

SEPTEMBER 10, 2019

QUALIFICATIONS AND PROPOSAL

Plan Consultant Services to guide a Parks Master Plan

CITY OF HUDSON



CIVIL ENGINEERING / LANDSCAPE ARCHITECTURE / PLANNING / SURVEYING / ENVIRONMENTAL SERVICES / CONSTRUCTION MANAGEMENT



450 GRANT STREET | AKRON, OH 44311



September 10, 2019

Mr. Trent Wash
Public Works Department
City of Hudson
1769 Georgetown Road
Hudson, Ohio 44236

RE: Request for Qualifications and Proposal for Plan Consultant Services to guide a Parks Master Plan
Environmental Design Group No. 19-00374-01P

CORPORATE
450 Grant Street / Akron, OH 44311
P 330.375.1390 / F 330.375.1590
TF 800.835.1390

CLEVELAND OFFICE
2800 Euclid Avenue, Suite 620
Cleveland, Ohio 44115

COLUMBUS OFFICE
88 East Broad Street, Suite 880
Columbus, Ohio 43215

envdesigngroup.com

Dear Mr. Wash:

Environmental Design Group is pleased submit our Qualifications and Proposal for Plan Consultant Services to guide a Parks Master Plan for the City of Hudson.

What makes Environmental Design Group different?

- **We are passionate about Hudson** – Having worked on many projects with the City of Hudson, including Veterans Way Park, Veterans Trail, Barlow Community Center Dam, Hudson Public Power, Hudson Salt Storage Facility and Bus Garage, and First and Main Phase 2, we understand the City's goals and expectations. In addition, we will listen to the public and respond to their concerns and comments.
- **Our knowledge of parks and trails runs deep** – Over the past 35 years, we have completed more than 250 park projects. We have planned, engineered, and built more than 650 miles of trails. We also pride ourselves in green infrastructure/ innovative stormwater design, multi-modal design, stream restoration, floodplain management, dams, site due diligence, bathymetrics, dredging, and sanitary treatment facility design.
- **Your project will move forward** – Moving forward starts with developing a plan that balances vision with practicality. We approach projects with the expectation that success is in building, not planning. We have helped our clients secure more than \$24 million in funding projects in past eight years.

We look forward to your favorable review of our credentials and the opportunity to assist the City in this effort. If you have any questions regarding this submission, please contact us at 330.375.1390, kholmok@envdesigngroup.com or ssmith@envdesigngroup.com.

Sincerely,

Katherine G. Holmok PLA, ASLA
Director | Principal-in-Charge

Stefanie Smith, RA, LEED AP BD+C
Project Manager

The community impact people.



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MANAGEMENT SUMMARY

BACKGROUND

 Since 1984, Environmental Design Group has been making lasting community impacts that improve the well being of people and communities. We stand as a positive force, providing professional planning, design and engineering services to shape, define, utilize, conserve and restore land and water resources. We are the community impact people.

CORPORATE OFFICERS

We partner with each client to provide the best total solution – listening, maximizing effective collaboration, creating economic viability, ensuring regulatory compliance and developing a solution in harmony with the environment.

Environmental Design Group is directed by the following firm principals:

NAME	EXPERIENCE		SPECIALIZATION / DEGREE	REGISTRATION
	EDG	TOTAL		
Dwayne A. Groll, P.E., LEED AP President	27	33	MBA, BSCE	Professional Engineer, LEED Accredited Professional
Frank J. Bronzo Principal	6	29	BCE	
Jeffrey R. Kerr, PLA, AICP, ASLA Principal	10	29	BSLA	Registered Landscape Architect, Certified Planner
Lu Ann Unrue Principal/Chief Strategy Officer	30	32		
Travis J. Mathews, PLA, ASLA, LEED AP Director	14	25	BSLA	Registered Landscape Architect, LEED Accredited Professional

Environmental Design Group is a limited liability company licensed to practice engineering, surveying and landscape architecture in the State of Ohio. Additionally, we have Surveyors, Landscape Architects, Certified Floodplain Managers and Engineers registered with the State of Ohio.

SUBCONSULTANTS

Environmental Design Group’s interdisciplinary staff provides all areas of expertise in-house to perform the scope of work for the City of Hudson. We are confident that our integrated team of engineers will provide excellent planning and design services for this project. We will not be utilizing subconsultants for this project and 100% of the work will be performed by Environmental Design Group. However, we have the ability to augment our work with previously teamed subconsultants, if necessary for the project schedule or if a geotechnical or structural issue arises.

OFFICE TO PERFORM THE WORK

All of the work for this project will be performed from our Akron, Ohio, office located at 450 Grant Street. Our proximity to the City of Hudson will facilitate prompt, timely responses to requests for information and assistance.



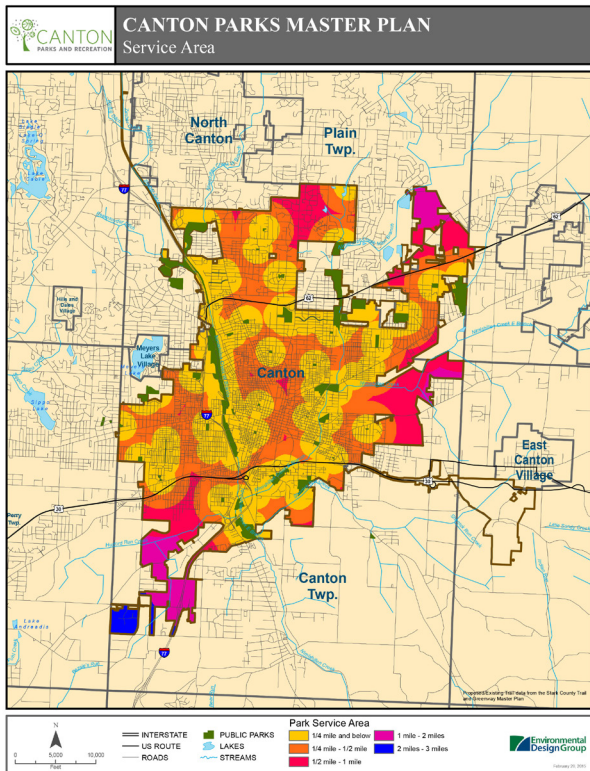
Environmental Design Group
Akron, Ohio

BACKGROUND

EXPERIENCE & CAPABILITIES

IMPLEMENTABLE PLANS

We know that the most successful and implementable projects are those that involve the community in the planning process from the beginning. Regardless of how technically sound a plan is, it will not be implemented if it is not supported by public officials and constituents. Environmental Design Group has 35 years of experience in creating a vision that inspires investment of new energy and resources for a region. Our regional and community-wide plans have resulted in more than 650 miles of trail development and more than 250 park projects.

