client at the Project Kick-Off Meeting.

The Consultant shall not be held responsible for any delays in time of completion resulting from the following:

- Client’s failure to carry out any of their responsibilities in a timely manner.
- Approving agencies failure to provide timely approval of permits, encroachments, or other entitlement applications.
- Additional Services requested by the Client.
- Any other circumstances beyond the control of the Consultant.

## Fees and Billing

The Consultant shall perform the services described herein as the Scope of Services for a lump sum fee below. Individual task amounts are informational only. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, travel, and other direct expenses will be billed at direct cost. All room rentals, advertisements, and similar project fees will be paid directly by the Client.

In addition to the lump sum labor fee, Kimley-Horn shall be reimbursed at unit costs for all expenses incurred not to exceed **noted below**.

### Phase 1:

Task 1.0, Project Administration <sup>1</sup> .....	\$4,500.00
Task 1.1, Project Kickoff Workshop .....	\$7,150.00
Task 1.2, Guiding Documents and Data Review .....	\$3,600.00
Task 1.3, Demographic Review .....	\$4,500.00
Task 1.4, Parks and Facilities Evaluation .....	\$14,450.00
Task 1.5, Recreation Program Assessment and Trends Analysis <sup>1</sup> .....	\$22,000.00
Task 1.6, Level of Service Gap Analysis & Benchmarking .....	\$5,300.00
Task 1.7, Public Engagement .....	\$35,950.00
Task 1.9, Statistical Online Survey .....	\$1,800.00
Task 1.10, Needs and Priorities Assessment Summary .....	\$7,950.00
..... Phase 1 Subtotal:	\$107,200.00
..... Phase 1 Expenses:	\$5,950.00
Optional: Task 1.8: Statistically Valid Survey .....	\$15,400.00

### Phase 2:

Task 2.1, Vision Workshops .....	\$12,950.00
Task 2.2, Order of Magnitude Estimate of Probable Costs .....	\$4,700.00
Task 2.3, Implementation Workshop .....	\$11,900.00
Task 2.4, Conceptual Park Plans .....	\$28,200.00
Task 2.5, Strategic Plan .....	\$6,350.00
Task 2.6, Draft Master Plan Document .....	\$12,950.00
Task 2.7, Public Open House .....	\$5,400.00
Task 2.8, Board of County Commissioners Presentation .....	\$4,800.00
Task 2.9, Final Report and Website Materials .....	\$2,300.00
..... Phase 2 Subtotal:	\$89,550.00
..... Phase 2 Expenses:	\$4,050.00

<sup>1</sup>Fee Note: The Lump Sum Labor Fee above includes sub-consultant fees.

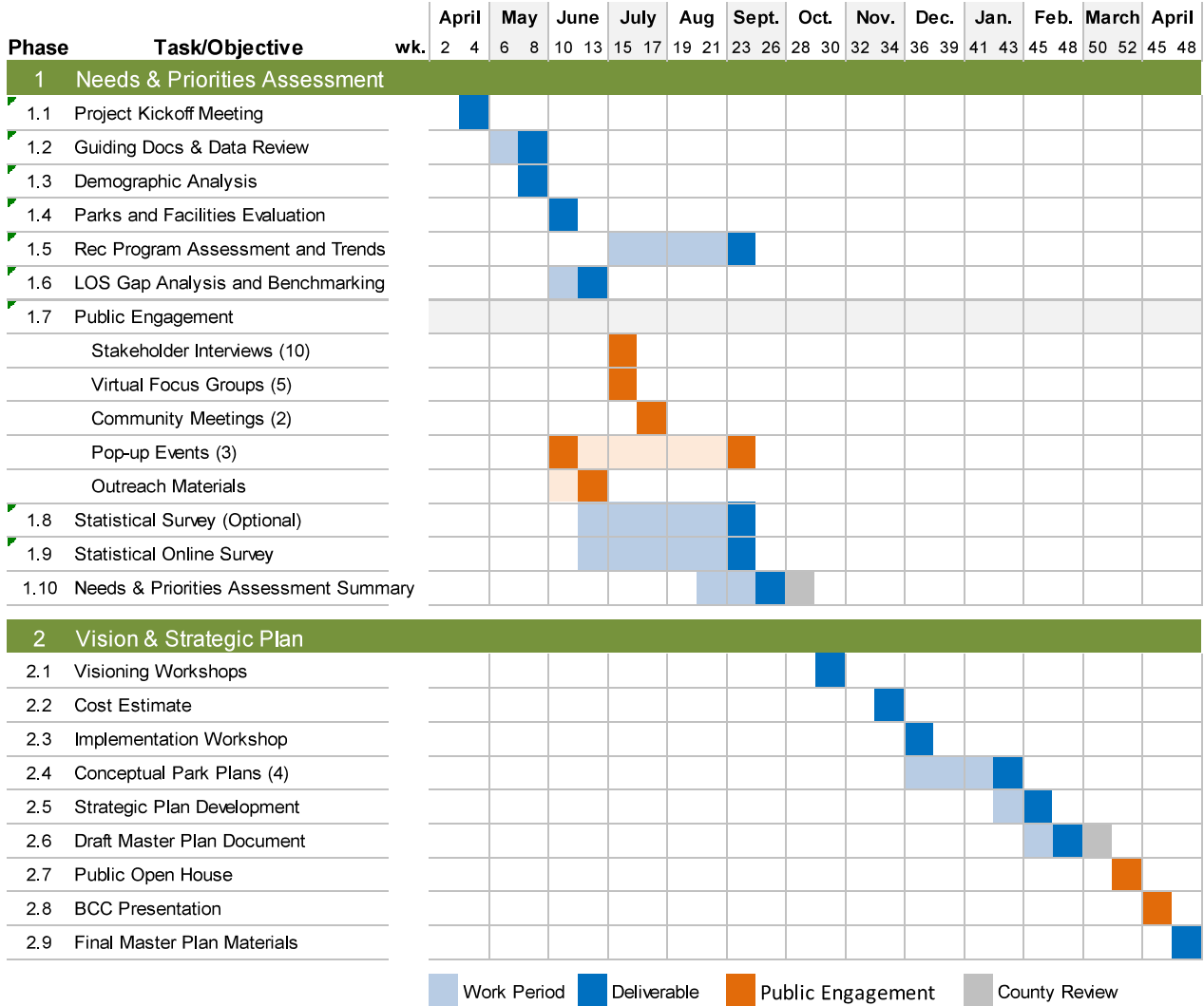
Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the County. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