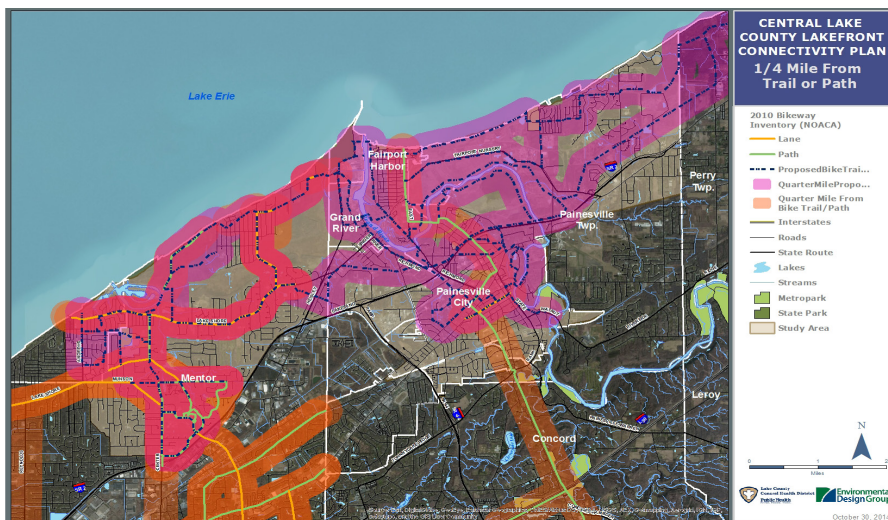


CANTON CITY-WIDE PARKS MASTER PLAN

Canton, like many cities once invested in manufacturing throughout the rust belt, has experienced a tumultuous shift in economy since the industry's downturn in 1970. The last city-wide master plan was completed in 1980, when the city was designed to accommodate a population that is booming instead of one that is declining. The parks have increased in size while the population has continued to decrease, leaving vast park areas disproportionate to the number of citizens that will utilize them.

CENTRAL LAKE COUNTY LAKEFRONT CONNECTIVITY PLAN

This Central Lake County Lakefront Connectivity Plan (CLCLCP) project was a direct response to the 2011 Community Health Assessment conducted by the Lake County General Health District. Extensive public and stakeholder involvement was conducted throughout this planning process. Four public meetings, two Steering Committee meetings and three Technical Advisory Committee meetings were conducted as part of the Central Lake County Lakefront Connectivity Plan.



BACKGROUND

EXPERIENCE & CAPABILITIES

PROJECTS IMPLEMENTED: A TEAM THAT MOVES BEYOND A PLAN

Environmental Design Group has assembled a team of experts with a track record of planning, funding, and building great projects – a balanced blend of technical and creative experience that make lasting impacts on our communities. Our process is built upon identifying opportunities and implementing solutions specific to each client. While most end with a plan, we just begin.



Cuyahoga County Towpath Vision Plan

Projects Funded



Stark County Trail & Greenway Plan

Projects Funded



Summit County Trail & Greenway Plan

Projects Funded



Tuscarawas County Trail & Green Space Plan

Projects Funded





QUALIFICATIONS

Katherine G. Holmok, PLA, ASLA PRINCIPAL-IN-CHARGE

Katherine has experience in park and trail master planning, and construction design and implementation. She has extensive experience in designing key urban land-use plans that incorporate art, gateways, pedestrians, multi-modal traffic, EPA Green Infrastructure Best Management Practices (BMPs), complete street concepts, and smart growth strategies.

EDUCATION

BS, Landscape Architecture, The Ohio State University

REGISTRATION

Landscape Architect—Ohio, Pennsylvania

AFFILIATIONS

City of Parma Planning Commission, Member, 2013–Present

City of Parma Design Review Board, 2011–2013

American Society of Landscape Architects (ASLA), Member; Western Reserve Chapter of Ohio, Secretary, 2008–2009; President, 2006–2008; Vice President, 2005–2006

Northeast Ohio GIS User Group, Member

YEARS OF EXPERIENCE **23**

“ The face and character of our country are determined by what we do with America and its resources. ”

THOMAS JEFFERSON

PROJECT EXPERIENCE

MASTER PLAN, AMPHITHEATER AND ALL PEOPLE'S TRAIL, NATURE CENTER AT SHAKER LAKES

Project Manager—This designated greenspace is a natural respite for hiking and birdwatching and is an environmental education center for surrounding schools. A master plan was prepared around the existing nature center and two antiquated trails – the All People's Trail and Stearns Trail. Meetings were held with board members, committee members and staff to identify educational and programmatic needs. These meetings, along with on-site review of existing trail structure, provided direction for renovation and enhancement recommendations, including elevated boardwalks, trailheads, and amphitheater. This plan identifies buildable, fundable, phased improvements that extend the cherished generational memories.

CLARIDON WOODLANDS/HYDE KAPLAN PROPERTY, GEAUGA PARK DISTRICT

Project Manager—Improvements for this new 127 acre park included a new enclosed shelter, two open air shelters, ADA accessible trail, hiking trails, and decorative stormwater management. The park will also include a ropes course, BMX bike track, and nature play area. The design embraced the natural beauty of the two existing ponds with overlooks and piers for natural recreation.

CITY-WIDE PARKS MASTER PLAN, CITY OF CANTON

Project Manager—This master plan aided the City and the Canton Park Commission in outlining objectives for making Canton's 66 parks and open spaces proportionate to its population—through target investments or decommissioning. The process included physical condition inventory, assessment of existing parks, current level of service analysis and public engagement. Initial investigation steps resulted in a needs analysis, which was informed by studies of national trends in park use and community-specific needs.

CHARLES MILL LAKE PARK, MUSKINGUM WATERSHED CONSERVANCY DISTRICT

Project Manager—Responsible for an overall park-wide evaluation and prioritization infrastructure and site improvement engineering study. The planned improvements were developed to bring the park up-to-date with new and improved facilities, and expanded recreational opportunities.



EDUCATION

BS, School of Art and Design, Massachusetts Institute of Technology

BARCH, Kent State University

REGISTRATION

Registered Architect—Ohio

LEED Accredited Professional, Building Design & Construction

YEARS OF EXPERIENCE 24

“ The great use of life is to spend it for something that will outlast it. ”

WILLIAM JAMES

QUALIFICATIONS

Stefanie A. S. Smith, RA, LEED AP BD+C

PROJECT MANAGER

Stefanie is a licensed architect and sustainability professional with proven success leading architectural, higher education and private sector teams to achieve performance goals. She has demonstrated strengths in leadership, project management, communication, design and problem resolution. Her work portfolio includes strategy formation, stakeholder engagement, sustainability assessments, project development and implementation.

PROJECT EXPERIENCE*

QUAIL HOLLOW PARK MASTER PLAN*, STARK COUNTY PARK DISTRICT

Project Manager—Oversight for the development of a park master plan for the recently acquired 700+ acre parcel for Stark Parks. The plan included the evaluation and assessment of the existing facilities, the development of recommended improvements, and prioritization of those improvements.

NIMISILA RESERVOIR METRO PARK CAMPGROUND MASTER PLAN*, SUMMIT METRO PARKS

Project Manager—Oversight for the development of a master plan for Summit Metro Parks for an existing 74 RV campground. The plan included a review of the current campground facilities and the development of system-wide improvements with associated cost estimates to implement the plan.

PLEASANT HILL LAKE PARK MASTER PLAN & PRELIMINARY DESIGN*, MUSKINGUM WATERSHED CONSERVANCY DISTRICT

Project Manager—Oversight for the development of a master plan and preliminary design for an existing 1,350-acre park for the Muskingum Watershed Conservancy District (MWCD). The project included an additional 220 RV campsites, extensive utility improvements, trails and stream restoration.

TAPPAN LAKE MARINA IMPROVEMENTS*, MUSKINGUM WATERSHED CONSERVANCY DISTRICT

Project Manager—The Tappan Marina improvement project will provide a destination dining and service experience for Muskingum Watershed Conservancy District (MWCD) customers, and the utility improvements will provide improved drinking water for the marina and reduced pollutants to Tappan Lake.

QUAIL HOLLOW LITTLE HOUSE IMPROVEMENTS*, STARK COUNTY PARK DISTRICT

Project Manager—This project will provide adequate drinking water and wastewater service, plus ADA access for the change in use of the Little House at Quail Hollow Park for Stark Parks.

* While with a prior employer.

QUALIFICATIONS

**Thomas K. James****PARK DEVELOPMENT SPECIALIST**

Tom is a seasoned park professional with over thirty-five years in progressive park management experience in budget management, personnel management, strategic planning, project development and management, public speaking, grant writing, and inter-agency cooperation.

EDUCATION

BS, Education, Kent State University

North Carolina State University Revenue Sources Management School

AWARDS

2019 – Ohio Parks and Recreation Association Harvey Woods Lifetime Achievement Award

2013 – Ohio Parks and Recreation Association Outstanding Park Professional Award

YEARS OF EXPERIENCE 35

“ Nature is
the art of
God. ”

DANTE

PROJECT EXPERIENCE**2019 SUPPORT SERVICES, ASHLAND COUNTY PARK DISTRICT**

Park Development Specialist—Providing monthly support services to the Ashland County Park District which includes in-office assistance at the Park District Headquarters in Ashland County, attendance at monthly board meetings, and telephone and email assistance as directed/needed.

MEDINA COUNTY PARK DISTRICT, DIRECTOR

Director—Managed the operation of the park district, including personnel management, budgeting, inter-agency cooperation, strategic planning, public relations, land acquisition, and grant writing. During my tenure the park district grew from approximately 1,200 acres to over 6,500 acres. Six new parks and numerous miles of trails were added.

MUSKINGUM WATERSHED CONSERVANCY DISTRICT

- Young Adult Conservation Corps and Youth Conservation Corps Program Manager – Managed two employment training programs, wrote grants, managed budgets and federal reporting requirements, managed projects
- Assistant Recreation Manager – Assisted with the management of five major parks with campgrounds, twelve marina leases, and public relations
- Manager of Public Information and Concessions – Managed marina, beach, and campground concessions, developed new lease programs, managed all public information activities including brochures, newsletters, press releases and related activities

QUALIFICATIONS



Jodi B. McCue, PLA, ASLA

LANDSCAPE ARCHITECT

Jodi's skills include managing projects from inception through conceptual design, design development, and construction drawings on projects of varying scales. She places sustainability at the forefront of her diverse set of projects. Jodi achieves client goals through budget conscious, cost-effective design solutions and successfully delivers project presentations to obtain approval.

EDUCATION

BS, Landscape Architecture, The Ohio State University

REGISTRATION

Landscape Architect—Ohio, Pennsylvania

AFFILIATIONS

American Society of Landscape Architects (ASLA)

City of Willoughby Planning Commission, January 2019–Present

YEARS OF EXPERIENCE 22

“The earth is what we all have in common.”

WENDELL BERRY

PROJECT EXPERIENCE**MASTER PLAN, AMPHITHEATER AND ALL PEOPLE'S TRAIL, NATURE CENTER AT SHAKER LAKES**

Landscape Architect—This designated greenspace is a natural respite for hiking and birdwatching and is an environmental education center for surrounding schools. A master plan was prepared around the existing nature center and two antiquated trails – the All People's Trail and Stearns Trail. Meetings were held with board members, committee members and staff to identify educational and programmatic needs. These meetings, along with on-site review of existing trail structure, provided direction for renovation and enhancement recommendations, including elevated boardwalks, trailheads, and amphitheater. This plan identifies buildable, fundable, phased improvements that extend the cherished generational memories.

STREETSBORO PARK MASTER PLAN UPDATE, CITY OF STREETSBORO

Landscape Architect—Worked closely with the Planning Director and Park Advisory Committee to update the Park Master Plan originally prepared by Environmental Design Group a decade earlier. The process included obtaining public input through surveys and meetings and evaluating the community's existing park holdings as well as preparing individual park master plans.