EXHIBIT A: Preliminary Project Schedule

# Preliminary Project Schedule

## Hernando County - Parks and Recreation System Plan



**CONTRACT No.: 24-PG00125/EK  
EXHIBIT "B" TASK FEE QUOTATION PROPOSAL**

**PROJECT NAME: Hernando County Parks and Recreation System Plan (Phase 1: Needs & Priorities Assessment)**

**TASK ORDER No. 1**

Doc. ID 15559 A, Board Approved 4/9/19

PROJECT ACTIVITY	Project Manager		Project Director		Professional I		Analyst IV		Admin		Ballard King		ETC Institute		Basic Activity	Man Hrs by	Avg Hrly
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	\$ AMOUNT	Activity	Rate
1.0 Project Administration	8	\$ 1,760.00	4	\$ 1,140.00					2.5	\$ 237.50					\$ 4,457.50	14.5	\$ 307.41
1.1 Project Kickoff Workshop	9	\$ 1,980.00	6	\$ 1,710.00	12	\$ 1,800.00	6	\$ 750.00		\$ -		\$ 880.00			\$ 7,120.00	33	\$ 215.76
1.2 Guiding Docs and Data Review	2	\$ 440.00	2	\$ 570.00	17	\$ 2,550.00		\$ -		\$ -					\$ 3,560.00	21	\$ 169.52
1.3 Demographic Review	2	\$ 440.00	1	\$ 285.00	4	\$ 600.00	25	\$ 3,125.00		\$ -					\$ 4,450.00	32	\$ 139.06
1.4 Parks and Facilities Evaluations	18	\$ 3,960.00	9	\$ 2,565.00	36	\$ 5,400.00	21	\$ 2,625.00		\$ -					\$ 14,550.00	84	\$ 173.21
1.5 Recreation Program Assessment & Trends	4	\$ 880.00		\$ -	5.5	\$ 825.00		\$ -		\$ -		\$ 20,350.00			\$ 22,055.00	9.5	\$ 2,321.58
1.6 Leel of Service Gap Analysis / Benchmarking	4	\$ 880.00		\$ -	8	\$ 1,200.00	25.5	\$ 3,187.50		\$ -					\$ 5,267.50	37.5	\$ 140.47
1.7 Public Engagement		\$ -		\$ -		\$ -		\$ -		\$ -							
a)Stakeholder Interviews (10)	6	\$ 1,320.00	10	\$ 2,850.00		\$ -		\$ -		\$ -					\$ 4,170.00	16	\$ 260.63
b)Focus Group meetings (5)	6	\$ 1,320.00	5	\$ 1,425.00		\$ -		\$ -	1	\$ 95.00					\$ 2,840.00	12	\$ 236.67
c)Community meetings (2)	18	\$ 3,960.00	16	\$ 4,560.00	32	\$ 4,800.00	20	\$ 2,500.00	1	\$ 95.00					\$ 15,915.00	87	\$ 182.93
d)Pop-Up Events (3)	18	\$ 3,960.00		\$ -	18	\$ 2,700.00		\$ -		\$ -					\$ 6,660.00	36	\$ 185.00
e)Engagement Materials	4	\$ 880.00	2	\$ 570.00	12	\$ 1,800.00	24	\$ 3,000.00	1	\$ 95.00					\$ 6,345.00	43	\$ 147.56
1.8 Statistically Valid Survey	2	\$ 440.00	6	\$ 1,710.00	4	\$ 600.00		\$ -		\$ -			\$ 12,650.00		\$ 15,400.00	12	\$ 1,283.33
1.9 Statistical Online Survey	1	\$ 220.00	3	\$ 855.00	4	\$ 600.00	1	\$ 125.00		\$ -					\$ 1,800.00	9	\$ 200.00
1.10 Needs & Priorities Assessment Summary	8	\$ 1,760.00	9	\$ 2,565.00	24	\$ 3,600.00		\$ -		\$ -					\$ 7,925.00	41	\$ 193.28