ST. JOSEPH LAKE PARK MASTER PLAN, VILLAGE OF SOMERSET

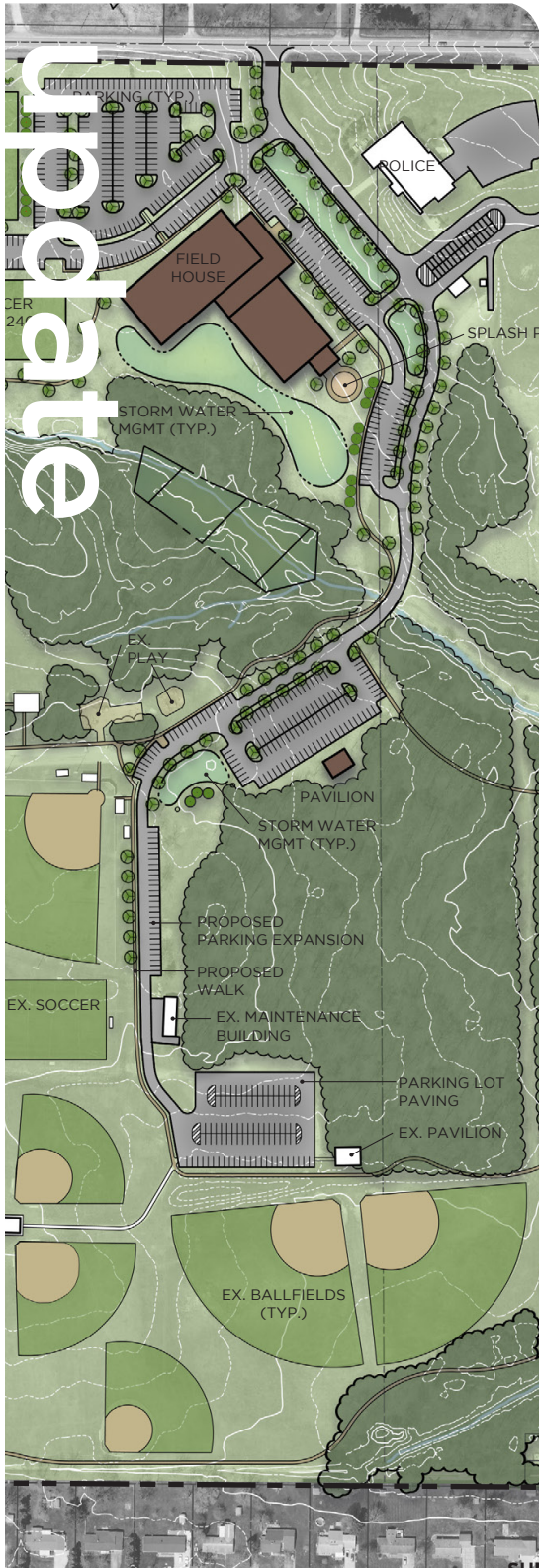
Landscape Architect—While the existing lake has been in existence since 1985, the site does not provide general access to the public. The master plan addresses the lack of access through providing a loop trail, local trail connections, improved shoreline fishing access, boat dock improvements, ecological enhancements, and options for other uses such as picnicking, camping, and cabin lodging.

OSBORNE PARK*, CITY OF WILLOUGHBY AND LAKE COUNTY PLANNING COMMISSION

Landscape Architect—Prepared construction drawings for park amenities including playground, adult fitness equipment, pavilion, gazebo, disc golf course, trail markers, community kiosks and plantings. This project was made possible through a Plan4Health Grant for American Planning Association.

* While with another employer.

STREETSBORO PARK MASTER PLAN UPDATE



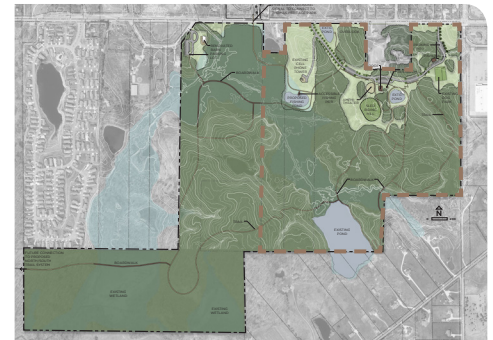
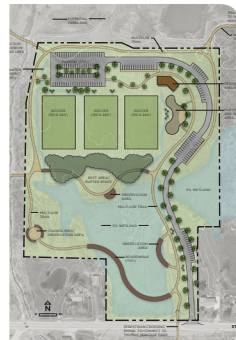
SCOPE OF SERVICE

Environmental Design Group facilitated meetings with the Park Advisory Committee and public to gather input on the future of the parks. An overall conceptual park master plan was prepared for both City Park and Thomas Heritage Park in conjunction with a Preliminary Park and Rec Master Plan booklet update.

IMPACT

The Streetsboro Parks and Recreation Master Plan update provided the City of Streetsboro with a tool to assist the City's future park development, acquisition, and expansion and help guide the future of their parks to leverage a capital improvement and maintenance campaign.

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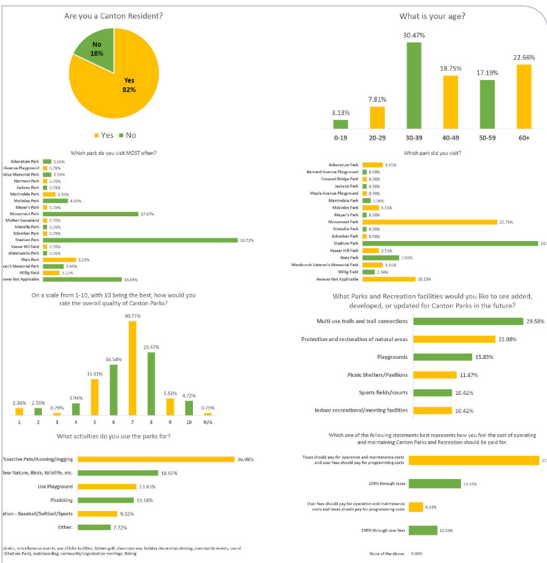
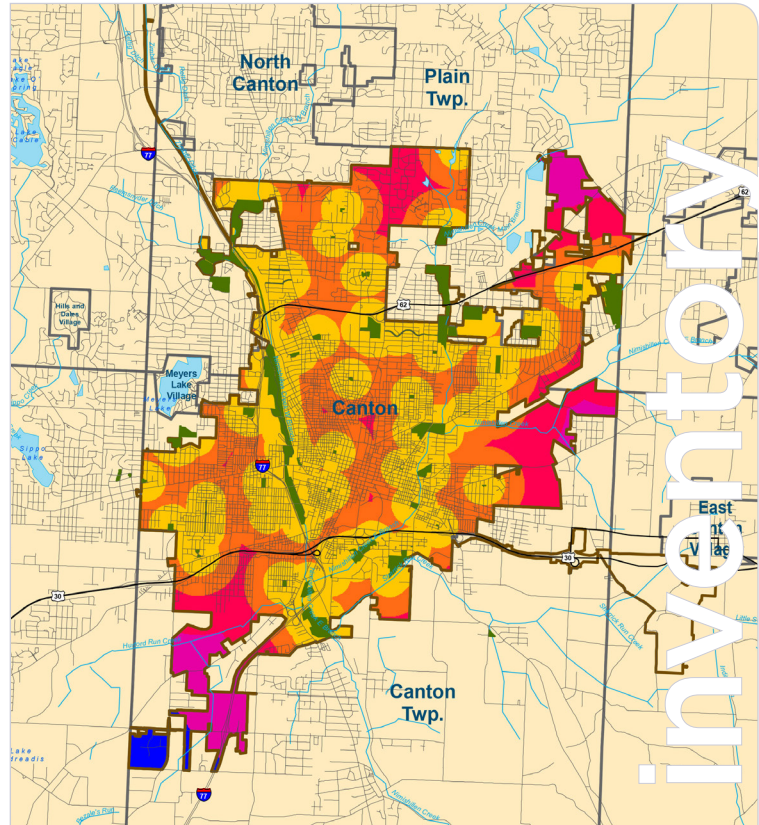
PROJECT DESCRIPTION

To support development through a levy campaign, Environmental Design Group assisted the City with an update to the current Parks and Recreation Master Plan. Opportunities for green space, trail connections and links to other parks and trails were studied, including utilization of railroad and utility easement corridors for connections. A focus to develop existing park holdings resulted in conceptual master plans for City Park and Thomas Heritage Park. City Park is the heart of Streetsboro's active recreation and houses the City's ball fields. The park includes walking trails and a community center with a senior center, offices, and indoor turf fields. Thomas Heritage Park is a passive park with natural features including wetlands, home to endangered plant and animal species. There is limited access to this park, although it has a small parking lot, enclosed dog park, fishing pier, and pond. The master plan calls for a loop road with pocketed parking along the north portion. At the center, close to the fishing pond, is an amphitheater and pavilion with a proposed fireplace that could serve as the hub for winter activities. While trails extend into the southern portion, vehicular access is limited to the north to protect this site's valuable resources.

CLIENT REFERENCE

City of Streetsboro / Greg Mytinger
gmytinger@cityofstreetsboro.com / 330.626.3802

CANTON CITY-WIDE PARKS MASTER PLAN



SCOPE OF SERVICE

The Canton Parks Department contracted with Environmental Design Group to develop a city-wide Parks Master Plan. The intent of the Master Plan was to aid the City and the Canton Park Commission in outlining objectives for making Canton's 66 parks and open spaces proportionate to its population – through target investments or decommissioning. The process included physical condition inventory, assessment of existing parks, current level of service analysis and public engagement. Results from initial investigation steps was a needs analysis, which was also informed by studies of national trends in park use and community-specific needs. A conceptual cost opinion for improvements of each site was included in the plan. We identified which parks should be maintained, decommissioned, enhanced, or re-defined.

PROJECT DESCRIPTION

Canton, like many cities that once invested in manufacturing throughout the rust belt, has experienced a tumultuous shift in economy since the industry's downturn in 1970. The last city-wide master plan was completed in 1980, when the city was designed to accommodate a population that is booming instead of one that is declining. The parks have increased in size while the population has continued to decrease, leaving vast park areas disproportionate to the number of citizens that will utilize them.

IMPACT

The master plan meets the recreational needs of the current population and increases park access. The plan aided the City of Canton Park System in addressing park maintenance, repair, rehabilitation and land management, and assisted in the procurement of external funding.



CLIENT REFERENCE

Canton City Engineer / Dan Moeglin
dan.moeglin@cantonohio.gov / 330.438.6903

NATURE CENTER AT SHAKER LAKES MASTER PLAN & DESIGN



PROJECT DESCRIPTION

The Nature Center at Shaker Lakes was founded in 1966 as a grassroots effort to preserve the Shaker Parklands. Key to the park’s outdoor educational programming is the All People’s Trail, a one-third mile long elevated boardwalk winding through the floodplain wetlands, and provides nature education access to all. The second key trail is the Stearns Trail, a one-mile long gravel surface trail winding through the riparian buffer, and has more challenging walking segments, areas of quiet contemplation and ecology examination access points. Both trail facilities incorporate layered elements that contribute to a diverse, nature inspired visitor experience while preserving and enhancing the Doan Brook riparian habitat. Built in the mid-1980s, these trails have surpassed their expected lifespan and the team identified and developed a phased master plan redevelopment of the campus.

ENVDESIGNGROUP.COM



SCOPE OF SERVICE

Environmental Design Group developed a detailed renovation plan for these two trails and park campuses. Board members, committee members and staff met with Environmental Design Group to identify educational and programmatic needs. These meetings, along with on-site review of existing trail structure conditions, provided direction for the renovation and enhancement recommendations for the trails. In addition, Environmental Design Group provided surveying, design and documentation for the development of the Lavelle Family Amphitheater at the Nature Center. Currently the team is completing construction design for the All People’s Trail reconstruction. Environmental Design Group produced a consolidated packet for the owner, including schematic plans, images and illustratives to help tell the story of marketing goals for fundraising purposes.