**NOT TO EXCEED TOTAL LUMP SUM COST (Excludes Task 1.8)**

\$ 122,515.00

**EXPENSES**

\$ 5,950.00

Firm Name: Kimley-Horn and Associates

Signature: 

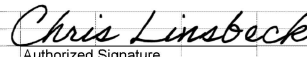
Dawn Dodge, PE - Associate  
(Printed Name and Title)

Date: 05/01/2024

Parks Dept.

Department Name

5/1/24  
(Date)



Authorized Signature

Chris Linsbeck, Community Services Director  
(Printed Name and Title)

HERNANDO COUNTY

Procurement

(Date)



**CONTRACT No.: 24-PG00125/EK  
EXHIBIT "B" TASK FEE QUOTATION PROPOSAL**

**PROJECT NAME: Hernando County Parks and Recreation System Plan (Phase 2: Vision & Strategic Plan)**

**TASK ORDER No. 1**

Doc. ID 15559 A, Board Approved 4/9/19

PROJECT ACTIVITY	Project Manager		Project Director		Professional I		Analyst IV		Admin		Ballard*King		Basic Activity	Man Hrs by	Avg Hrly
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	\$ AMOUNT	Activity	Rate
2.1 Vision Workshops	16	\$ 3,440.00	13	\$ 3,705.00	17	\$ 2,550.00	25	\$ 3,125.00	1	\$ 95.00			\$ 12,915.00	72	\$ 179.38
2.2 Order of Magnitude Est. of Probable Const. Costs	3	\$ 645.00	8	\$ 2,280.00	12	\$ 1,800.00		\$ -		\$ -			\$ 4,725.00	23	\$ 205.43
2.3 Implementation Workshop	16	\$ 3,440.00	14	\$ 3,990.00	16	\$ 2,400.00	16	\$ 2,000.00	1	\$ 95.00			\$ 11,925.00	63	\$ 189.29
2.4 Conceptual Park Plans (4)	35	\$ 7,525.00	10	\$ 2,850.00	64	\$ 9,600.00	64	\$ 8,000.00	2	\$ 190.00			\$ 28,165.00	175	\$ 160.94
2.5 Strategic Plan	8	\$ 1,720.00	12	\$ 3,420.00	8	\$ 1,200.00		\$ -		\$ -			\$ 6,340.00	28	\$ 226.43
2.6 Draft Master Plan Document	12	\$ 2,580.00	12	\$ 3,420.00	36	\$ 5,400.00	12	\$ 1,500.00	1	\$ 95.00			\$ 12,995.00	73	\$ 178.01
2.7 Public Open House	6	\$ 1,290.00	8	\$ 2,280.00	12	\$ 1,800.00		\$ -		\$ -			\$ 5,370.00	26	\$ 206.54
2.8 County Commission Presentation	6.5	\$ 1,397.50	8.5	\$ 2,422.50	6	\$ 900.00		\$ -	1	\$ 95.00			\$ 4,815.00	22	\$ 218.86
2.9 Final Plan and Website Materials	2	\$ 430.00	2	\$ 570.00	8	\$ 1,200.00		\$ -	1	\$ 95.00			\$ 2,295.00	13	\$ 176.54

**NOT TO EXCEED TOTAL LUMP SUM COST  
EXPENSES**

\$ 89,545.00  
\$ 4,050.00

Firm Name: <u>Kimley-Horn and Associates</u> Signature: <u><i>Dawn Dodge</i></u> <u>Dawn Dodge, PE - Associate</u> (Printed Name and Title) Date: <u>05/01/2024</u>	<b>Parks Dept.</b> Department Name <u>5/1/24</u> (Date)	<b>HERNANDO COUNTY</b> <u><i>Chris Linsbeck</i></u> Authorized Signature <u>Chris Linsbeck, Community Services Director</u> (Printed Name and Title)	Procurement _____ (Date)
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