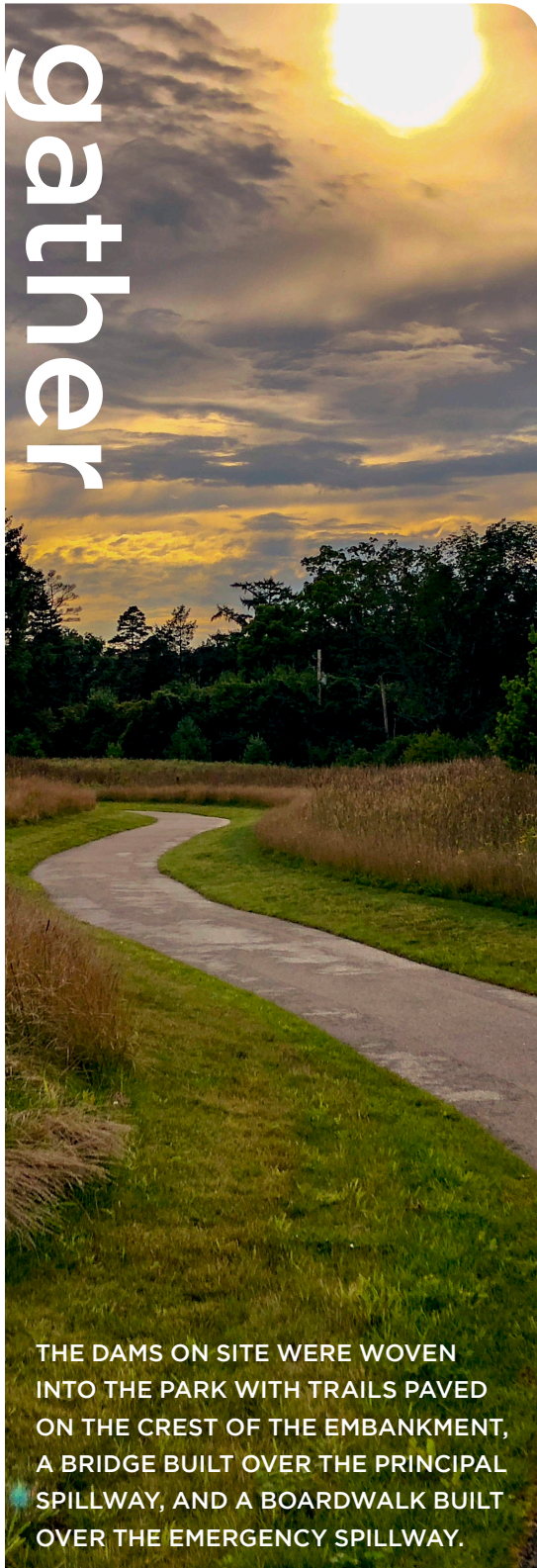
IMPACT

Buildable, fundable, phased improvements were identified that extend the generational memories of the Nature Center at Shaker Lakes.

CLIENT REFERENCE

Nature Center at Shaker Lakes / Kay Carlson
 carlson@shakerlakes.org / 216.321-5935, ext. 227

CLARIDON WOODLANDS PARK



SCOPE OF SERVICE

Environmental Design Group provided topographic survey, permitting, site planning, design development services, utility infrastructure design (water well, septic), trail development, detailed construction documents, bidding services and construction administrative assistance.

IMPACT

The new park provides a new gathering and entertainment space along with access to a wonderful natural setting for customers of the Geauga Park District in an area that was previously under served.

 ENVDESIGNGROUP.COM



PROJECT DESCRIPTION

Claridon Woodlands Park, a new park for the Geauga Park District, is comprised of approximately 127 acres of primarily wooded land in the Upper Cuyahoga River Watershed. The project included the construction of an enclosed shelter and an open shelter with a flat lawn area in between the two structures for extension of the shelters. In addition, an accessible use trail around the main areas of the park was included along with a new gravel trail system throughout the remainder of the park.

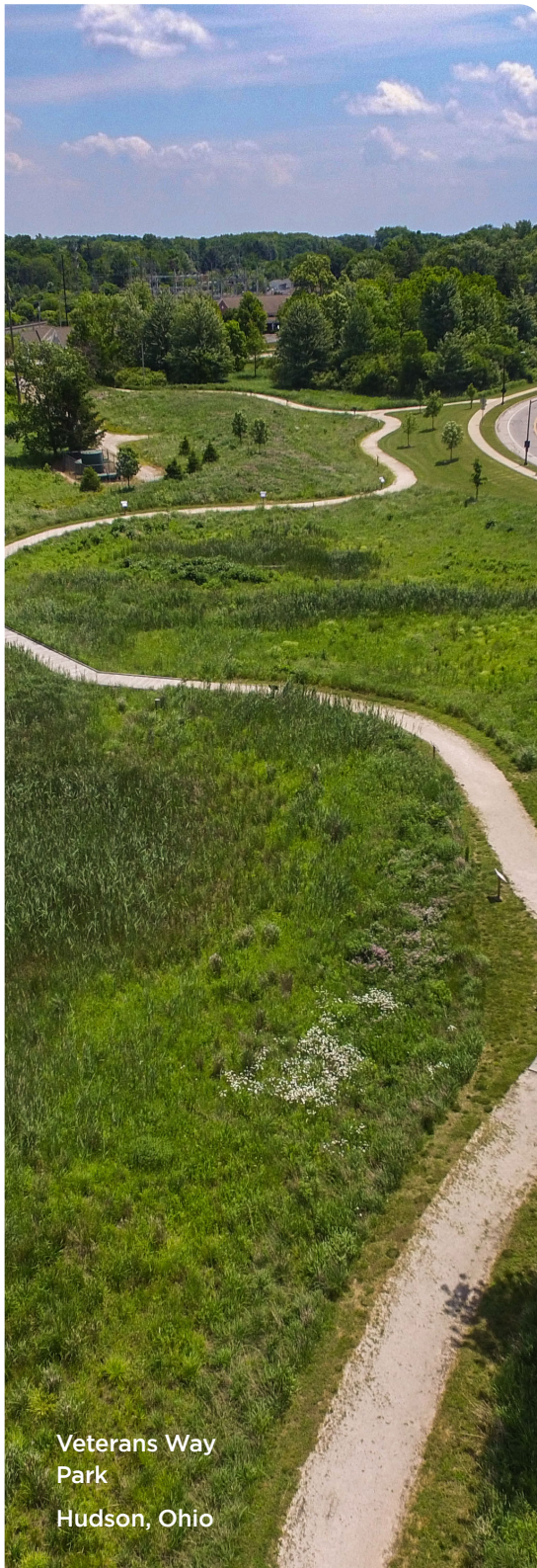
The project also included decommissioning of an existing drinking water well, a new drinking well with higher flow rate pumps, and a new water treatment system to treat iron, manganese and arsenic. With the new system, Environmental Design Group worked with the Park District to obtain new Public Water System Identification (PWSID) Number. Other infrastructure improvements included abandonment of the existing wastewater septic system and addition of a new on-site mound wastewater disposal system permitted through OEPA for commercial use.

CLIENT REFERENCE

Gauga Park District / Matt McCue
mmccue@geaugaparkdistrict.com / 440.286.9516

THE DAMS ON SITE WERE WOVEN INTO THE PARK WITH TRAILS PAVED ON THE CREST OF THE EMBANKMENT, A BRIDGE BUILT OVER THE PRINCIPAL SPILLWAY, AND A BOARDWALK BUILT OVER THE EMERGENCY SPILLWAY.

UNDERSTANDING OF THE PROJECT



Veterans Way
Park
Hudson, Ohio

UNDERSTANDING OF THE PROJECT

The City of Hudson enjoys a rich legacy of civic involvement and progressive thinking, resulting in a well-planned and desirable quality of life for all residents. Decision-makers, business leaders and individuals value the strong role parks, recreational facilities and open spaces have in cultivating the small-town atmosphere, safe neighborhoods and cultural amenities found throughout the City.

Past community planning efforts have provided Hudson residents with a comprehensive parks and recreation system. While the community's growth stabilizes, the Parks and Community Services Department must develop new plans to meet emerging recreation needs and newly identified leisure trends.

To assist with this planning, the City has recently partnered with ETC Institute, a national survey and data collection company. Known for its rigorous attention to research methodology, this process enables citizens who are less vocal in the community to provide meaningful comments. Our team will review this information and create meaningful maps and infographics to communicate findings to the public.

As new recreational trends and interests are identified, the City needs to explore ways to renovate and revitalize existing parks and facilities to meet these needs. This planning effort will set the framework for decision-makers and serve as a tool for upgrading the system of parks, facilities and open spaces in Hudson. Updating the current parks master plan provides for a systematic and prioritized approach to meet the changing needs of the community.

Our team will work closely with City staff and the Parks Board to develop a clear, concise and realistic plan that will be supported by the citizens and embraced by civic leaders as the blueprint for community success. Our parks master plan expertise will also help to position your staff to deliver the plan with a sense of purpose, cohesion, and professionalism, within the context of a reinvented, dynamic plan.

PROPOSED SCHEDULE AND WORK PLAN

PROPOSED SCHEDULE AND WORK PLAN

Task 1: Project Initiation & Data Collection | November 19, 2019 – December 31, 2019

The Environmental Design Group team will meet with the Park Board and City staff at project initiation to refine goals for the project, including contract administration, scope, schedule, budget, roles and responsibilities, and logistical issues in order to tailor and refine the planning process. Our team will identify key meetings, discuss example cities and discuss milestones.

During this task, we will obtain and summarize ETC Institute data. Summary of the survey information will report on public awareness/interest in Hudson's park offerings, report on public perception of Hudson's parks, and report on the perception of recreational balance for recreational needs. Our team will use GIS mapping, infographics, charts and graphs to summarize this information in an easy to read manner.

Environmental Design Group will provide a draft Fact Sheet summary of survey information to the City and Park Board for review. The City and Park Board will provide one (1) set of consolidated comments to Environmental Design Group. Revisions will be included in the final summary document in Task 2 and final master plan.

Task 2: Parks Level of Service Analysis | November 30, 2019 – January 31, 2020

Environmental Design Group will tour the City of Hudson neighborhood and community parks, trails and natural areas, and recreation facilities with City staff and Park Board members. The one-day tour will provide an opportunity to confirm the City's park and recreation facility inventory with Environmental Design Group and discuss issues such as park condition, operations, programming functions, future use and maintenance. Environmental Design Group may request to be accompanied by key staff/Board members during all or parts of the tour.

Our team will create a community profile of Hudson. The purpose of this task is to describe the City and to determine how population changes in the City will affect future needs for parks, natural areas, trails, recreation facilities, and services over the course of the planning horizon. Using population and economic data provided by the City and other sources, Environmental Design Group will summarize important changes, such as growth in specific population segments, changes in family composition, cultural diversity and income, and expansion of Regional Park programs and services, and identify implications for future parks and recreation needs.

Environmental Design Group will prepare an Existing Conditions Summary Report with accompanying tables, charts and maps to summarize the findings of all inventory activities. The report will include a description of planning areas, City organization, current and projected demographics, along with implications for parks, recreation and open space service provisions; current level of service and standards/guidelines for existing parks and facilities; a facilities inventory; and an overview of maintenance practices and issues. Environmental Design Group will provide one (1) electronic copy to City staff for reproduction and appropriate distribution to the Park Board. Environmental Design Group will revise the report based on one (1) copy of consolidated comments provided by the City and Park Board and incorporate these revisions into the Park and Recreation Master Plan Update.

Task 3: National and Regional Recreation Trends | January 2, 2020 – February 2, 2020

Trends analysis will include an evaluation of demographic shifts and their impact on what Hudson might consider, based on future sports facility trends, interest and participation levels for a variety of activities and what is new in the health and wellness field. Our team will identify up to five similar municipalities for comparison to Hudson. Each comparison will identify acres of parks, types of parks and acres of open spaces.

PROPOSED SCHEDULE AND WORK PLAN

Environmental Design Group will provide a draft summary of survey information to the City and Park Board for review. The City and Park Board will provide one (1) set of consolidated comments to Environmental Design Group. Revisions will be included in the draft and final master plan.

Task 4: The Parks Master Plan | February 1, 2020 – April 15, 2020


Our team will identify potential strategies, attainable goals and parks to update as part of the draft Parks Master Plan to reflect the broad-based needs of the community as well as meet the future needs of multiple generations and neighborhood trends. Goals, policies and strategy recommendations will be based on both the technical needs analysis and Park Board input received during the planning process. Environmental Design Group will provide a data file of the draft recommendations to the City for distribution. Environmental Design Group will revise the draft policies based on one (1) set of consolidated comments provided by the City. Environmental Design Group will incorporate the revisions into the Draft Plan.

Our team will prepare an action plan and develop performance indicators to measure the City’s success in implementing the updated parks master plan. The implementation plan will outline strategies for reaching the goals outlined in the plan including recommendations on priorities, financing, benefits and community involvement opportunities. The implementation plan will also address opportunities to improve maintenance, accessibility and equity concerns. The measures will be designed to be updated annually through the City’s Capital Improvement Program. The implementation plan will be incorporated into the draft plan.

Based on the previous tasks and the input received, Environmental Design Group will prepare a draft Master Plan for City staff and Park Board review. The draft will be formatted as a clear, readable and attractive document suitable for public distribution. The plan will include: the background information and community setting; the existing parks and facilities inventory; the needs analysis, community needs assessment and summary; classifications and standards; and implementation measures.

Environmental Design Group will provide two (2) hard copies and an electronic file of the draft Parks Master Plan to the City for distribution.

Based on one (1) copy of collated comments prepared by the City, Environmental Design Group will revise the draft Parks Master Plan and deliver a final Parks Master Plan to the City. Environmental Design Group will provide twenty (20) hard copies, one (1) electronic version, and Word and PDF files of the final plan to the City.

PROPOSED SCHEDULE AND WORK PLAN AT-A-GLANCE						
	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020
Task 1: Project Initiation & Data Collection	<i>start</i> 11/19/19	<i>end</i> 12/31/19				
Task 2: Parks Level of Service Analysis	<i>start</i> 11/30/19		<i>end</i> 1/31/20			
Task 3: National and Regional Recreation Trends			<i>start</i> 1/2/20	<i>end</i> 2/2/20		
Task 4: The Parks Master Plan				<i>start</i> 2/1/20		<i>end</i> 4/15/20

	Principal	Project Manager	Park Dev. Specialist	Sr. LA	Clerical	Total Hours	Labor Cost	Overhead	Profit	Total Cost
	K. Holmok	S. Smith	T. James	J. McCue	L. Post			193.00%	12%	
	\$56.81	\$50.57	\$29.58	\$37.02	\$24.76					
Task 1 - Project Initiation & Data Collection										
	0.5	3			4	8	\$279.16	\$538.77	\$98.15	\$916.08
	1	2	3			6	\$246.69	\$476.11	\$86.74	\$809.54
	1	12	24	8		45	\$1,669.73	\$3,222.58	\$587.08	\$5,479.39
	1	8	8			17	\$698.01	\$1,347.16	\$245.42	\$2,290.59
	4	25	35	8	4	76	\$2,893.59	\$5,584.62	\$1,017.38	\$9,495.59
Task 2 - Parks Level of Service Analysis										
	1	12	8	16		37	\$1,492.61	\$2,880.74	\$524.80	\$4,898.15
		2	8			10	\$337.78	\$651.92	\$118.76	\$1,108.46
		8	8	12		28	\$1,085.44	\$2,094.90	\$381.64	\$3,561.98
	1	2	3			6	\$246.69	\$476.11	\$86.74	\$809.54
	2	24	27	28	0	81	\$3,162.52	\$6,103.66	\$1,111.94	\$10,378.13
Task 3 - National and Regional Recreation Trends										
		2	16			18	\$574.42	\$1,108.63	\$201.97	\$1,885.02
		4	8			12	\$438.92	\$847.12	\$154.32	\$1,440.36
		4		8		12	\$498.44	\$961.99	\$175.25	\$1,635.68
		2	3			5	\$189.88	\$366.47	\$66.76	\$623.11
	0	12	27	8	0	47	\$1,701.66	\$3,284.20	\$598.30	\$5,584.17
Task 4 - The Parks Master Plan										
	1	16	8	40		65	\$2,583.37	\$4,985.90	\$908.31	\$8,477.59
	1	2	3			6	\$246.69	\$476.11	\$86.74	\$809.54
	1	8		24		33	\$1,349.85	\$2,605.21	\$474.61	\$4,429.67
		2				2	\$101.14	\$195.20	\$35.56	\$331.90
	3	28	11	64	0	106	\$4,281.05	\$8,262.43	\$1,505.22	\$14,048.69
	9	89	100	108	4	310	\$12,038.82	\$23,234.91	\$4,232.85	\$39,506.58
TOTAL BASE CONTRACT										
PROJECT SUMMARY										
						310				
										\$39,506.58
										\$165.00
										\$39,671.58

PROJECT SUMMARY										
						310				
										\$39,506.58
										\$165.00
										\$39,671.58

MANAGEMENT SUMMARY



Environmental Design Group is keenly aware of the importance of performing work tasks within budget, in a quality manner and on schedule. Our personnel continually monitor projects to assure our compliance with municipal and local requirements, as well as federal and state agency grant and loan programs. We are fully committed to providing quality service in a timely and cost-effective manner.

OUR VISION OF QUALITY & COST

At Environmental Design Group, we continually strive to provide work that is accurate, implementable, and meets client expectations. As such, our knowledgeable team begins each project with a project work plan outlining the various tasks, internal deadlines, and communication strategies. Each week, our firms' project managers meet to determine workload and staffing allocations. Even with our best efforts, sometimes project delays and additional scope cannot be avoided. Our project managers are trained to communicate early and often with the client to avoid surprises. Our standard bi-weekly "touch points" will be set-up with the City to communicate deadlines, potential issues of concern and budget updates.

on average
less than **3%**
in change orders

Environmental Design Group takes its budgeting responsibilities seriously. We have an online project scheduling and budget management system in place that is a part of our cost accounting software. We maintain real time updates for our project managers to track available budgets and human resources. Our construction costing models have been developed over 35 years of practice in the marketplace and has resulted on average less than 3% in change orders for our projects. Each project builds on this information database and is further tested in the marketplace through checks with our contractor and vendor associations and published reports of current market pricing.

TIMELINES

A key factor in the successful completion of a project is adherence to the proposed schedule. To ensure success, Environmental Design Group incorporates a team concept to complete our endeavors. We assign personnel with proven track records who are dedicated to effective project development. We have a proven track record with our clients in the areas of maintaining client contact, as well as completing our contractual obligations within established schedules. As a result, repeat business with existing clients represents approximately 85% of our workload.

REPEAT BUSINESS
w/**EXISTING CLIENTS**
= ~**85%** of our
workload

AVAILABILITY OF STAFF

With a 72-person, multidisciplinary staff, including 22 Professional Engineers, eight Landscape Architects, six Urban Planners, six full-time Construction Inspectors, two Professional Surveyors and numerous other professionals, Environmental Design Group has the capacity to perform the work on time and according to budget. Our proposed team will be dedicated to the City for the duration of the project, with the inclusion of additional specialty staff when necessary.

STAFF CAPABILITIES

Environmental Design Group's design approach integrates team skills in partnership with the client to produce creative, functional and sustainable solutions. It is a process that has produced remarkable results over a 35-year period – numerous design and planning awards and a generation of enthusiastic visitors to the places we create. The team proposed for this project has significant experience in parks master plans.

72
EMPLOYEES

YEARS IN
BUSINESS

35